

No.A.20014/1/2024-P&AR (GSW)  
Government of Mizoram  
Department of Personnel and Administrative Reforms  
(General Service Wing)

Mizoram Secretariat, MINECO  
Aizawl the 16th May, 2024

OFFICE MEMORANDUM

**Subject: Maintenance of Service Roll for Provisional Employees.**

Maintaining a service roll for provisional employees is crucial for transparency and accountability. It tracks individual performance, service duration, and eligibility for regularization, ensuring fairness and compliance with regulations. It also aids in payroll, leave management, and timely decision-making for regularisation of service, promotions, or disciplinary actions. Neglecting this roll can lead to confusion, inconsistencies, and potential legal issues.

2. It has, therefore, been decided to implement a Service Roll for all Provisional Employees. The service roll format is attached in the annexure.

3. Maintenance of Service Roll:

i) Every person newly appointed as a provisional employee under the Government shall, at the time of appointment, declare the date of birth in the Christian era with confirmatory documentary evidence such as a Matriculation Certificate or Higher Secondary or Secondary School Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation where the prescribed qualification for appointment is Matriculation or above. In other cases, the original birth certificate or extracts from birth registers maintained by the Local Registrar of Births & Deaths or Hospital Registrar of Births & Deaths which extracts must be certified by the Executive Magistrate.

ii) The service Roll shall be maintained for each provisional employee as indicated below:

-

(a) To the existing employees - within six months of the date on which this memorandum becomes effective including those for whom service rolls are already maintained by their department.

(b) To new appointees - within one month of the date of engagement

iii) Service Roll maintained in the establishment should be verified every year by the Head of Office in the month of September, who, after satisfying himself that the services of provisional employee concerned are correctly recorded in each Service Roll, shall record the following certificate "Service verified from .....(the date record from which the verification is made) ..... upto .....(date)....."

iv) The Head of Office should show the Service Roll to each Provisional Employee under his administrative control every year, and obtain his signature therein in token of his having inspected the service roll. A certificate to the effect that he has done so in respect of the preceding financial year should be submitted by him to his next superior by the end of every October.

v) No alteration in the date of birth of a provisional employee should be made except with the sanction of the Department of Personnel & Administrative Reforms (GSW) provided:



- (a) A request in this regard is made within five years of his entry into Government service as a provisional employee.
- (b) It is clearly established that a genuine bonafide mistake has occurred; and
- (c) The date of birth so altered would not make him ineligible to appear in any School or University or recruitment examination/interview in which he had appeared, or for entry into Government service on the date on which he first appeared at such examination/Interview or on the date on which he entered government service as a provisional employee.

4. The Controller of Printing and Stationery, Government of Mizoram is requested to supply the service roll in the format attached according to the indents placed on them. All Departments/Organizations are therefore requested to approach them directly in this matter.

5. All Administrative Heads and Heads of Departments are hereby instructed to ensure that the provisions outlined in this memorandum are complied with. Any laxity on the part of the department that leads to service complications will be taken seriously.

6. This will take effect on the date of the issue.

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

**Memo No.A.20014/1/2024-P&AR (GSW) : Dated Aizawl, the 16<sup>th</sup> May., 2024**

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. Controller, P&S for information and necessary action concerning paragraph 4 of the above.
12. All wings of DP&AR.
13. Website Manager, DP&AR for uploading in the official website.
14. Guard File.



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

**SERVICE ROLL  
OF  
PROVISIONAL EMPLOYEE (PE)**

\_\_\_\_\_ **DEPARTMENT**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'O. K. ...', written over a horizontal line.

**BIO-DATA**



Cross Signature of Provisional Employee

1. Name in full (in block letters): \_\_\_\_\_
2. Father's Name (in block letters): \_\_\_\_\_
3. Name of spouse, if married (in block letters): \_\_\_\_\_
4. Date of Birth (in both words and figures): \_\_\_\_\_  
\_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Whether a member of Scheduled Caste/Tribe/OBC: \_\_\_\_\_
7. Permanent home address: \_\_\_\_\_
8. Personal mark of identification: \_\_\_\_\_
9. Educational Qualification: \_\_\_\_\_
10. Professional & Technical Qualifications: \_\_\_\_\_
11. Exact height by measurement (without shoes) in feet and inches: \_\_\_\_\_
12. Full Name, Designation, Seal and  
Signature of Attesting Officer  
(with date): \_\_\_\_\_



## SERVICE RECORDS

Name of Designation	
Date of initial Engagement	
Initial Engagement Card No.	
Remuneration	
Corresponding scale of pay in the regular post	
Extension of engagement, Approval No. of DP&AR & Finance for the year _____	



# SERVICE RECORDS




## TRANSFER/ ATTACHMENT RECORDS

Present place of posting :

Transfer / Attachment from	Transfer / Attachment to	Date of transfer	Seal & Signature of Competent Officer

Note : Present place of posting should be the Division or Office from which the person (PE) is given his/her monthly remuneration.



## PAY RECORDS

Pay as on		Date of increment with amount		Seal & Signature of Competent Officer
Date	Amount	Pay as on	Amount	
		01.01.20____		
		01.01.20____		
		01.01.20____		





**LEAVE ACCOUNT**  
**(MATERNITY, PATERNITY, CASUAL & COMPULSORY NON-DUTY LEAVE)**

Nature of leave	Period of Leave	No. of Leave admissible as per PE Guidelines	Leave balance	Seal & Signature of competent Officer
	From- To -			

