

No.B.12018/1/2020-P&AR(ARW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(ADMINISTRATIVE REFORMS WING)

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

Dated Aizawl, the 21st October, 2024.

OFFICE MEMORANDUM

Subject: *Checklist for submission of proposals in connection with the 'Government of Mizoram Regularization of Centrally Sponsored Scheme (CSS) Employees Scheme, 2024'.*

The 'Government of Mizoram Regularization of Centrally Sponsored Scheme (CSS) Employees Scheme, 2024', was notified vide No. A.32013/38(Pt)/2021-P&AR(GSW) Dated 18th June, 2024. In order to avoid undue delay in according approval to the proposals for regularization of CSS Employees under this scheme, all Administrative Departments and Heads of Department must ensure that the proposals contain the following details and documents:-

1. The number of post(s) proposed to be filled by regularization as per the Scheme. Post(s) to which regularization is proposed must be clearly identified.
2. Copy of the Centrally Sponsored Scheme Guidelines.
3. Copy of advertisement to determine whether proper recruitment procedures were followed by the recruiting agency at the time of initial engagement.
4. Copy of constitution of approved DPC that recommended appointment/engagement of the CSS employees.
5. Copy of the DPC Meeting Minutes recommending appointment/engagement under the scheme.
6. Copy of initial engagement/appointment order.
7. List of eligible candidates as provided in para 3 of the 'Government of Mizoram Regularization of Centrally Sponsored Scheme (CSS) Employees Scheme, 2024'.
8. Report/recommendation of Performance Evaluation Committee. The Committee shall verify the eligibility of the CSS Employees and recommend eligible candidates for further consideration of the concerned DPC.
9. Inter-se-seniority of eligible CSS employees under the Department.
10. Documents supporting educational & other qualifications prescribed by the relevant Recruitment Rules.
11. List of Provisional Employees and Contract Employees, if any, against the post(s) proposed to be filled.
12. Roster (Post-based and Vacancy-based) of the post(s) proposed to be filled.


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

Memo No.B.12018/1/2020-P&AR(ARW) :

Aizawl, the 21st October, 2024.

Copy to:

1. Secretary to Governor, Mizoram.
2. Commissioner & Secretary to Chief Minister, Mizoram.
3. P.S. to the Speaker/Ministers/Dy. Speaker/Ministers of State/Leader of Opposition, Mizoram.
4. Sr. P.P.S. to Chief Secretary, Govt. of Mizoram.
5. All Administrative Heads of Department.
6. All Heads of Departments.
7. Web Manager, DP&AR.
8. Guard File.



21/10/24

(LALMUANKIMA)

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