

**No.A.28019/1/2023-P&AR(GSW)**  
**Government of Mizoram**  
**Department of Personnel & Administrative Reforms**  
**(General Service Wing)**

Mizoram Secretariat, MINECO  
Aizawl, the 18th June, 2024

OFFICE MEMORANDUM

**Subject: Further extension of timeline for the recording of PARs for the year 2023-2024 in respect of Group 'A' employees under the State Government by the Reporting, Reviewing, and Accepting Authority.**

In continuation of this department's Office Memorandum of even no. dated 31.05.2024, in the interest of public service and due to technical issues, the timeline for recording of PARs for the year 2023-2024 in respect of Group 'A' employees under the Government of Mizoram is further extended as indicated below :

**Reporting Year (2023-2024)**

<b>Activity</b>	<b>Cut-off dates</b>
Self-appraisal for the current year	30 <sup>th</sup> June, 2024
Appraisal by reporting authority	31 <sup>st</sup> July, 2024
Appraisal by reviewing authority	31 <sup>st</sup> August, 2024
Appraisal by accepting authority	30 <sup>th</sup> September, 2024
Disclosure to the officer reported upon	15 <sup>th</sup> October, 2024
Comments of the officer reported upon. If any (If none, transmission of the PAR)	31 <sup>st</sup> October, 2024
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	15 <sup>th</sup> November, 2024
Comments of reporting authority	30 <sup>th</sup> November, 2024
Comments of reviewing authority	15 <sup>th</sup> December, 2024
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon.	31 <sup>st</sup> December, 2024
Representation to the Referral Board by the officer reported upon	31 <sup>st</sup> January, 2025
Forwarding of representation to the Referral Board along with the comments of reporting authority / reviewing authority and accepting authority	15 <sup>th</sup> February, 2025
Finalization by Referral Board, if the officer reported upon, represents against the decision of the Accepting Authority	15 <sup>th</sup> March, 2025
Disclosure to the officer reported upon	31 <sup>st</sup> March, 2025
End of entire PAR Process	30 <sup>th</sup> April, 2025

3. The aforementioned relaxation is being granted as a one-time measure for the PAR for the year 2023-2024 only.

4. All administrative departments are instructed to effectively communicate these instructions to all subordinate, attached offices under their supervision to ensure compliance.

Sd/-K. Lalthawmmawia  
Commissioner & Secretary to the Govt. of Mizoram

**Memo No.A.28019/1/2023-P&AR(GSW) : Aizawl, the 18th June, 2024**

Copy to:-

1. Secretary to Governor.
2. Commissioner & Secretary to Chief Minister.
3. P.S. to Speaker/Ministers/Leader of Opposition/Deputy Speaker/Ministers of State/Vice Chairman, State Planning Board/Deputy Govt. Chief Whip.
4. All Members of Legislative Assembly.
5. Chief Executive Member, MADC/LADC/CADC
6. Sr. P.P.S to Chief Secretary.
7. All Heads of Administrative Departments.
8. Secretary, MPSC/MIC/SEC/AMC/Lok Ayukta.
9. All Heads of Departments.
10. All Deputy Commissioners.
11. All wings of DP&AR.
12. Website Manager, DP&AR for uploading in the official website.
13. Guard File.

  
(H. Lalrinpula)

Deputy Secretary to the Govt. of Mizoram