

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

OFFICE MEMORANDUM

Dated Aizawl, the 28th February, 2013

Subj: Procedure for writing of ACR in respect of Officers & Staff under Soil & Water Conservation Department

No.A.28011/32/2010-P&AR(GSW) : In supersession of Govt. Office O.M No.A.28011/2/2004-P&AR(GSW) dated 13.06.2005, the Governor of Mizoram is pleased to order that the Reporting, Reviewing & Accepting Authorities of ACRs in respect of the under mentioned categories of officers & staff under Soil & Water Conservation Department shall be as follows:-

DIRECTORATE

| Sl. No. | Name of post | Reporting Officer | Reviewing Officer | Accepting Officer |
|---------|----------------------------------|------------------------------------|-------------------|--|
| I | II | III | IV | V |
| 1 | Joint Director | Director | Secretary | Chief Secretary |
| 2 | Deputy Director/SCE | Joint Director | Director | Secretary concerned. |
| 3 | Superintendent | Dy. Director | Director | Secretary concerned. |
| 4 | F.A.O. | Director | Secretary | Commissioner/Secretary, Finance Deptt. |
| 5 | Research Officer | Dy. Director (Planning) | Director | Secretary, Planning Deptt. |
| 6 | Asst. Soil Conservation Engineer | Soil Conservation Engineer | Director | Secretary concerned. |
| 7 | Asst. Soil Conservation Officer | Dy. Director | Director | Secretary concerned. |
| 8 | Soil Conservation Ranger | Dy. Director | Director | Secretary concerned. |
| 9. | Assistant/UDC/LDC | Superintendent | Joint Director | Director |
| 10 | Deputy Ranger/SCD/SCFW | Superintendent | Joint Director | Director |
| 11 | Stenographer | Officer Concerned to whom attached | Exempted | Exempted |
| 12 | J.E./Surveyor/Draftman | S.C.Engineer/DS&WCO | Joint Director | Director |

DISTRICT OFFICE

| Sl. No. | Name of post | Reporting Officer | Reviewing Officer | Accepting Officer |
|---------|--|--|--|---------------------|
| 1 | District Soil & Water Conservation Officer(DS&WCO) | Deputy Commissioner of each District | Director | Secretary concerned |
| 2 | Assistant Soil Conservation Officer (ASCO) | District Soil & Water Conservation Officer(DS&WCO) | Director | Secretary |
| 3 | Soil Conservation Ranger | District Soil & Water Conservation Officer(DS&WCO) | Director | Secretary |
| 4 | Surveyor/J.E. | Soil Conservation Engineer/DS&WCO concerned | Joint Director | Director |
| 5 | Deputy Ranger/Soil Conservation Demonstrator i/c Range Office | District Soil & Water Conservation Officer(DS&WCO) | Soil Conservation Engineer/DS&WCO concerned | Director |
| 6 | Deputy Ranger/Soil Conservation Demonstrator /SCFW attached to District Office | Head Assistant | District Soil & Water Conservation Officer(DS&WCO) | Director |
| 7 | Deputy Ranger/Soil Conservation Demonstrator /SCFW attached to Range Office | S.C.Ranger | District Soil & Water Conservation Officer(DS&WCO) | Director |
| 8 | Head Assistant | DS&WCO | Joint Director | Director |
| 9 | UDC/LDC | Head Assistant | District Soil & Water Conservation Officer(DS&WCO) | Director |

Sd/-K.LALRINZUALI
 Joint Secretary to the Govt. of Mizoram
 Contd/-.....2.

Memo No.A.28011/32/2010-P&AR(GSW) :

Dated Aizawl, the 28th February, 2013

Copy to:-

- (1) Secretary to the Governor, Mizoram.
- (2) Secretary to Chief Minister.
- (3) P.S to all Minister/Speaker/M.O.S/Dy. Speaker, Mizoram.
- (4) P.S to all Parliamentary Secretaries, Mizoram.
- (5) PPS to Chief Secretary, Mizoram.
- (6) All Commissioners/Secretaries, Government of Mizoram.
- (7) Secretary, MPSC, Mizoram.
- (8) Secretary, Soil & Conservation Department.
- (9) Director, Soil & Conservation Department.
- (10) Guard File.

Lalnunhlua
(LALNUNHLUA) 28/2/13

Under Secretary to the Govt. of Mizoram
Deptt. of Personnel & Adve. Reforms
Phone No:2336020