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NOTIFICATION

No. A-12034/52/2025-GSW-DPAR, Aizawl, the 6th May, 2026: In supersession of the Mizoram (Training on Basic Service Rules and Financial Rules) Regulations, 2019 notified in the Mizoram Gazette Extra Ordinary Issue no. 645 dt. 07.10.2019 except as respects things done or omitted to be done before such supersession, the Government of Mizoram hereby makes the following regulations for the training of various government officials under the government of Mizoram, namely:-

1. Short title and commencement.-

- 1) These regulations may be called the Mizoram (Training on Basic Service Rules and Financial Rules) Regulations, 2026.
- 2) They shall come into force with effect from the date of publication in the Official Gazette.

2. Definitions.-

- 1) In these regulations, unless the context otherwise requires -
 - a) “confirmed employee” means employees under the government appointed on regular basis who have completed probation period and have been confirmed to the grade/post or an employee appointed on regular basis who has successfully completed the prescribed probation period and whose probation has not been extended and whose service has not been terminated shall be deemed to be confirmed, notwithstanding that a confirmation order has not been issued;
 - b) “course” means training course of Basic Service Rules and Financial Rules;
 - c) “examination” means the examination of Training on Basic Service Rules and Financial Rules conducted by the Administrative Training Institute in respect of the Training Course;
 - d) “Government” means Government of Mizoram;
 - e) “Head of Department” means heads of Departments under Delegation of Financial Powers Rules from time to time;
 - f) “Institute” means the Administrative Training Institute, Mizoram, Aizawl;
 - g) “Schedule” means the schedule appended to these regulations.

3. Eligibility for training and duration of the Course.-

In order to be eligible for the training, a candidate must be –

- (1) a regular employee under the Government of Mizoram who is holding the post of Group 'B' or Group 'C' posts and posted to a post which necessarily requires knowledge on establishment, office administration or accounts matters;
- (2) a regular and confirmed employee under the government of Mizoram having minimum continuous service in the grade as below:-
 - i) Level 8 & 9 of the pay matrix - 1 (one) year
 - ii) Level 7 of the pay matrix - 2 (two) years
 - iii) Level 6 of the pay matrix - 3 (three) years
 - iv) Level 5 & 4 of the pay matrix - 5 (five) years

Note: Grade refers to the grade/post to which the employee was appointed through direct recruitment/promoted on a regular basis. However, higher level of pay due to financial upgradation or non-functional promotion shall not apply to regulation 3(2) above.

The Course shall be conducted once in a year, alternately as grouped below:-

- Group 1- (i) & (ii) above
 Group 2- (iii) & (iv) above

The Training Course is restricted to be availed only once during entire service. As such, if the Training Course is attended during the tenure in the lower grade and has successfully passed the examination, then the same training course shall not be allowed for the same person after promotion to the next higher grade or post.

- (3) Only candidates duly nominated by the Controlling Authority in the standard form duly prescribed by the Administrative Training Institute, Mizoram will be eligible for admission.
- (4) No candidate over 50 years of age as on the closing date of nomination shall be considered for admission.
- (5) Duration of the course shall be a minimum of 40 working days inclusive of preparation for examination and days of examination or as may be prescribed by the Government from time to time.
- (6) The venue of the training shall be at the Administrative Training Institute, Mizoram.
- (7) For selection of candidates as well as training process including examination, the decision of the institute as to the eligibility or otherwise of the candidates for the training or examination of the course shall be final.

4. Training Syllabus and Examination.-

- (1) The syllabus of the training shall be as per details at *Schedule - I*.
- (2) At the end of the Training Course, examination shall be conducted in different subjects having allocated full marks as indicated at *Schedule - II*.
- (3) The trainees should compulsorily appear in the examination except on production of medical certification of inability.
- (4) Candidates shall be required to obtain a minimum of forty percent marks in each of the papers as prescribed under these regulations to pass the examination.

- (5) Only such candidates who have obtained the prescribed pass mark in each paper shall be declared to have passed the Training Course.
- (6) Every candidate shall be required to maintain a minimum of eighty percent attendance during the training period, and any candidate failing to meet this prescribed attendance threshold shall be ineligible to appear in the examination.
- (7) A candidate failing to secure the minimum prescribed marks in any paper or papers may, for reasons to be recorded in writing to the satisfaction of the Competent Authority, be permitted to reappear in the immediately succeeding examination, subject to the condition that such permission shall be restricted to one additional attempt only, ensuring that no candidate is allowed more than two appearances in total (including the initial attempt) in respect of the paper or papers in which they have failed to qualify.
- (8) The rate of remuneration for Officials engaged for conduct of the examination shall be similar to the rates prescribed by the Government from time to time.

5. Penalty for misconduct.-

- (1) A candidate who is or has been declared by the institute to be guilty of:—
 - (a) i) possessing or using unfair means during the examination; or
 - ii) possessing unauthorized materials - carrying written notes, chits, printed or handwritten materials; or
 - iii) copying from another candidate, looking at or signalling to others for answers; or
 - (b) impersonation; or
 - (c) possessing of or using any mobile phone, (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination; or
 - (d) harassing or doing bodily harm to the staff employed by the institute; or
 - (e) creating disturbance or obstructing the conduct of examination or violating any of the instructions issued to candidates; or
 - (f) attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the preceding clauses may, in addition to rendering himself liable to suspension from the examination, be debarred either permanently or for a specified period as decided by the institute.
 - (g) No candidate shall be proceeded against under this regulation unless the candidate is informed of the grounds and given a reasonable opportunity to submit an explanation. Any order of debarment or penalty shall be in writing, and it shall record brief reasons. Action under this regulation shall be without prejudice to disciplinary proceedings, if any, that may be instituted under the applicable Conduct or Discipline rules. A candidate aggrieved by an order of debarment under these regulations may, within fifteen days from the date of receipt of such order, submit a representation to the Director, Administrative Training Institute for review. The decision of the Director, Administrative Training Institute, after recording brief reasons, shall be final.

6. Incentive Awards for trainees.-

- (1) Successful candidates in the examination to the training course shall be granted two years' advance increment to be absorbed to future increments with effect from –
 - (a) first day of the following month after which the result of the examination of the Course is declared by the ATI **OR**
 - (b) the date on which the normal increment falls due after declaration of such results, which means two advance increments over and above the normal increment, whichever date is opted by the person concerned.

7. Sanctioning Authority of Incentive Awards.-

The Head of Department under which the trainee is working shall, by issue of a suitable order, sanction incentive awards made available under Regulation 6.

8. Incentive Award after promotion.-

After enjoying two years' advance increment, the candidate is given promotion or financial upgradation to the next higher grade, the incentive award will be stopped if the entry pay in the promotion post is more than the basic pay enjoyed by the candidate with incentive award.

9. Miscellaneous.-

The procedure for conduct of examination, for which no express provisions are made under these regulations, shall be determined as per the instructions issued by the Government from time to time.

10. Transitional provisions.-

Batches or groups already nominated or undergoing training immediately before the commencement of these regulations shall, unless otherwise ordered by Government, continue to be governed by the corresponding provisions of the 2019 regulations. Any incentive increment already sanctioned under the 2019 Regulations shall not be reopened merely on account of coming into force of these regulations.

11. Interpretation.-

If any question arises as to the interpretation of these regulations, it shall be decided by the Government whose decision thereon shall be final.

K. Lalthawmmawia

Commissioner & Secretary to the Government of Mizoram.

SCHEDULE – I
[see regulation 4(1)]

**SYLLABUS FOR THE MIZORAM (TRAINING ON BASIC SERVICE RULES AND
FINANCIAL RULES) REGULATIONS, 2026**

Sl. No.	Subject/Topic
A – ESTABLISHMENT & SERVICE MATTERS	
1	Constitution of India - Article 14, 309, 311, 335
2	Fundamental Rules/Supplementary Rules Part-I: Definition, General condition of service, Increments, Fee and Honorarium, joining time, Lien, Compulsory waiting period, Alteration of date of birth, Foreign Service, Suspension, Removal and Dismissal.
3	FRSR Part - II Travelling Allowance Rules and Instructions on Travelling Allowance issued by the Government of Mizoram from time to time
4	FRSR Part - III - Central Civil Services (Leave) Rules, 1972
5	Government of Mizoram (Allocation of Business) Rules in force at the time
6	Government of Mizoram (Transaction of Business) in force at the time
7	Central Civil Services (Classification, Control and Appeal) Rules, 1965
8	Joining Time Rules
9	Central Civil Services (Conduct) Rules, 1964
10	Central Secretariat Manual of Office Procedure
11	Procedure to be followed by Departmental Promotion Committee under the Government of Mizoram
12	Recruitment through Employment Exchange (as per Swamy's Complete Manual on Establishment and Administration and instructions issued by the Government of Mizoram from time to time).
13	Consultation with & Recruitment through MPSC {as per the Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended from time to time} and any Other Board set up by the Government from time to time.
14	The Mizoram Direct Recruitment (Conduct of Examination) Guidelines, 2018 as amended from time to time
15	Probation & Confirmation under the Government of Mizoram
16	Fixation of Seniority
17	MACPS and TBPS as per instructions issued by the Government of Mizoram from time to time
18	Mizoram State Employees (Performance Appraisal Report) Rules and Instructions on Procedure for Maintenance of Annual Confidential Reports of Officers and Staff issued by the Government of Mizoram from time to time
19	General Provident Fund (Central Services) Rules, 1960
20	Central Service (Medical Attendance) Rules, 1944 and Instructions on Medical Reimbursement issued by the Government of Mizoram from time to time
21	Mizoram State Government Employees Group Insurance Scheme (MSGEGIS), 2014

22	Central Civil Services (Pension) Rules, 1972 : General conditions - Qualifying service, Emoluments and Average emoluments, Classes of pensions and conditions governing their grant, Premature Retirement and Voluntary retirement, Regulation of pensions and gratuity, Family Pension.
23	Mizoram New Defined Contributory Pension Scheme, 2010, as amended from time to time
B – ACCOUNTS MATTERS	
24	Constitution of India- Article 365, 266, 267, 275, 276, 282, 283, 284, 285, 292, 293 A- Finance: Taxes not to be imposed save by authority of law Consolidated Funds and Public Accounts of India and of the States - Contingency Fund - Grants from the Union to certain States - Taxes on profession, trades, callings and employments - Expenditure defrayable by the Union or a State out of its revenues. - Custody etc. of Consolidated Funds, Contingency Funds and Money credited to Public Accounts - Custody of sectors deposit and other moneys received by Public servants and Courts - Exemption of property of the Union from State Taxation B- Borrowing: Borrowing by the Government of India - Borrowing by State
25	General Financial Rules (GFR), 2017: 1) General System of Financial Management, Budget Formulation and Implementation, Government Accounts, Works, Inventory Management, Contract Management 2) The Mizoram Public Procurement Rules 2020 as amended from time to time
26	Central Treasury Rules Volume - I (Excluding Part VII, Section I & II, Part XI, XII & XIII Except Period of Retention and Destruction of Records in Treasuries, Part XIV Executive Instruction.
27	Receipt and Payment Rule, 1983
28	Mizoram Treasury Manual, 2011
29	House Building Advance (HBA) Rules and Rules on Other Advances
30	Delegation of Financial Power (DFP) Rules, 1978 and Re-delegation of Financial Powers Rules, 2019 (Mizoram) from time to time.
31	Fixation of Pay
32	IFMIS/PFMS
C - OTHERS	
33	RTI Act, 2005 and Mizoram RTI Rules, 2010
34	Mizoram Right to Public Services Act, 2015 and Mizoram Right To Public Services Rules, 2015
35	Prevention of Corruption Act, 1988
36	Mizoram Lok Ayukta Act, 2014

Note: All topics covered in the course shall be aligned with the most recent rules and instructions issued by the competent authorities, as updated from time to time.

SCHEDULE – II
[see regulation 4(2)]

**MARKS CARRIED BY EACH TOPIC FOR EXAMINATION TO THE TRAINING ON
BASIC SERVICE RULES AND FINANCIAL RULES**

No. of Papers - 10
Full marks in each paper - 100
Total marks - 1000
Pass mark in each paper - 40

Paper	Subjects		Distribution of Marks
Paper-I	1	Constitution of India - Article 14, 309, 311, 335	15
	2	FRSR Part I	50
	3	FRSR Part I - T.A Rules	25
	4	FRSR Part I - T.A Rules (Practical)	10
		Total	100
Paper-II	1	Central Civil Services (Leave) Rules, 1972	40
	2	Practical on Leave Account	10
	3	Government of Mizoram (Allocation of Business) Rules in force at the time	10
	4	Government of Mizoram (Transaction of Business) in force at the time	30
	5	Joining Time Rules	10
		Total	100
Paper-III	1	Central Civil Services (Classification, Control and Appeal) Rules, 1965	40
	2	Central Civil Services (Conduct) Rules, 1964	30
	3	Central Secretariat Manual of Office Procedure	30
		Total	100
Paper-IV	1	Procedure to be followed by Departmental Promotion Committee under the Government of Mizoram	30
	2	Recruitment through Employment Exchange	15
	3	Consultation with & Recruitment through Mizoram Public Service Commission (MPSC)	15
	4	The Mizoram Direct Recruitment (Conduct of Examination) Guidelines, 2018 as amended from time to time	20
	5	Fixation of Seniority	20
		Total	100

Paper-V	1	Probation & Confirmation under the Government of Mizoram	15
	2	MACPS and TBPS as per instructions issued by the Government of Mizoram from time to time	20
	3	ACR/PAR	15
	4	General Provident Fund (Central Services) Rules, 1960	30
	5	Central Service (Medical Attendance) Rules, 1944 and Instructions on Medical Reimbursement issued by the Government of Mizoram from time to time	20
		Total	100
Paper-VI	1	Mizoram State Government Employees Group Insurance Scheme (MSGEGIS), 2014	20
	2	Central Civil Services (Pension) Rules, 1972 :	50
	3	Mizoram New Defined Contributory Pension Scheme, 2010, as amended from time to time	30
		Total	100

Paper	Subjects		Distribution of Marks
Paper-VII	1	Constitution of India - Article 365, 266, 267, 275, 276, 282, 283, 284, 285, 292, 293	20
	2	General Financial Rules (GFR), 2017	40
	3	Central Treasury Rules Vol. I	40
		Total	100
Paper-VIII	1	Receipt and Payment Rule, 1983	20
	2	Mizoram Treasury Manual, 2011	30
	3	HBA Rules and other advances	20
	4	Delegation of Financial Power (DFP) Rules, 1978 and Re-delegation of Financial Powers Rules, 2019 (Mizoram)	30
		Total	100
Paper-IX	1	RTI Act, 2005 and Mizoram RTI Rules, 2010	30
	2	Mizoram Right to Public Services Act, 2015 and Mizoram Right To Public Services Rules, 2015	20
	3	Prevention of Corruption Act, 1988	20
	4	Mizoram Lok Ayukta Act, 2014	30
		Total	100
Paper-X	1	Practical on Preparation of Pension papers	30
	2	IFMIS/PFMS	20

	3	Practical on Cash Book	20
	4	Practical on Pay Fixation	30
		Total	100

Notes:

- 1) Questions in any of the papers mentioned above may be set either in conventional essay type pattern or multiple choice objective type patterns or a mixture of both. Pattern of questions shall be as prescribed by the institute or at the discretion of the question setter. Each Multiple Choice Question (MCQ) shall carry 2 (two) marks.
- 2) A candidate who fails to appear in any one or more of the papers mentioned above shall stand disqualified.
- 3) Duration of the examination in each paper shall be 3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities.
- 4) The level of questions in the examination for Level 7 - 9 and Level 4 - 6 shall be according to the level of pay. For example, the level of difficulty of questions for Level 4 - 6 shall be lower than that of the questions for Level 7 - 9.