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NOTIFICATION

No.B.13018/2/2019-HTE(RUSA), the 13th August, 2024: As per approval of the Council of Ministers meeting held on 09.08.2024 circulated vide Memo No.J.11011/1/2024-POL/Vol-I, dated 09.08.2024, and in exercise of the power conferred by section 21 of the Mizoram State Higher Education Council Act, 2017 (Act 11 of 2017), the Government of Mizoram is pleased to make the following rules, namely:-

1. Short title, extent and commencement .-

- (1) These rules may be called The Mizoram State Higher Education Council Rules, 2024.
- (2) It shall have the like extent as the Principal Act.
- (3) They shall come into force from the date of publication in the Official Gazette.

2. Definitions.-

- (1) In these rules, unless the subject or context otherwise requires, –
 - (a) “Act” means The Mizoram State Higher Education Council Act, 2017;
- (2) Words and expressions used herein but not defined shall have the same meanings assigned to them in the Act.

3. Council Secretariat: Staff Composition and Salary/Sumptuary Allowances .-

- (1) The Office of the Executive Council shall be administered by the Member Secretary, assisted by adequate number of staff whose nature of appointment will be as per sub-section (1) of section 13 of the Act. The supporting officers and staff may comprise of such employees as decided by the Executive Council to the barest minimum subject to further approval of the Government.
- (2) In case the Vice Chairman and the Member-Secretary are not full-time appointees, the incumbents shall be entitled to monthly sumptuary allowances as decided by the Government from time to time.

4. Council Meetings & Allowances.-

- (1) The Executive Council may normally convene quarterly meetings and the meetings shall be notified by the Member Secretary on the advice of the Chairman/ Vice Chairman at least 7 days in advance.

- (2) Members of the Council shall be entitled to sitting allowances at the rate prescribed by the Government from time to time. TA/DA shall be provided to outstation members as applicable to Group 'A' officers of the entry grade under the State Government .

5. Management of funds of the Council.-

The funds of the Council shall be managed by observing the following principles:-

- (1) The funds so received by the Council under sub-section (1) of section 15 of the Act shall be managed by the Executive Council by observing the extant financial rules and norms of the Government.
- (2) Bank account(s) shall be operated by designated officials under joint signatures as may be decided by the Executive Council.
- (3) In order to maintain proper recording of all the financial transactions of the Council systematically and to establish a balance between optimal expenditure and services by managing the sources of the Council in the most efficient way, the Council shall maintain –
 - i) Cash Book as per G.A.R. 3.
 - ii) Register of Cheques issued as G.A.R. 4.
 - iii) Bill Register as per G.A.R. 9.
 - iv) Bill Transit Register as per G.A.R. 10.
 - v) Acquittance Roll as per G.A.R. 11
 - vi) Stock Registers of assets and property as per Form GFR 24.
 - vii) Investment Register showing amount of fund being invested, name of instruments, date of initial investment and maturity date of the investment.
- (4) Any fund received from the Central or State Government or any other source(s) for a specific purpose shall be utilized for the purpose only for which the fund was sanctioned. However, in case of exigencies when the funds are required for other purposes, the Executive Council may pass a resolution to that effect giving full justifications, subject to approval of the Funding Agency.
- (5) The Executive Council shall prepare annual budgetary estimate(s) to be submitted to the Government that may be reflected in the Annual Financial Statement in the form of Grants-in-Aids for the Council. The budgetary estimate of the Council shall consist of expenditure to meet requirement for establishment charges and for implementing certain programmes of the Council. The extent of grant shall be determined on the basis of staff strength of the Council, plus an actual requirement basis. The Council shall keep the extent of requirement of grant under this head to the barest minimum.
- (6) The Council may utilize funds defrayed from the funds received and any surplus remaining, under its discretion, for any purpose which are considered essential by the Executive Council for implementing its programmes and for the promotion of higher education underlined in section 14 of the Act.
- (7) (a) Any surplus remaining fund shall be invested by the Council as per the following broad principles-

- i) Investment shall be made in instruments ensuring the safety of fund.
 - ii) There shall be no speculation on the yield obtaining from the investment. It shall be known at the time of making the investment except for investment in debt mutual funds. However, in case of investment in marketable debt-instruments, (viz., mutual fund debt instruments, Government securities and T bills) there is a risk that final yield may differ from yield estimated at the time of investment due to movement in prices of the security, if such debt instruments are sold due to unforeseen circumstances before final maturity date (i.e., they are not held to maturity). Such investment will not be treated as having speculative yield. Similarly, in case of premature encashment of bank term deposits due to unforeseen exigencies, the difference between fixed yield at the time of investment and actual yield at premature payment will not be speculative yield.
 - iii) Since investment in debt schemes of mutual funds are subject to market risks, the track record of the scheme shall be taken into account for taking investment decisions.
 - iv) The forecast of surplus availability may be worked out normally for a period of one year at any point of time so as to deploy available funds on longer term basis at better yields. This forecasting exercise shall ideally be done every quarter.
- (b) The Council shall invest in one or more of the following instruments, subject to the broad principles as outlined as above.
- i) Treasury bills and Government of India securities.
 - ii) Term deposits with any scheduled commercial bank incorporated in India.
- (8) Any aspect of financial management and transactions including budget and accounts matters which are not specifically provided in these rules shall be formulated, regulated and decided by the Executive Council subject to approval of the Government.

6. Annual Statements of Accounts.-

- (1) The Annual Statement of Accounts shall be prepared by the Council as per prescribed form at **Annexure** (FORMATs for preparation of Annual Statement of Accounts) appended hereto in these rules.

7. The Rights, Privileges and Authority of Auditors.-

- (1) The rights, privileges and authority of the auditors appointed under sub-section (3) of section 13 shall be.-
- a) The right to access books of accounts, vouchers, and relevant documents of the Council at all times during his term of office;
 - b) The right to obtain whatever information or explanation he requires in performing his duty;
 - c) The right to suggest suitable modifications in the method of accounting followed by the Council;
 - d) The right to sign the Auditor's Report;
 - e) The right to receive the remuneration fixed by the appointing authority;

- (2) The Auditor(s) shall prepare Audit Notes and Receipts & Payments Accounts of the Council, reflecting on all cash transactions exhibiting both Receipts and Payments and closing balance, and submit to the Council for necessary action, with a copy to the Government.

8. Annual Report.-

- (1) The Council shall submit its Annual Report every year to the Government not later than second quarter ending of every Financial Year. The Annual Report shall be prepared in the form of booklet in A4 size papers, and it shall invariably contain-
- i) Chairman's/ Member Secretary's report;
 - ii) Mission and vision statement of the Council;
 - iii) Administration of the Council;
 - iv) Council's activities/performance including Programmes and Projects implemented of the preceding year;
 - v) Auditor's report on the financial statement of the preceding year;
 - vi) Statement of accounts and Balance sheet of the preceding year;
 - vii) Notes to the financial statement of the preceding year;
 - viii) Other information deemed relevant to stake holders. Programmes and Projects implemented.
- (2) The Annual report Booklet after approved by the Department of Higher & Technical Education Department, Government of Mizoram shall be published either in the form of hard or soft copy or in both.

The Mizoram State Higher Education Council Rules, 2024 was vetted by Law & Judicial Department, Govt. of Mizoram vide I.D.No.LJD 17/2024/122, dt.15.07.2024

Madhup Viyas

Commr. & Secretary to the Govt. of Mizoram.

**ANNEXURE
(FORMATs for preparation of Annual Statement of Accounts)**

| FORMAT-I | | | | |
|---|--|-------------------------|-------------------------|-------------------------|
| MAJOR HEADWISE AND OBJECT HEADWISE ALLOCATION | | | | |
| Actual of the preceding year | Head of Account | B.E of the current year | R.E of the current year | B.E for the coming year |
| | Major Head: | | | |
| | Object Head: | | | |
| | (31) – Grants-in-Aid General (Salary) | | | |
| | (32) – Grants-in-Aid General (Non-Salary) | | | |
| | (35) – Grants for creation of Capital Assets | | | |
| | (41) – Secret Service Expenditure | | | |
| | (54) – Investment | | | |
| | (55) – Loans and Advances | | | |
| | TOTAL | | | |

| FORMAT-II | | | | | | STATE/CSS |
|--|------------------------------|-------------------------|--|--|---|---------------------------------------|
| SECTOR: | | | | | | |
| MAJOR HEAD: | | | | | | |
| SUB-MAJOR HEAD: (Total Amount figures in lakh of rupees. The last figures after the decimal may be rounded off to the nearest zero figures) | | | | | | |
| MINOR HEAD SUB-HEAD: | | | | | | |
| DETAIL HEAD: | | | | | | |
| Object Head as per standard object head | Actual of the preceding year | B.E of the current year | Revised Estimate for the current year | | | Budget Estimate Of the following year |
| | | | Actuals for the first 6 months of the current year | Anticipated Expenditure for the remaining 6 months of the current year | Total Revised Estimates Of the current year | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| TOTAL | | | | | | |

Note: 1. Inputs of all detail heads under a sub-head should be totaled invariably.
2. Estimates in respect of STATE/CSS are to be prepared in separate sets using the same Proforma.

3. *Actual Expenditure of Salary Head at Column 4 will include Salary for the month of March, of the current year and the Anticipated Expenditure for Salary at Column 5 will cover up to Salary of February of the coming year.*
4. *Salary for BE for the current FY year may be filled up based on Proforma-III.*

| FORMAT-III | | | | | | | | | |
|--|------------------------|-----------------------------|--------------------|--------------|--------------|-----------------------|------------------------------------|-----------------------|-------------------------------|
| ABSTRACT OF SALARY REQUIREMENT FOR GRANTS-IN-AID-GENERAL (SALARY) (BUDGET ESTIMATE FOR THE COMING YEAR) | | | | | | | | | |
| | | | | | | | | | STATE/CSS |
| MAJOR HEAD: | | | | | | | | | |
| SUB-MAJOR HEAD: (Total Amount figures in lakh of rupees. The last figures after the decimal may be rounded off to the nearest zero figures) | | | | | | | | | |
| MINOR HEAD: | | | | | | | | | |
| SUB-HEAD: | | | | | | | | | |
| DETAIL HEAD: | | | | | | | | | |
| Sl. No | Pay Bill/ Sanction No. | No. of Post in the Pay Bill | Concerned Treasury | Total of pay | TOTAL of NPA | TOTAL Basic Pay (5+6) | Total Allowances (DA+HRA+ SCA+Ors) | GRAND TOTAL (Col.7+8) | TOTAL REQUIREMENT (Vide Note) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |
| | | | | | | | | | |
| | TOTAL | | | | | | | | |
| Note: 1 . Column 10 will be [Col.9 + (Col.7 X 0.03 + Col.7 X 1.03 X 0.1 + Col.7 X 1.03 X 0.08)] X12 2. Other personal claim should not be included. | | | | | | | | | |

| FORMAT-IV | | | | | |
|--|--------------|-------------|----------------------|----------------------------------|--|
| ABSTRACT OF SALARY REQUIREMENT FOR GRANTS-IN-AID-GENERAL (SALARY) (BUDGET ESTIMATE FOR THE COMING YEAR) | | | | | |
| (FOR CONTRACT EMPLOYEES) | | | | | |
| MAJOR HEAD: | | | | | |
| SUB-MAJOR HEAD: (Total Amount figures in lakh of rupees. The last figures after the decimal may be rounded off to the nearest zero figures) | | | | | |
| MINOR HEAD: | | | | | |
| SUB HEAD: | | | | | |
| Sl.No | Name of post | No. of post | Rate of remuneration | Total remuneration for one month | Requirement of Wages for the coming year |
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |
| | | | | | |
| | Total | | | | |

| FORMAT-V | | | | | |
|--|---------------------------|-------------|---------------|-------------------|--|
| ABSTRACT OF SALARY REQUIREMENT FOR GRANTS-IN-AID-GENERAL (SALARY) (BUDGET ESTIMATE FOR THE COMING YEAR) | | | | | |
| (FOR PROVISIONAL EMPLOYEES/ MUSTER ROLL EMPLOYEES) | | | | | |
| | | | | | STATE/CSS |
| MAJOR HEAD: | | | | | |
| SUB-MAJOR HEAD: (Total Amount figures in lakh of rupees. The last figures after the decimal may be rounded off to the nearest zero figures) | | | | | |
| MINOR HEAD: | | | | | |
| SUB HEAD: | | | | | |
| Sl.No | Category of M.R Employees | No. of post | Rate of Wages | Total wages (3X4) | Requirement of Wages for the coming year |
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |
| | | | | | |
| | Total | | | | |

| FORMAT-VI REQUIREMENT FOR ONGOING WORKS (CSS) | | | | | | | | | | |
|--|----------------------|---|----------------------|---------------------------------------|--|---------------------------------|---|--|-----------|--|
| Sl. No | Name of Works | Head of Account (upto Detailed Head Level) | Approved Cost | Expenditure incurred upto date | Revised Estimate for the current year | Funding /Sharing pattern | Budget Estimate /Requirement for the coming year | Projected Expenditure For the next two coming years | | Expected Outcome/ Impact of the project |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | TOTAL | | | | | | | | | |

Note:- In addition to the prescribed FORMATS laid down in the SHEC Rules, the Council may adopt relevant Proforma/Formats prescribed by the Finance Department of Mizoram for preparation of Annual Statement of Accounts from year to year as per convenience.