

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

Mizoram Secretariat, MINECO
Aizawl, the 4th August, 2023

OFFICE MEMORANDUM

Subject : Reporting, Reviewing and Accepting authorities for writing of PARs/ACRs of Officers and Staff under State Election Commission.

The Governor of Mizoram is pleased to order that the Reporting, Reviewing and Accepting Authority of PARs/ACRs in respect of officers and staff under State Election Commission shall be as follows:

Sl. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Secretary	State Election Commissioner	State Election Commissioner	State Election Commissioner
2.	Deputy Secretary	Secretary, State Election Commission	State Election Commissioner	State Election Commissioner
3.	Under Secretary	Deputy Secretary	Secretary, SEC	State Election Commissioner
4.	Accounts Officer	Under Secretary	Deputy Secretary	Secretary, State Election Commission
5.	Superintendent	Under Secretary	Deputy Secretary	Secretary, State Election Commission
6.	Stenographer-I	PAR/ACR will be reported by the Officer with whom they are posted and will be treated as final as per Govt. instructions vide No. A.28019/1/2010-P&AR(GSW) dt. 01.09.2017		
7.	Computer Program Assistant	Superintendent	Under Secretary/ Deputy Secretary	Secretary, State Election Commission
8.	Assistant	Superintendent	Under Secretary/ Deputy Secretary	Secretary, State Election Commission
9.	Stenographer-II	PAR/ACR will be reported by the Officer with whom they are posted and will be treated as final as per Govt. instructions vide No.A.28019/1/2010-P&AR(GSW) dt. 01.09.2017		
10.	Stenographer-III			
11.	Upper Division Clerk	Superintendent	Under Secretary	Deputy Secretary
12.	Data Entry Operator	Superintendent	Under Secretary	Deputy Secretary

13.	Lower Division Clerk	Superintendent	Under Secretary	Deputy Secretary
14.	Despatch Rider	Superintendent	Under Secretary	Deputy Secretary
15.	Driver	Superintendent	Under Secretary	Deputy Secretary
16.	Grade-IV/Peon	PAR/ACR will be reported by the Superintendent/Under Secretary and will be treated as final as per Govt. instructions vide No.A.28019/1/2010-P&AR(GSW) dt. 01.09.2017		

Sd/- R. Lalramnghaka
Secretary to the Govt. of Mizoram

Memo No. A.28019/1/2023-P&AR(GSW)
Copy to :

Dated Aizawl, the 4th August, 2023.

1. Secretary to Governor, Mizoram.
2. Commissioner & Secretary to Chief Minister, Mizoram.
3. P.S. to Deputy Chief Minister, Mizoram.
4. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State
5. Sr. P.P.S. to Chief Secretary, Mizoram.
6. Secretary, State Election Commission.
7. Secretary, Mizoram Public Service Commission.
8. Website Manager, DP&AR for uploading in the website.
9. Guard file.


(H. Lalrinpuia)
Deputy Secretary to the Govt. of Mizoram