

No.A.28012/13/2018-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

OFFICE MEMORANDUM

Dated, Aizawl the 1st May, 2018

Subject: Procedure for writing of PARs/ACRs in respect of Officers and Staff under District Administration

In supersession of this Department O.M vide No.A.28011/1/2004-P&AR(GSW), dated 22.07.2011, the Governor of Mizoram is pleased to order that the Reporting, Reviewing and Accepting Authorities of PARs/ACRs in respect of Officers and Staff under the offices of the Deputy Commissioners and Sub-Divisional Officers (Civil) in the Districts under the Govt. of Mizoram shall be as follows :-

Sl. No	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	Deputy Commissioner	Secretary, GAD	Chief Secretary	Minister in charge
2	Addl. Deputy Commissioner	Deputy Commissioner	Secretary, GAD	Chief Secretary
3	SDO(Sadar)/SDO(Civil) /Assistant Commissioner	Addl. Deputy Commissioner	Deputy Commissioner	Secretary, GAD
4	Sub Deputy Commissioner/ Superintendent/ Technical Officer	SDO(S)/SDO(C)	Addl. Deputy Commissioner	Deputy Commissioner
5	Assistant/UDC/LDC & other Staff in DC Office	Superintendent	SDO(S)	Addl. Deputy Commissioner/ Deputy Commissioner
6	Head Assistant in SDO(C)'s Office	Sub Deputy Commissioner/ SDO(C)	SDO (C)/ Addl. Deputy Commissioner	Addl. Deputy Commissioner/ Deputy Commissioner
7	UDC/LDC & other Staff in SDO(C)'s Office	Head Assistant/Sub Deputy Commissioner/ SDO (C)	Sub Deputy Commissioner/ SDO(C)/ Addl. Deputy Commissioner	SDO(C)/ Addl. Deputy Commissioner/ Deputy Commissioner

Sd/- LALRINSANGA


Joint Secretary to the Govt. of Mizoram

: **Dated Aizawl, the 1st May, 2018**

Memo.No.A.28012/13/2018-PAR (GSW)

Copy to:

1. Secretary to Governor, Mizoram
2. Principal Secretary to Chief Minister, Mizoram
3. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State, Mizoram
4. Sr. PPS to Chief Secretary, Mizoram
5. PS to all Principal Secretaries, Commissioners, Secretaries & Special Secretaries, Mizoram
6. All Administrative Departments
7. Secretary, MPSC/MSEC/MSIC/AMC
8. All Heads of Department
9. All Deputy Commissioners, Mizoram
10. All wings of DP&AR
11. Website Manager, DP&AR for uploading in the website
12. Guard File


(LALROHLUA)

Under Secretary to the Govt. of Mizoram
 Deptt. of Personnel & Administrative Reforms