

No.A.11/19/1/2025-SSW-DPAR
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(SECRETARIAT SERVICE WING)
MIZORAM SECRETARIAT, MIZORAM NEW CAPITAL COMPLEX,
AIZAWL, MIZORAM - 796001

Aizawl, the 3rd June, 2025

OFFICE MEMORANDUM

Subject : Instructions for submission of proposal for inclusion of Stenographers into the Mizoram Subordinate Stenographers Service.

In order to streamline the process of proposals submitted to DP&AR (SSW) regarding consideration for inclusion of Stenographers *not recruited by DP&AR(SSW)* into the Mizoram Subordinate Stenographers Service, the following instructions are hereby brought to attention of all Departments under the Government of Mizoram for information and compliance:

1. The Department referring proposals for inclusion of Stenographer(s) should ensure that:
 - (i) The initial engagement of the Stenographer(s) as M.R/P.E/Contract employee was carried out in accordance with the established norms and procedures as prescribed by the rules and regulations of the Government of Mizoram in force at the time of such initial engagement.
 - (ii) All conditions of eligibility stipulated in the relevant recruitment rules/regulations as applicable at the time of initial engagement, were strictly adhered to.
2. The proposal should be supported by attested photocopies of the following documents relating to the initial engagement of the Stenographer(s) in question:
 - (i) Advertisement for recruitment to the post against which the Stenographer was engaged.
 - (ii) Meeting minutes/Recommendation of Departmental Promotion Committee/ Departmental Selection Committee.
 - (iii) Approval of DP&AR(ARW) and concurrence of Finance Department.
 - (iv) Engagement card/ agreement deed for the periods from initial engagement till date.
 - (v) Government approval and Office Order for conversion of mode of engagement, if any.
 - (vi) Supporting documents viz., certificates of educational and other qualifications possessed by the Stenographer(s) as prescribed by the recruitment rules in force at the time of engagement.

3. Proposal for inclusion into the Mizoram Subordinate Stenographers Service does not, by itself, guarantee unconditional inclusion of the Stenographer(s) concerned. Such proposal shall be placed before the Departmental Screening Committee (DSC) for consideration. It shall be prerogative of the DSC to recommend a Stenographer for inclusion and to determine the terms and conditions, inter alia, effective date, seniority position and regularization matters.
4. Approval of one proposal shall not be construed as a precedent for others, and no individual shall claim entitlement to inclusion based merely on submission of a proposal.
5. These instructions are to apply prospectively to all such proposals and shall not be applicable to cases decided prior to this date.

Sd/- K LALTHAWMMAWIA

Commissioner & Secretary to the Govt. of Mizoram

Memo No. A.11/19/1/2025-SSW-DPAR

Aizawl, the 3rd June, 2025

Copy to:

1. Secretary to Governor, Mizoram.
2. Commissioner & Secretary to Chief Minister, Mizoram.
3. P.S. to Speaker/ Ministers/ Leader of Opposition/ Deputy Speaker/ Ministers of State/ Vice Chairman, Mizoram State Planning Board/ Deputy Govt. Chief Whip.
4. All Members of Legislative Assembly, Mizoram.
5. Chief Executive Member, MADC/ LADC/ CADC.
6. Sr. P.P.S. to Chief Secretary, Government of Mizoram.
7. All Heads of Administrative Departments.
8. Secretary, MPSC/ MIC/ SEC/ AMC/ Lokayukta.
9. All Heads of Department.
10. All Deputy Commissioners, Mizoram.
11. All wings of DP&AR.
12. Website Manager, DP&AR for uploading in the official website.
13. Guard File.



(ALAN LALTHANZARA)

Deputy Secretary to the Govt. of Mizoram,
DP&AR(SSW)