

GOVERNMENT OF MIZORAM  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
'TRAINING WING'

...

OFFICE MEMORANDUM

*Dated Aizawl, the 12<sup>th</sup> December, 2017*

**Subject: Consolidated instructions on trainings/Study Leave 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**” will include seminars, workshops, study tours 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 upto one month duration will be treated as short term training.
  - Medium term training:** Training programmes of duration of more than one month and upto six months 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 irrespective of the duration of the training programme.
- (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 Service and Heads of Departments, approval will be accorded by the Administrative Head of the Cadre Controlling Department within the State.
- (f) Before submitting training proposals to DP&AR (Training Wing), the respective Administrative Department should obtain approvals at the levels indicated below:
  - (i) All trainings 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) The proposal should 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 for the Department as well as the officer.
- (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) It has been observed that certain sections of Government servants are in the habit of seeking approval for attending conferences/seminars/exhibitions/promotions organised 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 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:

Study Leave is governed by Rule 50-63 of the 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) Applications 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 pursuit of studies in subjects other than of purely academic or literary interest.
- (e) The recommendation for Study Leave should not be for the 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 function smoothly without posting a substitute or without officiating appointment in place of the government servant recommended for availing study leave.

- (g) All proposals for Study Leave should contain a Leave Admissibility Report from the competent authority, stating clearly the duration of Study Leave already availed, if any.
- (h) The Department concerned shall ensure compliance with the instructions of Clause 4(a), (b) and (c) under Rule 53 of the CCS (Leave) Rules, 1972 regarding execution of a Bond in the prescribed form in case of applicants governed by the said Rules. In other cases, the relevant/corresponding provisions of the applicable Rules/Regulations shall be followed.
- (i) 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.
- (j) Leave Salary and other allowances are admissible as per extant rules, while expenditure on travelling allowances and cost of fees are not to be paid by the Government as per the extant provision of the Rules/Regulations.

All Administrative Departments and Heads of Department are requested to bring the contents of this Office Memorandum to the notice of all their subordinate/attached offices for strict adherence.

*Sd/-LALMALSAWMA*  
Chief Secretary,  
Government of Mizoram

*Memo No.A.33038/1/2009-P&AR (TRG) : Dated Aizawl, the 12<sup>th</sup> of November, 2017*

Copy to:

1. Secretary to Governor, Government of Mizoram.
2. P.S. to Chief Minister, Government of Mizoram.
3. P.S. to Speaker/Ministers/Deputy Speaker, Mizoram.
4. Sr P.P.S. to Chief Secretary, Government of Mizoram.
5. All Principal Secretaries/Commissioners/Secretaries, Government of Mizoram.
6. All Administrative Heads of Departments, Government of Mizoram.
7. All Heads of Departments, Government of Mizoram.
8. All Treasury Officers. They are instructed to insist upon a copy of the 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.

*H. Vanlalsanga*  
(H. VANLALSANGA)

Under Secretary to the Government of Mizoram  
Dept of Personnel & Administrative Reforms  
(Training Wing)