

No.D.12015/1/02-FEA  
GOVERNMENT OF MIZORAM  
FINANCE DEPARTMENT  
(Economic Affairs)

*Dated Aizawl, the 14<sup>th</sup> August, 2017*

## NOTIFICATION

In pursuance of the decision of the Council of Ministers on accepting the recommendations of the Sub-Committee on Medical Reimbursement, the Governor of Mizoram is pleased to order the following modification relating to Family Declaration in respect of the employees of the Government of Mizoram who are eligible to make reimbursement on medical expenses under CS (MA) Rules 1944 as amended from time to time. This order supercedes any previous order issued by the Government of Mizoram in this regard.

**Family Declaration:** Family declaration shall be made afresh by all employees under the Government of Mizoram including PSUs which are funded by the State Government through Grants-in-Aid etc. as per the revised form enclosed at Annex-I within 31<sup>st</sup> August, 2017.

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 the controlling authority who accepts the declaration and the employee who makes the declaration liable for appropriate disciplinary action.

*Documents to be submitted for proof of relationship.*

Sl. No.	Relationship with the Govt. Servant	Documents 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 Govt. Servant or his/her spouse that shows their relationship.
2	Parents	Attested copy of EPIC/ID/ADHAAR of the Govt. Servant or of the parents that shows the relationship between the parents and the Govt. Servant.
3	Parents-in-law (For female Govt. Servants only)	Attested copy of EPIC/ID/ADHAAR that shows their relationship with the husband of Govt. Servant supported by the option exercised by the Government Servant 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.

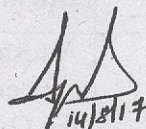
		2) Divorced/Widowed Certificate/Testimonial issued by concerned Registrar of Marriages 3) Income certificate to show the dependency
8	Adopted children	Attested copy of Legal adoption Certificate from Magistrate.
9	Disabled son	Attested copy of Permanent Disability Certificate issued by Social Welfare Department.

All claims for Medical Reimbursement shall be supported by the new Family Declaration with effect from 1<sup>st</sup> September, 2017.

**Sd/- LALMALSAWMA**  
Secretary to the Govt. of Mizoram,  
Finance Department

**Memo No.D.12015/1/02-FEA : Dated Aizawl, the 14<sup>th</sup> August, 2017**

- 1) Secretary to Governor, Mizoram.
- 2) Secretary to Chief Minister, Mizoram.
- 3) PS to Speaker/Deputy Speaker, Mizoram.
- 4) PS to all Ministers/Ministers of State.
- 5) PS to Vice Chairman, State Planning Board.
- 6) PS to all Parliamentary Secretaries.
- 7) PPS to Chief Secretary, Government of Mizoram.
- 8) All Principal Secretaries/Commissioners/Secretaries, Government of Mizoram.
- 9) All Administrative Departments, Government of Mizoram.
- 10) All Heads of Departments, Government of Mizoram.
- 11) Chief Controller of Accounts, Government of Mizoram.
- 12) The Controller, Printing & Stationery with 6 (six) spare copies for publication in the Gazette of Mizoram.
- 13) Joint Director of Accounts/Deputy Director of Accounts/FAO of all departments.
- 14) Treasury Officer – Aizawl South/Aizawl North/Lunglei/ Saiha/ Kolasib / Champhai / Serchhip / Mamit /Lawngtlai/Chawngte.
- 15) Guard File.



**( LALRINZUALA )**  
Under Secretary to the Govt. of Mizoram,  
Finance Department (EA)

**DETAILS OF FAMILY**  
(To be updated every year)  
{See Sect 4(1) of CS(MA) Rules 1944}

1. **Name of Govt. Servant** : .....
2. **Designation** : .....
3. **Date of Birth** : .....
4. **Date of appointment** : .....
5. **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					
7					
8					
9					
10					

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

Date: .....

**Signature of the 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 Pi/Pu ..... for the purpose of CS (MA) Rules 1944.

Date: .....

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

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See over leaf for eligibility conditions for Family Members for the purpose of CS (MA) Rules, 1944 and documents to be submitted in support of the declaration.

For inclusion in the Family Members for the purpose of CS (MA) Rules, 1944, the following supporting documents\* should be submitted.

Sl. No.	Relationship with the Govt. Servant	Documents 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 Govt. Servant or his/her spouse that shows their relationship.
2	Parents	Attested copy of EPIC/ID/ADHAAR of the Govt. Servant or of the parents that shows the relationship between the parents and the Govt. Servant.
3	Parents-in-law (For female Govt. Servants only)	Attested copy of EPIC/ID/ ADHAAR that shows their relationship with the husband of Govt. Servant supported by the option exercised by the Government Servant that she chose her parents-in-law over her natural parents to be included in the family members.
4	Children 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/Widowed Certificate/Testimonial issued by concerned Registrar of Marriages 3) Income certificate to show the dependency
8	Adopted children	Attested copy of Legal adoption Certificate from Magistrate.
9	Disabled son	Attested copy of Permanent Disability Certificate issued by Social Welfare Department.

*Note:*

1. ID Card can be any of the following documents that are accepted by the Government as proof of identity:

- 1) EPIC
- 2) ADHAAR
- 3) Driving Licence
- 4) PAN Card, etc.

*But this does not include ID Cards issued by individual Departments/Institutions for use within their organisations.*

2. To show relationships indirectly with the Govt. Servant, one may have to submit 2 or more ID cards.

3. In case of submission of doubtful documents, the Controlling Authority shall have the power to insist the original for comparison with the documents submitted.