

No. A.32013/1/2022-P&AR(GSW)
Government of Mizoram
Department of Personnel & Administrative Reforms
(General Service Wing)

Mizoram Secretariat, MINECO
Aizawl, the 20th May, 2024

OFFICE MEMORANDUM

Subject : Reporting, Reviewing and Accepting authorities for writing of PARs/ACRs of Officers and Staff under Social Welfare, Tribal Affairs, Women & Child Development Department.

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 Social Welfare, Tribal Affairs, Women & Child Development Department shall be as follows:

A. DIRECTORATE:

Sl. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Director	Secretary	Chief Secretary	Minister concerned
2.	Joint Director	Director	Secretary	Chief Secretary
3.	Deputy Director	Joint Director	Director	Secretary
4.	Assistant Director	Deputy Director	Joint Director	Director
5.	Superintendent	Deputy Director	Joint Director	Director
6.	Ministerial Staff	Superintendent	Joint Director	Director
7.	Stenographer Grade II & III	Officers concerned	Exempted	Exempted
8.	Any Group 'B' officers attached to Directorate	Superintendent	Deputy Director (E)	Director
9.	Driver attached to Head of Department and Driver of Pool Vehicle	Officers concerned	Deputy Director i/c Vehicle	Director
10.	IV Grade/Group D	Officers concerned	Exempted	Exempted

B. DISTRICT: *Social Welfare Officer*

Sl. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1.	DSWO	Concerned Deputy Commissioner	Director	Secretary
2.	Instructor/Instructress under Handicapped Training Centre, Aizawl, Lunglei	DSWO for Lunglei/Assistant Director for Aizawl	Joint Director	Director
3.	Ministerial Staff under DSWO	DSWO	Deputy Director	Director
4.	IV Grade under DSWO	DSWO	Exempted	Exempted



5.	Driver of DSWO	Officer to whom attached	Deputy Director i/c vehicle	Director
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C. SUBORDINATE OFFICES/HOME:

Sl. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Centre Director	Joint Director	Director	Secretary
2.	Assistant Project Director, After Care, Sethawn	Centre Director	Joint Director	Director
3.	Superintendent, Aizawl RITC/Protective Home	Deputy Director i/c Home	Joint Director i/c Home	Director
4.	Case Worker, Welfare Officer, Caretaker, Educational Instructor, Craft Instructor under Home	Superintendent (Home)	Joint Director i/c Home	Director
5.	Ministerial Staff/Instructors/ Instructress under RITC	Superintendent, RITC	Deputy Director (E)	Director
6.	Warden, Old Age Home	Caretaker/ Superintendent (Home)	Deputy Director (E)	Director
7.	Staff Nurse/ANM/PHN, Old Age Home/Protective Home	Superintendent (Home)	Deputy/Joint Director i/c Home	Director
8.	Psychologist/Case Worker/ Staff Nurse/Warden/Vocational Training Instructor/Instructor/ Counsellor/ Security Officer under After Care Centre, Sethawn	Centre Director	Joint Director	Director
9.	Ministerial Staff under After Care Centre, Sethawn	Centre Director	Joint Director	Director
10.	All Group D/IV Grade	Officer concerned	Exempted	Exempted
11.	Drivers	Officer to whom attached	Joint Director	Director

D. COMMISSIONER FOR PwDs:

Sl. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Assistant Commissioner	Commissioner for PwDs	Director	Secretary
2.	Research-cum-Project Assistant	Assistant Commissioner	Commissioner for PwDs	Secretary
3.	Assistant	Assistant Commissioner	Commissioner for PwDs	Director
4.	Sign Language Interpreter	Assistant Commissioner	Commissioner for PwDs	Director
5.	Personal Assistant/Stenographer Grade-III	Officers concerned	Exempted	Exempted

6.	Upper Division Clerk-cum-Cashier/Lower Division Clerk-cum-Computer Operator	Assistant Commissioner	Commissioner for PwDs	Director
7.	IV Grade/Group D	Assistant Commissioner	Exempted	Exempted

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

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

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Dated Aizawl, the 20th May, 2024

Copy to :

1. Secretary to Governor.
2. Commissioner & Secretary to Chief Minister.
3. P.S. to Speaker/Ministers/Deputy Speaker/Leader of Opposition/Ministers of State/Deputy Govt. Chief Whip.
4. Sr. P.P.S. to Chief Secretary.
5. All Administrative Departments.
6. PS to all Principal Secretaries/Commissioners/Secretaries/Special Secretaries.
7. Secretary, MPSC/MIC/SEC/AMC/Lok Ayukta.
8. Secretary, Social Welfare, Tribal Affairs, Women & Child Development Department.
9. Director, Directorate of Social Welfare, Tribal Affairs, Women & Child Development Department.
10. Website manager, DP&AR for uploading in the official website.
11. Guard File.


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Under Secretary to the Govt. of Mizoram