



No. D. 11030/2/2023 - ATI
GOVERNMENT OF MIZORAM
ADMINISTRATIVE TRAINING INSTITUTE
MIZORAM : AIZAWL

Dated Aizawl, the 4th November, 2025

OFFICE ORDER

Administrative Training Institute(ATI) has been receiving requests for detailing Faculty officers from different departments and offices through direct or indirect communication with their desired faculty/faculties.

In this connection and in pursuance of the Office Memorandum issued by Vigilance Department vide Memo. No.C. 26011/1/2025-VIG dt.20.08.2025, attention is hereby invited to clause(b) of sub-rule(1) of Rules 15 of the CSS(Conduct) Rules, 1964 which reads as under :-

15. Private trade or employment:

- (1) Subject to the provisions of sub-rule (2), no Government servant shall, except with the previous sanction of the Government:
- (b) negotiate for, or undertake, any other employment.

Therefore, all officers and staff are strictly prohibited from engaging themselves in any part-time employment such as undertaking trade or business activities, serving as guest faculty, etc., without obtaining prior sanction of the Government as per rules.

As such, all Departments and offices are requested to kindly desist from approaching ATI or any of its faculty officers requesting for their services to impart training outside the Institute.

This supersedes Office Order on the same issue Vide No.D.11030/2/2023-ATI dt.13.09.2024.

Sd/- RITA LALNUNMAWII PACHUAU
Director
Administrative Training Institute
Mizoram : Aizawl

Contd/-

Memo No. D.11030/2/2023 - ATI : Dated Aizawl, the 4th November, 2025.

Copy to:-

1. All Administrative Heads of Department for information.
2. All Heads of Departments with a request to circulate to all subordinate offices under them.
3. All Officers of ATI for information.
4. Guard File copy/ATI website.



(LALHMANSANGA)
Joint Director(Admn.)
Administrative Training Institute
Mizoram : Aizawl