

NO. A.43013/6/2026-L&J
GOVERNMENT OF MIZORAM
LAW AND JUDICIAL DEPARTMENT
MIZORAM SECRETARIAT, MINECO, AIZAWL

Dated Aizawl, the 1st September, 2026

OFFICE MEMORANDUM

Subject: *Instructions regarding submission of files for vetting, advice, etc.*

It has been observed by the Law and Judicial Department that draft Bills, rules, regulations, Memoranda of Understanding/Agreement, Cabinet Memoranda, parawise comments and other documents requiring vetting and legal advice are frequently submitted at very short notice, often immediately preceding scheduled Cabinet Meetings or other important decision-making processes and deadlines. The scrutiny and examination of legislative proposals, contractual documents, policy instruments, court cases and other legal pleadings require careful consideration of various Constitutional, statutory, financial and administrative implications. Any undue haste in such examination increases the possibility of inadvertent errors and omissions, which may have serious legal, financial and administrative consequences.

In order to facilitate efficient disposal of matters and ensure the quality and accuracy of legal vetting and advice rendered by the Law and Judicial Department, all Administrative Heads are hereby advised to strictly adhere to the following instructions:

1. Submission of draft legislation, Cabinet Memorandum etc.:-

(a) All draft Bills, rules, regulations and Cabinet Memorandum requiring examination and vetting by the Law and Judicial Department shall be submitted sufficiently in advance. As a general rule, such documents shall reach the Law and Judicial Department at least two (2) weeks prior to the date of the Cabinet Meeting or other deadline for which the matter is intended to be placed. Accordingly, proposals received after the aforesaid period may not be entertained except in exceptional circumstances except with the approval of the Minister, Law and Judicial Department accompanied by reasons justifying such urgency.

(b) The concerned department shall invariably furnish Gazetted copies of the parent Act, the existing rules, regulations, notifications and amendments made thereto, alongwith the proposal submitted for examination. The absence of such documents often hampers proper legal scrutiny and results in unavoidable delays. Accordingly, all Departments are directed to ensure that the relevant parent legislation alongwith all amendments and connected documents are enclosed in

the file at the time of submission. Any proposal received without the requisite supporting enactments, rules, amendments etc shall be liable to be returned unexamined, and the responsibility for any consequent delay shall rest with the concerned Department.

2. Submission of Para-wise comments:-

It is also observed that para-wise comments are not furnished in a structured manner, thereby causing unavoidable delays in examination and processing. In all court cases where para-wise comments are sought from Administrative Departments, the consolidated para-wise comments shall be furnished in a structured format. The paragraphs of the plaint/writ petition or other pleadings shall first be reproduced verbatim, and the consolidated response thereto shall be provided in the immediate succeeding paragraph. This format shall be followed for each paragraph requiring comments so as to facilitate ease of examination, preparation of affidavits and pleadings, and to avoid ambiguity or omission in responding to the averments made by the petitioner or plaintiff.

3. Submission of Legal Advice:-

In order to facilitate expeditious and effective examination of matters referred for legal opinion, all Administrative Departments are requested to ensure that files seeking legal advice are submitted in accordance with the following:

- (a) A concise statement of facts and the sequence of events shall be furnished in chronological order in a paragraph-wise manner.
- (b) All relevant correspondence and supporting documents shall be enclosed as Annexures and appropriately referenced.
- (c) The referring department shall clearly indicate the issue involved and specific purpose for which legal advice is sought.
- (d) The file should expressly state the precise facts on which opinion or clarification is required including any question relating to interpretation of any Acts, rules, regulations or other instruments.

4. Submission of Memorandum of Agreement/ Memorandum of Understanding:-

The concerned departments shall ensure that all MoA and MoU to be vetted by Law and Judicial Department are submitted well in advance. Since these instruments more often than not have impact on society at large and contributes to upliftment and development of society besides having significant financial implications, it is imperative that sufficient time be afforded to the examination of such documents. The departments shall also ensure that all relevant laws are being followed in this regard.

5. Contact details:-

Whenever any matter is referred to the Law and Judicial Department, the concerned Department shall invariably provide the name, designation and contact number of an officer who is thoroughly acquainted with the facts and circumstances of the matter who shall be available for consultation and clarification; this will facilitate expeditious resolution of queries and reduce unnecessary correspondence.

6. Expedited Vetting:-

It has also been observed that notwithstanding the time required for proper legal scrutiny and examination, Departments often seek expedited vetting of legislations, MoU/MoA etc through phone calls, personal requests and other means of communication. While the department is mindful of the exigencies of administration and remains committed to facilitating matters of genuine urgency, expedited vetting requires examination within constrained timelines that do not permit the same level of scrutiny that would ordinarily be undertaken. In such cases of expedited vetting, the concerned department shall take full responsibility for the legal accuracy, completeness and factual correctness of the proposed legislations/MoU/MoA etc and in the event that any error, omission, inconsistency or deficiency comes to light, or any legal, administrative or financial consequences arises therefrom, the responsibility shall rest solely with the concerned department. Law & Judicial Department shall not be held accountable for consequences that arise from expedited vetting at the request of the concerned department.

This issues with the approval of the Hon'ble Chief Minister in-charge of Law & Judicial Department on 29th August, 2026.

Sd/- T.L. GUITE

Secretary to the Govt. of Mizoram
Law & Judicial Department

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Copy to:

1. Commissioner & Secretary to Governor, Mizoram
2. Commissioner & Secretary to the Chief Minister, Mizoram
3. P.S. to Speaker/ Deputy Speaker/ Ministers
4. Sr. P.P.S. to Chief Secretary, Government of Mizoram
5. P.S. to Secretary, Law & Judicial Department, Government of Mizoram
6. All heads of Administrative Department, Government of Mizoram
7. All Heads of Department, Government of Mizoram
8. Guard File


(R. VANLALLIANI)

Under Secretary to the Govt. of Mizoram

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