

**No.A.28019/1/2023-P&AR(GSW)**  
**Government of Mizoram**  
**Department of Personnel & Administrative Reforms**  
**(General Service Wing)**

Mizoram Secretariat, MINECO  
Aizawl, the 3rd April, 2024

OFFICE MEMORANDUM

**Subject: Extension of timeline for the recording of PARs for the year 2023-2024 in respect of Group 'A' employees under the State Government by the Reporting, Reviewing, and Accepting Authority.**

In furtherance of the Government's commitment to good governance, the Department of Personnel & Administrative Reforms implemented e-PAR for Mizoram Civil Service Officers as a pilot project in 2022-2023. Currently, the rollout of e-PAR 2.0 for all Group 'A' State Government employees for recording PARs 2023-2024 is nearing completion. In this regard, a request has been received seeking an extension of the timeline for recording PARs, similar to the extension granted last year.

2. Accordingly, this Department has accorded due consideration to the aforementioned request and it has been decided, in the exercise of the power conferred under rule 9 of the Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010, to extend the timeline for the recording of PARs 2023-2024 in respect of Group 'A' employees under the State Government to ensure a seamless transition as indicated below-

**Reporting Year (2023-2024)**

<b>Activity</b>	<b>Cut-off dates</b>
Blank PAR form to be given to the officer reported upon by the Administration Division / Personnel Deptt, specifying the reporting and reviewing authority.	1 <sup>st</sup> May, 2024
Self appraisal for current year	31 <sup>st</sup> May, 2024
Appraisal by reporting authority	30 <sup>th</sup> June, 2024
Appraisal by reviewing authority	31 <sup>st</sup> July, 2024
Appraisal by accepting authority	31 <sup>st</sup> August, 2024
Disclosure to the officer reported upon	15 <sup>th</sup> September, 2024
Comments of the officer reported upon. If any (If none, transmission of the PAR)	30 <sup>th</sup> September, 2024
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	15 <sup>th</sup> October, 2024
Comments of reporting authority	31 <sup>st</sup> October, 2024
Comments of reviewing authority	15 <sup>th</sup> November, 2024
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon.	30 <sup>th</sup> November, 2024
Representation to the Referral Board by the officer reported upon	31 <sup>st</sup> December, 2024

Forwarding of representation to the Referral Board along with the comments of reporting authority / reviewing authority and accepting authority	15 <sup>th</sup> January, 2025
Finalization by Referral Board, if the officer reported upon, represents against the decision of the Accepting Authority	15 <sup>th</sup> February, 2025
Disclosure to the officer reported upon	28 <sup>th</sup> February, 2025
End of entire PAR Process	31 <sup>st</sup> March, 2025

3. The aforementioned relaxation is being granted as a one-time measure for the PAR for the year 2023-2024 only.

4. All administrative departments are instructed to effectively communicate these instructions to all subordinate, attached offices under their supervision to ensure compliance.

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

**Memo No.A.28019/1/2023-P&AR(GSW) : Aizawl, the 3rd 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/Ministers 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. P.P.S to Chief Secretary.
7. All Heads of Administrative Departments.
8. Secretary, MPSC/MIC/SEC/AMC/Lok Ayukta.
9. All Heads of Departments.
10. All Deputy Commissioners.
11. All wings of DP&AR.
12. Website Manager, DP&AR for uploading in the official website.
13. Guard File.

  
03/04/24

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