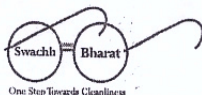


No.A.11019/1/97-P&AR (ARW)/92  
GOVERNMENT OF MIZORAM  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(ADMINISTRATIVE REFORMS WING)



New Secretariat Complex  
Basement-2, Room No. 081 & 082  
Aizawl-796001, Mizoram

Dated Aizawl, the 19th February, 2016

**OFFICE MEMORANDUM**

**Subject : Attention of all heads of Departments for proper maintenance of inter-se-seniority list of Muster Roll employees**

1. It is learnt that Departments that have not updated their inter-se-seniority list of Muster Roll employees very often request urgent approval to DP&AR (ARW) on the eve of regularisation. Non maintenance of M/R seniority list has resulted in unwarranted delay in expediting the regularisation process. DP&AR (ARW) has therefore decided that it will publish a fresh list in the event that any change in the list should occur on account of termination, regularisation, etc., with immediate effect. For this, Department that intends to fix/refix the seniority of their M/Rs should invariably submit their proposal to DP&AR(ARW) through their administrative department.
2. In supercession of this deptt's OM No. A.11019/4/08-P&AR (ARW)/Pt-IV Dt. 16.9.2010 fixation of any inter-se-seniority of Muster Roll employees shall be vested in DP&AR (ARW), be it initial fixation or addition.
3. All proposals for revision of inter-se-seniority list of Muster Roll employees must be supported by Deletion List which should consist of all employees who has left the service after the latest inter-se-seniority list of Muster Roll employees in respect of the post he used to be engaged is published.
4. In order to maintain uniformity all inter-se-seniority list of Muster Roll employees should contain the following important particulars  
(1) Name (2) Father's Name (3) Date of Birth (4) Educational Qualification  
(5) Other Qualification, if any (6) Date of Initial Engagement  
  
Meanwhile, Deletion List should be made as follows-  
(1) Name (2) Father's Name (3) Date of Cessation of Service  
(4) Reason for Cessation/Termination
5. The number of M/R employees in the inter-se-seniority list of Muster Roll employees should tally exactly with the number shown in the approval given by DP&AR (ARW) and Finance Department for continuous engagement/fresh engagement.
6. As insisted by DP&AR (GSW) vide their OM No. A.32012/1/2013-P&AR (GSW)/Pt. Dt. 19.2.2014 all M/R employees should be engaged through open advertisement through Employment Exchange, written Test and personal interview. Any other Muster Roll engagement other than the above after the date of issue of the OM will not be entertained in DP&AR (ARW) at all.

- 5d -  
(V. LALREMTHANGA)  
Secretary to the Govt. of Mizoram  
DP&AR



Memo No.A.11019/1/97-P&AR (ARW)/92  
Copy to

Dated Aizawl, the 19th February, 2016

- 1) All Administrative Heads and all Heads of Department
- 2) Under Secretaries of all wings of DP&AR
- 3) Guard File.



19/2/16  
(H.L. DINGLIANA)

Under Secretary to the Govt. of Mizoram  
DP&AR (ARW)  
Phone No.0389-2336024