

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

Mizoram Secretariat, MINECO
Aizawl, the 11th April, 2025

OFFICE MEMORANDUM

Subject: Extension of timeline for the recording of PARs for the year 2024-2025 in respect of Group 'A' employees under the State Government by the Reporting, Reviewing, and Accepting Authority.

In exercise of the powers conferred by Rule 9 of the Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010, and taking into account the extant backlog of e-PARs for the period 2023-2024, and in the exigencies of public service, the schedule for recording of PARs for the year 2024-2025 in respect of Group 'A' employees under the Government of Mizoram is hereby extended as under

Reporting Year (2024-2025)

Activity	Cut-off dates
Blank PAR form to be given to the officer reported upon by the Administration Division / Personnel Deptt, specifying the reporting and reviewing authority/Activation in SPARTAN.	1 st May, 2025
Self-appraisal for the current year	31 st May, 2025
Appraisal by reporting authority	30 th June, 2025
Appraisal by reviewing authority	31 st July, 2025
Appraisal by accepting authority	31 st August, 2025
Disclosure to the officer reported upon	15 th September, 2025
Comments of the officer reported upon. If any (If none, transmission of the PAR)	30 th September, 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	15 th October, 2025
Comments of reporting authority	31 st October, 2025
Comments of reviewing authority	15 th November, 2025
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon.	30 th November, 2025
Representation to the Referral Board by the officer reported upon	31 st December, 2025
Forwarding of representation to the Referral Board along with the comments of reporting authority / reviewing authority and accepting authority.	15 th January, 2026


11/4/25

Finalization by Referral Board, if the officer reported upon, represents against the decision of the Accepting Authority	15 th February, 2026
Disclosure to the officer reported upon	28 th February, 2026
End of entire PAR Process	31 st March, 2026

2. The aforementioned relaxation is being granted as a one-time measure for the PAR for the year 2024-2025 only.


3. All administrative departments are instructed to effectively communicate these instructions to all subordinate, attached offices under their supervision to ensure compliance.

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

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Copy to: -

1. Secretary to Governor.
2. PS 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 arrangements 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)

Deputy Secretary to the Govt. of Mizoram