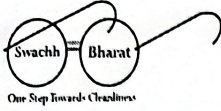


**A.45012/1/2019-P&AR(ARW)**  
**GOVERNMENT OF MIZORAM**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**  
**(ADMINISTRATIVE REFORMS WING)**

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*Mizoram Secretariat*  
*Mizoram New Capital Complex*  
*Basement-2, Room No. 081&082*  
*Aizawl-796001, Mizoram*  
*Aizawl, the 24<sup>th</sup> May, 2022*

**OFFICE MEMORANDUM**

There have been instances when proposal for change of designation/post conversion in respect of Provisional Employees/Muster Roll employees and Contract Employees have been received by DP&AR(ARW) from various Departments. Provisional employees/Muster Roll Employees/Contract Employees engaged in excess of the sanctioned posts usually request for change of designation/nomenclature/post conversion hoping for a better chance for regularization.

Further, the Heads of Department/Office sometimes detail Provisional/Muster Roll/Contract employees to perform the tasks of other posts as an internal arrangement. In due course, Heads of Department/Office and the employees themselves often demand/request change of designation/nomenclature of Provisional/Muster Roll/Contract employees to the post wherein they are internally deployed.

All Administrative Departments are hereby informed that only the cases of Provisional/Muster Roll/Contract Employees who have been engaged against non-existing posts prior to 12.8.2009 can be considered for change of designation/nomenclature/ conversion of post and only if the proposal is against posts corresponding to the same pay level in which they are being engaged or to a lower level of pay. Change/Conversion to higher level of pay shall not be considered. Proposals for change of designation/nomenclature in case of Provisional/Muster Roll/Contract Employees who have been engaged against existing/sanctioned post cannot be considered. Further, the Heads of Department/Office should not propose change of designation/conversion of post in respect of Provisional/Muster Roll/Contract Employees to the post they are made to perform particular tasks as an internal arrangement. Hence, all Administrative Departments/Heads of Department are advised to follow this instruction carefully before endorsing their files to DP&AR(ARW) for consideration.

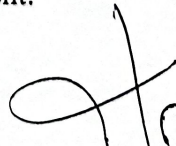
Sd/- K. LALTHAWMMAWIA  
Secretary to the Govt. of Mizoram  
DP&AR(ARW)

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

: Aizawl, the 24<sup>th</sup> May, 2022

Copy to:

1. Secretary to Governor, Mizoram.
2. Addl. Chief Secretary to Chief Minister, Govt. of Mizoram.
3. PS to Speaker/Ministers/Dy. Speaker/Ministers of State, Govt. of Mizoram
4. Sr. PPS to Chief Secretary, Govt. of Mizoram
5. All Administrative Departments/Heads of Department.
6. Web Manager, DP&AR
7. Guard file.

  
(LALMUANKIMA)  
24/5/22  
Under Secretary to the Govt. of Mizoram  
DP&AR(ARW)

*Amendments  
per P  
20/5  
DA (Colo)*