

No.A.32013/38(pt)/2021-P&AR(GSW)
Government of Mizoram
Department of Personnel & Administrative Reforms
(General Service Wing)

Mizoram Secretariat, MINECO
Aizawl, the 7th October, 2025

OFFICE MEMORANDUM

Subject: Submission of list of employees engaged under Centrally Sponsored Scheme (CSS) – Regarding.

All administrative departments are hereby requested to furnish a comprehensive list of employees engaged under the various Centrally Sponsored Schemes (CSS) under their administrative control.

2. The information is required to be compiled separately for the following four categories of employees:

- 1) CATEGORY-I, Employees engaged through open advertisement and selection by a duly constituted Selection Committee/Screening Committee/Departmental Promotion Committee by the administrative department or State Executive Committee of CSS or Governing body of CSS or State Project Committee.
- 2) CATEGORY-II, Employees engaged without open advertisement and without selection by a duly constituted Selection Committee/Screening Committee/Departmental Promotion Committee by the administrative department or State Executive Committee of CSS or Governing body of CSS or State Project Committee.
- 3) CATEGORY-III, Employees engaged with open advertisement but without selection by a duly constituted Selection Committee/Screening Committee/Departmental Promotion Committee by the administrative department or State Executive Committee of CSS or Governing body of CSS or State Project Committee.
- 4) CATEGORY-IV, Employees engaged without open advertisement but selection by a duly constituted Selection Committee/Screening Committee/Departmental Promotion Committee by the administrative department or State Executive Committee of CSS or Governing body of CSS or State Project Committee.

3. The requisite information, arranged in order of seniority based on the date of initial engagement, shall be submitted in the prescribed format (enclosed as Annexures) to the DP&AR (GSW) and DP&AR (ARW) on or before **31st October, 2025 without fail**. A soft copy shall also be forwarded via email to mizodpar@gmail.com and dpararw@gmail.com .

4. In case an Administrative Department is not implementing any Centrally Sponsored Scheme, a '**NIL**' report to this effect shall also be submitted by the stipulated deadline.

5. This may be accorded '**Top Priority**'.

Sd/-Lalremruata Ralte
Joint Secretary to the Govt. of Mizoram

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Aizawl, the 7th October, 2025

Copy to:

1. Secretary to Governor.
2. P.S. to Chief Minister.
3. P.S. to Speaker/Ministers/ Leader of Opposition /Deputy Speaker/Minister 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. PPS to Chief Secretary.
7. All Heads of Administrative Departments.
8. Secretary, MPSC
9. Secretary, AMC/Lok Ayukta/SEC/MIC
10. All Heads of Departments.
11. All Deputy Commissioners.
12. All Wings of DP&AR.
13. Website Manager, DP&AR for uploading in the website.
14. Guard File.



(Lalzikpuii)

Under Secretary to the Govt. of Mizoram

Annexure-1

Category-I

Name of Department: _____

Name of Centrally Sponsored Scheme: _____

List of employees engaged under Centrally Sponsored Scheme with advertisement and with selection by a committee (*in order of seniority based on initial engagement*)

Sl. No	Name of employees engaged under CSS	Name of post/designation under CSS	Date of initial engagement	Current place of attachment/posting	Advertisement Issued (Yes/No)	Selection Committee/dpc/Screening committee Convened (Yes/No)	Details of Appointing Authority (Name & Designation)
1.							
2.							

Certification: The entries have been verified with available records.

Date: _____

Place: _____

Name and Signature of Head of Administrative Department/Head of Department with seal

Note :

- 1) 'NIL' report in case of category, wherever applicable, shall also be submitted.
- 2) Department should refrain from submitting falsified information.

Annexure-2

Category-II

Name of Department: _____

Name of Centrally Sponsored Scheme: _____

List of employees engaged under Centrally Sponsored Scheme without open advertisement and without selection by a committee
(in order of seniority based on initial engagement)

Sl. No	Name of employees engaged under CSS	Name of post/designation under CSS	Date of initial engagement	Current place of attachment/posting	Advertisement Issued (Yes/No)	Selection Committee/dpc/Screening committee Convened (Yes/No)	Details of Appointing Authority (Name & Designation)
1.							
2.							

Certification: The entries have been verified with available records.

Date: _____

Place: _____

Name and Signature of Head of Administrative Department/Head of Department with seal

Note :

- 3) 'NIL' report in case of category, wherever applicable, shall also be submitted.
- 4) Department should refrain from submitting falsified information.

Annexure-3

Category-III

Name of Department: _____

Name of Centrally Sponsored Scheme: _____

List of employees engaged under Centrally Sponsored Scheme with open advertisement but without selection by a committee *(in order of seniority based on initial engagement)*

Sl. No	Name of employees engaged under CSS	Name of post/designation under CSS	Date of initial engagement	Current place of attachment/posting	Advertisement Issued (Yes/No)	Selection Committee/dpc/Screening committee Convened (Yes/No)	Details of Appointing Authority (Name & Designation)
1.							
2.							

Certification: The entries have been verified with available records.

Date: _____

Place: _____

Name and Signature of Head of Administrative Department/Head of Department with seal

Note :

- 5) 'NIL' report in case of category, wherever applicable, shall also be submitted.
- 6) Department should refrain from submitting falsified information.

Annexure-4

Category-IV

Name of Department: _____

Name of Centrally Sponsored Scheme: _____

List of employees engaged under Centrally Sponsored Scheme without open advertisement but with selection by a committee (*in order of seniority based on initial engagement*)

Sl. No	Name of employees engaged under CSS	Name of post/designation under CSS	Date of initial engagement	Current place of attachment/posting	Advertisement Issued (Yes/No)	Selection Committee/dpc/Screening committee Convened (Yes/No)	Details of Appointing Authority (Name & Designation)
1.							
2.							

Certification: The entries have been verified with available records.

Date: _____

Place: _____

Name and Signature of Head of Administrative Department/Head of Department with seal

Note :

- 7) 'NIL' report in case of category, wherever applicable, shall also be submitted.
- 8) Department should refrain from submitting falsified information.