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NOTIFICATION

No.A.12018/1/94-P&AR(GSW)/B, the 9th September, 2011. 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 Secretariat Service Officers, namely:-

1. **Short title and Commencement**
 - (1) These regulations may be called the Mizoram Secretariat Service (Compulsory Training) Regulations, 2011.
 - (2) They shall come into force with immediate effect.
2. **Definitions**

In these regulations, unless the context otherwise requires-

 - (1) "Annexure" means annexure appended to these regulations;
 - (2) "Government" means the Government of Mizoram.
 - (3) "Service Association" means the Mizoram Secretariat Service Association, and
 - (4) "Service" means the Mizoram Secretariat Service.

3. **Training Programs for Mizoram Secretariat Service Officers**

<u>Name of course</u>	<u>Duration</u>	<u>Level Participants</u>
(1) Foundation Course	1 Month	Grade-V of Mizoram Secretariat Service Officers with less than 5 years service in the Grade.
(2) Refresher	2 Weeks	Grade-V/Entry Grade of Mizoram Secretariat Service Officer after completion of 5 years.

(3)	Mid Career Training	2 Weeks	Grade-IV/Senior Grade Training of Mizoram Secretariat Service Officers.
(4)	One-Week Training	1 Week	Grade-III/Junior Administrative Grade and above

4. Broad Objectives of the Training.

- (1) To build the capacity and enhance skills of officers.
- (2) To build 'next level competency'.
- (3) To expose the officers to best practices in governance and service delivery.
- (4) To enable the officers to work in partnership with private sector and civil society.
- (5) To equip the officers to handle conflicting interests and demands.
- (6) To expose to the techniques of effective decision making for enhancing the efficiency in public administrator.
- (7) To help them to update their self-development plans.
- (8) To provide opportunity to acquire suitable soft skills like leadership, change management, etc.
- (9) To make them confident enough to address the new environment of greater complexity and ambiguity in which they would be working.

5. Foundation Course/Refresher Course for Grade V/Entry Grade of Mizoram Secretariat Service Officers.

- (1) Every Officers inducted to Grade-V of the Service either by normal promotion or by limited departmental examination shall undergo Foundation Course conducted at ATI, Aizawl within 5 years from the date of joining the Service.
- (2) The Officers who entered the Service after attaining 56 years of age are exempted from undergoing the Foundation Course.
- (3) Every Officer at the level of Grade V of Mizoram Secretariat Service shall undergo Refresher Course conducted at ATI, Aizawl after completion of 5 years of service in the Grade.
- (4) Those Officers in the Grade V/Entry Grade of the Mizoram Secretariat Service who do not undergo Foundation Course or completed Refresher Course (in the case of those who had already completed 5 years regular service in the grade before the commencement of these regulations) will not be eligible for promotion to the Grade IV of Mizoram Secretariat Service. However, this provision will not be applicable to those who are exempted from the required training as per clause (2).
- (5) Arrangement of the above training programs every year or otherwise as per requirement of the Service shall be made by ATI, Aizawl in consultation with Training Wing of DP & AR.
- (6) The authority for granting exemptions from training not covered by clause (2) lies with the Training wing of DP & AR.

6. Course Contents for Foundation Course/Induction Training for Mizoram Secretariat Service Officers.

- 1) Functions and responsibilities of superintendent.
- 2) Office Procedures and Administration.
- 3) Seniority and Promotion.
- 4) Discipline and Departmental Proceedings.
- 5) Law and Judicial Administration.
- 6) Financial Rules and administration.
- 7) Service and Retirement Benefits.
- 8) Business and Procedure of Legislative Assembly.
- 9) Public Administration and Public Relations.
- 10) Personal Management.
- 11) Communication Skills.
- 12) Leadership.

7. Course Contents for Refresher Course for Secretariat Service Officers.

- 1) Government machineries, organizational set up and functions of Government Departments.
- 2) Responsive governance-public grievance redress mechanism.
- 3) Budgeting & Plan Formulation.
- 4) Service Rules and Financial Administration.
- 5) Office Disciplines & Administration.
- 6) Dealing with court cases-para-wise comments.
- 7) Constitution of India.
- 8) E-Governance.
- 9) Consumer Rights & Protection.
- 10) RTI Act.
- 11) Human Rights.
- 12) Team Building.

8. Mid Career Training for Grade IV of Mizoram Secretariat Service Officers.

- 1) Every Officer in the Grade IV of Mizoram Secretariat Service shall undergo 2-Week Mid Career Training conducted in the IIPA or ISTM, New Delhi before completion of five years in the Grade.
- 2) Arrangement of this 2-Week Mid Career Training will be made by the Training Wing of DP & AR, Government of Mizoram in consultation with the concerned training institutes.
- 3) Those officers who are promoted to the Grade IV of Mizoram Secretariat Service after attaining 57 years of age will be exempted from the above training.

- 4) The Officers in the Grade IV of Mizoram Secretariat Service who do not undergo 2-Week Mid Career Training will be ineligible for promotion to the Grade III of Mizoram Secretariat Service unless their not being sent for the required training is attributable to the lapse on the part of the Government. The barring of promotion provided in this clause will also not be applicable to those who are exempted from training as per clause (3).
- 5) Necessary expenditure such as course fee, boarding and lodging etc. will be met either by the Government or with the fund received from Department of Personnel & Training (DoPT), Government of India. TA/DA of the participants will be borne by their respective Departments.
- 6) The authority for granting exemptions from training not covered by clause (3) lies with the Training Wing of DP & AR.

9. Course Contents for 2-Week Mid Career Training for Mizoram Secretariat Service Officers.

- 1) Ethics and role of Bureaucracy in Administration.
- 2) Participatory Administration.
- 3) Combating Corruption.
- 4) Decision Making.
- 5) Leadership & Communication.
- 6) Responsive governance and service delivery
- 7) Performance Appraisal
- 8) Team Building
- 9) Interpersonal Relations
- 10) Public Private Partnership.

10. 1-Week Compulsory Training for Grade III and above of Mizoram Secretariat Service Officers.

- 1) Every Officer in the Grade III and above of Mizoram Secretariat Service shall undergo one-week training course conducted at various renown training institutes listed at Annexure in a block of two years in any one of the following areas :
 - a) Policy Analysis & Formulation.
 - b) Human Resource Management.
 - c) Participatory Administration.
 - d) Personality Management.
 - e) Change Management.
 - f) Management in Government.
 - g) Organizational Behaviour.
 - h) Conflict/Crisis Management
 - i) Good Governance

- j) e-Governance
 - k) Administrative Vigilance
 - l) Public Relations
 - m) Leadership & Communication
 - n) Any other subjects relating to the nature and responsibilities of jobs of the Officer.
- 2) The training slots available in the Training Institutes listed at Annexure will be made available to the Officers of Grade III and above by Training Wing of DP & AR yearly but not later than in the month of June that year.
- 3) The compulsory requirement provided in clause (1) will not be applicable to those who are to retire on superannuation within 2 years. The authority for granting exemption from training not covered by this clause lies with the Training Wing of DP & AR.

11. Amendment, Repeal & Saving

The Governor shall have the right to amend the provisions contained in these regulations but in consultation with the Mizoram Secretariat Service Association, if and when it is considered necessary.

Lalmingthanga,
Addl. Secretary to the Government of Mizoram,
Deptt. of Personnel & Adve. Reforms.

ANNEXURE

List of Training Institutes

1. Indian Institute of Public Administration (IIPA), New Delhi.
2. Uttaranchal/Uttarakhand Academy of Administration (UAA), Naintal.
3. Rajasthan Institute of Public Administration (RIPA), Raipur.
4. Administrative Training Institute (ATI), Aizawl.
5. Administrative Training Institute (ATI), Kolkata.
6. Administrative Training Institute (ATI), Mysore.
7. Indian Institute of Management (IIM), Culcutta.
8. Assam Administrative Staff College (AASC), Guwahati.
9. YAS Academy of Development Administration (YASADA/YASDA), Pune.
10. Indian Institute of Management (IIM), Bangalore.
11. National Institute of Smart Government (NISG), Hyderabad.
12. Institute of Secretariat Training & Management (ISTM), New Delhi.
13. Anna Institute of Management (AIM), Chennai.
14. Haryana Institute of Public Administration (HIPA), Gurgaon.
15. Himachal Pradesh Institute of Public Administration (HPIPA), Shimla.
16. Institute of Management in Government (IMG), Thiruvananthapuram.
17. Dr. MCR HRD Institute of Andhra Pradesh, Hyderabad.
18. Mahatma Gandhi State Institute of Public Administration (MGSIPA), Chandigarh.
19. Sardar Patel Institute of Public Administration (SPIPA), Ahmedabad.
20. Administration Staff College India, Hyderabad.
21. Indian Institute of Foreign Trade, New Delhi.
22. Indian Institute of Management, Ahmedabad.
23. Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie.
24. National Institute of Advanced Studies (NIAS), Bangalore.
25. Tata Management Training Centre (TMTC), Pune