

No.B.14015/2/2022-HTE
GOVERNMENT OF MIZORAM
HIGHER & TECHNICAL EDUCATION DEPARTMENT

...

Dated Aizawl, the 10th May, 2023.

NOTIFICATION

As per Govt. Notification No. A.24017/1/2022-DP&AR(GGC), dt. 14.03.2023 and in the interest of public service, the Competent Authority is pleased to delegate Leave sanctioning power(s) in the Leave Application Management System (LAMS) to the under-mentioned Officers under Higher & Technical Education Department, as shown below:-

Sl. No.	Designation & Department	Delegated leave sanctioning power(s)	Remarks
1	2	3	4
1.	Addl. Secretary, H&TED	1. Teachers of Govt. Colleges and Professional Institutions under H&TED. 2. Departmental Officers in Directorate of H&TE including Technical Wing.	1. In the absence/non-availability of the Addl. Secretary, the delegated powers shall automatically rest to the Joint Secretary and vice versa. 2. The delegated power(s) are meant for sanctioning of various kinds of regular Leaves of the concerned Officers. Sanctioning of Casual Leave will remain as usual practice in various Offices under this Department.
2.	Joint Secretary, H&TED	1. Teachers of Polytechnic Institutions. 2. Departmental Officer(s) in Mizoram Scholarship Board.	

2. Leave application(s) of officers in the Directorate of Higher & Technical Education, its subordinates and attached Offices and the Mizoram Scholarship Board, other than those specified in column No. 3 of the table under Para. 1 of this Notification, after duly processed/recommended, shall be forwarded/submitted to the Administrative Department by the Head of the Department (Director in the case of Dte. of H&TE, Secretary in

the case of MSB) for obtaining approval/recommendation of the Administrative Head of the Department, i.e. the Principal Secretary, H&TED as usual.

3. Further, in supersession to this Department's Office Order No. A.12034/2/2022-HTE, dt. 01.11.2022, and in the interest of public service the following Officer(s)/Official(s) under Higher & Technical Education Department (Sectt.) shall be responsible for e-leave management with immediate effect and until further orders.

Sl. No.	Role(s) assigned for e-leave management	Designated Officer(s) / staff
1.	Processing Personnel for:- <ol style="list-style-type: none"> Head of Department(s) of Dte. of H&TE and MSB. ✓ Principals and Teachers of Govt. Colleges and Professional Institutions under H&TED. Departmental Officers in the Directorate of H&TE including Technical Wing Principals & Teachers of Polytechnic Institutions Departmental Officer(s) in Mizoram Scholarship Board. Any other Officers including Officers from organized service cadres posted in the Dte. of H&TE and MSB. 	Deputy Secretary, H&TED/ Under Secretary, H&TED
2.	Administrator -H&TED (Sectt.) & Processing Personal for Officers under H&TED (Sectt.)	Superintendent, H&TED
3.	Dealing Assistant for all leave applications under the Department	Dealing Assistant (Leave matters) H&TED

4. All concerned Officers in the Directorate of Higher & Technical Education, its subordinates and attached Offices and in the Mizoram Scholarship Board are hereby informed that applications for leave such as, Commuted Leave on Medical Ground, Earned Leave on Medical Ground, Maternity / Paternity Leave, Child Care Leave, etc., should be accompanied by relevant supporting documents like Medical Certificate issued by authorized Medical Practitioners, Family Declaration of the applicant, Birth certificate of the applicant's child, etc., whichever is applicable, for examination and consideration of the Leave application. Incomplete supporting documents of leave application shall not be entertained, henceforth. **Pdf format** of the attached document(s) is **preferable** to ensure clear and easily readable. **No applicant should upload blurred and illegible attached documents in their leave application.**

5. Any Officer(s) applying for station leave permission should clearly mention their address during leave in their leave application(s), failing which, their leave application will be returned from the Processing Personnel/Administrator/Dealing Assistant's level and, they will have to apply afresh with complete information.
6. All Leave applications from Govt. Colleges/ Institutions and other subordinate Offices should route through the Directorate. No leave application should be forwarded direct to the Administrative Department without obtaining recommendation from Head of the Department (Director in the case of Dte. of H&TE, Secretary in the case of MSB).
7. All Officers in the Administrative Department, the Director, H&TE and the Secretary, MSB should invariably submit their respective Casual Leave application(s) direct to the Principal Secretary (Head of Administrative Department), Higher & Technical Education Department. All other kinds of leave applications of the Officers may be submitted either to the Dealing Assistant or to the Processing Personnel or even direct to the Administrative Head of Department, as per convenience of the Officer applying for the leave. In case, if the Dealing Assistant or the Processing Personnel received the leave application, the same should promptly be processed for obtaining approval/recommendation of the Principal Secretary before submission of the same to the Administrative Controlling Authority, as the case may be.
8. **Henceforth, all officers under this Department are hereby informed to submit their respective leave application(s) to their respective controlling authorities or appropriate designated official(s) in the LAMS well in advance at least 10(Ten) days before the first day of the proposed leave to avail occurs.**

Sd/-ESTHER LAL RUATKIMI

Principal Secretary to the Govt. of Mizoram

Memo No.B.14015/2/2022-HTE: Dated Aizawl, the 10th May, 2023

Copy to:

- 1) P.S. to Minister, Higher & Technical Education Department.
- 2) P.S. to the Principal Secretary, Higher & Technical Education Department for information and necessary action
- 3) P.A. to Addl. Secretary, Higher & Technical Education Deptt. for information and necessary action.
- 4) P.A. to Joint Secretary, Higher & Technical Education Department for information and necessary action.
- 5) The Chief Controller of Accounts, Accounts & Treasuries, Aizawl.
- 6) All Treasury Officers, Mizoram.
- 7) The Director, Higher & Technical Education Department/ The Secretary, Mizoram Scholarship Board for information and wide circulation amongst Officers (Regular under the State Govt.) in their respective Offices. **Action Taken Report should be submitted to**

the Administrative Department within 10(ten) days from date of issue of this Notification.

- 8) The Nodal Officer, E-Leave, DP&AR(GGC).
- 9) All Officers/officials concerned/ Addl. State Project Director, RUSA for information and necessary action.
- ✓ 10) All Principals, Govt. Colleges/Institutions for wide circulations amongst all Gazetted Officers (Regular under the State Govt.) in their respective Colleges/Institutions. **A copy of the Notification should invariably be displayed in their respective Institutions' Notice Board. They should submit Action Taken Report (ATR) to the Director, H&TE for onward submission to the Administrative Department within 20(twenty) days from date of issue of this Notification positively.**
- 11) Guard File.



(K. LALHMANGAIHZUALA)

Deputy Secretary to the Govt. of Mizoram

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10/5/23