

**No.D.12015/1/2025-FEA**  
**GOVERNMENT OF MIZORAM**  
**FINANCE DEPARTMENT**  
*(Economic Affairs)*

*MINECO, Aizawl,*  
*the 26<sup>th</sup> March, 2025*

**OFFICE MEMORANDUM**

In pursuance of the notification issued by Health & Family Welfare Department vide **No.D.12016/2/2025-HFW/MUHCS/4 dt.18/03/2025** and in supersession of this Office Notifications/OMs issued earlier, the Governor of Mizoram is pleased to order the following relating to Family Declaration, Entitlements on Accommodation, Entitlements on Diet Charges and Entitlements on Travel Expenses in respect of the employees of the Government of Mizoram under the Mizoram Universal Healthcare Scheme, 2025 –

- 1. Family Declaration:** Family Declaration shall be made afresh by all employees under the Government of Mizoram as per the revised form enclosed herewith at Annexure-I within 30<sup>th</sup> April, 2025. It is hereby reiterated that only the dependent family members **as defined in the CS(MA) Rules, 1944 (amended from time to time)** should be included in the Family declaration.

All family members including **parents of a Government Servant, either residing or not residing with the Government Servant, shall be treated as dependent family members provided that their individual monthly income is less than ₹9000/- + DR and are not retired government employee.** However, a Government servant's spouse is allowed for facilitating medical treatments irrespective of his/her income, provided that the spouse does not receive fixed Medical Allowances.

All Heads of Offices are instructed to exercise utmost care while checking the members of families of the employees under their respective control and ensure that the documents submitted are the ones prescribed below and are properly authenticated and genuine. Any accepted declaration, if found incorrect at any later stage, shall make this **controlling authority who accepts the declaration and the employee who makes the declaration liable for appropriate disciplinary action.**

Sl. no.	Relationship with the employee	Documents <sup>1</sup> to be enclosed along with the declaration
1	Spouse	Attested copy of Certificate of Marriage issued by concerned Registrar of Marriage or EPIC/ADHAAR of the employee or his/her spouse that shows their relationship.
2	Parents	Attested copy of EPIC/ID/ADHAAR of the employee or of the parents that shows the relationship between the parents and the employee
3	Parents-in-law (for female employees only)	Attested copy of EPIC/ID/ADHAAR that shows their relationship with the husband of employee supported by the option exercised by the employee that she chose her parents-in-law over her natural parents to be included in the family members.
4	Children (son/ daughter) below 25 years of age	Attested copy of Birth Certificate
5	Minor brother below 18 years of age	Attested copy of Birth Certificate
6	Dependent unmarried daughter/ sister above 25 years of age	Attested copy of – 1) ID cards showing the relationship directly or indirectly. 2) Non-marriage Certificate/ Testimonial issued by concerned Registrar of Marriages. 3) Income certificate to show the dependency.
7	Dependent divorced or widowed daughter/ sister	Attested copy of – 1) ID cards showing the relationship directly or indirectly. 2) Divorced Certificate/ Testimonial issued by concerned Registrar of Marriages. 3) Income certificate to show the dependency.
8	Adopted children	Attested copy of order of adoption issued by District Magistrate
9	Disabled son	Attested copy of permanent disability certificate issued by Social Welfare Department.

<sup>1</sup>**Note:** Documents can be authenticated by the Controlling Officer as follows –

- (i) EPIC – by scanning the bar code on the ID or by searching the EPIC No. from the voter's service portal <https://electoralsearch.eci.gov.in/>
- (ii) Aadhaar – by scanning the QR code on the Aadhaar.

**2. Entitlements on Accommodation:** The upper ceiling for room entitlements shall be limited as per the table below or actual cost, whichever is lesser:

SI No.	Pay level in the Pay Matrix	Entitlements per Night (in ₹)	
		Inside Mizoram	Outside Mizoram
1	13 & above	4500	6000
2	10 to 12	3500	4500
3	6 to 9	2000	3000
4	3 to 5	1200	2000
5	1 to 2	800	1500

- 2.1 Any charge of accommodations beyond the entitlement shall be paid from the Government Servants' own pocket and shall not be admissible for making claim.
- 2.2 In the case of patients treated in ICU, all costs of treatments, irrespective of the category of the Government Servant shall be permissible.
- 2.3 In the case of patients treated outside Mizoram, Daily Allowance (DA) is not permissible for the period of treatment/ stay, whether the treatment is taken as OPD patient or hospitalized patient.

**3. Entitlement on Diet Charges:** No separate entitlement on diet charges is made since diet charges are included in the packages of the MUHCS.

**4. Entitlement on mode of Travel:** The cheapest mode of travel must be encouraged and mode of travel should be as per entitlement and/or as per recommendation of the Medical Board. For air travel, the travelling expenses as charged by the Airlines is admissible for the first visit. However, for the subsequent follow up visits, the upper ceiling permissible for to and fro visits per head are as follows:-

Aizawl to Imphal/Guwahati/Kolkatta and back : ₹15,000/-

Aizawl to N.Delhi/Mumbai/Chennai/Bengaluru/Hyderabad/  
Thiruvananthapuram and back : ₹30,000/-

*Daily Allowance (DA) is permissible for the period of travel from the headquarters to the place of treatment.*

The medical claims of all Government Servants shall be checked by Mizoram State Health Care Society (MSHCS) in line with this Office Memorandum and with the General Guidelines issued by Health & Family Department vide Notification **No.D.12016/2/2025-HFW/MUHCS/4 dt.18/03/2025**.

However, the medical reimbursement claim of Governor, Chief Minister, Speakers, High Court Judges and other dignitaries whose medical treatments and attendances are governed by separate rules/orders are not required to be checked by MSHCS.

**The Government Servants should indicate the level of their pay in the Pay Matrix and their Basic Pay at the time of admission to the hospital.**

**Sd/- RAMCHUANA**

Secretary to the Govt. of Mizoram,  
Finance Department


**Memo No.D.12015/1/2025-FEA**

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**Dated Aizawl, the 26<sup>th</sup> March, 2025**

Copy to:

- 1) Secretary to Governor, Government of Mizoram.
- 2) PS to Hon'ble Chief Minister, Government of Mizoram.
- 3) PS to Speaker/Dy. Speaker/Ministers/Ministers of State, Government of Mizoram.
- 4) Sr. PPS to Chief Secretary, Government of Mizoram.
- 5) Sr. PS to Finance Commissioner, Government of Mizoram.
- 6) All Principal Secretaries/Commissioners/Secretaries, Government of Mizoram.
- 7) All Administrative Departments, Government of Mizoram.
- 8) All Heads of Departments, Government of Mizoram.
- 9) Chief Controller of Accounts, Government of Mizoram.
- 10) Joint Director Finance & Accounts/ Deputy Director of Accounts/FAO of all Departments
- 11) CEO, Mizoram State Health Care Society (MSHCS) for information and necessary action.
- 12) All Officers under Finance Department.
- 13) All Treasury Officers.
- 14) Website Manager.
- 15) Guard File.

  
**(JENNIFER HL DUHAWMI)**

Additional Secretary to the Govt. of Mizoram,  
Finance Department (EA)

**DETAILS OF FAMILY***{See Section – 4(I) of CS(MA) Rules, 1944}*

(For use in MUHCS)

Name of Government Servant : \_\_\_\_\_

Designation : \_\_\_\_\_

Employee No. (as generated by IFMIS) : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Date of Appointment : \_\_\_\_\_

Details of the family members as on : \_\_\_\_\_

Sl. No.	Names of the family members	Date of Birth	Relationship with the Govt. Servant	Document submitted	Remarks of the Controlling Officer
1	2	3	4	5	6
1					
2					
3					
4					
....					

I certify that the above declaration made by me is fully updated and correct.

Date.....

Signature of Govt. Servant

**DECLARATION OF THE CONTROLLING AUTHORITY**

After careful checking of the documents submitted by the Government Servant. I satisfy myself that the above \_\_\_\_\_ (number of the members) persons are truly the family members of \_\_\_\_\_ for the purpose of CS(MA) Rules, 1944

Date.....

**Signature of the Controlling Officer**  
(with seal)