

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

Mizoram Secretariat, MINECO
Aizawl, the 12th September, 2024

OFFICE MEMORANDUM

Subject: Further 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 continuation of this department's Office Memorandum of even no. dated 22.07.2024 and in the interest of public service, the timeline for recording of PARs for the year 2023-2024 in respect of Group 'A' employees under the Government of Mizoram is further extended as indicated below:

Reporting Year (2023-2024)

Activity	Cut-off dates
Self-appraisal for current year	15 th September, 2024
Appraisal by reporting authority	15 th October, 2024
Appraisal by reviewing authority	15 th November, 2024
Appraisal by accepting authority	15 th December, 2024
Disclosure to the officer reported upon	30 th December, 2025
Comments of the officer reported upon. If any (If none, transmission of the PAR)	15 th January, 2025
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	31 st January, 2025
Comments of reporting authority	15 th February, 2025
Comments of reviewing authority	28 th February, 2025
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon.	15 th March, 2025
Representation to the Referral Board by the officer reported upon	15 th April, 2025
Forwarding of representation to the Referral Board along with the comments of reporting authority / reviewing authority and accepting authority	30 th April, 2025
Finalization by Referral Board, if the officer reported upon, represents against the decision of the Accepting Authority	31 st May, 2025
Disclosure to the officer reported upon	15 th June, 2025
End of entire PAR Process	15 th July, 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.

5. All officers are informed that there will not be further extension of timeline and are therefore, requested to strictly comply with the instruction as PARs submitted beyond the given timeline will not be accepted.

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

Memo No.A.28019/1/2023-P&AR(GSW) : Aizawl, the 12th September, 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. Chief Informatics Officer, ICT with a request to make necessary arrangement on SPARTAN.
10. All Heads of Departments.
11. All Deputy Commissioners.
12. All wings of DP&AR.
13. Website Manager, DP&AR for uploading in the official website.
14. Guard File.


(H. Lalrinpuia) 12/9/24

Deputy Secretary to the Govt. of Mizoram