

No-A.32012/1/2011-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

Mizoram Secretariat, MINECO,
Aizawl, the 24th March, 2021

OFFICE MEMORANDUM

Instances have come to the notice of DP&AR, Govt. of Mizoram that the provision under Clause - 4(d) of Part-II "FREQUENCY OF MEETINGS OF DEPARTMENTAL PROMOTION COMMITTEE" of "Comprehensive instructions on the procedure to be followed by Departmental Promotion Committee in matters relating to promotion and issues connected thereto" issued vide OM even no. dated 28.02.2018 are not yet properly followed by various Departments, Govt. of Mizoram.

This clause specified a model calendar for Departmental Promotion Committee for filling of posts (s) under the Government of Mizoram. Failure to comply with the contents of this clause is causing severe inconvenience/issue to connected official(s) as well as to the Government as a whole, and is seriously viewed by the Government.

It is hereby enjoined once again that all Departments should strictly follow the Model Calendar drawn under the said clause from the next vacancy year i.e. 2021-2022 onwards without fail.

All departments which have not yet work out the vacancies (regular and anticipated) for the vacancy year 2021-2022 are specifically instructed to work out immediately and complete all due procedures within this calendar year i.e 31.12.2021.

The Model Calendar for the Departmental Promotion Committee is hereby drawn up again for compliance by all Departments under the Government of Mizoram effective from the vacancy year for 2022-2023 and onwards.

Events	Cut off dates/period
Vacancy year 2022-2023	Crucial date for determining eligibility for promotion 1st April of the vacancy year i.e. 1st April, 2022
Calculation of vacancies for the relevant vacancy year (i.e. 2022-23) including regular and anticipated vacancies	1st - 15th July, 2021
a) Completion of ACRs/PARs b) Finalisation of seniority list of the feeder post/grade c) Obtaining approval of DP&AR (ARW) for filling up of posts by promotion and	Before 30th November, 2021

concurrency of Finance Department (E), if required d) Obtaining Vigilance Clearance e) Penalty position, if any, of the officers in the zone of consideration f) Preparation of agenda papers complete in all respects	
Last date for sending agenda papers complete in all respects to DP&AR for cases which come under the purview of Mizoram Public Service Commission (Every effort should be made to send the agenda papers to DP&AR as soon as possible without waiting for the last date)	30th November, 2021
Last date for sending agenda papers complete in all respects to the Chairman of the DPC for cases which are outside the purview of Mizoram Public Service Commission (Every effort should be made to send the agenda papers to the Chairman of DPC as soon as possible without waiting for the last date)	30th November, 2021
Period for sitting of the Departmental Promotion Committee/Mizoram Public Service Commission	1st October, 2022 - 28th February, 2023
Obtaining approval of the Competent Authority on receipt of recommendation from the DPC/MPSC	Before 15th March, 2022
Last date for getting ready the approved Select List by the Department	31st March, 2022
NOTES: Dates/periods suggested in the Model Calendar for DPC put no bar on earlier completion of the event. In fact, every effort should be made for taking speedy action in the matter without waiting for the last date or completion of the period as suggested in the Model Calendar for DPC.	

Sd/-K.LALTHAWMMAWIA

Secretary to the Govt. of Mizoram,
DP&AR.

Memo No. No-A.32012/1/2011-P&AR(GSW) : Aizawl, the 24th March, 2021.

Copy to:

1. PS to Secretary, DP&AR.
2. All Administrative Heads of Department for strict compliance.
3. All Heads of Department for strict compliance.
4. All wings of DP&AR, Govt. of Mizoram.
5. Website Manager, DP&AR. For necessary action.
6. Guard File.

(LALRINSANGA)

Additional Secretary to the Govt. of Mizoram
DP&AR(GSW).