

No.A.33038/1/2009-P&AR(TRG)  
GOVERNMENT OF MIZORAM DEPARTMENT OF PERSONNEL &  
ADMINISTRATIVE REFORMS  
'TRAINING WING'

...  
OFFICE MEMORANDUM

Dated Aizawl, the 20<sup>th</sup> June, 2023

**Subject: Consolidated instructions on trainings/Study Leave within/outside the State.**

In supersession of all instructions issued by this Department with regard to the subject mentioned above, it is hereby notified for information and guidance of all Administrative Departments and Heads of Department under the Government of Mizoram that the following instructions shall be strictly followed while nominating officers and staff for training outside Mizoram (within India or abroad) and for Study Leave:-

**1. TRAINING**

- (a) For the purpose of this Memorandum, the term "**training**" shall include seminars, workshops, study tour and other activities and fora which have an element of formal learning/teaching, where a certificate of participation is given and which a Government servant, while filling up his/her Annual Performance Appraisal Report, can claim as training undergone during the course of the year.
- (b) Training programmes shall be classified into the following categories:  
**Short term training:** Training programmes of up to one month duration will be treated as short term training.  
**Medium term training:** Training programmes of more than one month and up to six months duration will be treated as medium term training.  
**Long term training:** Training programmes of more than six months duration will be treated as long term training.
- (c) No Government servant shall normally be sponsored by the State Government for more than one long term training programme during his/her career. This is excluding Study Leave and long-term training programmes sponsored by the Government of India or other agencies in collaboration with the Government of India.

- (d) Approval of the Department of Personnel & Administrative Reforms (Training Wing) should be obtained through the Administrative Department for all training proposals falling under the category mentioned at (a) above. However, proposal for attending training programmes whose duration does not exceed 2 (two) weeks/10 (ten) working days need not be routed through Department of Personnel & Administrative Reforms (Training Wing); approval for such training programme may be granted by the Head of Administrative Department concerned.
- (e) Nomination of officers for compulsory training programmes mandated by the concerned Service Rules/Training Regulations need not be referred to DP&AR (Training Wing). Nominations for such programmes may be made with due approval of the Administrative Head of Department. In the case of the All India Services, Central Services, Mizoram Civil Services and Heads of Departments, approval will be accorded by the Administrative Head of the Cadre Controlling Department within the State.
- (f) Before submitting the proposals to DP&AR (Training Wing), the respective Administrative Department should obtain approvals at the levels indicated below:
- (i) All training abroad (including compulsory training programmes having a foreign component): Minister concerned through the Chief Secretary.
  - (ii) Domestic training of Administrative Heads of Department: Chief Secretary.
  - (iii) All other cases: Secretary of the Department concerned.
- (g) Proposal is to be supported by:-
- (i) Copy of the training circular/brochure giving full details of the training course (course title, venue, duration, dates, etc).
  - (ii) Particulars and contact details of the nominated officer.
  - (iii) A statement mentioning the relevance of the training programme to the interest of the Public.
  - (iv) The details of training attended during the past 24 months in respect of any officer of Level 10 and above. Such information should include name of the training, venue, and duration of the training attended). Application without the said information shall not be endorsed to the DP&AR (Training Wing).
- (h) Training programmes which have a foreign component and are to be wholly funded by the State Government shall be submitted to Finance Department for concurrence after obtaining approval of DP&AR (Training Wing). The financial implication, the source of funding and the availability of funds should be clearly stated.

- (i) In view of the financial position of the State Government, fee-based training courses shall not normally be entertained unless they are absolutely pertinent to the role and position of the nominated officer or are mandatory as per the cadre training regulations governing the officer. The proposing Department may, therefore, examine such proposals and refer such proposals with proper justification. The Administrative Training Institute and cadre controlling authorities, while designing the mandatory courses shall ensure that appropriate courses are planned, based on the level & cadre of the participants.
- (j) No official should be released to attend a training programme in anticipation of approval of DP&AR (Training Wing). Ex-post facto approval will not be accorded unless the proposal is adequately justified.
- (k) Whenever Officers/Staff of any level attend training programme of any kind outside Mizoram, the officer/staff should submit the Training Feedback/ Report to DP&AR (Training Wing) after their return from the training in the prescribed form *enclosed herewith*.
- (l) It has been observed that certain sections of Government servants are in the habit of seeking approval for attending conferences/seminars, exhibitions/promotions organized and sponsored by non-government associations/unions/companies under the garb of training. Proposals for such tours are referred to this Department with the intention of treating the participant's absence as official duty. *It is hereby clarified that no nomination for such conferences should be referred to this Department. Government servants interested in attending them may do so at their own expense and by availing appropriate leave from the competent authority.*

## 2. STUDY LEAVE:

The Study Leave is governed by Rule 50-63 of CCS (Leave) Rules, 1972 and the AIS (Study Leave) Regulations, 1960 as the case may be. All proposals for Study Leave should be referred to DP&AR (Training Wing) after observing the provisions contained in these Rules/Regulations and complying with the following:

- (a) Application for Study Leave should be forwarded to this Department *at least one month* before the last date prescribed for submission of applications seeking admission to the institution or *at least two months* prior to commencement of the course, unless there are convincing reasons for not doing so.

- (b) Prior approval of the Minister concerned shall be obtained.
- (c) The authority competent to grant leave shall certify that the proposed course of study will be of definite advantage from the point of view of public interest.
- (d) The authority competent to grant leave shall also certify that it is in the pursuit of public interests and of studies in subjects other than of purely academic or literary interest.
- (e) The recommendation for Study Leave should not be for personal benefit of the Government servant alone nor should it be for avoidance of hard posting.
- (f) The controlling authority/Head of Department should certify that the Department can smoothly function without posting substitute or without officiating appointment in place of the government servant recommended for availing study leave.
- (g) All proposals for Study Leave should be supported by Leave Admissibility Report from the competent authority, stating clearly the duration of Study Leave already availed, if any.
- (h) The Department concerned shall ensure that every Government servant in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a Bond in Form 7 or Form 8, as the case may be, before the study leave or extension of such study leave granted to him commences.
- (i) Every Government servant not in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a Bond in Form 9 or Form 10, as the case may be, before the study leave or extension of such study leave granted to him commences.
- (j) On completion of the course of study, the Government servant shall submit to the authority which has granted the Study Leave, a self-attested copy of the certificate of examinations passed, or special courses of study undertaken as per the instructions contained in Rules/ Regulations.
- (k) Leave Salary and other allowances are admissible while other expenditure incurred on travelling allowances and cost of fees are not be paid by the Government as per the extant provision of the Rules/Regulations.

### 3. RELAXATION :

Any relaxation of these instructions/conditions will require prior approval of the Government of Mizoram i.e. DP&AR (Training Wing).

All Administrative Departments and Heads of Department are requested to bring the contents of this O.M. to the notice of all their subordinates/attached officers for strict adherence.


Encl: As above.

Sd/- R. LALRAMNGHAKA  
Secretary to the Govt. of Mizoram  
Department of Personnel & Administrative Reforms  
Training Wing

Memo No.A.33038/1/2009-P&AR (TRG) : Dated Aizawl, the 20<sup>th</sup> June, 2023

Copy to:-

1. Secretary to Governor, Govt. of Mizoram.
2. P.S. to Chief Minister, Govt. of Mizoram.
3. P.S. to Speaker/Minister/Dy.Speaker/, Govt. of Mizoram.
4. P.P.S. to Chief Secretary, Govt. of Mizoram.
5. All Administrative Heads of Departments, Govt. of Mizoram.
6. All heads of Departments Govt. of Mizoram.
7. Director, Administrative Training Institute, Aizawl.
8. All Treasury Officer. They are requested to insist upon a copy of approval of the appropriate authority issued in line with this OM while entertaining TA/DA bills of officers/staff attending any training course/programme outside the State.
9. Guard file.

  
(PAUL L. KHUMA)

Deputy Secretary to the Govt. of Mizoram  
Department of Personnel & Administrative Reforms  
Training Wing

## FEEDBACK & TRAINING REPORT FORM OUTSIDE MIZORAM

1. Name of Officer :  
2. Designation :  
3. Name of Training Programme :  
4. Venue :  
5. Duration :

### PART-I (FEEDBACK)

1. What do you think about the structure and organization of the training programme.

| Very Well Structured | Well Structured | Some-what Unstructured | Very Unstructured |
|----------------------|-----------------|------------------------|-------------------|
|                      |                 |                        |                   |

2. How useful will the training be in your job?

| Very Useful | Quite Useful | Of limited use | Not at all useful |
|-------------|--------------|----------------|-------------------|
|             |              |                |                   |

3. How far have you benefited from interaction with training faculty?

| Substantially | Considerably | Fairly | Not at all |
|---------------|--------------|--------|------------|
|               |              |        |            |

4. How far have you benefited from interaction with fellow participants?

| Substantially | Considerably | Fairly | Not at all |
|---------------|--------------|--------|------------|
|               |              |        |            |

5. Your overall impression of the programme

| Excellent | Very Good | Good | Average |
|-----------|-----------|------|---------|
|           |           |      |         |

### PART-II(MANDATORY)

A brief report on the benefits acquired as a result of the training programme attended (in not more than two pages)

1. Usefulness for your job (in not less than 75 words)
2. Benefits from interactions with training faculty and fellow participants (in not less than 75 words)