

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

**OFFICE MEMORANDUM**

Dated, Aizawl the 1<sup>st</sup> May, 2018

**Subject: Procedure for writing of PARs/ACRs in respect of Officers and Staff under Mizoram Houses, Govt. of Mizoram**

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 Mizoram Houses shall be as follows :-

**1. MIZORAM HOUSE, NEW DELHI :**

Sl. No	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	Resident Commissioner	Secretary, GAD	Chief Secretary	Minister in charge
2	Additional Resident Commissioner	Resident Commissioner	Secretary, GAD	Chief Secretary
3	Deputy Resident Commissioner	Additional Resident Commissioner	Resident Commissioner	Secretary, GAD/
4	Assistant Resident Commissioner	Deputy Resident Commissioner	Additional Resident Commissioner	Resident Commissioner
5	Assistant, its equivalent and below including attached staff	Assistant Resident Commissioner/ Deputy Resident Commissioner	Deputy Resident Commissioner/ Additional Resident Commissioner	Additional Resident Commissioner/ Resident Commissioner

**Note:** If the Resident Commissioner/Principal Resident Commissioner is senior to the incumbent Secretary, GAD, the Reporting and Reviewing Authority shall be the Chief Secretary and Minister in charge of GAD and need not be accepted further.

**II. MIZORAM HOUSE, KOLKATA:**

Sl. No	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	Joint Resident Commissioner	Joint Secretary/ Additional Secretary, GAD	Secretary, GAD	Chief Secretary
2	Deputy Resident Commissioner	Joint Resident Commissioner	Joint Secretary/ Additional Secretary, GAD	Secretary, GAD
3	Assistant Resident Commissioner	Deputy Resident Commissioner/ Joint Resident Commissioner	Joint Resident Commissioner/ Joint Secretary/ Additional Secretary, GAD	Secretary, GAD
4	Assistant, its equivalent and below including attached staff	Assistant Resident Commissioner/ Deputy Resident Commissioner	Deputy Resident Commissioner/ Joint Resident Commissioner	Joint Resident Commissioner/ Joint Secretary/ Additional Secretary, GAD

**Note:** If an Additional Resident Commissioner is posted, the Reporting, Reviewing and Accepting Authorities shall be the Secretary, GAD, Chief Secretary and the Minister in charge of GAD respectively.

**III. MIZORAM HOUSE, GUWAHATI/SHILLONG/SILCHAR/MUMBAI/BENGALURU:**

Sl. No	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	Deputy Resident Commissioner	Joint Secretary/ Additional Secretary, GAD	Secretary, GAD	Chief Secretary
2	Assistant Resident Commissioner	Deputy Resident Commissioner	Deputy Secretary, GAD	Joint Secretary/ Additional Secretary, GAD
3	Assistant, its equivalent and below including attached staff	Assistant Resident Commissioner/ Deputy Resident Commissioner	Deputy Resident Commissioner/ Deputy Secretary, GAD	Joint Secretary/ Additional Secretary, GAD

**Sd/- LALRINSANGA**

Joint Secretary to the Govt. of Mizoram

**Memo.No.A.28012/13/2018-PAR (GSW) : Dated Aizawl, the 1<sup>st</sup> May, 2018****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. Resident Commissioner/Additional Resident Commissioner/Joint Resident Commissioner/Deputy Resident Commissioner, Mizoram House, New Delhi, Kolkata, Guwahati, Silchar, Shillong, Mumbai, Bengaluru
10. All Deputy Commissioners, Mizoram
11. All wings of DP&AR
12. Website Manager, DP&AR for uploading in the website
13. Guard File

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