

No.A.46011/12019-P&AR(ARW)  
GOVERNMENT OF MIZORAM  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(ADMINISTRATIVE REFORMS WING)

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Aizawl, the 14<sup>th</sup> October, 2020

**OFFICE MEMORANDUM**

**Subject: Entry of date of initial engagement in the Service Book.**

With the implementation of provisions for counting of one-third of past service rendered on muster roll/ provisional employee basis prior to regularization, the muster roll/ provisional employees are allowed to count one-third of past service for qualifying service for promotion, pensionary benefits, grant of financial upgradation under MACPS and TBPS.

However, it has been seen that most Departments are in the habit of not entering the past service record of muster roll/ provisional employees while preparing their Service Book for muster roll/provisional employees at the time of their regularization. This created problem for counting of past service as there are no records of past service to be counted in the Service Book.

Therefore, all Administrative Heads/Heads of Departments/Heads of Office are hereby informed to enter the date of initial engagement of muster roll/provisional employees in their respective Service Books upon regularization of their service. Date of initial engagement shall also be entered in the Service Books of those muster roll/provisional employees who are already regularized.

Further, the date of initial engagement shall be entered in the first page of Book-I of the Service Book. The final inter-se-seniority list and initial engagement card of the muster roll/provisional employee shall also be kept in Volume-II of the Service Book.

Sd/- R. LALTHAZUALA

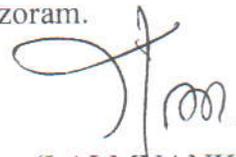
Joint Secretary to the Govt. of Mizoram

Memo No. A. 46011/12019-P&AR(ARW) ..... Aizawl, the 14<sup>th</sup> October, 2020.

Copy to:-

1. PS to Dy. Chief Minister, Mizoram.
2. Sr. PPS to Chief Secretary, Govt. of Mizoram.
3. All Administrative Heads/Heads of Departments, Govt. of Mizoram.
4. Chief Controller of Accounts, Govt. of Mizoram.
5. Web Manager, DP&AR(SW)
6. Guard File

DP & AR (SSW)  
Receipt No. .... 1015  
Date ..... 16/10/20

  
(LALMUANKIMA) 14/10/20

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

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15/10/2020  
  
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