

**No.A.28011/1/2017-P&AR(GSW)**  
**Government of Mizoram**  
**Department of Personnel & Administrative Reforms**  
**(General Service Wing)**

Mizoram Secretariat, MINECO  
Aizawl, the 15th April, 2024

OFFICE MEMORANDUM

**Subject: Partial revisions to instructions on the procedure for maintaining Annual Confidential Reports of Officers and Staff.**

Attention is drawn to paragraph 6(d) of this department's OM of even number Dt 30.03.2017, and following the implementation of these instructions and various references received in this department, it has been decided that the provisions of paragraph 6(d) shall be revised to enhance clarity as follows:

“Notwithstanding the above instructions, in the case of certain positions (e.g., Private Secretary, Stenographers, Personal Assistant, and Staff attached to the Political Executive and Officer's personal branch) where there cannot be authorities higher than the Reporting Authority to review and accept the PAR/ACR, the Confidential Report does not need to be reviewed or accepted. The Confidential Report with the assessment of the Reporting Authority i.e the Political Executive/Officer to whom they are attached shall be considered as a complete PAR/ACR”

2. To ensure effective communication and compliance, all administrative departments are instructed to disseminate these additional instructions to their subordinates and attached offices.

Sd/-K. Lalthawmmawia  
Commissioner & Secretary to the Govt. of Mizoram

**Memo No.A.28011/1/2017-P&AR(GSW) : Aizawl, the 15th April, 2024**

Copy to:-

1. Secretary to Governor.
2. Commissioner & Secretary to Chief Minister.
3. P.S to Speaker/Ministers/Leader of Opposition/Deputy Speaker/ Minister of State/Vice Chairman, State Planning Board/Deputy Govt. Chief Whip.
4. All Members of Legislative Assembly.
5. Chief Executive Member, MADC/LADC/CADC.
6. Sr. PPS to Chief Secretary
7. All Administrative Departments.
8. P.S to Principal Secretaries/Commissioners/Secretaries/Special Secretaries.
9. Secretary, MPSC/MIC/SEC/AMC/MBSE/Lok Ayukta
10. All Heads of departments.
11. All Deputy Commissioners.
12. All wings of DP&AR.
13. Website Manager, DP&AR for uploading in the website.
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15/4/24

(H. Lalrinpuia)  
Deputy Secretary to the Govt. of Mizoram