

No. A. 45012/1/2019-P&AR (ARW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(ADMINISTRATIVE REFORMS WING)



Mizoram Secretariat
Mizoram New Capital Complex
Basement - 2, Room No. 081
Aizawl, Mizoram-796001

Aizawl, the 17th March, 2020

OFFICE MEMORANDUM

Subject : Checklists for submission of proposal-regarding

It is often noticed that proposals received from various departments are returned for re-submission due to incomplete information causing undue delay in according approval to the proposal. DP&AR(ARW) is taking steps to ensure that proposal received from requesting departments are returned to the departments in the earliest time feasible. Hence, checklist for (a) Creation of Posts (b) Promotion (c) Direct Recruitment (d) Regularisation (e) Extension of Contract & Provisional Employees are individually listed in the Annexure for compliance of all departments prior to submission of proposal to DP&AR(ARW).

Sd/- R. LALTHAZUALA
Joint Secretary to the Govt. of Mizoram

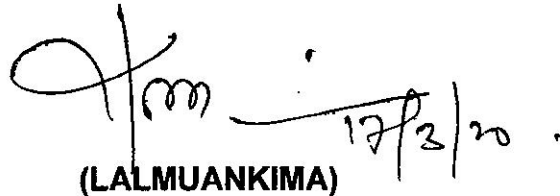
Memo No.A.45012/1/2019-P&AR(ARW)

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Aizawl, the 17th March, 2020

Copy to:-

1. Secretary to the Governor, Mizoram
2. Addl. Chief Secretary to the Chief Minister, Mizoram
3. P.S to the Speaker/Ministers/Dy. Speaker/Ministers of State, Mizoram.
4. Sr. PPS to Chief Secretary, Govt. of Mizoram
5. P.S to all Principal Secretaries/Commissioners/ Secretaries/Special Secretaries
6. All Administrative Heads of Departments/Heads of Departments.
7. Web Manager, DP&AR
8. Guard file.


(LALMUANKIMA)

Under Secretary to the Govt. of Mizoram
DP&AR (ARW)
Phone No. 0389-2336024

1. CREATION OF POSTS:

- a. Proposal for creation of posts may be submitted in file.
- b. Prior approval of the concerned Minister should be obtained.
- c. There shall be genuine justifications for creation of new posts.
- d. The proposal shall be supported with the following documents:
 - (i) Gazetted copy of notified Service Rules/ Recruitment Rules, if any.
 - (ii) In case, there is no notified Service Rules/Recruitment Rules, draft Service Rules/Recruitment Rules.
 - (iii) Year-wise vacancy based Roster of the proposed post duly certified by competent authority
 - (iv) Organisation chart of the Department
 - (v) Statement showing place of deployment of the existing staff and the proposed places of deployment of the proposed posts.
- e. In case of Educational/Training Institution-
 - (i) No. of existing staff (both Teaching & Non-Teaching separately)
 - (ii) No. of existing average enrolment of Student/Trainees with seasonal calendar, if any
 - (iii) No. of classes/session per day
 - (iv) No. of classes taken by each Teacher/Lecturer per day
 - (v) Norms/Rules governing the institutions.

2. PROMOTION:

- a. Proposal should be submitted in file.
- b. Prior approval of the concerned Minister should be obtained.
- c. Gazetted copy of notified Service Rules/ Recruitment Rules should be enclosed.
- d. Year-wise vacancy based Roster of the proposed post duly certified by competent authority should be enclosed.
- e. Updated Final Inter-se-Seniority list of the feeder grade should be enclosed.
- f. Reasons of vacancy with date supported by documents.
- g. List of eligible candidates for promotion showing date of birth, date of entry into service, date of promotion to the present grade, duly certified by competent authority should be enclosed.
- h. In case where there is more than one feeder post/grade for which no specific quota have been earmarked, common eligibility list of the feeder post/grade, duly certified by competent authority.
- i. Documents showing eligibility for promotion as prescribed by Recruitment Rules/Service Rules should be enclosed.
- j. Vacancy Register as per Annexure -III of OM No. A. 23020/1/2019-P&AR (GSW) dated 13.12.2019.

3. DIRECT RECRUITMENT:

- a. Proposal should be submitted in file.
- b. Prior approval of the concerned Minister should be obtained.
- c. Justification statement.
- d. Year wise vacancy based Roster of the proposed posts, showing reason(s) of vacancy.
- e. Gazetted copy of notified Service Rules/ Recruitment Rules should be enclosed.
- f. Copy of post creation order, for post(s) created after the notified Service Rules/Recruitment Rules.
- g. Organisation chart of the department.

4. REGULARISATION:

- a. Proposal should be submitted in file.
- b. Prior approval of the concerned Minister should be obtained.
- c. Gazetted copy of notified Service Rules/ Recruitment Rules should be enclosed.
- d. Copy of Final Inter-se-Seniority duly issued by DP&AR (ARW) in respect of Provisional Employees. Final Inter-se-Seniority issued by concerned department in respect of Contract employees.
- e. List of proposed candidates including candidates in the zone of consideration.
- f. Copy of documents, duly certified by competent authority showing eligibility for regularisation as prescribed by Recruitment Rules/Service Rules should be enclosed.
- g. Copy of computer proficiency certificate, duly certified by competent authority, except for regularisation of Driver Grade-III and Conductor Grade-III.
- h. Copy of approval of the Mizoram Public Service Commission for extension of engagement beyond 3(three) years in respect of Contract employees as required under regulation 3(i) of Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended from time to time. (This is not necessary for contract employees recruited initially on the recommendation of the Commission).
- i. Statement showing reason(s) of vacancy with date supported by necessary documents.
- j. Vacancy Register as per Annexure -III of OM No. A. 23020/1/2019-P&AR (GSW) dated 13.12.2019.

5. EXTENSION OF CONTRACT & PROVISIONAL EMPLOYEES:

- a. Proposal should be submitted in file.
- b. Copy of Final Inter-se-Seniority duly issued by competent authority.
- c. For new recruits, copy of DPC minutes for engagement.
- d. Copy of MPSC recommendation in case of contract employees recruited by MPSC.
- e. In case, any incumbent is regularized/demise or resign, supporting documents should be enclosed.

Further, proposals in respect of the following should be submitted in letter form:

- 1 Conferment of gazetted status.
- 2 Fixation of Provisional Employees seniority.
- 3 Representation by service association etc.
- 4 Matters relating to Isolated Posts.
5. Matters relating to MACPS.
6. Conversion of Group B engaged on provisional basis/muster roll basis to contractual basis.
- 7 Matters relating to Time Bound Promotion Scheme.
