

No. A.38018/1/2024-P&AR (ARW)  
GOVERNMENT OF MIZORAM  
PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT  
(ADMINISTRATIVE REFORMS WING)

*Mizoram Secretariat, Room No. 081  
MINECO, Aizawl, Mizoram-796001.*

Aizawl, the 15<sup>th</sup> January, 2025.

## NOTIFICATION

In the interest of public service, the Governor of Mizoram is pleased to make the following scheme, namely: -

### 1. Short title and Commencement.-

- 1.1. This scheme shall be called the 'Mizoram Special Voluntary Retirement Scheme 2024'.
- 1.2. It shall come into effect from the date of publication in the official Gazette.
- 1.3. The scheme shall cease to be effective as and when notified by the Government.

### 2. Application.-

This scheme shall apply to regular employees governed by 'CCS (Pension) Rules, 1972' and it shall also apply to regular employees governed by the 'Mizoram New Defined Contributory System, 2010' who have opted for premature exit / voluntary retirement.

### 3. Provisions.-

- 3.1. All Government employees must comply with the consolidated instructions relating to actions warranted against the illicit practice of engagement of proxies/substitutes by Government Servants notified vide Office Memorandum No.C.31011/3/2010-P&AR(ARW) dated 19.06.2024 within the prescribed period.
- 3.2. Regular Government employees who are unable to comply with the instructions under reference in para 3.1 of this scheme and who are unable to return to duty within the prescribed period for good and sufficient reasons may seek voluntary retirement under this scheme.
- 3.3. Government servants governed by the 'CCS (Pension) Rules, 1972' who have not rendered a minimum of twenty years qualifying service may seek voluntary retirement under this scheme by submitting application to Finance Department, Government of Mizoram through their respective Departments as per FORM 1 in Annexure I.

3.4. Government employees governed by the 'Mizoram New Defined Contributory Pension Scheme, 2010' may also seek voluntary retirement under this scheme by submitting application to Finance Department, Government of Mizoram through their respective Departments as per FORM 1A in Annexure IA.

**4. Procedure:**

4.1. Any Government employee who seeks voluntary retirement under this scheme shall submit an application in the prescribed form enclosed in **Annexure I (for employees governed by the 'CCS (Pension) Rules, 1972')** and **Annexure IA (for employees governed by the 'Mizoram New Defined Contributory Pension Scheme, 2010')**.

4.2. An application for voluntary retirement shall clearly specify the date, month and year from which the applicant would like to opt for voluntary retirement.

4.3. Such an application shall be submitted to the Controlling Officer of the employee at least sixty days in advance from the intended date of retirement. On receipt of such application, the approving authority, if satisfied, may relax the requirement of sixty days of advanced notice on the condition that the Government employee shall not apply for commutation of a part of his pension before the expiry of a period of sixty days.

4.4. Submission of application for voluntary retirement shall not entitle the employee to leave duty unless formal acceptance of the Government is communicated to the employee in writing.

4.5. On receipt of such application, the Controlling Officer shall scrutinize the application on the basis of the Checklist provided at **Annexure-II** and forward such application with complete details to the Head of Department of their respective Department within fifteen days from the receipt of application, and thereafter, the Head of Department shall submit the same with recommendation or otherwise to their Administrative Department within ten days from the receipt of application from the respective Controlling Officer for onward submission to Finance Department.

4.6. It shall be the duty of the Head of Department to ensure that important public services are not disrupted due to the recommendation in favour of the applicant's voluntary retirement. No substitute shall be engaged or deployed in such vacancy resulting from such voluntary retirement, unless there is express permission from the Government of Mizoram for the same.

4.7. The approving authority may accept or reject such applications and the decision thereon shall be communicated to the concerned Department in writing.

4.8. In case of acceptance, the Head of the concerned Department shall issue formal acceptance order and shall take actions as per checklist at **Annexure-III** and forward the completed pension papers to the Chief Controller of Accounts, Accounts &

Treasuries for employees governed by the 'Mizoram New Defined Contributory Pension Scheme, 2010' and to the Director, Local Fund Audit & Pension, Accounts & Treasuries, for employees governed by the 'CCS (Pension) Rules, 1972' for formal sanction.

- 4.9. In case of the application being rejected, the Head of the concerned Department shall communicate the same to the applicant in writing.

**5. Clearance.-**

All dues pertaining to Government servant, viz., Demand / No demand certificate from LAD / Accounts & Treasuries shall be cleared and submitted along with application for voluntary retirement. Any other dues to the Government against the employee shall be adjusted from the retirement benefits.

**6. Retirement Benefits.-**

Once an application for voluntary retirement under this scheme is accepted by Finance Department, Government of Mizoram, the employee shall forthwith be eligible to the payment of retirement benefits as specified below:

**A. For employees governed by the 'CCS (Pension) Rules, 1972':**

- 6.1. The amount of pension regulated as per rule 49 of the 'CCS (Pension) Rules, 1972' as amended from time to time.
- 6.2. Family pension as per rule 54 of the 'CCS (Pension) Rules, 1972' as amended from time to time.
- 6.3. Retirement gratuity as per rule 50 of the 'CCS (Pension) Rules, 1972' as amended from time to time.
- 6.4. Commutation up to a maximum 40% of pension as per the provision of the 'CCS (Commutation of pension) Rules, 1981' as amended from time to time.
- 6.5. Admissible leave encashment available at the leave account of the employee up to the date of acceptance of voluntary retirement as per 'CCS (Leave) Rules, 1972'.
- 6.6. Available balance in the subscriber's account of GPF as per the provision of 'General Provident Fund (Central Services) Rules, 1960'.

**B. For employees governed by the 'Mizoram New Defined Contributory Pension Scheme, 2010':**

- 6.7. Lump sum grant equivalent to 1/4<sup>th</sup> (one-fourth) of emoluments for each completed six monthly period of qualifying service up to a maximum of seven times the emoluments.

Provided that the amount of lump sum grant payable under this scheme shall in no case exceed five lakh rupees.

**6.8.** Admissible leave encashment available at the leave account of the employee up to the date of acceptance of voluntary retirement as per CCS (Leave) Rules, 1972.

**6.9.** Withdrawal and annuitization shall be made in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under the National Pension System) Regulations as amended from time to time.

**7. Approving Authority:**

Finance Department, Government of Mizoram shall be the approving authority in connection with the issue of acceptance or rejection of special voluntary retirement under this scheme.

**8. Sanctioning Authority:**

All the retirement benefits under this scheme shall be sanctioned and authorized by the Chief Controller of Accounts, Accounts & Treasuries for employees governed by the 'Mizoram New Defined Contribution Pension Scheme, 2010' and Director, Local Fund Audit & Pension, Accounts & Treasuries, for employees governed by the 'CCS (Pension) Rules, 1972'.

**9. Interpretation:**

If any question arises as to the interpretation of any of the provisions of this scheme, it shall be referred to Finance Department whose decision thereon shall be final.

**10. Review of the Scheme:**

The Government shall have the power to review, amend or modify this scheme but not at the disadvantage of any employee who has opted for voluntary retirement and the consequent benefits under this scheme.

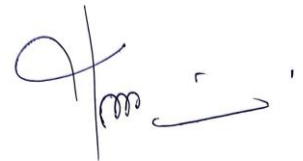
*Sd/-* K. LALTHAWMMAWIA  
Commissioner & Secretary to the Govt. of Mizoram  
DP&AR

**Memo No. A.38018/1/2024-P&AR (ARW) :**

**Aizawl, the 15<sup>th</sup> January, 2025.**

Copy to:

1. Secretary to Governor, Mizoram.
2. Commissioner & Secretary to Chief Minister, Mizoram
3. P.S. to Speaker / Ministers / Leader of Opposition / Deputy Speaker / Ministers of State / Vice Chairman, State Planning Board / Deputy Govt. Chief Whip.
4. All Members of Legislative Assembly, Mizoram.
5. Sr. P.P.S. to Chief Secretary, Government of Mizoram.
6. All Administrative Heads of Department.
7. Secretary, MPSC / MIC / SEC / AMC / Lok Ayukta.
8. All Heads of Department.
9. Controller, Printing & Stationery with 5 (five) spare copies for publication in the official Gazette.
10. All Deputy Commissioners, Mizoram.
11. All Wings of DP&AR.
12. Website Manager, DP&AR for necessary action.
13. Guard file.



( LALMUANKIMA )

Under Secretary to the Govt. of Mizoram  
DP&AR (ARW)

**FORM 1**  
**APPLICATION FORM FOR**  
**SPECIAL VOLUNTARY RETIREMENT**  
**(For employees governed by CCS (Pension) Rules, 1972)**  
(See Rule 3.3)

To,

The \_\_\_\_\_  
\_\_\_\_\_

(Through : \_\_\_\_\_ ( Controlling Officer)

Subject : Application for retirement under the 'Mizoram Special Voluntary Retirement Scheme 2024'.

Sir,

I have the honour to state that I have completed (*---number of years to be indicated--*) years and months (*---number of months to be indicated--*) of service as (*--- designation to be indicated---*) regular employee and I would like to retire from service under the provisions of the 'Mizoram Special Voluntary Retirement Scheme 2024'.

I, therefore, request you to kindly accept my application for voluntary retirement. My particulars are as below -

1. Name :
2. Father's Name :
3. Designation :
4. Date of appointment :  
(as regular employee)
5. Date of intended retirement :
6. Non-Qualifying service, if any :

Yours faithfully

Name of applicant  
Full address

**FORM 1A**  
**APPLICATION FORM FOR**  
**SPECIAL VOLUNTARY RETIREMENT**  
**(For employees governed by the Mizoram New Defined Contribution Pension Scheme,**  
**2010)**  
(See Rule 3.4)

To,

The \_\_\_\_\_  
\_\_\_\_\_

(Through : \_\_\_\_\_( Controlling Officer)

Subject : Application for retirement under the 'Mizoram Special Voluntary Retirement Scheme, 2024'.

Sir,

I have the honour to state that I have completed (*---number of years to be indicated--*) years and months (*---number of months to be indicated--*) of service as (*--- designation to be indicated---*) regular employee and I would like to retire from service under the provision of 'Mizoram Special Voluntary Retirement Scheme' 2024.

I, therefore, request you to kindly accept my application for voluntary retirement.

My particulars are below :

1. Name :
2. Father's Name :
3. Designation :
4. Date of appointment :  
(as regular employee)
5. Reasons for voluntary retirement :
6. Date of intended retirement :
7. Non-Qualifying service, if any :

Yours faithfully

Name of applicant  
Full address

**FORM 2**

**CHECKLIST FOR CONTROLLING OFFICER/HEAD OF DEPARTMENT BEFORE FORWARDING  
APPLICATION FORM TO FINANCE DEPARTMENT**

(See Para 4.5)

1. Original Application form duly filled and signed by the employee.
2. Updated Service Book duly verified and complete in all respect.
3. Medical certificate issued by Competent Medical Board for invalid pension. [as per Rules 38(3) of CCS (Pension) Rules, 1972]
4. A photostat copy of complete set of application should be retained in the Controlling Officer and Head of Department.



## FORM 3

**CHECKLIST FOR HEAD OF DEPARTMENT BEFORE FORWARDING PENSION PAPERS TO THE DIRECTOR, ACCOUNTS & TREASURIES UNDER THE 'MIZORAM SPECIAL VOLUNTARY RETIREMENT SCHEME, 2024'.**

(See Para 4.8)

1. Date of Retirement specified.
2. Voluntary Retirement Acceptance Order.
3. Release Order.
4. Forms – 8,7,5,3 of Pension claims.
5. Birth Certificates of children.
6. Marital & Employment Status of Family.
7. Commutation Form – 1, Form 1A *as the case may be*.
8. Last Pay Certificate.
9. Provisional Leave Encashment.
10. Provisional Gratuity
11. Joint photograph of wife/husband attested (3 copies)
12. Specimen signature/Descriptive Roll / Identification Marks. (2 copies)
13. Demand/ No Demand Certificate : Pay & allowances
14. Demand/ No Demand Certificate : License fee
15. Demand/ No Demand Certificate : Water & Energy Charges
16. Demand/ No Demand Certificate : HBA/MCA/SA/Computer
17. Demand/ No Demand Certificate : HUDCO/LIC
19. Service Book : a) Attestation of Biodata,
  - b) Date of birth recorded,
  - c) Ending of service recorded
  - d) Up to date service verification
  - e) UTEGIS-1984 Enrolment specified (*as the case may be*)
  - f) STGEGIS- 1992 Enrolment specified
  - g) MSGEGIS- 2014 Enrolment specified
  - h) Group change record specified
18. GIS :Form -1 UTEGIS-1984, Form -1 STGEGIS-1992, FORM 1 MSGEGIS- 2014.
19. GIS Form 2.
20. GIS Deduction Certificate.
21. GIS GAR-44 (2 copies).
22. IPS: MROP 2010, and IPS : MROP 2018.
23. MACPS 2010 DSC Minute and Fixation statement.
24. MACPS 2020 DSC Minute and Fixation statement.