

No.A.12034/48/2018-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

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Mizoram Secretariat, MINECO
Aizawl, the 21st May, 2020

OFFICE MEMORANDUM

Subject: Instructions on implementation of “Guidelines for engagement of Provisional-employee under the Government of Mizoram”.

The Government of Mizoram vide Notification No.A.12034/48/2018-P&AR(GSW) dated 04.03.2020 issued “Guidelines for engagement of Provisional-employee under the Government of Mizoram” to govern the terms and conditions of engagement of Provisional-employees. For smooth and effective implementation of the aforesaid guidelines, the following instructions are hereby issued for strict compliance:

1. Leave account shall be maintained by the concerned Head of Office/ Head of Department for each Provisional-employee separately since Provisional-employees are entitled to different kinds of leave as prescribed in paragraph 10 of the guidelines.
2. Departmental record shall also be maintained by concerned authority i.e. Head of Department towards transfer of Provisional-employees since they can be transferred within the department as per paragraph 5.05 of the guidelines.
3. While issuing Engagement Card/Notice as per prescribed form at Appendix-I of the guidelines, the department has to ensure that an Engagement Card bear a distinct number (either numbers, letters or both) for each Provisional-employee in the space provided at the top right hand of the standard format viz.. “Engagement Card No ____”.
4. Engagement Card may invariably be issued by the appointing authority in the concerned department who is competent to make such appointment.
5. The first Annual increment @ 4% of the monthly remuneration (excluding Medical Allowance) as permissible under paragraph 8.02 of the guidelines shall be due on 01.01.2021 for those who are being engaged on the date the “Guidelines for engagement of Provisional-employee under the Government of Mizoram” came into force i.e. 04.03.2020.

6. The mode of calculating the monthly remuneration of Provisional-employee as prescribed at paragraph 8 of the guidelines does not have any linkage to “The Seventh Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules, 2018” nor any other matter that are related to the Pay & Allowances of a regular employee.
7. While granting an Annual Increment of 4% and Medical Allowance of 4% as permissible under paragraph 8 of the guidelines, a fraction of rupee less than 0.50 shall be ignored and a fraction of rupee 0.50 or more shall be rounded off to the next higher rupee.
8. The final amount of monthly remuneration worked out for a particular Provisional-employee shall be rounded off to the nearest ten (10) as shown below:
 - (a) If the number you are rounding is followed by 5, 6, 7, 8, or 9, round the number up. Example: 38 rounded to the nearest ten is 40.
 - (b) If the number you are rounding is followed by 0, 1, 2, 3, or 4, round the number down. Example: 33 rounded to the nearest ten is 30.
9. As prescribed in Paragraph 8.03 of the guidelines, stepping up of the monthly remuneration in respect of those who received wages more than the amount in the pay structure of Provisional-employees in Appendix-III of the guidelines shall be done as shown below:

Illustration (for those Provisional-employee who are in receipt of wages @ ₹520/- per day whose corresponding monthly remuneration is fixed at ₹13520/-):-

Present monthly wages of Muster Roll (30 days)	= ₹15600.00
@ ₹ 520/- per day	
Corresponding Monthly Remuneration of a Provisional-employee.	= ₹13520.00

Regulation of Monthly Remuneration shall be calculated as below :

Step	Monthly remuneration	4% Annual Increment	Total of Column 2 & 3 (2+3)	4% Medical Allowance	Final Amount	Total remuneration
1	2	3	4	5	6	7
1 st step	12992	520	13512	540	14052	
2 nd step	13512	540	14052	562	14614	
3 rd step	14052	562	14614	585	15199	
4 th step	14614	585	15199	608	15807	15810

As shown in the above table, Monthly Remuneration is fixed at **₹15,199.00** excluding ₹608.00 (4% Medical Allowance). The final amount at column 6 of 4th Step at the table above is the nearest figure (next above) to ₹15600/- as the exact amount of 30 days wages cannot be arrived i.e. ₹15,199/- is less than ₹15,600/-. Hence, the monthly remuneration shall be ₹15,810.00 after rounding up the last digit “7” to the nearest 10.

10. Expenditure on remuneration of a Provisional-employee shall be booked under the object head, 02-wages of the respective Revenue Expenditure Head of Account of the concerned Department.
11. Remuneration of Provisional-employees should be presented to the concerned Treasury in Form G.A.R-29 {see Rule 113,114,115(2) and 126(2) of the Central Government Account (Receipts & Payments) Rules, 1983 as amended} (Form G.A.R-29 is available in Mizoram Treasury Manual, 2011 notified vide No. G.25022/1/2007-F.APF dated 01.09.2011) and shall be supported by the following documents :
 - (a) Expenditure sanction order.
 - (b) Monthly remuneration statement as per *Annexure-I* every month.
 - (c) Engagement Card duly filled-in and signed by concerned authority.
 - (d) Agreement Deed and Approval for engagement/extension shall also be appended in the month of March every year or from the month the Provisional-employee is being initially engaged whichever is applicable.

Sd/- LALRINSANGA

Additional Secretary to the Government of Mizoram

Copy to :-

1. Secretary to Governor, Mizoram.
2. Additional Chief Secretary to Chief Minister, Mizoram
3. P.S. to Deputy Chief Minister, Mizoram
4. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State
5. Sr.PPS to Chief Secretary, Mizoram
6. PS to Principal Secretaries, Commissioners, Secretaries & Special Secretaries
7. All Administrative Departments
8. Secretary, MPSC/SEC/MIC/MSSSB/Lok Ayukta
9. All Heads of Department
10. All Deputy Commissioners, Mizoram
11. All Wings of DP&AR
12. Website Manager, DP&AR for uploading in the website
13. Guard File


21/5/20
(LALROHLUA)

Deputy Secretary to the Government of Mizoram

ANNEXURE-I

**STATEMENT OF MONTHLY REMUNERATION OF PROVISIONAL-
EMPLOYEES FOR THE MONTH OF _____, 20_____.**

Sl. No.	Name/Designation	Engage- ment Card No.	Remu- neration	Medical Allowance (4%)	Total (4+5)	Monthly remune- ration	Remarks
1	2	3	4	5	6	7	8
GRANT TOTAL							

(Rupees _____) only.

Head of Account :

Signature of D.D.O
(Seal)