

Request for Proposal for appointment of Fund Manager under
The Mizoram Provisional Employees Saving Scheme, 2024

Accounts & Treasuries

THE MIZORAM PROVISIONAL EMPLOYEES SAVINGS SCHEME, 2024

1. Short title and Commencement.

(1) This Scheme may be called “the Mizoram Provisional Employees Savings Scheme, 2024,”.

(2) It shall come into force with effect from the 1st September, 2024.

2. Application.

2.1. This Scheme shall be compulsory for all Provisional Employees whose engagement is duly approved by DP&AR and Finance Department, Government of Mizoram.

3. Definitions.

In this Scheme, unless the context otherwise requires :-

3.1. “Contribution” means “Contributing the prescribed amount for the purpose of the Scheme by a member or subscriber.

3.2. “Employer” means “the Government of Mizoram.”

3.3. “Fund Manager” means any Authority designated by the Government from time to time which acts as an intermediary that provides day to day transaction of the contribution and in accordance with the provisions of the guidelines and directions issued by the Government/Nodal Office.

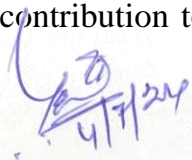
3.4. “Government” means “the Government of Mizoram”

3.5. “Member” or “Subscriber” means “a provisional employee who enrolled under this Scheme for the purpose of subscribing to the Scheme.”

3.6. “Nodal Office” means the office as appointed by Government which acts as interface between the Provisional Employees and the Fund Manager.

4. Salient Features of the Mizoram Provisional Employees Savings Scheme, 2024.

4.1. Provisional Employees Savings Scheme is a savings scheme laid out to allow the members to make defined contribution towards planned savings

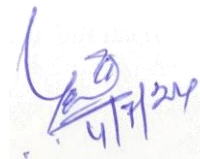


thereby securing the future in the form of Pension. It is an attempt towards a solution to the problem of providing adequate retirement income.

- 4.2. There will be no matching contribution from the employer.
- 4.3. It is a centralized Model. All the activities related system will be carried out by the Nodal Office.
- 4.4. The prescribed minimum contribution per month is 5% of total amount of wages. The concerned Provisional Employees shall have to make a contribution which shall be deducted from his wages bill every month by the Drawing & Disbursing Officer concerned.
- 4.5. A Member or a Subscriber shall exit from the Scheme on his/her regularization, retirement, removal, resignation or death.
- 4.6. The benefits from the Savings fund shall be calculated at the rate prescribed by the Fund Manager in consultation with Government of Mizoram from time to time.
- 4.7. All members of the scheme shall open a dedicated Savings Account in the Fund Manager.

5. General Conditions.

- 5.1. No Contribution shall be effected from the month of joining. Contribution shall start from the wages of the month following the month in which the Provisional Employee joins service.
- 5.2. Immediately on joining the service, the Provisional Employee shall be required to submit information in prescribed Form (Form-I) to Nodal Office through the DDO.
- 5.3. The Nodal Office will maintain an Index Register for the purpose of allotment of unique number in year-wise (Format of such register is given in Form-III).
- 5.4. The Nodal Office, after allotting unique number, will send unique number to the Fund Manager for the purpose of Registration under the Fund Manager.
- 5.5. The Nodal Office shall furnish to the Drawing & Disbursing Officer concerned a copy of allotment duly indicating there in the unique number allotted to each member.



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5.6. Member or a Subscriber may reduce or enhance his/her rate of contribution once during the course of the year only in the month of January.

6. Unique Number.

The Nodal Office shall issue a unique 9 digit number to each member. The first four digits of the number will indicate the year of birth of the Member. The last five digits will be the running serial number pertaining to individual Provisional Employees from 00001.

7. Functions of DDO.

7.1. Every DDO shall furnish details of Provisional Employees in the prescribed form (Form-I).

7.2. The Drawing & Disbursing Officer shall prepare a deduction schedule in triplicate in the prescribed form (Form-IV) for the contributions and attach them with the bill. The amount of the contribution should tally with the total amount of deduction shown under the corresponding column in the wages bill.

7.3. While preparing the wages bills for Provisional Employees, the Employee's contribution shall be shown under the Deduction column of the monthly wages bill and booked under the Head of Account –

Major Head : 8342 – *Other Deposits*

Sub-Major Head : 00 –

Minor Head : 120 – *Miscellaneous Deposits*

Sub-Head : 01 – *P.E. Savings Contribution*

Detailed Head : 00 –

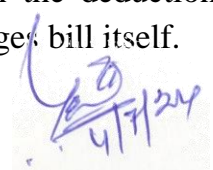
Object Head : 49 – *Other Revenue Expenditure*

The employee's contribution shall be supported by challan in Form-IV in triplicate as done in the case of NPS for regular employees.

7.4. The Drawing & Disbursing Officer shall submit wages bills with all Challan and schedules to the Treasury concerned.

8. Functions of Treasury Officer.

8.1. The Treasury Officer shall pass the wages bills after carrying out the required checks under relevant rules. The Treasury Officer shall ensure that the accounting classification in the supporting challan is correct and also tally the amount shown in the bill with the deduction in the Deduction Challan and Schedule with that of the wages bill itself.



8.2. The concerned Treasury shall send a copy of Challan (Form IV) and Deduction Schedules (Form – V) to the Nodal Office on or before 20th of the next month to which the bills relate.

9. Functions of Nodal Office.

9.1. On receipt of the Deduction Schedule and Challan from the Treasury Officer, the Nodal Office shall ensure that the amount entered in the schedule and the related challan are duly agreed to each other and shall also ensure that the employee's contribution is booked under the appropriate Head of Account.

9.2. The receipted challan duly passed by the Treasury Officer shall be used as a voucher for drawing the Provisional Employee's contribution.

9.3. The Provisional Employee's contribution shall be drawn by the Nodal Office following all codal formalities and shall be credited to the dedicated Bank Account of the Nodal Office for onward remittance to the Fund Manager.

9.4. Withdrawal shall be done through the Nodal Office and the withdrawal format duly completed by the Nodal Office shall be sent to the Fund Manager.

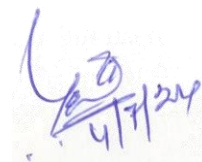
9.5. Any refund/withdrawal made by the Fund Manager to the Nodal Office shall be transferred to the Member's Bank Account by NEFT/RTGS.

9.6. Over all management of the Scheme shall be carried out under the direction of Finance Department (APF), Government of Mizoram.

10. Functions of Fund Manager.

10.1. On receiving the fund from Nodal Office, Fund Manager shall credit the contribution to individual account for onward investment under Provisional Employees Savings Scheme.

10.2. Interest shall be borne by the Fund Manager at the rate duly prescribed by the Fund Manager in consultation with Finance Department, Government of Mizoram. Fund Manager shall give interest at the prescribed rates even if its investment yields low returns and the Government will not be required to compensate loss due to low return of investment.



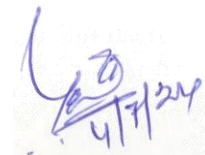
- 10.3. Any withdrawal amount (partial withdrawal, exit withdrawal, etc.) under the Scheme shall be credited to the Bank Account of the Subscriber by Fund Manager.
- 10.4. Reports on Assets Under Management (AUM) shall be sent to the Nodal Office on monthly basis showing at the end of each quarter.

11. Nomination.

- 11.1. Every Provisional Employee shall make nomination duly countersigned by the HOD/HOO/DDO in the prescribed form (Form-II) in triplicate which shall be submitted to the Nodal Office for approval. One copy each of the approved nomination shall be sent to the HOD/HOO/DDO and to the concerned subscriber.
- 11.2. If the Provisional Employee has a family member at the time of making a nomination, he/she shall make such nomination only in favour of one or more members of his/her family member. For this purpose, family will have the same meaning as defined in the GPF Rules.
- 11.3. If the Member nominates more than one person, he shall specify in the nomination, the amount/share payable to each of the nominees.
- 11.4. Change in nomination can be made at any time by submitting the prescribed form.

12. Partial withdrawal.

- 12.1. Partial withdrawal is permissible whereby a member can withdraw certain amount of his contribution subject to certain conditions as laid down in the succeeding paras.
- 12.2. Withdrawal is permissible to each Member not exceeding to 1/4th of his/her balance available in his/her account at the time of application and a maximum of 2 times is permissible during the entire service.
- 12.3. Withdrawal shall be permissible to those members who have been subscribing to or joining the Scheme for not less than 5 (five) years.
- 12.4. Withdrawal is permissible only against the specified reasons such as –
 - i. Higher education of children.
 - ii. Marriage of self/children.
 - iii. Purchase/construction of residential house.
 - iv. Treatment of illnesses of self/family members.

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12.5. Withdrawal Form (Form-VI) shall be submitted to the Nodal Office through DDO/HOO/HOD.

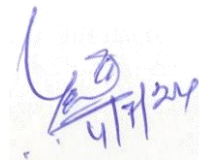
13. Exit Withdrawal.

The following exit categories are permissible:-

- 13.1. **Upon Superannuation/Regularization**-The accumulated savings wealth shall be paid in lump sum to the member.
- 13.2. **Pre-mature Exit**-Exit before superannuation age such as removal, resignation, etc. from service are treated as Pre-mature Exit. The accumulated savings shall be paid in lump sum to the member.
- 13.3. **Exit upon Death**-In case of death of member, the accumulated savings shall be paid in lump sum to the nominee(s), failing which the accumulated savings shall be paid in lump sum to the legal heir(s).
- 13.4. Withdrawal Form in Form-VII or VIII along with connected documents shall be submitted to the Nodal Office through HOD/HOO/DDO.

14. Interpretation and Clarification.

If any doubt arises or in the event of any difficulty arising in the interpretation of any of the provisions of this Scheme or if any point requires clarification, the matter shall be referred to the Finance Department (APF), Government of Mizoram whose decision shall be final and binding.



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FORM – I

PROVISIONAL EMPLOYEES SAVINGS SCHEME – ENROLMENT FORM

To

The (Nodal Office)

Sir,

I hereby submit a Provisional Employees Savings Scheme Registration Form for joining the Scheme in my name as per the details given below :

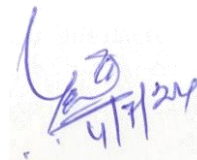
1. Name of applicant in full : _____
2. Father's name : _____
3. Date of Birth : _____
4. Designation : _____
5. Date of joining as Provisional Employee : _____
6. Corresponding Level in the Pay Matrix : _____
7. Remuneration : _____
8. Marital Status : _____
9. Correspondence Address : _____
10. Mobile Number : _____
11. DDO Code : _____
12. P.E. ID No. under IFMIS : _____
13. Name of Office & Department : _____

Date : _____

Place : _____

Signature of the Provisional Employee

Signature of HOD/HOO/DDO : _____
Name of HOD/HOO/DDO : _____
Name of Office : _____
Office Seal :



FORM - II

PROVISIONAL EMPLOYEES SAVINGS SCHEME – NOMINATION FORM

I, _____ s/o, d/o _____
holding a Provisional Employees Savings Scheme Unique Number _____, hereby
nominate the person (s) mentioned below who is/are member (s) of my family to receive the amount in
my account under the Mizoram Provisional Employees Savings Scheme in the event of my death.

Sl No	Name of Nominee(S)	Date of Birth	Percentage of share payable	Relationship with the Government Servant
1)				
2)				
3)				

This supersedes the previous Form – II submitted by me.

*** Mandatory / Compulsory**

Date : _____

Place : _____

Signature of the Provisional Employee

*** Certified / Countersigned by :**

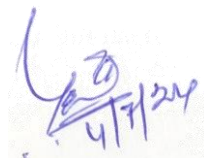
Signature of HOD/HOO/DDO : _____

Name of HOD/HOO/DDO : _____

Name of Office : _____

Office Seal :

Approved by :



Nodal Office

FORM – IV

PROVISIONAL EMPLOYEES SAVINGS
SCHEME CONTRIBUTION CHALLAN

TR. 6

Challan No.....

(See Rules 92)

To be filled by remitter				To be filled by the Departmental Officer or the Treasury		
By whom tendered	Name (or designation) and address of the person on whose behalf money is paid	Full particulars of the remittance and of authority (if any)	Amount (Rs)	Head of Accounts	Accounts officer by whom adjustable	Order to the Bank
				8342 – Other Deposits 00 – 120 – Miscellaneous Deposits 01 – P.E.Savings Contribution 00 – 49 – Other Revenue Expenditure		
(in words) Rupees				To be used only in the case of remittance to the bank through Departmental Officer or the Treasury Officer		

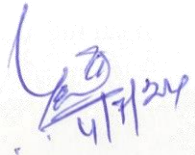
Received Payment (in words) Rupees

Treasurer

Accountant

Date

Treasury Officer
Agent or Manager



FORM - V

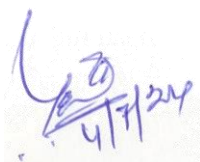
Details of Deduction / Deduction Schedule

DDO Code : _____

DDO Name : _____

Sl.No.	Unique Number (09-digits)	Name	Designation	Remuneration (Rs)	Amount of Contribution under PE Savings Scheme (Rs)	Month & Year for which deduction is made

Signature by DDO with Office Seal



FORM – VI

**PROVISIONAL EMPLOYEES SAVINGS SCHEME –
PARTIAL WITHDRAWAL FORM**

(Please fill all the details in CAPITAL LETTERS only)

To

The (Nodal Office)

Sir,

I hereby submit Partial Withdrawal request for withdrawal from my account under Provisional Employees Savings Scheme and give below the necessary details.

1. Name : _____
2. Savings Scheme Unique Number : _____
3. Mobile Number : _____
4. Amount : _____

(Maximum 25% of balance in the account)

5. Purpose of withdrawal (please tick)
- i. Higher education of children.
 - ii. Marriage of self/children.
 - iii. Purchase/construction of residential house.
 - iv. Treatment of illnesses of self/family members.

6. Bank Account details of the Subscriber where the withdrawal amount shall be credited.

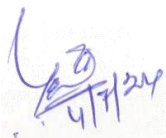
Bank Name : _____
Bank Account Number : _____
IFS Code : _____

I hereby declare that information stated above is true and correct to the best of my knowledge and belief and that I have completed minimum of five years in to the PE Savings Scheme as required for partial withdrawal and eligible to withdraw the amount requested above due to the urgent need to support the reason mentioned above.

Date : _____

Place : _____

Signature of the Provisional Employee



Declaration by HOD/HOO/DDO

I hereby declare that Pi/Pu _____ with Savings Scheme Unique Number _____ is employed with us and I have verified the genuineness of the reasons for his/her withdrawal request are correct.

Date : _____

Place : _____

Signature and Stamp of the HOD/HOO/DDO

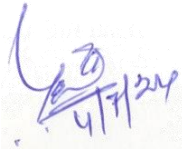
Authorization by Nodal Office

I hereby authorize that Pi/Pu _____ with Savings Scheme Unique Number _____ is a member of the Mizoram Provisional Employees Savings Scheme from _____ (date of joining to the service).

Date : _____

Place : _____

Signature and Stamp of the Authorized Person

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FORM – VII

**PROVISIONAL EMPLOYEES SAVINGS SCHEME –
FINAL WITHDRAWAL FORM**

(Please fill all the details in CAPITAL LETTERS only)

To

The (Nodal Office)

Sir,

I hereby submit Exit Withdrawal request for withdrawal from my account under Provisional Employees Savings Scheme and give below the necessary details.

1. Name : _____
2. Savings Scheme Unique Number : _____
3. Mobile Number : _____
4. % of Withdrawal : _____
5. Reasons for exit withdrawal (please tick)
 - i. Superannuation/Regularisation
 - ii. Pre-Mature Exit/Resignation/Removal
6. Date of retirement /Resignation/Removal : _____
7. Bank Account details of the Nodal Office where the withdrawal amount shall be credited (*to be filled by Nodal Office*)

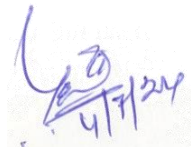
Bank Name : _____
Bank Account Number : _____
IFS Code : _____

I hereby declare that the information stated above is true and correct to the best of my knowledge and belief and eligible to withdraw the amount requested above due to the reason mentioned above.

Date : _____

Place : _____

Signature of Provisional Employee



Declaration by HOD/HOO/DDO

I hereby declare that Pi/Pu _____ with Savings Scheme Unique Number _____ is employed with us and I have verified the genuineness of the reasons for his/her withdrawal request are correct. Certified copy of Office Order towards superannuation / regularization / resignation is enclosed.

Date : _____

Place : _____

Signature and Stamp of the HOD/HOO/DDO

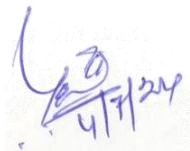
Declaration by Nodal Office *(to be filled by Nodal Office)*

I hereby declare that Pi/Pu _____ with Savings Scheme Unique Number _____ is a member of the Mizoram Provisional Employees Savings Scheme from _____ (date of joining to the service) and I have verified the genuineness of the reasons for his/her withdrawal request and bank details are correct.

Date : _____

Place : _____

Signature and Stamp of the Authorised Person

A handwritten signature in blue ink, followed by the date '4/7/24' written below it.

FORM – VIII

**PROVISIONAL EMPLOYEES SAVINGS SCHEME –
WITHDRAWAL FORM**

(Please fill all the details in CAPITAL LETTERS only)

To

The (Nodal Office)

Sir,

I hereby apply for the payment of the accumulated Savings wealth in Provisional Employees Savings Scheme in respect of Pu/Pi _____ s/o, d/o _____ .

I herewith give below the necessary details.

1. Name of Government Servant : _____
2. Savings Scheme Unique Number : _____
3. Date of Death : _____
4. Name of the Claimant (s) : _____
5. Claimant's Mobile Number : _____
6. Claimant's Bank Account details

Bank Name : _____
Bank Account Number : _____
IFS Code : _____

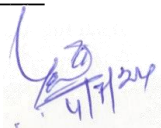
7. Bank Account details of the Nodal Office where the withdrawal amount shall be credited (*to be filled by Nodal Office*)

Bank Name : _____
Bank Account Number : _____
IFS Code : _____

I hereby declare that information stated above is true and correct to the best of my knowledge and belief and eligible to withdraw the amount requested above due to the reason mentioned above.

Date : _____
Place : _____

Signature of the Claimant



Declaration by HOD/HOO/DDO

I hereby declare that Pi/Pu _____ with Savings Scheme Unique Number _____ is employed with us and expired on _____. I have verified the genuineness of the reasons for withdrawal request in respect of Pu/Pi _____ are correct and there is no order from the competent court restraining the payment from the account of the deceased government servant or to make the payment in favour of any other person other than Nomination. Certified Copy of Death Certificate is enclosed.

Date : _____

Place : _____

Signature and Stamp of the HOD/HOO/DDO

Declaration by Nodal Office *(to be filled by Nodal Office)*

I hereby declare that Pi/Pu _____ with Savings Scheme Unique Number _____ is a member of the Mizoram Provisional Employees Savings Scheme from _____ (date of joining to the service) and I have verified the genuineness of the reasons for withdrawal request in respect of Pu/Pi _____ and bank details are correct.

Date : _____

Place : _____

Signature and Stamp of the Authorized Person

