

No.A-24011/21/2025-H&TE
GOVERNMENT OF MIZORAM
HIGHER & TECHNICAL EDUCATION DEPARTMENT

...

Aizawl, the 15th July, 2026

NOTIFICATION

In supersession of this Department's Notification No.B.14015/2/2022-HTE, dt. 10.05.2023, and 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
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>
1.	Commissioner & 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 & RUSA/PM-USHA.	1. In the absence/non-availability of the Commissioner & 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 the 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 Officers(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 c 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 Commissioner & Secretary, H&TED as usual.

3. Further, in supersession of Department's Notification No.B.14015/2/2022-HTE, dt. 10.05.2023, and in the interest of public service, the following Officer(s)/Officials(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 :- i. Head of Department(s) of Dte. Of H&TE and MSB. ii. Principals and Teachers of Govt. Colleges and Professional Institutions under H&TED. iii. Departmental Officers in the Dte. Of H&TE including Technical Wing & RUSA/PM-USHA iv. Principals & Teachers of Polytechnic Institutions. v. Departmental Officer(s) in Mizoram Scholarship Board. vi. Any other Officers including Officers from organized service cadres posted in the Dte. of H&TE and MSB.	Under Secretary, H&TED.
2.	Administrator – H&TED (Sectt.) & Processing Personnel 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 legibility and easy comprehension. No applicant should upload blurred and illegible 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 directly to the Administrative Department without obtaining recommendation from the Head of the Department (Director in case of Dte. of H&TE and Secretary in 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) directly to the Commissioner & Secretary, H&TED. All other kinds of leave applications of the officers may be submitted either to the Dealing Assistant or Processing Personnel or even directly 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 Commissioner & 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 before the first day of the proposed leave to avail occurs.

Sd/-Dr.LALROZAMA

Commissioner & Secretary to the Govt. of Mizoram

Memo No. A-24011/21/2025-H&TE

: Aizawl, the 15th July, 2026.

Copy to:

- 1) P.S. to Minister, Higher & Technical Education Department.

- 2) P.S. to Commissioner & Secretary, Higher & Technical Education Department for information and necessary action.
- 3) Sr. P.A. to Joint Secretary, Higher & Technical Education Department for information and necessary action.
- 4) The Chief Controller of Accounts, Accounts & Treasuries, Aizawl.
- 5) All Treasury Officer, Mizoram.
- 6) The Director, Higher & Technical Education for information and necessary action.
- 7) The Secretary, Mizoram Scholarship Board for information and necessary action.
- 8) The Nodal Officer, e-Leave, DP&AR(GG&TW).
- 9) Addl. State Project Director, RUSA/PM-USHA for information and necessary action
- 10) All Officers/Officials concerned for information and necessary action.
- 11) All Principals, Govt. Colleges/Institutions for information and wide circulation in their respective Colleges/Institutions.
- ✓ 12) Website Manager, Dte. of Higher & Technical Education, for uploading in the Department's website.
- 13) Guard File.


(ZAHMINGTHANGA)

for Under Secretary to the Govt. of Mizoram