

**GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)**

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ORDER

No.A.32012/1/2011-P&AR (GSW) Dated Aizawl, the 9th January, 2012: It has been noticed that some Departments are in the habit of issuing notice for DPC meeting lately, i.e one or two days ahead before the DPC meeting or on the day of the meeting itself. This kind of belated issue of DPC meeting causes problem for the DP&AR in detailing representative to attend the meeting and to study agenda papers. In order to avoid this problem, it is desired that any notice for DPC meeting be issued well in advance before the DPC meeting.

All Departments are therefore requested to ensure that any notice for DPC meeting are issued well in advance at least 7(seven) days before the date of meeting in future. In case of failure to comply with this order, the DP&AR shall not hold responsibility if officers/representatives are not detailed to attend the meeting from the DP&AR.

It may further be noted that any notice for DPC meeting should be accompanied by a complete set of agenda papers.

Programme for agenda notes enclosed.

Sd/-C.ZOTHANKHUMI

Joint Secretary to the Govt. of Mizoram
Deptt. of Personnel & Adve. Reforms.

Memo No.A.32012/1/2011-P&AR(GSW) : Dated Aizawl, the 9th January, 2012
Copy to:

- 1) The Secretary to Governor, Mizoram.
- 2) The Secretary to Chief Minister, Mizoram.
- 3) P.S to Speaker/Ministers, Govt. of Mizoram.
- 4) P.S to Deputy Speaker/MOS/Parliamentary Secretaries, Govt. of Mizoram:
- 5) All Administrative Departments.
- 6) All Heads of Departments.
- 7) Guard File.

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(LALSANGPUII)

Deputy Secretary to the Govt. of Mizoram.
Deptt. of Personnel & Adve. Reforms.

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**AGENDA NOTE FOR PREFERRING PROPOSALS FOR PROMOTION TO DEPARTMENTAL PROMOTION
COMMITTEE/SELECTION COMMITTEE**

1. Name of Department/Office
2. Name of post to which promotion is to be made
3. Scale of pay
4. No. of vacancies to be filled up (Give Year-wise-break-up)
5. Recruitment Rules (indicating date of Gazetted Notification and duly signed by a competent authority in the main Rules and Annexure to be enclosed)
6. If any changes in the R/R have been agreed to by the Commission attached the detail
7. Grade or posts from which promotion is be made with scale of pay
8. Service prescribed for eligibility for promotion
9. Enclosed copy of order for final seniority list (the list should be duly signed by a competent authority
If there is more than one feeder, grade, enclose seniority list for each grade.
10. Indicate whether the list before finalisation was circulated to all concerned
11. List of all eligible Officers indicating the date of joining to the post in the feeder grade
12. ACR-Enclosed the last five years ACR of all the eligible Officers in the case where the qualifying service in the feeder grade is less than 5 years the ACRs for all the qualifying service period is to be sent. If ACR is not available the reason for non-availability is to be certified
13. Enclosed Vigilance Clearance from a competent authority
14. Any other relevant remarks

Signature of officer sending the proposal
with Designation