

No.A-28022/3/2025-GSW-DPAR
Government of Mizoram
Department of Personnel & Administrative Reforms
(General Service Wing)

Mizoram Secretariat, MINECO
Aizawl, the 4th August, 2025

OFFICE MEMORANDUM

Subject: Reporting, Reviewing and Accepting authorities for writing of PARs/ACRs of Officers and Staff under Zoram Medical College & Hospital.

The Governor of Mizoram is pleased to order that the Reporting, Reviewing and Accepting Authority of PARs/ACRs in respect of officers and staff under Zoram Medical College & Hospital shall be as follows:

Sl. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Director	Principal Director, H&FW	Secretary	Chief Secretary
2.	Registrar	Director, ZMC	Principal Director, H&FW	Secretary, H&FW
3.	Dean	Director, ZMC	Principal Director, H&FW	Secretary, H&FW
4.	Medical Superintendent	Director, ZMC	Principal Director, H&FW	Secretary, H&FW
5.	Deputy Medical Superintendent	Medical Superintendent, ZMC	Director, ZMC	Secretary, H&FW
6.	Head of Department	Dean	Director, ZMC	Secretary, H&FW
7.	Professor	Head of Department	Dean	Director, ZMC
8.	Associate Professor	Head of Department	Dean	Director, ZMC
9.	Assistant Professor	Head of Department	Dean	Director, ZMC
10.	Senior Resident	Head of Department	Dean	Director, ZMC
11.	Demonstrator	Head of Department	Dean	Director, ZMC
12.	Junior Resident	Head of Department	Medical Superintendent	Director, ZMC
13.	Deputy Director (Administration)	Registrar	Director, ZMC	Principal Director, H&FW
14.	Deputy Director (Finance & Accounts)	Registrar	Director, ZMC	Principal Director, H&FW



15.	Accounts Officer	Deputy Director (Finance & Accounts)	Registrar	Director, ZMC
16.	Superintendent	Deputy Director (Administration)	Registrar	Director, ZMC
17.	Assistant Registrar (Establishment)	Deputy Director (Administration)	Registrar	Director, ZMC
18.	Assistant Registrar (Academic)	Dean	Registrar	Director, ZMC
19.	Assistant Engineer	Deputy Director (Administration)	Registrar	Director, ZMC
20.	Librarian	Dean	Registrar	Director, ZMC
21.	Veterinary Officer	Deputy Director (Administration)	Registrar	Director, ZMC
22.	Biomedical Engineer	Deputy Medical Superintendent	Medical Superintendent	Director, ZMC
23.	Casualty Medical Officer	Deputy Medical Superintendent	Medical Superintendent	Director, ZMC
24.	Medical Officer (Dialysis)	Deputy Medical Superintendent	Medical Superintendent	Director, ZMC
25.	Physicist	Head of Department	Medical Superintendent	Director, ZMC
26.	Clinical Psychologist	Head of Department	Medical Superintendent	Director, ZMC
27.	Nursing Superintendent	Deputy Medical Superintendent	Medical Superintendent	Director, ZMC
28.	Senior Nursing Officer	Nursing Superintendent	Medical Superintendent	Director, ZMC
29.	Nursing Officer	Nursing Superintendent	Medical Superintendent	Director, ZMC
30.	Pharmacist	Deputy Medical Superintendent	Medical Superintendent	Director, ZMC
31.	Technician Group-B & C (including Audiologist, Therapist, Counsellor, Optometrist, Ophthalmic Assistant)	Head of Department	Medical Superintendent	Director, ZMC
32.	Group B & C (Administration)	Superintendent/ Assistant Registrar	Deputy Director (Administration)	Director, ZMC
33.	Group B & C (Accounts)	Deputy Director (Finance & Accounts)	Registrar	Director, ZMC
34.	Group B & C (Academic Cell)	Assistant Registrar (Academic)	Dean	Director, ZMC
35.	Group B & C (Engineering)	Assistant Engineer	Deputy Director (Administration)	Director, ZMC
36.	Group B & C	Librarian	Dean	Director, ZMC

	(Library)			
37.	Group B & C (Academic Department)	Head of Department	Dean	Director, ZMC
38.	Supervisor (Laundry)	Nursing Superintendent	Medical Superintendent	Director, ZMC
39.	Nursing Officer (Posted outside ZMC&H)	Senior Nursing Officer/ Nursing Superintendent of their respective place of posting	Medical Officer/ Medical Superintendent of their respective place of posting	Director, ZMC
40.	Program/Project staff posted at Hospital	Project i/c/ Head of Department	Medical Superintendent	Director, ZMC
41.	Program/Project staff posted at Academic Department	Project i/c/ Head of Department	Dean	Director, ZMC
42.	Group 'D' (Academic Departments)	Head of Department		
43.	Group 'D' (Hospital)	Nursing Superintendent		
44.	All other Group 'D' (except the two mentioned above)	Immediate controlling officer		

Sd/- K. Lalthawmmawia
Commissioner & Secy. to the Govt. of Mizoram

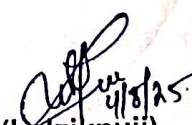
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Dated Aizawl, the 4th August, 2025

Copy to:

1. Secretary to Governor.
2. Commissioner & Secretary to Chief Minister.
3. P.S. to Speaker/Ministers/Deputy Speaker/Leader of Opposition/Ministers of State/Deputy Govt. Chief Whip.
4. Sr. P.P.S. to Chief Secretary.
5. All Administrative Departments.
6. PS to all Principal Secretaries/Commissioners/Secretaries/Special Secretaries.
7. Secretary, MPSC/MIC/SEC/AMC/Lok Ayukta.
8. Commissioner & Secretary, Health & Family Welfare Department.
9. Director, Zoram Medical College & Hospital.
10. Website manager, DP&AR for uploading in the official website.
11. Guard File.


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Under Secretary to the Govt. of Mizoram