

No.D.11011/42/97-GAD  
GOVERNMENT OF MIZORAM  
GENERAL ADMINISTRATION DEPARTMENT

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OFFICE MEMORANDUM

Dated Aizawl, the 12<sup>th</sup> April, 2011

It has come to the notice of the Government in General Administration Department that inspite of numerous instructions that had been issued regarding the procedure for submission of proposals for hiring of buildings belonging to private persons for use as office buildings and other purposes, many departments are still in the habit of submitting such proposals without following the prescribed procedures.

As failure to adhere to the prescribed procedure causes undue delay in making decisions on the proposals, all Administrative Departments and all Heads of Departments are hereby enjoined to observe and adhere to the instructions laid down herein below, failing which their proposals may be summarily rejected.

Proposals for hiring of buildings belonging to private persons and proposals for enhancement of house rent should invariably be supported by the following documents and informations.

- 1) ✓ Non-availability Certificate of Govt. building obtained from PWD. (Building Division).
- 2) ✓ Nos. of officers and staff (with designation and pay scales) to be accommodated in the building proposed for hire, and assessment of space requirement as per prescribed entitlement.
- 3) Description of the building proposed to be hired indicating the building location, condition (Concrete/Assam type etc, new or old etc), No. of rooms/size (floor area), availability of Parking and open area; suitability for the purpose for which it is proposed to be utilized etc.
- 4) ✓ The assessment made by competent Engineer of PWD (Building)
- 5) ✓ Fair rent/standard Rent Certificate in respect of the building proposed to be hired issued by Deputy Commissioner concerned.
- 6) ✓ Provisional or Draft Agreement signed by both the lessor and the lessee clearly indicating the rental charge per month and the proposed date of commencement.

Provisional

Contd...2/-

Deed of Agreement in prescribed form shall be executed only after administrative approval is accorded and submitted to GAD within one month from the date of approval failing which the approval would be liable to be revoked.

In case when a private house under occupation of a department is extended or where the monthly rent is re-assessed as admissible under certain circumstances, and the house rent requires revision; and when the revised rent will exceed fifty per cent of the earlier rental paid, fresh Administrative Approval must be sought, furnishing full details to justify the payment of the enhanced/revised rent.


In future, no department shall hire private buildings without the prior approval of the Govt. in General Administration Department. No proposal for ex-post-facto approval shall, therefore, be entertained.

This arrangement shall continue till further order or till the proposed amendment to the Mizoram Urban Areas Rent Control Act, 1974 comes into effect.

Sd/-C. LALSAWTA  
Principal Secretary to the Govt. of Mizoram  
General Administration Department.

Memo No. D.11011/42/97-GAD : Dated Aizawl, 12<sup>th</sup> April, 2011  
Copy to:-

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Speaker/Ministers/Deputy Speaker/Minister of State/Parliamentary Secretaries/Vice Chairman, State Planning Board, Mizoram.
4. Sr. P.P.S. to Chief Secretary, Mizoram.
5. All Principal Secretaries/Commissioners/Secretaries, Govt. of Mizoram.
6. All Administrative Departments, Govt. of Mizoram.
7. All Heads of Departments, Govt. of Mizoram.
8. Guard File.

  
(JACOB LALAWMPUIA)  
Under Secretary to the Govt. of Mizoram  
General Administrative Department.