

No. A.60012/45/2022-P&AR(CSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
CIVIL SERVICE WING

Dated, Aizawl the 22nd March, 2023.

OFFICE MEMORANDUM

Reference is invited to Notification No. A. 24017/1/2022- DP&AR(GGC) dated 5th January, 2023 regarding implementation of e- Performance Appraisal Report (e-PAR) for Mizoram Civil Service Officers as pilot project. It is hereby reiterated that **Annual Performance Appraisal Report** will be filed/recorded/generated, only, electronically, by/for all Mizoram Civil Service (MCS) officers with effect from the **Financial/Reporting Year 2022-2023**. Since, the current Financial Year 2022-2023 is about to come to a close, and as per the schedule for the completion of APAR, the Reported Officers are required to file their PAR from 1st of April, 2023 and submit it to their Reporting Officer by 30th of April, 2023. And, the Department in DP&AR (CSW) is in the process of generating e-PAR workflow, and on generation/completion, the officers will be able to access, and file their PAR by logging in through the credentials that they have created via epar.mizoram.gov.in . However, it should be noted that the Officers should initiate on filing their e-PAR, only **from the 1st of April, 2023**.

As a pre-requisite for accessing the application, all officers are once again requested to kindly log in and update their profile by accessing the portal (if not already done). On entry, a pop up will appear on the dashboard, whereby, the concerned officer has to insert correct Audit Number as provided in their pay slip by Accounts & treasuries Department. **eg.** Audit No 123 (MCS) should be written as 123 (MCS) and not as MCS- 123 or MCS/123 etc. as well as other details.

It is also iterated that at present, there are only 97 (Ninety Seven) Mizoram Civil Service Officers who have logged in and updated their profile, and without a maiden logging in and the eventual up-dation of the users profile, the Cadre Controlling Authority (CCA) is barred from creating the work flow of the officer, as the officer's details are not yet projected in the system for the creation of the work flow.

Also, as per Rule 8 of the Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010, 'Unless the officer Reported Upon submits his Property Return, his Performance Appraisal Report shall not be initiated'. In harmony with this provision e-PAR and e-PR have been integrated via. Application Programming Interface (API), and the officers need to update/edit their Property Return profile/account (**esp. the Audit No.**) via. propertyreturns.mizoram.gov.in, so that the date of filing their property Return is projected in the e-PAR portal.


Therefore, all concerned officers are advised to log in and update their profiles, **forthwith**, so as to ensure the smooth implementation of e-PAR for MCS officers under the Government of Mizoram.

Sd/-R. LALRAMNGHAKA
Secretary to the Govt of Mizoram

Memo No. A.60012/42/2022-P&AR(CSW) : Aizawl, the 22nd March, 2023.

Copy to:

1. P.S to Hon'ble Chief Minister, Government of Mizoram.
2. P.S to Deputy Chief Minister, Government of Mizoram.
3. P.P.S to Chief Secretary, Government of Mizoram.
4. P.P.S to Secretary, DP&AR
5. All MCS Officers
6. Guard File No.



(PAUL L KHUMA)

Deputy Secretary to the Govt of Mizoram