

No. F/20/11/2/2025-ARW-DPAR
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(ADMINISTRATIVE REFORMS WING)

Mizoram Secretariat, MINECO
Basement-2, Room No. 081

Aizawl, the 4th November, 2025.

OFFICE MEMORANDUM

Subject: Clarification, modification, and addition of/to the checklist for submission of proposals in connection with the 'Government of Mizoram Regularization of Centrally Sponsored Scheme (CSS) Employees Scheme, 2024'.

In continuation of Office Memorandum No.B.12018/1/2020-P&AR(ARW) Dated 21.10.2024 the following clarification, modification and addition of/to the checklist for submission of proposals in connection with the 'Government of Mizoram Regularization of Centrally Sponsored Scheme (CSS) Employees Scheme, 2024' is hereby enumerated as below:

1. Point No. 3: Copy of advertisement to determine whether proper recruitment procedures were followed by the recruiting agency at the time of initial engagement –

In cases where a copy of the original advertisement cannot be produced due to circumstances such as office relocation, disposal of old records, or the closure of the publishing newspaper, the following documents may be accepted as valid proof of a public advertisement process:

- i. A certificate from the Information, Public Relations, Printing & Stationery Department confirming that the recruiting agency had duly sent the notification of vacancies for the engagement of CSS employees in question for publishing in newspapers; or
- ii. Where an appointing authority of the CSS employee/recruiting agency sent the advertisement for engagement of CSS employees directly to a publishing newspaper without routing through Public Relations, Printing & Stationery Department, a certified copy of the official forwarding letter and its content.

2. Point No. 4: Copy of constitution of approved Departmental Promotion Committee (DPC) that recommended appointment / engagement of the CSS employees –

The term 'Approved Departmental Promotion Committee' shall also include any Departmental Screening Committee, State Governing Body, State Executive Committee, or State Project Committee, by whatever name or terminology it may be called, provided it was constituted with the approval of the competent authority under the guidelines of the relevant Centrally Sponsored Scheme.

3. Instances have come to notice where Centrally Sponsored Scheme (CSS) employees are being directed to personally furnish copies of engagement advertisements and minutes of the DPC/Selection Committee for the purpose of their regularization by certain departments implementing CSS. This practice is improper as these documents are official records of the concerned department. Accordingly, it is reiterated for strict compliance that the onus of locating, compiling, and verifying all requisite documents rests exclusively with the administrative department proposing the regularization. Under no circumstances shall individual employees be tasked with producing these official records.
4. All administrative departments are directed to exercise utmost care in verifying the genuineness of all connected documents. The submission of any forged or falsified documents, if detected, will be treated as grave misconduct. Disciplinary proceedings shall be initiated against the concerned Administrative Head of Department and Head of Department, in addition to legal action under Section 335 and 336 of the **Bharatiya Nyaya Sanhita (BNS), 2023**.
5. All concerned departments should exercise due diligence and accord careful consideration to the various factors outlined in para 3 of the 'Government of Mizoram Regularization of Centrally Sponsored Scheme (CSS) Employees Scheme, 2024' before submission of such proposals.

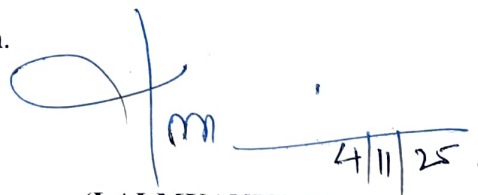
Sd/- K. LALTHAWMMAWIA

Commissioner & Secretary to the Govt. of Mizoram

Memo No. F/20/11/2/2025-ARW-DPAR : Aizawl, the 4th November, 2025.

Copy to:

1. Secretary to Governor, Mizoram.
2. Commissioner & Secretary to Chief Minister, Mizoram
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, Mizoram.
5. Sr. P.P.S. to Chief Secretary, Government of Mizoram.
6. All Administrative Heads of Department.
7. Secretary, MPSC / MIC / SEC / AMC / Lok Ayukta.
8. All Heads of Department.
9. All Wings of DP&AR.
10. Website Manager, DP&AR for necessary action.
11. Guard file.



(LALMUANKIMA)

Under Secretary to the Govt. of Mizoram
DP&AR (ARW)