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NOTIFICATION

No. A.12018/8/2010-P&AR (GSW), the 2nd February, 2022. In exercise of the powers conferred by rule 12 of the Mizoram Finance & Accounts Service Rules, 2021 and in supersession of the Mizoram Finance & Accounts Service (Departmental Examination) Regulations, 2003 notified in the Mizoram Gazette extra ordinary issue no. 19 dt. 31.01.2003 and Mizoram Finance & Accounts Service (Probationers Training) Regulations, 2003 notified in the Mizoram Gazette extra ordinary issue no. 20 dt. 31.01.2003 except as respect things done or omitted to be done before such supersession, the State Government hereby makes the following regulations, namely:-

1. Short Title and Commencement :

- i) These Regulations may be called the Mizoram Finance & Accounts Service (Cadre Training and Departmental Examination) Regulations, 2022.
- ii) They shall come into force with effect from the date of publication in the Official Gazette.

2. Definitions :

In these regulations, unless the context otherwise requires:

- i) "Service" means Mizoram Finance & Accounts Service.
- ii) "Constitution" means Constitution of India
- iii) "Governor" means Governor of Mizoram.
- iv) "Government" means Government of Mizoram.
- v) "Commission" means the Mizoram Public Service Commission.
- vi) "Schedule" means Schedule appended to these regulations.

3. Objectives :

- i. To enhance the capacity and skill of the officers for efficient service delivery.
- ii. To instill a strict financial propriety (among the officers/while discharging duties).
- iii. To motivate and enable the officer in improving the economy.
- iv. To expose and abreast the officer to change in policies, regulations and instructions.
- v. To develop new occupational skills, knowledge, understanding and attitude of the officers.
- vi. Prepare the officers for greater responsibilities.
- vii. To enhance the analytical skills in rational decision-making.

4. Cadre Training Programme for Mizoram Finance & Accounts Service Officers:

The Cadre Training Programme for Mizoram Finance & Accounts Service shall consist of the following:-

Sl. No.	Name of Training programme	Minimum duration of the Course	Level of Participants
1	Foundation Training	6 months	Junior Grade
2	Management Training	At least 2 weeks	Senior Grade and/or JAG
3	Senior Management Training	At least 1 week	Selection Grade and Supertime Grade 'B'

5. Foundation Training for Junior Grade of Mizoram Finance & Accounts Service :

- i) Every Officer recruited into the Junior Grade of the Service after commencement of these regulations, either by means of direct recruitment or limited departmental examination or induction shall undergo a Foundation Training Programme conducted by Administrative Training Institute (ATI) Aizawl, Mizoram.
- ii) Foundation Training shall include 1 (one) month of "On the Job" attachment at any of the District Treasury Office under Government of Mizoram.
- iii) ATI, Aizawl in consultation with Government of Mizoram, Finance Department shall make arrangement for 2 (two) weeks attachment to any of the reputed training institutes listed at Schedule - II.

6. Course Contents for Foundation Training Programme:

- 1) General Financial Rules, 2017
- 2) Delegation of Financial Power Rules, 1978
- 3) FR & SR Part -I (General Rules)
- 4) FR & SR Part -II Travelling Allowances
- 5) Central Civil Services (Pension) Rules, 1972
- 6) Central Civil Services (Leave) Rules, 1972
- 7) Central Treasury Rules, Vol -I
- 8) General Provident Fund (Central Service) Rules 1960
- 9) The Constitution of India
- 10) CPW Accounts & CPW Departmental Codes
- 11) Auditing
- 12) CCS (Conduct) Rules, 1964
- 13) Disaster Management.
- 14) Basic Accountancy.
- 15) Income Tax.
- 16) Goods & Services Tax
- 17) Communication Skills.
- 18) Basic concept of IT and e-Governance.
- 19) Any other relevant topics as may be decided by the Institution ie. ATI, Mizoram.

Note: Syllabus for Departmental Examination shall be as set out in the Schedule - I.

7. Departmental Examination :

- 1) There shall be a separate departmental examination on the selected course contents of the Foundation Training; and it shall be conducted by the Commission as and when considered necessary in consultation with the Government.

- 2) For promotion to higher grade, every member in the Junior Grade of the Service shall appear and pass such Departmental Examination as prescribed in these regulations and conducted by the Commission, unless there is no arrangement of such examination for reasons that can be attributable on the part of the Government.
- 3) The Officers shall require to obtain 40% of the total marks in each paper at the examination or as determined by the Commission.
- 4) Syllabus for departmental examination shall be as are set out in the Schedule-I.

8. Management Training Programme for Mizoram Finance & Accounts Service:

- i) Every officer in the Service shall attend a Management Training during his service in the Senior Grade and/or Junior Administrative Grade.
- ii) Every officer in the Senior Grade and/or Junior Administrative Grade of the Service who do not successfully complete the Management Training during the whole of his service in the Senior Grade and/or Junior Administrative Grade shall not be eligible to be considered for promotion to Selection Grade unless there is no arrangement of such examination for reasons that can be attributable on the part of the Government.

Provided that the 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.

- iii) Management Training shall be in the nature of Refresher Course to be arranged at any of the reputed training institutes listed at Schedule - II.
- iv) The duration of the training shall be at least for a period of 2(two) weeks which may be shortened or extended by the Government in consultation with the concerned training institute.
- v) The Government may notify any other course(s) considered suitable for enhancing the capacity of the Officers from time to time under the Management Training.
- vi) Course fee including boarding and lodging etc. shall be met by the Government or with funds received from other sources. TA/DA shall be borne by the respective Departments.

9. Course Contents for Management Training:

- 1) Budget formulation and implementation.
- 2) Public Financial Management
- 3) Financial Management Information System (FMIS)
- 4) Project Management.
- 5) Inventory Management.
- 6) Contract Management.
- 7) Management of externally aided projects.
- 8) Procedures for DDOs/CDDOs.
- 9) Financial Planning.
- 10) Financial Literacy.
- 11) Constitution of India
- 12) Human Resource Management.
- 13) Tax Structure in India.
- 14) Banking System in India.
- 15) Stock & Securities Management.
- 16) Leadership & Decision-making.
- 17) Right to Information Act
- 18) Agriculture Marketing in India and Global
- 19) Public Sector Enterprises in India
- 20) Analysis of Financial Reports

- 21) Infrastructure Development and PPP
- 22) Any other topics relating to the nature and responsibilities of job of the officer.

10. Senior Management Training Programme for Mizoram Finance & Accounts Service:

- 1) Every Officer in the Selection and Supertime Grade 'B' of Mizoram Finance & Accounts 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 Schedule-II.
- 3) The duration of the training shall be at least for a period of 1 (one) week which may be shortened or extended by the Government in consultation with the concerned training institute.
- 4) The Government may notify any other course(s) considered suitable for enhancing the capacity of the Officers from time to time under the Senior Management Training.
- 5) Course fee including boarding and lodging etc. shall be met by the Government or with funds received from other sources. TA/DA shall be borne by the respective Departments.

11. Course Contents for Senior Management Training :

The Course contents for the Senior Management Training Programme shall be as follows, which may be extended or added as may be found necessary by the Government.

- 1) Policy Analysis & Formulation
- 2) Leadership and Human Management
- 3) Change and/or Conflict Management
- 4) Indian Economy
- 5) Indian Financial Markets
- 6) Global Economy
- 7) Public Sector Enterprises in India
- 8) External Assistance Projects and FDIs
- 9) Concept of Privatization
- 10) E-Governance
- 11) Infrastructure Development and PPP
- 12) Any other topics relating to the nature and responsibilities of the jobs of the officer.

- 12. Power to relax:** Where the Governor is satisfied that the operation of any of these regulations cause undue hardship in any particular case or that in the exigencies of public service as well as for effective implementation of these regulations, it is 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.

Lalrinsanga,

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

SYLLABUS FOR MFAS DEPARTMENTAL EXAMINATION
(see rule 7)

Papers		Subject	Marks Allotted	Full Marks	Pass Marks
Paper -1	1	Central Civil Services (Pension) Rules, 1972	40	100	40
	2	CCS (Leave) Rules, 1972	25		
	3	General Provident Fund (CS) Rules, 1960	15		
	4	FR & SR Part -II Travelling Allowances	20		
Paper - II	1	FR & SR Part -I (General Rules)	40	100	40
	2	General Financial Rules, 2017	40		
	3	Delegation of Financial Power Rules, 1978	20		
Paper -III	1	Central Treasury Rules, Vol -I	40	100	40
	2	CPW Accounts & CPW Departmental Codes	40		
	3	Constitution of India	20		
Paper -IV	1	CCS (Conduct) Rules, 1964	40	100	40
	2	Auditing	40		
	3	Mizoram State Government Employees Group Insurance Scheme, 2014 as amended	20		
Paper V		Mizo Language of Middle School Standard for Non - Mizo speaking officer	50	50	20
TOTAL MARKS				450	

DETAILED TOPICS FOR DEPARTMENTAL EXAMINATION

PAPER -I

Part - I

CCS (Pension) Rules, 1972

- 1) General Conditions
- 2) Qualifying Services
- 3) Classes of Pension and conditions governing their grant
- 4) Regulation of amounts of pension

Part - II (A)

CSS (Leave) Rules, 1972

- 1) General conditions
- 2) Grant of and return from leave
- 3) Kinds of leave due and admissible
- 4) Special kinds of leave other than study leave

(B) General Provident Fund (Central Service) Rules, 1960

- 1) Subscription and Nomination
- 2) Advances from GPF
- 3) Withdrawals from GPF
- 4) Final Payment of accumulations in Provident Fund

Part - III FR & SR Part -II Travelling Allowances

- 1) Different kinds of T.A
- 2) T.A admissible for different classes of journey
- 3) Any Orders; OMs; Notifications etc. issued by Government of Mizoram in this regard.

PAPER -II**Part - I FR &SR Part -I General Rules**

- 1) General conditions of Service
- 2) Pay

Part - II General Financial Rules, 2017

- 1) General Financial Management
- 2) Budget Formulation and implementation
- 3) Government Accounts
- 4) Works
- 5) Procurement of Goods and Services.

Part - III Delegation of Financial Power Rules, 1978

- 1) Whole Text
- 2) Re-delegation of Financial Powers to various officers under the Government of Mizoram as amended from time to time.

PAPER - III**Part - I Central Treasury Rules, Vol -1**

- 1) General Principles and Rules
- 2) Receipt of Government money and payment of such money into the Government Accounts
- 3) Withdrawal from the Government Accounts. (Section I to Section III)
- 4) Special Rules for Banking Treasuries.

Part - II CPW Accounts & CPW Departmental Codes

- 1) **Practical:**
 - Cash Book
 - Contractors' Bills
 - Monthly Account
- 2) **Theory:**
 - General & Cash
 - Manufacture, Suspense and Deposits
 - Monthly Account

Part - III Constitution of India

Article 112-122, 202-212 and 265-300, 309, 310 & 311.

PAPER - IV**Part - I CCS (Conduct) Rules, 1964**

- 1) Rule 3 - General
- 2) Rule 5 - Taking part in politics and election
- 3) Rule 7 - Demonstration and Strikes
- 4) Rule 18 - Moveable, immoveable & Valuable property

Part - II Auditing

- 1) Meaning, object and classification of Audit
- 2) Vouching of cash transactions
- 3) Audit of Co-operatives Societies & Institutions
- 4) Government Accounts and their Audit
- 5) Local Fund Audit
 - Procedure of audit of local fund accounts
 - Issue of audit report
 - Duties and responsibility of auditor and head of organization

Part - III Mizoram State Government Employees Group Insurance Scheme, 2014 as amended

Paper - V Mizo Language

- 1) Translation
- 2) Précis writing
- 3) Letter writing
- 4) Making sentences
- 5) Idioms & Phrases

Schedule - II

LIST OF REPUTED TRAINING INSTITUTES

1. Administrative Staff College of India (ASCI), Hyderabad
2. Administrative Training Institute, Kolkata.
3. Administrative Training Institute, Mysore.
4. Bankers' Training College, RBI, Mumbai
5. Bombay Stock Exchange Institute Ltd. Mumbai
6. Dr. MCR Human Resource Development Institute, Hyderabad.
7. Himachal Pradesh Institute of Public Administration (HPIPA), Shimla
8. Indian Institute of Foreign Trade, New Delhi
9. Any Indian Institute of Management (IIMs).
10. Any Indian Institute of Technology (IITs).
11. Indian Institute of Public Finance & Policy, New Delhi.
12. Indian School of Business, Hyderabad.
13. Institute of Government Accounts & Finance, (INGAF), New Delhi/Kolkata
14. Institute of Management of Government (IMG), Thiruvananthapuram.
15. Institute of Public Enterprise, Hyderabad
16. Institute of Secretariat Training and Management, New Delhi
17. Lal Bahadur Shastri National Academy of Administration, (LBSNAA) Mussoorie.
18. National Academy of Audit & Accounts, Shimla
19. National Centre for Financial Education Navi, Mumbai
20. National Institute for Smart Government, (NISG), Hyderabad.
21. Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad
22. National Institute of Securities Markets Navi, Mumbai

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