

**No.A.28019/1/2010-P&AR (GSW)**  
**GOVERNMENT OF MIZORAM**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**  
**(GENERAL SERVICE WING)**

**OFFICE MEMORANDUM**

Dated Aizawl, the 26<sup>th</sup> April, 2018

**Subject: Implementation of online Performance Appraisal Report on a pilot basis**

The Performance Appraisal Report (PAR) forms the basic material for an objective and impartial assessment of the character, conduct, capabilities and performance of an official throughout the year. It serves as the basis for ascertaining the fitness or otherwise of an official for his career advancement in the form of promotion, assured career progression or placement to higher grades including determination of the suitability of an officer for deputation to various ex-cadre posts. The PAR is, thus, of utmost importance for ensuring the efficiency and effectiveness of an officer.

2. In the present system of writing, reviewing and accepting of PARs manually, the PAR is, unfortunately, lost on several occasions either in the process of transition between the reporting, reviewing and accepting authorities or lost in the custody of the cadre controlling authority. Moreover, the time frame stipulated by the Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010 for writing of the PAR are not duly followed resulting in unwanted delays which often create problems at the time of preparation of agenda papers for convening of DPC meetings.

3. In order to overcome the above shortcomings, the Government has decided to implement an online Performance Appraisal Report on a pilot basis for **officers in the Junior Grade of Mizoram Civil Service who held the post of Sub Deputy Commissioner (SDC) during the reporting period of 2017-18**. The application has been developed by the Mizoram State e-Governance Society (MSeGS), a Government owned society under the Information & Communication Technology Department with funding from the New Economic Development Policy (NEDP) and is hosted on the portal <https://epar.mizoram.gov.in>. The application is contemplated to be scaled up subsequently to cover other officers governed by the Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010.

4. In exercise of the powers conferred by rule 9 of the Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010 and considering the fact that the time schedule for writing of PAR for the year 2017-18 has already started with effect from the 1<sup>st</sup> April, 2018, the time line for writing of the PAR for officers covered by the pilot project mentioned in Para 3 above is hereby re-scheduled as follows in respect of PAR for the year 2017-18 only:

<b>Activity</b>	<b>Cut-off dates</b>
Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting and reviewing authority.	1 <sup>st</sup> June, 2018
Self appraisal for current year	30 <sup>th</sup> June, 2018
Appraisal by reporting authority	15 <sup>th</sup> July, 2018
Appraisal by reviewing authority	31 <sup>st</sup> July, 2018
Appraisal by accepting authority	15 <sup>th</sup> August, 2018
Disclosure to the officer reported upon	31 <sup>st</sup> August, 2018
Comments of the officer reported upon. If any (If none, transmission of the PAR)	15 <sup>th</sup> September, 2018
Forwarding of comments of the officer reported upon to the	30 <sup>th</sup> September, 2018

reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	
Comments of reporting authority	15 <sup>th</sup> October, 2018
Comments of reviewing authority	31 <sup>st</sup> October, 2018
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon.	15 <sup>th</sup> November, 2018
Representation to the Referral Board by the officer reported upon	15 <sup>th</sup> December, 2018
Forwarding of representation to the Referral Board along with the comments of reporting authority / reviewing authority and accepting authority	31 <sup>st</sup> December, 2018
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority	31 <sup>st</sup> January, 2019
Disclosure to the officer reported upon	15 <sup>th</sup> February, 2019
End of entire PAR process	31 <sup>st</sup> March, 2019

5. The online Performance Appraisal Report can be accessed by users after registration, preferably using Aadhaar, through “**e-Pramaan**” (<https://epramaan.gov.in>) which is a uniform standard based national e-Authentication framework to authenticate users of various government services in a safe and secure manner for accessing services. Digital Signatures of the officers concerned will also be appended in the PAR using e-Pramaan. It is reiterated that the online PAR which will be written in an electronic record format is legally valid and recognized as per Section 4 of the Information Technology Act, 2000.

6. The list of officers who will write their PAR for the period 2017-18 using the online PAR under the pilot project mentioned in Para 3 above and the respective reporting, reviewing and accepting authority who will use the online PAR will be identified by the cadre controlling authority i.e. DP&AR (CSW). The officers so identified shall write their PAR for the year 2017-18 using the online mode only.

7. Training on the new online Performance Appraisal Report for the targeted officers will be conducted in due course by ICT Department in collaboration with DP&AR.

**Sd/- ARVIND RAY**

Chief Secretary to the Govt. of Mizoram

**Memo No.A.28019/1/2010-P&AR (GSW)**

**Dated Aizawl, the 26<sup>th</sup> April, 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. P.S. to Vice Chairman, State Planning Board/Government Deputy Chief Whip, Mizoram
5. Sr. PPS to Chief Secretary, Mizoram
6. PS to all Principal Secretaries, Commissioners, Secretaries & Special Secretaries, Mizoram
7. All Administrative Departments
8. Secretary, MPSC/MSEC/MSIC/AMC
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 website
13. Guard File

*(Signature)*  
**(LALROHLUA)**

Under Secretary to the Govt. of Mizoram  
Department of Personnel & Administrative Reforms  
(General Service Wing)