



The Mizoram Gazette

EXTRA ORDINARY

Published by Authority

RNI No. 27009/1973

Postal Regn. No. NE-313(MZ) 2006-2008

VOL - XLV Aizawl, Friday 7.10.2016 Asvina 15, S.E. 1938, Issue No. 391

NOTIFICATION

No.A.33023/1/2016-P&AR(GSW), the 29th Sept. 2016. In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Mizoram is pleased to make the following Regulations relating to the training of Mizoram Civil Service Officers, namely;

1. Short title and commencement

- (1) These Regulations may be called the Mizoram Civil Services (Cadre Training) Regulations, 2016
- (2) They shall come into force from the date of publication in the Official Gazette

2. Definitions

In these Regulations, unless the context otherwise requires;

- (1) "Civil Service" shall mean the Mizoram Civil Service
- (2) "Examination" shall mean examinations conducted under the Mizoram Civil Services (Cadre Training) Regulations, 2015
- (3) "Gazette" shall mean the Official Gazette of the Government of Mizoram
- (4) "Government" shall mean the Government of Mizoram
- (5) "Governor" shall mean the Governor of Mizoram

3. Objectives of Cadre Training Programme:

- 1) To develop professional knowledge and skills for impartial and efficient Civil Service;
- 2) To motivate and develop ethical conduct and commitment to work amongst Civil Service Officers;
- 3) To motivate and enable Civil Service Officers to contribute positively to the transformation of the society, economy and polity;
- 4) To increase job satisfaction and facilitate smooth career progression;
- 5) To expose the Officers to best practices in governance and service delivery;
- 6) To provide opportunity to acquire suitable soft skills like leadership, change management, inter personal communication, etc;
- 7) To expose to the techniques of effective decision making for enhancing efficiency in public administration.

4. Cadre Training Programme for Mizoram Civil Service Officers: The Cadre Training programme for Mizoram Civil Service Officers shall consist of the following:

Name of Training Programme	Minimum duration of the Course	Level of Participants
Foundation Training	12 months	Junior Grade of MCS
Mid Career Training	At least 1 week	Senior Grade and Junior Administrative Grade of MCS
Senior Management Training	At least 1 week	Selection Grade and Supertime Grade 'B' of MCS

5. Foundation Training Programme for Junior Grade of Mizoram Civil Service:

- 1) Every Officer recruited into the Junior Grade of Mizoram Civil Service after the commencement of these Regulations, either by means of direct recruitment or by means of selection method, shall undergo a Foundation Training Programme which shall consist of:

<u>Sl. No.</u>	<u>Name of Programmes</u>	<u>Duration</u>
1.	Foundation Training at Administrative Training Institute, Aizawl	3 months
2.	District Attachment	1 month
3.	Foundation Training at any of the reputed training institutes listed at Annexure-I	3 months
4.	On the Job Training	5 months
	Total duration	12 months

- 2) Failure to successfully complete the Foundation Training Programme shall render an Officer in the Junior Grade ineligible to be considered for promotion to the Senior Grade unless there is a lapse on the part of the Government in arranging the said training programme
- 3) The Government in Department of Personnel & Administrative Reforms (Training Wing) shall make arrangements for conduct of the above training programme

6. Course Design for Foundation Training Programme:

- 1) The Administrative Training Institute (ATI), Aizawl shall be responsible for imparting the Foundation Training Programme to the Probationary Officers of Mizoram Civil Service
- 2) The Administrative Training Institute shall designate one responsible Officer who will act as Course Director-cum-Coordinator till the Probationary Officers complete the 12 months Foundation Training Programme
- 3) There shall be an examination at the end of the 3 months Foundation Training Programme at Administrative Training Institute, Aizawl. The number of Papers and the syllabus for each Paper shall be decided by the Director, Administrative Training Institute.
- 4) The Probationary Officers shall be attached to the Offices of the Deputy Commissioners in the Districts during the 1 month District attachment programme.
- 5) The Deputy Commissioner shall be responsible for providing an institutionalized system for providing in-depth practical experience of the working of various facets of District Administration to the Probationary Officers
- 6) The Probationary Officers shall prepare a comprehensive report on the working of the District Administration after completion of the District attachment programme and submit to the Course Director-cum-Coordinator appointed under sub-regulation (2).
- 7) There shall be a Foundation Training Programme at any of the reputed training institutes listed in Annexure-I which shall be for a period of 3 (three) months including Bharat Darshan exposure visits.
- 8) On completion of the Foundation Training Programme conducted under sub-regulation (7), the Probationary Officers shall be on regular posting to undergo an "On the Job Training" programme for another 5 months.

- 9) During the "On the Job Training" programme, the ATI, in close co-ordination with the DP&AR (Training Wing), shall arrange attachment of the officers in Secretariat, Directorates and other subordinate Offices, especially in those areas involving functions of a civil or administrative nature and including attachments with army and police units, wherever feasible.
- 10) The Probationary Officers shall submit a monthly report on selected areas during the "On the Job Training" programme to the Course Director-cum-Coordinator.
- 11) A Probationary Officer shall be deemed to have successfully completed the 12 months Foundation Training if and only if he attended all the training programmes listed at Regulation 5(1) and obtain a minimum forty percentage of marks in each Papers of the examination conducted at the end of the Foundation Training at Administrative Training Institute, Aizawl.

Provided that Administrative Training Institute, Aizawl shall offer 2 more attempts for those Probationary Officers who failed to obtain minimum forty percent marks in any of the Papers for the examination.

7. Course Contents for Foundation Training Programme:

- 1) The core contents including the optionals for the Foundation Training at Administrative Training Institute, Aizawl shall, as far as possible, be as follows:

Core areas

- Service Rules (FR&SR, CCS (Conduct Rules), GFR, CTR, Leave Rules, CCS (CCA), Seniority and Promotion, Manual of Office Procedure etc.)
- Constitution of India
- Indian Administration
- Executive Magistracy
- Land Revenue Administration in Mizoram
- Land Acquisition
- Civil Administration in Mizoram
- Budgeting and fiscal management principles
- Public Distribution Systems in Mizoram
- Election Laws and Practices
- Rural Development Programmes
- Urban Development Initiatives
- Judicial Administration and Major Criminal and Civil Laws
- Good Governance
- Right to Information Act, 2005
- Basic Concepts in IT and e-Governance
- Environment, Ecology and Pollution
- Disaster Management
- Basic knowledge of civil engineering

Optional areas

- Public Relations in a Civil Service
- Leadership
- Administrative Reforms Initiatives
- Intra-State and Inter-State Trade and Commerce
- Public Sector Enterprises in Mizoram
- Organisational Set-up of selected Departments/ Organisations
- Consumers' rights
- Motor Vehicles Act, 1988 and Rules
- Office etiquettes and decorum

- 2) The core contents including the optionals for the Foundation Training conducted at any of the reputed training institute listed at Annexure-I as part of the Foundation Training Programme shall, as far as possible, be as follows:

Core areas

- Civil Administration in India with special emphasis on District Administration
- Land Revenue Administration in India (With case studies)

Optional areas

- Public Relations in a Civil Service
- Administrative Reforms in India
- Managing Organisational changes
- Conflict Management

- Basics of land survey and survey techniques
- Public Distribution System in India
- Major Rural Development Initiatives in India
- Urban Development Initiatives
- Global Economic Development
- Indian Economic Development
- Financial Sector in India
- International Trade
- Infrastructure Development and Indexing
- Socio-Economic Development and Indexing
- Concepts in Administration of Justice
- Good Governance
- Right to Information
- Project Management including basics of civil works and engineering
- Centre-State Financial Relations
- Plan Formulation and Priorities
- Basic Concepts in IT and e-Governance
- Police Administration in India
- Leadership
- Intra-State and Inter-State Trade & commerce
- Public Sector Enterprises in India
- Subsidies in India
- Etiquettes

8. Mid Career Training Programme of Mizoram Civil Service:

- 1) Every Officer in the Senior Grade and Junior Administrative Grade of Mizoram Civil Service shall attend a Mid Career Training Programme during the whole of his service in the Senior Grade and Junior Administrative Grade.
- 2) The Officers in the Senior Grade and Junior Administrative Grade who do not undergo the Mid Career Training Programme during the whole of his service in the Senior Grade and Junior Administrative Grade shall be ineligible to be considered for promotion to the Selection Grade unless there is a lapse on the part of the Government in arranging the said training programme;

Provided that Officers in the zone of consideration for promotion to the Selection Grade for the next two vacancy years with effect from the commencement of these Regulations shall stand exempted.

- 3) Mid Career Training Programme shall be in the nature of a refresher course to be arranged at any of the reputed training institutes listed at Annexure-I.
- 4) The duration of the training programme shall at least be for a period of 1 week which may be extended or shortened by the State Government in consultation with the concerned training institute.
- 5) Officers who had successfully undergone a training programme of the requisite duration in any of the areas listed in Regulation 9 five years before the commencement of these Regulations, while serving in the Senior Grade or Junior Administrative Grade, shall be deemed to have completed the Mid Career Training Programme
- 6) The Government in Department of Personnel & Administrative Reforms (Training Wing) shall make arrangements for conduct of the Mid Career Training Programme annually.

9. Course Contents for Mid Career Training Programme:

(1) The core contents including the optionals for the Mid Career Training Programme shall, as far as possible, be as follows:

Core areas

- Land Reforms Initiatives in India (With case studies)
- Civil Administration in India with special emphasis on District Administration
- Public Distribution System in India
- Major Rural Development Initiatives in India
- Urban Development Initiatives
- Agricultural Development and agriculture marketing in India (With case studies)
- Global Economic Development
- Indian Economic Development
- Indian Financial Sector
- International Trade
- Infrastructure Development and PPP
- Foreign Direct Investment
- Election Laws and Practices in India
- Good Governance
- Right to Information
- Project Management
- Centre-State Financial Relations
- Plan Formulation and Priorities
- Disaster Management
- Basic Concepts in IT and e-Governance
- Environment, ecology, pollution and sustainable development

Optional areas

- Public Relations in Civil Services
- Administrative Reforms in India
- Managing Organisational changes
- Conflict Management
- Intra-State and Inter-State Trades
- Public Sector Enterprises in India
- Subsidies in India
- Tourism in India
- Government Accounting
- Outcome Budget/ Performance Budget
- Sports & Youth development

(2) The Government may notify any other course(s) considered suitable for enhancing the capacity of Officers in the Senior Grade and Junior Administrative Grade from time to time under the Mid Career Training Programme

10. Senior Management Training Programme of Mizoram Civil Service

- 1) Every Officer in the Selection Grade and Supertime Grade 'B' of Mizoram Civil Service shall attend a Senior Management Training Programme during the whole of his service in the Selection Grade and Supertime Grade 'B'
- 2) Senior Management Training Programme shall be in the nature of a refresher course to be arranged at any of the reputed training institutes listed at Annexure-I.
- 3) The duration of the training programme shall at least be for a period of 1 week which may be extended or shortened by the State Government in consultation with the concerned training institute.
- 4) The Government in Department of Personnel & Administrative Reforms (Training Wing) shall make arrangements for conduct of the Senior Management Training Programme.

11. Course Content for Senior Management Training Programme:

(1) The core contents including the optionals for the Senior Management Training Programme shall, as far as possible, be as follows:

Core areas

- Land Revenue Administration in India (With case studies)
- Public Distribution System in India
- Major Rural Development Initiatives in India
- Urban Development Initiatives
- Agricultural Development in India (With case studies)
- Global Economic Development
- Indian Economic Development
- Financial Sector in India
- International Trade
- Infrastructure Development and PPP
- External Assistance and Foreign Direct Investments
- Good Governance
- Right to Information
- Project Management
- Indian Federalism
- Plan Formulation and Priorities
- Disaster Management
- E-Governance
- Leadership and human management
- Modern managerial systems and techniques

Optional areas

- Public Relations in Civil Service
- Administrative Reforms in India
- Managing Organisational changes
- Conflict Management
- Intra-State and Inter-State Trades
- Public Sector Enterprises in India
- Subsidies in India
- Tourism Development in India
- Government Accounting
- Concepts of Privatization

- (2) The Government may notify any other course(s) considered suitable for enhancing the capacity of Officers in the Selection Grade and Supertime Grade 'B' from time to time under the Senior Management Training Programme

12. **Power to relax:** Where the Governor is satisfied that the operation of any of these Regulations causes undue hardship in any particular case or that in the exigencies of public service as well as for effective implementation of this Regulation, it is considered necessary or expedient to do so, he may dispense with or relax or amend and repeal such particular Regulations to such extent or subject to such conditions as he may consider necessary from time to time.

By order, etc.

Renu Sharma,

Principal Secretary to the Government of Mizoram,
Department of Personnel & Administrative Reforms.

LIST OF REPUTED TRAINING INSTITUTES

- 1) Administrative Staff College of India (ASCI), Hyderabad
- 2) Administrative Training Institute (ATI), Aizawl
- 3) Administrative Training Institute (ATI), Kolkata
- 4) Administrative Training Institute (ATI), Mysore
- 5) Anna Institute of Management, Chennai
- 6) Assam Administrative Staff College (AASC), Guwahati
- 7) Directorate of Training (UT Civil Services), New Delhi
- 8) Dr. MCR Human Resource Development Institute of Andhra Pradesh, Hyderabad
- 9) Haryana Institute of Public Administration (HIPA), Gurgaon
- 10) HCM Rajasthan State Institute of Public Administration (HCM RIPA), Jaipur
- 11) Himachal Pradesh Institute of Public Administration (HPIPA), Shimla
- 12) Indian Institute of Foreign Trade, New Delhi
- 13) Indian Institute of Public Administration (IIPA), New Delhi
- 14) Any of the Indian Institutes of Management (IIM)
- 15) Any of the Indian Institutes of Technology (IIT)
- 16) Institute of Management in Government (IMG), Thiruvananthapuram
- 17) Indian School of Business, Hyderabad
- 18) Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie
- 19) Mahatma Gandhi State Institute of Public Administration (MGSIPA), Chandigarh
- 20) National Institute of Financial Management (NIFM), Faridabad
- 21) National Institute of Rural Development, Hyderabad and its regional centres
- 22) National Institute for Smart Government (NISG), Hyderabad
- 23) RCVP Noronha Academy of Administration & Management, Bhopal
- 24) Sadar Patel Institute of Public Administration (SPIPA), Ahmedabad
- 25) State Institute of Rural Development (SIRD), Mizoram
- 26) Uttarakhand Academy of Administration (UAA), Nainital
- 27) Yashwantrao Chavan Academy of Development Administration (YASHADA), Pune
- 28) Any other institutes sponsored by Afro-Asian Rural Development Organisation (AARDO)
- 29) Any of the Institutes under DoPT sponsored Domestic Funding of Foreign Training (DFFT) programme
- 30) Any other Institutes approved by the State Government through an executive order for this purpose.