

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

Mizoram Secretariat, MINECO
Aizawl, the 12th September, 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 22.07.2024 and in the interest of public service, 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)

| Activity | Cut-off dates |
|---|----------------------------------|
| Self-appraisal for current year | 15 th September, 2024 |
| Appraisal by reporting authority | 15 th October, 2024 |
| Appraisal by reviewing authority | 15 th November, 2024 |
| Appraisal by accepting authority | 15 th December, 2024 |
| Disclosure to the officer reported upon | 30 th December, 2025 |
| Comments of the officer reported upon. If any (If none, transmission of the PAR) | 15 th January, 2025 |
| 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 | 31 st January, 2025 |
| Comments of reporting authority | 15 th February, 2025 |
| Comments of reviewing authority | 28 th February, 2025 |
| Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon. | 15 th March, 2025 |
| Representation to the Referral Board by the officer reported upon | 15 th April, 2025 |
| Forwarding of representation to the Referral Board along with the comments of reporting authority / reviewing authority and accepting authority | 30 th April, 2025 |
| Finalization by Referral Board, if the officer reported upon, represents against the decision of the Accepting Authority | 31 st May, 2025 |
| Disclosure to the officer reported upon | 15 th June, 2025 |
| End of entire PAR Process | 15 th July, 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.

5. All officers are informed that there will not be further extension of timeline and are therefore, requested to strictly comply with the instruction as PARs submitted beyond the given timeline will not be accepted.


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

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

Aizawl, the 12th September, 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. Chief Informatics Officer, ICT with a request to make necessary arrangement on SPARTAN.
10. All Heads of Departments.
11. All Deputy Commissioners.
12. All wings of DP&AR.
13. Website Manager, DP&AR for uploading in the official website.
14. Guard File.



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