No. H.11011/81/2026 – PAD
GOVERNMENT OF MIZORAM
PARLIAMENTARY AFFAIRS DEPARTMENT
MIZORAM SECRETARIAT, MINECO, AIZAWL – 796001
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Aizawl, the 9th October, 2026

OFFICE MEMORANDUM

Subject: Standard Operating Procedure (SOP) and guidelines for timely processing, documentation, and submission of legislative proposals before the Mizoram Legislative Assembly—regarding.

While instructions on the subject were previously issued vide this Department's Office Memorandum No. H.13011/1/2016-PAD dated 04.08.2020, instances have come to notice where the prescribed procedures were not scrupulously observed. It has, therefore, been felt necessary to reiterate, streamline, and consolidate the instructions into a comprehensive Standard Operating Procedure. Accordingly, in supersession of the earlier Office Memorandum, the following Standard Operating Procedure governing the processing and submission of legislative proposals intended for introduction in or laying before the Mizoram Legislative Assembly is hereby notified for strict adherence by all Administrative Departments to ensure conformity with the Rules of Procedure and Conduct of Business:

1. Inter-departmental consultations and approval of the Competent Authority:

All legislative proposals (including Bills, Statutory Rules, Regulations, etc.) proposed to be introduced or laid before the Assembly must strictly obtain the following prior clearances before submission to this Department:

(a) *Law & Judicial Department:* Mandatory legal scrutiny and vetting of the draft text.

(b) *Finance Department:* Prior concurrence in all proposals involving receipts or expenditure from the Consolidated Fund of the State, or any financial commitment on the public exchequer.

(c) *Council of Ministers:* Prior approval of the Council of Ministers, which must be obtained strictly after the completion of legal vetting and financial concurrence.

(d) *Recommendation of the Governor:* In the case of a Money Bill, the prior recommendation of the Hon'ble Governor is mandatory. Further, if the Principal Act was enacted as a Money Bill, the recommendation of the Governor is required for any subsequent Amending Bill, even if the amendment itself does not independently involve financial matters. The Administrative Department concerned shall be solely responsible for obtaining the recommendation of the Hon'ble Governor through proper channel before forwarding the proposal to Parliamentary Affairs Department.

2. Documents required to accompany legislative proposals:

Every legislative proposal for the enactment of a Bill submitted to this Department must be accompanied by the completed Checklist (Annexure) along with the following documents:

(a) *Statement of objects and reasons*: Duly approved by the Minister-in-charge.

(b) *Financial Memorandum:* Duly approved by the Minister-in-charge, inviting specific attention to the clauses involving expenditure and furnishing an estimate of recurring and non-recurring expenditure in the event of the Bill being enacted into law. In respect of Bills not involving financial commitments, an explicit declaration to that effect must be incorporated in the Financial Memorandum.

(c) *Memorandum regarding delegated legislation:* Duly signed by the Minister-in-charge, explaining the scope and purport of proposals delegating legislative authority and stating explicitly whether they are of a normal or exceptional character.

(d) *Law-vetted draft:* A certified copy of the draft Bill as duly vetted by the Law & Judicial Department.

(e) *Copies of Principal Act (for amending/repealing bills):* In the case of Amendment Bills or Bills repealing existing enactments, exactly 72 (seventy-two) copies of the Principal Act must be furnished simultaneously.

3. Mode of submission, formatting requirements, and supply of copies:

1) *Number of copies and compilation:* Proposals must be submitted in 72(seventy-two) complete, identical sets, along with 5 (five) authenticated copies duly signed by the Minister-in-charge. Each set must be compiled and securely bound or stapled together as a single complete dossier comprising:
   (a) Standard Cover Page
   (b) Text of the Bill
   (c) Statement of Objects and Reasons
   (d) Financial Memorandum
   (e) Memorandum regarding Delegated Legislation

2) *Bar on departmental signatures:* The Secretary concerned or any other officer of the Administrative Department shall strictly not append their signature to the text or body of the Bill.

3) *Cover page specification:* All proposals must bear an appropriate cover page displaying the short title of the Bill in the center and the name of the Administrative Department at the bottom.

4) *Citation of calendar year:* The calendar year specified in the short title and citation of the proposal must correspond strictly to the year of its formal introduction in the House; retrospective dating is strictly prohibited.

5) *Electronic format:* Proposals must be submitted in hard copy as well as in an editable electronic soft copy (MS Word and Unicode-compliant text, along with a scanned signed PDF copy) on a pen drive.

4. Framing, notification, and laying of subordinate legislation

(1) *Executive approvals and publication:* All Statutory Rules, Regulations, and amendments thereto require the prior approval of the Council of Ministers and subsequent publication in the Mizoram Gazette.

(b) *Requirements for Laying before the Assembly*: For the purpose of laying Subordinate Legislation on the Table of the House, the Administrative Department concerned shall submit 72 (seventy-two) printed copies of the relevant Mizoram Gazette notification to the Parliamentary Affairs Department, along with an Explanatory Memorandum and the completed Checklist (Annexure). Where laying has been delayed beyond the prescribed statutory time limit, an authenticated Statement of Delay setting forth the reasons therefor must also be enclosed.

5. Promulgation of Ordinances under Article 213 and bills seeking to replace them:

(a) Following the promulgation of an Ordinance by the Governor under Article 213(1) of the Constitution, printed copies thereof shall be made available to the Members of the Legislative Assembly.

(b) Whenever a Bill seeking to replace an Ordinance, with or without modification, is introduced in the House, an explanatory statement setting out the circumstances which necessitated immediate legislation by Ordinance shall be laid before the House along with the Bill.

(c) Where an Ordinance embodying the provisions of a Bill pending before the House is promulgated, an explanatory statement setting out the circumstances which necessitated immediate legislation by Ordinance shall be laid on the Table at the commencement of the session immediately following such promulgation.

6. Time schedule, channel of submission, and advance planning of legislative business:

(a) *Departmental submission cut-off to PAD:* All complete legislative proposals (along with the signed Checklist and all statutory clearances) must reach the Parliamentary Affairs Department at least 14 (fourteen) calendar days prior to the date of commencement of the Assembly Session.

(b) *Onward transmission and statutory notice window:* Attention is invited to the statutory requirement that every legislative proposal requires a **minimum of 4 (four) clear days' prior notice to the Members of the Legislative Assembly before it can be taken up for discussion in the House repeat minimum of 4 (four) clear days' prior notice to the Members of the Legislative Assembly before it can be taken up for discussion in the House.** The 14-day departmental cut-off is essential to allow this Department and the Assembly Secretariat adequate time for procedural scrutiny, authentication, bulletin notification, and physical delivery to Hon’ble Members within the statutory notice window.

(c) *Strict prohibition of direct submission:* Administrative Departments shall under no circumstances submit proposals, notices, or copies directly to the Mizoram Legislative Assembly Secretariat. Any proposal submitted directly to the Assembly Secretariat will be deemed procedurally invalid and returned.

(d) *Avoidance of eve-of-session submissions:* Submitting proposals on the eve of or during an Assembly Session causes severe administrative dislocation and must be scrupulously avoided, except for crucial and emergent government business. Departments shall process and submit proposals well in advance during the inter-sessional period after completing all prescribed formalities.

7. Accuracy of printed papers, prescribed checklist, and departmental representation:

(a) *Error-free copies:* Departments shall ensure that the final copies of Bills, Rules, or Regulations are completely free from typographical or printing errors. Incomplete dossiers or proposals containing typographical or formatting defects will be rejected by PAD and will not be forwarded to the Assembly Secretariat.

(b) *Mandatory checklist:* Every proposal must be accompanied by the Checklist appended as Annexure to this Office Memorandum, duly completed and signed by an officer not below the rank of Under Secretary. Proposals received without the signed Checklist will not be entertained.

(c) *Departmental representation:* Where officers of the Administrative Departments are called upon to furnish clarifications or supplementary information to the Assembly Secretariat or House Committees, only sufficiently senior officers who are thoroughly conversant with the subject matter shall be deputed.

All Administrative Departments are, therefore, requested to bring these guidelines to the notice of all concerned for strict adherence and compliance without deviation.

***Sd/-* T.L. GUITE**
Secretary to the Government of Mizoram

Memo No. H.11011/81/2026-PAD **Aizawl, the 9th October, 2026**

Copy to:

1. Secretary to the Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Speaker / Ministers / Leader of Opposition / Deputy Speaker / Ministers of State / Deputy Govt. Chief Whip, Mizoram.
4. Sr. P.P.S. to Chief Secretary, Government of Mizoram.
5. All Principal Secretaries / Commissioners / Secretaries, Government of Mizoram.
6. Commissioner & Secretary, Mizoram Legislative Assembly Secretariat.
7. All Administrative Departments, Government of Mizoram.
8. All Heads of Departments, Government of Mizoram.
9. All Deputy Commissioners, Mizoram.
10. Website Manager, Parliamentary Affairs Department, for uploading in the departmental website.
11. Guard File.

Digitally signed by
K. Lallianmawii
Date: 09-10-2026
15:13:58

(K. LALLIANMAWII)
Under Secretary to the Government of Mizoram
Parliamentary Affairs Department

ANNEXURE

CHECKLIST FOR SUBMISSION OF LEGISLATIVE PROPOSALS TO PAD

(For onward transmission to the Mizoram Legislative Assembly Secretariat)

(To be completed, signed by an officer not below the rank of Under Secretary, and enclosed in duplicate with every proposal)

1. General Information

1) Administrative Department:

_____

2) Title of Bill / Subordinate Legislation:

_____

3) Classification of Proposal (Please tick):
   a) [ ] New Bill
   b) [ ] Amending / Repealing Bill
   c) [ ] Ordinance-Replacing Bill
   d) [ ] Subordinate Legislation (Statutory Rules / Regulations)
4) Target Assembly Session:

_____

5) Nodal Officer Contact Details (for clarifications / Assembly coordination):
   a) Name & Designation:

   _____

   b) Official Contact / Mobile No.:

   _____

2. Compliance Verification Matrix

Sl. No.	Verification Parameter	Status (Yes / No / N.A.)	Flag / Page No. in Dossier
A.	**Procedural Channel & Approvals**		
1.	Proposal submitted to PAD at least 14 calendar days prior to commencement of the Assembly Session?	[ ]	
2.	Legal scrutiny and vetting obtained from Law & Judicial	[ ]	

	Department?		
3.	Concurrence of Finance Department obtained (if involving public expenditure or receipts)?	[ ]	
4.	Prior Cabinet approval obtained from Council of Ministers (strictly after Law & Finance clearances)?	[ ]	
5.	Hon'ble Governor's prior recommendation obtained (mandatory for Money Bills & amendments thereto)?	[ ]	
6.	Single-Window Check: Ensured that NO advance or parallel submission has been made directly to the MLA Secretariat?	[ ]	
B.	**Documentation Enclosed (for Bills)**		
7.	Statement of Objects and Reasons approved by the Minister-in-charge enclosed?	[ ]	
8.	Financial Memorandum approved by the Minister-in-charge enclosed (including explicit declaration if Nil liability)?	[ ]	
9.	Memorandum regarding Delegated Legislation signed by the Minister-in-charge enclosed?	[ ]	
10.	Certified copy of the draft text vetted by Law & Judicial Department enclosed?	[ ]	
11.	Explanatory statement setting out urgent circumstances enclosed (for Ordinance-replacing Bills)?	[ ]	
12.	Exactly 72 copies of the Principal Act enclosed (mandatory for Amending / Repealing Bills)?	[ ]	

C.	**Subordinate Legislation (Rules / Regulations)**		
13.	72 printed copies of the Mizoram Gazette notification enclosed for laying on the Table?	[ ]	
14.	Explanatory Memorandum / Statement of Delay (if laying after statutory period) enclosed?	[ ]	
D.	**Quantities, Format & Presentation**		
15.	72 complete, uniform compiled sets enclosed (Cover page, Bill text, SOR, and all Memoranda bound together)?	[ ]	
16.	5 authenticated copies bearing the original signature of the Minister-in-charge enclosed?	[ ]	
17.	Text/body of the Bill verified to ensure NO departmental officer/Secretary signature is appended?	[ ]	
18.	Cover page layout checked (centered title; department name at bottom)?	[ ]	
19.	Calendar year cited corresponds strictly to the year of introduction (no retrospective citation)?	[ ]	
20.	Pen drive enclosed containing editable Word text (Unicode) and scanned signed PDF?	[ ]	
21.	Text thoroughly proofread and certified completely free from typographical or printing errors?	[ ]	

3. Departmental Certification
(To be signed by an officer not below the rank of Under Secretary)

Certified that the proposal has been scrutinized against the requirements of OM No. H.11011/81/2026-PAD. All statutory clearances and accompanying documents are complete as indicated above. It is understood that submission to the MLA Secretariat shall be routed strictly through the Parliamentary Affairs Department.

Signature : _____

Name : _____

Designation : _____

Department : _____

Date & Seal : _____

4. For Use in Parliamentary Affairs Department (PAD) Only
(Internal verification prior to onward transmission to MLA Secretariat)

1) Date of Receipt in PAD : _____
2) Scrutinized by (Dealing Hand / Superintendent) : _____
3) Scrutiny Outcome: [ ] Complete & Accepted [ ] Deficiencies Noted
   (Details: _____)
4) Action Taken:
   (a) Forwarded to Mizoram Legislative Assembly Secretariat on: _____
   (b) Returned to Administrative Department for rectification on: _____

Signature of Under Secretary / Officer-in-Charge, PAD:

_____