

No.A.28011/1/2002-P&AR (GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

OFFICE MEMORANDUM

Dated Aizawl, the 25th May, 2010

Attention of All Administrative Departments and Heads of Departments is invited to the instruction conveyed vide this Department's letter Memo No.A.28011/1/2002-P&AR dt 5.3.2010 and dt 12.4.2010 which introduced Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010 for all Group 'A' officers under Government of Mizoram other than members of Mizoram Engineering Service & other Technical Services.

2. In this context, attention is also invited to Rule 1 (3) of PAR Rules, 2010 to define member of '*other technical services*'. It has been noticed that the format of ACR used by such officers of most technical offices of all departments are more or less similar to the format used by Group 'A' Gazetted Officers belonging to Mizoram Civil Service, Mizoram Judicial Service, Mizoram Secretariat Service and Finance & Accounts Service. There is no technicalities in the format used by such departments to segregate and to categorise them from other Group 'A' officers of other departments.

3. Keeping in view all aspects, the present PAR Rules, 2010 is found suitable and good enough for efficient assessment of performance, character, conduct and qualities of Group 'A' officers vis-à-vis nature and duties of different services, and will be equally applicable to all Group 'A' officers of all departments.

4. It has been decided that PAR Rules, 2010 shall be extended to be applicable to all Group 'A' officers including members of '*other technical services*' **except officers belonging to the Mizoram Engineering Service.**

5. Attention is also invited to Rule 2(j) and (k) of the PAR Rules, 2010 where the 'reporting authority' and 'reviewing authority' in the context of PAR Rules, 2010 are defined. The 'reporting authority' and the 'reviewing authority' as already notified in the Office Memorandum issued by the Political & Cabinet Department vide No.A.28011/1/89-POL dt 20.12.1990 and as modified from time to time shall continue to be the 'reporting authority' and the 'reviewing authority' of the Performance Appraisal Report of each officer until further order.

6. All Administrative Departments/Heads of Departments are requested to bring to the notice of all the officers under them for strict implementation of the above with instruction that PAR Rules, 2010 shall be made applicable prospectively with effect from the reporting period 2009-2010 which is to be initiated after 1st April, 2010.

7. Time-frame for completion of PAR for the current year i.e. 2009-2010 will be as follows:-

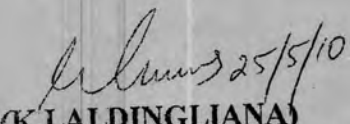
Contd/.....2

Activity	Cut-off dates
Distribution of blank PAR form.	31 st May
Self appraisal for current year	30 th June
Appraisal by reporting authority	31 st July
Appraisal by reviewing authority	31 st August
Appraisal by accepting authority	30 th September
Disclosure to the officer reported upon	15 th August
Comments of the officer reported upon. If any (If none, transmission of the PAR)	31 st August
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	15 th September
Comments of reporting authority	30 th September
Comments of reviewing authority	15 th October
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon.	31 st October
Representation to the Referral Board by the officer reported upon	30 th November
Forwarding of representation to the Referral Board along with the comments of reporting authority / reviewing authority and accepting authority	15 th December
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority	15 th January
Disclosure to the officer reported upon	31 st January
End of entire PAR Process	31 st March

Sd/-LALTHANSANGA
Addl. Secretary to the Govt. of Mizoram
Deptt. of Personnel & Adve. Reforms.

I.D.NO.A.28011/1/2002-P&AR (GSW) : Dated, Aizawl, the 25th May, 2010
Copy to:

1. Secretary to Governor, Mizoram.
2. Secretary to Chief Minister, Mizoram.
3. P.S to Ministers/Speaker, Mizoram.
4. P.S to Minister of State/Dy. Speaker, Mizoram.
5. P.S to all Parliamentary Secretaries, Mizoram.
6. P.S to Vice Chairman, Planning Board, Mizoram.
7. PPS to Chief Secretary, Mizoram.
8. All Administrative Departments.
9. All Heads of Departments.
10. Secretary, Mizoram Public Service Commission, Mizoram.
11. Guard File.


(K. LALDINGLIANA)
Under Secretary to the Govt. of Mizoram
Deptt. of Personnel & Adve. Reforms.