

No.A.28012/46/2021- P&AR (GSW)
Government of Mizoram
Department of Personnel & Administrative Reforms
(General Service Wing)

OFFICE MEMORANDUM

Dated Aizawl, the 21st September, 2022

Subj : Procedure for writing PAR/ACRs of Officers and Staff under Agriculture Department.

The Governor of Mizoram is pleased to order the Reporting, Reviewing and Accepting Authorities of PAR/ACRs in respect of Officers and Staff under Agriculture Department as follows :-

1. DIRECTORATE:

Sl. No	Name of Post(s)	Reporting Authority	Reviewing Authority	Accepting Authority
1	Director	Secretary	Chief Secretary	Minister concerned
2	Additional Director	Director	Secretary	Chief Secretary
3	Joint Director	Addl. Director	Director	Secretary
4	Deputy Director	Joint Director	Director	Secretary
5	Deputy Director (Admn.)	Addl. Director	Director	Secretary
6	Superintendent	Dy. Director (Admn.)	Addl. Director/ Director	Secretary
7	Assistant Director/ Analyst/ Farm Superintendent (Neihbawi)	Joint Director	Director	Secretary
8	Exe. Engg, (Agri. Engg.)	Joint Director	Director	Secretary
9	SDAE	Executive Engineer	Director	Secretary
10	Junior Engineer	SDAE/EE	Exe. Engg./ Jt. Director	Director
11	Inspector of Statistics	Research Officer	Joint Director	Director
12	SAS-I	Dy. Director concerned	Joint Director	Director
13	SAS-II	Asst. Director / Dy. Director concerned	Joint Director	Addl. Director
14	Foreman	SDAE/Dy. Director	Joint Director	Director
15	Draftsman	SDAE/Dy. Director	Joint Director	Director
16	Head Mechanic	SDAE/Dy. Director	Joint Director	Director
17	Mechanic-I	SDAE/Dy. Director	Joint Director	Director
18	Tracer	SDAE/Dy. Director	Joint Director	Director
19	Welder	SDAE/Dy. Director	Joint Director	Director
20	Artist	Dy. Director	Joint Director	Director
21	Cinema Operator	Dy. Director	Joint Director	Director
22	Photographer	Dy. Director	Joint Director	Director
23	Data Entry Operator	Dy. Director	Joint Director	Director

24	Telephone Operator/EPABX	Dy. Director	Joint Director	Director
25	Laboratory Assistant	Dy. Director	Joint Director	Director
26	Observer for Silt Analyst	Dy. Director	Joint Director	Director
27	Power Tiller Operator/ Power Pump Operator/ Tractor Operator/ Bulldozer Operator	SDAE	Executive Engineer	Addl. Director
28	Asst. Dozer Operator /Asst. Tractor Operator	SDAE	Executive Engineer	Addl. Director

2. DISTRICT:

Sl. No	Name of Post(s)	Reporting Authority	Reviewing Authority	Accepting Authority
1	District Agriculture Officer	Dy. Commissioner concerned	Director	Secretary
2	Asst. District Agriculture Officer/ Block Agriculture Officer/ Farm Supdt. (Thingdawl & Chemphai)/ Analyst/Plant Quarantine Officer	DAO (In Cases where BAO is senior Grade, DC concerned may be reporting authority)	Director	Secretary
3	SAS-I(AAI etc.)	DAO	Joint Director	Director
4	SAS-II(G/S etc.)	DAO	Joint Director	Addl. Director
5	Junior Engineer	DAO	Joint Director	Addl. Director
6	Laboratory Assistant	DAO	Joint Director	Addl. Director
7	Mechanic-I	DAO	Joint Director	Addl. Director
8	Draftsman	DAO	Joint Director	Director
9	Power Pump Operator/ Power Tiller Operator/ Tractor Operator/ Bulldozer Operator	DAO	Joint Director	Addl. Director
10	Asst. Dozer Operator/ Asst. Tractor Operator	DAO	Joint Director	Addl. Director

3. BLOCKS:

Sl. No	Name of Post(s)	Reporting Authority	Reviewing Authority	Accepting Authority
1	Block Agriculture Officer	DAO (In cases where BAO is Senior Grade of MAS, DC concerned)	Director	Secretary
2	SAS-I(AAI etc.)	BAO	Joint Director	Director
3	SAS-II(G/S etc.)	BAO	Joint Director	Addl. Director
4	Laboratory Assistant	BAO	Joint Director	Addl. Director
5	Power Tiller Operator/ Power Pump Operator/ Tractor Operator/ Bulldozer Operator	BAO	DAO	Addl. Director
6	Asst. Dozer Operator/ Asst. Tractor Operator	BAO	DAO	Addl. Director

4. SCHOOL OF AGRICULTURE SCIENCE, HNAHTHIAL:

Sl. No	Name of Post(s)	Reporting Authority	Reviewing Authority	Accepting Authority
1	Principal	Deputy Commissioner	Director	Secretary
2	Vice Principal	Principal	Director	Secretary
3	Instructor	Principal	Director	Secretary
4	Power Tiller Operator	Vice Principal	Principal	Add. Director
5	Carpenter	Vice Principal	Principal	Addl. Director
6	Vety. Field Assistant	Vice Principal	Principal	Addl. Director

Sd/- R. LALRAMNGHAKA

Secretary to the Government of Mizoram

Memo No. A.32013/1/2022-P&AR (GSW)

: Dated Aizawl, the 21st Sept., 2022.

Copy to :

1. Secretary to the Governor, Mizoram
2. Secretary to Chief Minister, Mizoram
3. Secretary to Agriculture Department
4. P.S. to Dy. Chief Minister, Mizoram
5. P.S to Speaker/ Minister of State, Mizoram
6. Sr. PPS to Chief Secretary, Govt. of Mizoram
7. All Administrative Departments
8. All heads of Department
9. All Deputy Commissioners
10. Website Manager, DP&AR for uploading in the website ✓
11. Guard File.


(LALBIAKFELA)

Under Secretary to the Govt. of Mizoram