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#### **NOTIFICATION**

No.A. 33023/52/2000-PAAR(TRG), the 19th August, 2004. In exercise of the power conferred by the proviso to Article 309 of the Constitution of India, the Governor of Mizoram is pleased to make the following Regulations to regulate training in Pitman Mizo Shorthand for Stenographers serving under the Government of Mizoram, namely :-

1. Short Title and Commencement :
  - 1) These Regulations may be called the Government of Mizoram (Training in Pitman Mizo Shorthand) Regulations, 2004.
  - 2) They shall come into force from the date of publication in the official Gazette.
2. Definition : In these Regulations, unless the context otherwise requires—
  - a) 'Government' means the State Government of Mizoram;
  - b) 'Institute' means the Administrative Training Institute, Mizoram, Aizawl and any other institute or institutes as may be authorised by the Government from time to time to conduct training under these Regulations;
  - c) 'Stenos' means Stenographers working under the Government of Mizoram irrespective of the Grade;
  - d) 'Training' means the training in Pitman Mizo Shorthand conducted in accordance with these Regulations;

3. **Extent of Application** : These Regulations shall apply to all Stenographers serving under the Government of Mizoram.
4. **Eligibility** : All Stenographers mentioned in regulation 3 of these regulations shall be eligible to undergo the training.

Provided that no Stenographer who has already attained the age of 55 years shall be eligible to undergo the training.

5. **Types and duration of training** : The training shall be for two types and as follows :-

- i) **Condensed Course of training for 30 (thirty) working days :-**

This training shall be for Stenographers who are using Pitman's System of English Shorthand ;

- ii) **3 months Course of training :-**

This training shall be conducted for serving Stenographers with any other shorthand system other than Pitman Shorthand system.

6. **Venue** : The venue of the training shall be the Administrative Training Institute, Aizawl or such other places/institutions as may be determined by the Government from time to time.

7. **Method of : evaluation of trainees** : Daily Performance Record (DPR) hereinafter referred as shall be maintained for each trainee and the performance shall be evaluated, and percentile score shall be worked out at the end of the training period.

The result shall be given as follows :-

- 1) Those who score not less than 80% shall be declared as 'Successful'
- 2) Those who score less than 80% but not less than 60% shall be declared as 'Completed the training'.
- 3) Those who score less than 60% shall be declared as 'Unsuccessful'.

8. Attendance : Regular attendance shall be required for each and every trainee as their performance shall be evaluated on the basis of Daily Performance Record. Absence from any class shall adversely affect the performance of the trainees. No leave shall ordinarily be entertained during the training courses.
9. Incentive : One-time lumpsum incentive to those Stenographers who had successfully completed and obtained pass marks in Pitman's Mizo Shorthand Training as indicated below :-
- |              |              |   |             |
|--------------|--------------|---|-------------|
| Stenographer | (Sr. Grade ) | - | Rs. 2,500/- |
| Stenographer | (Grade-I )   | - | Rs. 2,000/- |
| Stenographer | (Grade-II )  | - | Rs. 1,500/- |
| Stenographer | (Grade-III)  | - | Rs. 1,000/- |
10. Sanctioning : The Head of Department under which a trainee is working shall issue suitable sanction of lumpsum payment on announcement of the results of the trainees.
11. Travelling allowance and Daily Allowance : Travelling Allowance or Daily allowance to and from the institute will be admissible for out-station trainees as per the existing rules.
12. Interpretation : Where any doubt arises as to the interpretation of these regulations, it shall be referred to the DP & AR (Training Wing) whose decision shall be final.

By Order etc.,

Lalmalsawma,  
Secretary to the Govt. of Mizoram,  
Deptt. of Personnel & Administrative Reforms,  
Training Wing.