

No.A.28012/27/2010-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

OFFICE MEMORANDUM

Dated Aizawl, the 18th July, 2014.

Subject: Procedure for maintenance and writing of PAR/ACR in respect of Officers and Staff under Revenue Department.

In partial modification of this Department's Office Memorandum No.A.28011/2/2003-P&AR (GSW) dated 12th January, 2004, the Governor of Mizoram is pleased to order that the Reporting, Reviewing and Accepting Authorities of PAR/ACR in respect of Officers and Staff under Revenue Department shall be as follows :-

DIRECTORATE

| Sl. No | Designation | Reporting Authority | Reviewing Authority | Accepting Authority |
|---------------|--|--|---|----------------------------|
| 1 | Director | Secretary | Chief Secretary | Minister |
| 2 | Jt. Director of Survey/ Jt. Director (Admin) | Director | Secretary | Chief Secretary |
| 3 | Dy. Director/ Dy. Director of Survey/ Dy. Director (Admin) | Jt. Director | Director | Secretary |
| 4 | Asst. Director/ Asst. Director of Survey | Dy. Director/ Jt. Director | Director | Secretary |
| 5 | Finance & Accounts Officer | Jt. Director | Director | Secretary |
| 6 | Superintendent | Dy. Director (Admin) | Director | Secretary |
| 7 | Surveyor-I | Asst. Director of Survey | Dy. Director of Survey | Director |
| 8 | Cartographer-I | Asst. Director of Survey | Dy. Director of Survey | Director |
| 9 | Assistant | Superintendent | Dy. Director (Admin) | Director |
| 10 | UDC/LDC | Superintendent | Dy. Director (Admn) | Director |
| 11 | Surveyor | Asst. Director of Survey | Dy. Director of Survey | Director |
| 12 | Cartographer | Asst. Director of Survey | Dy. Director of Survey | Director |
| 13 | Revenue Inspector | FAO | Dy. Director | Director |
| 14 | Revenue Sub-Inspector | FAO | Dy. Director | Director |
| 15 | Data Entry Operator | Asst. Director of Survey/ Superintendent | Dy. Director (Admn)/ Dy. Director of Survey | Director |
| 16 | Revenue Assistant | Asst. Director of Survey/ Superintendent | Dy. Director (Admn)/ Dy. Director of Survey | Director |
| 17 | Store Keeper | Asst. Director of Survey/ Superintendent | Dy. Director (Admn)/ Dy. Director of Survey | Director |

| Sl. No | Designation | Reporting Authority | Reviewing Authority | Accepting Authority |
|--------|----------------------|---|--|---------------------|
| 18 | Record Keeper | Asst. Director of Survey/ Superintendent | Dy. Director (Admn)/ Dy. Director of Survey | Director |
| 19 | Tracer | Asst. Director of Survey/ Superintendent | Dy. Director (Admn)/ Dy. Director of Survey | Director |
| 20 | Village Assistant | Asst. Director of Survey/ Superintendent | Dy. Director (Admn)/ Dy. Director of Survey | Director |
| 21 | Revenue Field Worker | Asst. Director of Survey/ Superintendent | Dy. Director (Admn)/ Dy. Director of Survey | Director |
| 22 | Handyman | Officer concerned | Dy. Director (Admn)/ Dy. Director of Survey | Director |
| 23 | Peon | Officer concerned | Dy. Director (Admn)/ Dy. Director of Survey | Director |
| 24 | Chowkidar | Officer concerned | Dy. Director (Admn)/ Dy. Director of Survey | Director |
| 25 | Sweeper | Officer concerned | Dy. Director (Admn)/ Dy. Director of Survey | Director |

DISTRICT OFFICE

| Sl. No | Designation | Reporting Authority | Reviewing Authority | Accepting Authority |
|--------|--|------------------------------|---|---------------------|
| 1 | Settlement Officer | Dy. Commissioner | Director | Secretary |
| 2 | Asst. Settlement Officer | Settlement Officer | Director | Secretary |
| 3 | Asst. Settlement Officer (where there is no SO) | Dy. Commissioner | Director | Secretary |
| 4 | Asst. Survey Officer (S) | Settlement Officer | Director | Secretary |
| 5 | Asst. Survey Officer (S) (where there is no SO) | Dy. Director of Survey | Director | Secretary |
| 6 | Assistant | Asst. Settlement Officer | Settlement Officer/ Dy. Director (Admin) | Director |
| 7 | Surveyor-I | Asst. Settlement Officer (S) | Settlement Officer/ Dy. Director of Survey | Director |
| 8 | Cartographer | Asst. Settlement Officer (S) | Settlement Officer/ Dy. Director of Survey | Director |
| 9 | Surveyor | Asst. Settlement Officer (S) | Settlement Officer/ Dy. Director of Survey | Director |
| 10 | UDC | Asst. Settlement Officer | Settlement Officer/ Dy. Director of Survey | Director |
| 11 | LDC | Asst. Settlement Officer | Settlement Officer/ Dy. Director of Survey | Director |

| Sl. No | Designation | Reporting Authority | Reviewing Authority | Accepting Authority |
|--------|-----------------------|--------------------------|---|---------------------|
| 12 | Revenue Inspector | Asst. Settlement Officer | Settlement Officer/ Dy. Director of Survey | Director |
| 13 | Revenue Sub-Inspector | Asst. Settlement Officer | Settlement Officer/ Dy. Director of Survey | Director |
| 14 | Data Entry Operator | Asst. Settlement Officer | Settlement Officer/ Dy. Director of Survey | Director |
| 15 | Revenue Assistant | Asst. Settlement Officer | Settlement Officer/ Dy. Director of Survey | Director |
| 16 | Tracer | Asst. Settlement Officer | Settlement Officer/ Dy. Director of Survey | Director |
| 17 | Revenue Field Worker | Asst. Settlement Officer | Settlement Officer/ Dy. Director of Survey | Director |
| 18 | Group 'D' | Asst. Settlement Officer | Settlement Officer/ Dy. Director of Survey | Director |

Sd/- LALSANGPUII

Adl. Secretary to the Govt. of Mizoram
Deptt. of Personnel & Adve. Reforms
Dated Aizawl, the 18th July, 2014

Memo.No.A.28012/27/2010-P&AR(GSW)

Copy to:

1. Secretary to Governor, Mizoram
2. Principal Secretary to Chief Minister, Mizoram
3. P.S to Speaker/Ministers/Deputy Speaker/Ministers of State, Mizoram
4. P.S to Vice-Chairman, State Planning Board/Govt. Deputy Chief Whip/Parliamentary Secretaries, Mizoram
5. Sr. PPS to Chief Secretary, Mizoram
6. P.S. to all Principal Secretaries/Commissioners/Secretaries/Special Secretaries, Mizoram
7. Secretary, MPSC
8. All Administrative Departments
9. All Heads of Departments
10. Director, Land Revenue & Settlement
11. All Deputy Commissioners
12. Website Manager, DP&AR for uploading on the website
13. Guard File


(LALROHLUA)

Under Secretary to the Govt. of Mizoram
Deptt. of Personnel & Adve. Reforms