

**No. A.32013/1/2022-P&AR (GSW)**  
**Government of Mizoram**  
**Department of Personnel & Administrative Reforms**  
**(General Service Wing)**

**OFFICE MEMORANDUM**

Dated Aizawl, the 17<sup>th</sup> May, 2023

**Subject: Reporting, Reviewing and Accepting authorities for writing of PARs/ACRs Officers and Staff under Transport Department.**

In supersession of Office Memorandum No. A.28012/11/-P&AR (GSW) dated 20.01.2015 issued by this Department, the State Government hereby orders Reporting, Reviewing and Accepting Authorities of PARs/ACRs in respect of Officers and Staff under Transport Department, Government of Mizoram as follows:-

**A. DIRECTORATE**

Sl. No	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	2	3	4	5
1	Director	Secretary	Chief Secretary	Minister
2	Jt. Director (Hqrs.)	Director	Secretary	Chief Secretary
3	Dy. Director (Hqrs.)	Jt. Director (Hqrs.)	Director	Secretary
4	Dy. Director (Admn.)	Jt. Director (Hqrs.)	Director	Secretary
5	Dy. Director (Accounts)	Jt. Director (Hqrs.)	Director	Secretary
6	Research Officer	Jt. Director (Hqrs.)	Director	Secretary
7	Assistant Engineer	Jt. Director (Hqrs)	Director	Secretary
8	Superintendent (Admn.)	Dy. Director (Admn.)	Director	Secretary
9	Superintendent (O.P)	Dy. Director (Admn.)	Director	Secretary
10	Assistant Director (CPP, ROA, IT)	Jt. Director (Hqrs.)	Director	Secretary
11	Asst. Director of Accounts	Dy. Director (Accts)	Director	Secretary
12	All Staff under Establishment Section	Superintendent (Admn.)	Dy. Director (Admn.)	Director
13	All Staff under Operation Section	Superintendent (OP)	Dy. Director (Hqrs)/ Admn	Director
14	All Staff under Accounts Section	Dy. Director (Accts)	Jt. Director (Hqrs)	Director
15	All Staff under I.T. Section	Asst. Director (IT)	Jt. Director(MV)	Director
16	All Staff under Engineering Section	Assistant Engineer Transport	Dy. Director (Hqrs)/ JD (Hqrs.)	Director
17	All Staff under Statistic Section	Research Officer	Dy. Director (Hqrs.) /JD(Hqr.)	Director
18	All staff under CPP	Asst. Director (CPP)	Dy. Director (Hqrs.)/ JD (Hqrs.)	Director
19.	All staff under Booking Section	Asst. Director (Booking)	Dy. Director (Hqrs.)/ JD (Hqrs)	Director
20	Driver/Conductor	Superintendent (Admn.)	Dy. Director (Admn.)	Jt. Director (Hqrs.)
21	Group D /Handyman	Superintendent (Admn.)	Dy. Director (Admn.)	Jt. Director (Hqrs.)

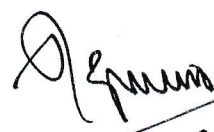
*[Handwritten Signature]*  
*[Handwritten Name]*

**B. STA/MV WING**

Sl. No	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	2	3	4	5
1	Jt. Director (STA)/ (MV)	Director	Secretary	Chief Secretary
2	Dy. Director (STA)/ (MV)	Jt. Director (STA)/(MV)	Director	Secretary
3	Asst. Director (STA)/ (MV)	Jt. Director (STA)/(MV)	Director	Secretary
4	Asst. Director (Accts)	Jt. Director (STA)	Director	Secretary
5	All staff under STA	Asst. Director(MV)/ Dy. Director (MV)	Jt. Director (MV/STA)	Director

**C. OPERATION**

Sl. No	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	2	3	4	5
1	Jt. Director (OP)	Director	Secretary	Chief Secretary
2	Dy. Director (OP)/ Works Manager	Jt. Director (OP)	Director	Secretary
3	Asst. Works Manager	Jt. Director (OP)	Director	Secretary
4	Assistant Director	Jt. Director (OP)	Director	Secretary
5	Asst. Director (Accounts)	Jt. Director (OP)	Director	Secretary
6	Junior Accounts Officer	Asst. Director (Accts)	Jt. Director (OP)	Director
7	Head Assistant	Asst. Director (OP)	Jt. Director (OP)	Director
8	UDC/LDC/ESI/DEO	Head Assistant	Asst. Director (OP)	Jt. Director (OP)
9	Foreman	Asst. Works Manager	Works Manager	Jt. Director (OP)
10	Mechanic	Asst. Works Manager	Works Manager	Jt. Director (OP)
11	Machinist/Turner	Asst. Works Manager	Works Manager	Jt. Director (OP)
12	Ancillary Staff	Asst. Works Manager	Works Manager	Jt. Director (OP)
13	Storekeeper	Asst. Works Manager (Material)	Works Manager	Jt. Director (OP)
14	Driver/Conductor	Asst. Director (OP)	Works Manager/Dy. Director (OP)	Jt. Director (OP)
15	Group 'D'/Handyman	Head Assistant/ Section Officer	Dy. Director(OP)/ Works Manager	Jt. Director (OP)

  
17/5/23

**D. DISTRICT OFFICES**

Sl. No	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	2	3	4	5
1	District Transport Officer	Jt. Director(MV) Or concerned Deputy Commissioner	Director	Secretary
2	Asst. District Transport Officer (ADTO)	DTO	Jt. Director (MV)	Director
3	MVI/EI/ESI	DTO	Jt. Director (MV)	Director
4	Head Assistant	DTO	Jt. Director (Hqrs)	Director
5	UDC/LDC/DEO	Head Assistant/DTO if HA is not posted	DTO	Jt. Director (Hqrs)
6	Mechanic	Head Assistant/DTO if HA is not posted	DTO	Jt. Director (Hqrs)
7	Driver/Conductor	Head Assistant/DTO if HA is not posted	DTO	Jt. Director (Hqrs)
8	Group 'D' /Handyman	Head Assistant/DTO if HA is not posted	DTO	Jt. Director (Hqrs)

**Sd/- R. Lalramnghaka**  
Secretary to the Govt. of Mizoram

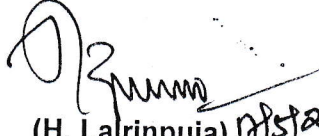
**Memo No. A.32013/1/2022-P&AR (GSW)**

:

**Dated Aizawl, the 17<sup>th</sup> May, 2023**

Copy to:

1. Secretary to Governor, Mizoram.
2. Secretary to Chief Minister, Mizoram.
3. P.S to Deputy Chief Minister.
4. P.S. to Speaker/Ministers/ Deputy Speaker/Ministers of State.
5. Sr. P.P.S to Chief Secretary, Government of Mizoram.
6. Secretary, Transport Department.
7. Director, Transport Department.
8. Secretary, Mizoram Public Service Commission.
9. Website Manager, DP&AR for uploading in the website.
10. Guard file.

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