

No.A.28011/1/89-POL
GOVERNMENT OF MIZORAM
POLITICAL AND CABINET DEPARTMENT

...
OFFICE MEMORANDUM

Dated Aizawl, the 20th Dec 1990

Subject :- Procedure for maintenance of ACRs of officers and staff-Comprehensive instructions.

In supercession of all other earlier instructions regarding maintenance of ACRs, the Governor of Mizoram is pleased to order that the confidential report of all officers and staff of the Govt. of Mizoram will be initiated, reviewed and accepted by the respective authorities as shown in the enclosed annexure I

2. It has been noted that the present system of writing of Confidential Report has not been uniform. The reports in some cases have been incomplete and even sketchy. In some cases remark had been recorded on the basis of isolated instances instead of the work done during the whole year. The content of the ACR thus offer no real clue to an officers capacity, efficiency or character. From this, it is assumed that either the reporting officers are not sufficiently familiar with the work, conduct of their subordinate officers and staff or they do not care to apply their minds in making a reliable assessment. This state of affairs are bad for the administration and should be rectified. The following general principles are laid down for the guidance of all concerned.

3. General Guidelines for writing of ACRs.

The intention of the Government is that the assessment of an officer's work and his merit should be objective and all officers who are charged with the responsibilities of either Reporting, Reviewing or Accepting of the ACRs should lay proper emphasis on the correct appraisal of the conduct, work and merit of the officers concerned. In order to make the system fully effective, it is essential for the reporting officers to be fully conversant with the quality of work of the officers working under them so that

the assessment made in the ACR is clear and useful. It should be ensured that the impressions are recorded not on the basis of a particular incident, personal likes and dislikes. It has been noticed that sometimes on the basis of information obtained from reliable sources regarding bad reputation of the officers by the Reviewing Officers, entries had to be made on the honesty and integrity of the officers because due to softness of the Reporting officer, or their apathy, these facts were not recorded in the ACR. There should be no hesitation for the Reporting officers in recording their honest opinion based on information at their disposal. It is not the intention of the government that the defect of the officers reported upon whether remediable or irremediable are shielded. If the officer has acquired a general bad reputation as also the good or high reputation this should be stated in the ACR.

It is essential that the reporting officers should take some pains in writing the ACR and that they should make a genuine attempt to convey their appraisal of the works of the officer during the period under report. Laconic and vague remarks such as good, satisfactory, ditto, no comment etc. do not give an indication of the calibre of the officer and should be avoided.

4. Various authority for writing ACRs

In order to minimise the operation of the subconscious element and of conscious or unconscious bias, the confidential report on every employee should contain the assessment by more than one officer (the only exception would be in cases where there is only one level above the officer reported upon). Authority prescribed at various levels are briefly as follows :-

- (a) "Reporting authority" means the authority who was during the period for which the C.R. is written immediately superior to the Officer reported upon or such other authority as specifically empowered in this behalf by the Government as per Annexure-I.

(b) "Reviewing authority" means the authority who is during the period for which the C.R is written immediately superior to the reporting authority or such other authority as specifically empowered in this behalf by the Government as per Annexure -I.

(c) "Accepting authority" means the authority who was during the period for which the C.R is written immediately superior or equal to the reviewing authority or as specifically empowered in this behalf by the Government as per Annexure - I.

5. Confidential Reports :

A confidential report shall be written for each financial year and completed within 2 months of the close of financial year. The ACR should be objective, frank and honest. The ACRs in order to be useful must give a critical analysis of the qualities as well as the faults of the Government servants. It should be possible on the basis of ACRs to judge the calibre of officers as to whether he is good or poor or average in his performance. In fact the manner of writing ACRs would reveal the ability of reporting officer in assessing character, qualities and faults of his subordinates. The ACRs of all AIS officers should be written in triplicate.

With a view to complete all the ACRs in time, all officers reported upon should submit their ACRs after filling up of their self-assessment to the Reporting Officer within one month from the date on which the ACR is due. If an officer fails to submit his self-assessment within the time limit, the reporting authority should initiate the ACR without waiting for such self-assessment from the officer to be reported upon. In such cases an entry in the ACR should also be made that the officer reported upon has failed to comply with the Government's instructions etc.

Similarly, the reporting authority, after initiation should submit the ACRs to the reviewing authority by the 31st of May of the relevant year. In case the reporting authority fails to complete the ACRs in respect of his subordinates within the prescribed time limit, the lapse on his part is to be viewed seriously and an entry made in his ACR that he failed to complete the ACRs of his subordinates in time.

6. Reporting of confidential report :

The primary responsibility of initiating confidential report assessing the performance, character, conduct and qualities of every officer/staff, rests with reporting authority. He will take necessary action in this regard immediately after the close of the financial year.

It may, however be kept in mind that :-

- (a) Confidential reports shall also be written when, either the reporting authority or the officer reported upon relinquishes the charge of the post/ transferred to another post and in such a case it shall be written at the time of the relinquishment of his charge of the post, or immediately thereafter.
- (b) Where more than one confidential report are written on an officer during the calendar year each such report shall indicate the period to which it pertains.
- (c) No confidential report shall be written on an officer unless the reporting authority has seen the performance of the officer at least for 3 months during the period for which the confidential report is to be written.
- (d) Where the reporting authority has not seen, and the reviewing authority has seen, the performance of an officer for at least 3 months during the period for which the confidential report is to be written, the confidential report for any such period shall be written by the reviewing authority, and where, both the reporting authority and the reviewing authority have not seen the performance of any such officer during any such period, the confidential report shall be written by the accepting authority.
- (e) Where the reporting authority, the reviewing authority and the accepting authority have not seen the performance of an officer for at least 3 month during the period for which the report is to be written, and entry to that effect shall be made in the ACR.

- (f) The reporting, reviewing and accepting authority shall not be competent to write a confidential report after he retires/resigns from service.

7. Review of the Confidential Report :

- (a) The confidential report shall be reviewed by the reviewing authority.
- (b) It shall not be competent for the reviewing authority or accepting authority, as the case may be, to review any such confidential report unless he has seen the performance of the officer for at least 3 months during the period for which the report is written.
- (c) Where the report is written by the reviewing authority under 6 (d) above, or where the reviewing authority has not seen, and the accepting authority has seen, the performance of an officer for at least 3 months during the period for which the confidential report is written the ACR shall be recorded/reviewed by the accepting authority.
- ✓(d) The reporting authority, by virtue of his ex-officio appointment cannot function as reviewing authority in respect of the same officer for a particular period. In such a case the report shall be reviewed by the next higher authority.
- (e) The reviewing authority is required to give his comments not only in the assessment made by the reporting authority but also his own original comments on the officer reported upon covering such points as special characteristics of the officer, fitness for promotion, suitability for other type of works etc.
- (f) The Reviewing officer should ensure that incomplete and unsatisfactory reports are sent back to the Reporting officer and in reviewing the remarks made by the reporting officer, takes steps regarding subjective entries by his own impression of the officer reported upon. He should exercise positive and independent check on the remarks of

the Reporting officer and express clearly his agreement and disagreement with these remarks. This is particularly necessary in regard to any adverse remarks.

- (g) Inability or the failure to report properly and objectively and undue delay in submission of the reports in accordance with these instructions will be construed as an adverse trait in Reporting/Reviewing officers themselves and commented upon by their superior officers.

8. Acceptance of confidential report :

- (a) The confidential report, after review, shall be accepted, with such modifications, as may be considered necessary and countersigned, by the accepting authority.
- (b) Where the accepting authority has not seen the performance of an officer for at least 3 months during the period for which the confidential report is written, it will not be necessary for the accepting authority to accept any such report. An entry to this effect shall be made in the confidential report by the reviewing authority.
- (c) As per para 6 and 7, where the accepting authority writes or reviews the confidential report of any officer, it shall not be further necessary to review or accept any such report.

9. Maintenance and custody of confidential report :

A confidential roll shall be maintained in respect of every officer and staff by the concerned Department. The responsibility for ensuring that the annual entries in the confidential report are made and necessary consequent action taken rests with the administrative Department under whose control the officer is working. The ACRs of all Heads of Department and Civil Service Officers (Selection grade) shall be kept in the custody of Political Department and all other ACRs of officers shall be maintained in the Government by the Secretary in the respective Administrative Department. As for Secretariat Officers the ACRs shall be kept in the custody of Secretary, P & AR.

10. Communication of adverse remarks :

It is necessary that every employee should know what his defects are and how he could remove them. This will help the officer in rectifying the defects pointed out by the

reporting officer and will also give him an idea as to what impression he makes on his superior officer. Past experience suggested that it would make for better efficiency and contentment of the Public Services if every Reporting officer realizes that it is his duty not only to make an objective assessment of his subordinate's work and qualities but also to give him at all time necessary advice, guidance and assistance to correct his faults and deficiencies. If the part of the reporting officers duty is performed properly, there should be no difficulty about recording adverse/critical entries which would only refer to defects which had persisted despite the reporting officer's efforts to have them corrected.

All adverse entries in the CR of a Govt. servant should be communicated by the Reviewing officer after they have been seen by the accepting authority, if any. This should be done within one month of the completion of the report or within 3 months from the date on which the report become due. The communication should be in writing and a certificate to that effect should be recorded in the ACR. In the absence of reviewing officer the adverse entry shall be communicated by the reporting or accepting officer. The authority in whose custody the CR of officers/staff are maintained shall :-

- (a) ensure that the ACRs of the officers in service/post are reviewed without undue delay.
- (b) scrutinise the reports as soon as received to see whether the adverse/critical remarks if any, have been communicated to the officers concerned. If it is found that the adverse/critical remarks have not been communicated in any case, he should return the incomplete report bringing it to the notice of the Head of the Deptt./office where the officer was last working during the period under report, requesting for the early return of the report after due compliance.
- (c) Communicate to the officer concerned through the Deptt. in which the officer is serving, the fall in standards, if any in relation to his post performance as revealed through his annual confidential reports.

The question whether a particular remarks recorded in the CR of a Govt. Servant is an adverse remarks or a critical remarks shall be decided by the reviewing authority.

Provided that in the event of any difference of opinion between initiating and reviewing authority as to whether a particular remark is an adverse or a critical one, the opinion of the Govt. in Political Department shall be sought for and opinion so given shall prevail.

11.

While mentioning any faults/defects, the reporting officer should also give an indication to the efforts and reform made by him, by way of guidance, admonition, etc. the result of such efforts.

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In communicating remarks to the officer reported upon the following procedure should be followed :-

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- (a) Where no adverse entry is made in a CR, no comment should be communicated except in cases dealt with in (c) below ;
- (b) Where an adverse entry is made, whether it relates to a remediable or to an irreparable defect (including a reference to the communication of a "Warning" or "displeasure of Govt." or a Reprimand") it should be communicated under orders of, an officer (wherever possible) superior to the one to whom the remarks are communicated. In all these cases the substance of the entire report including what may have been said in praise of the officer should also be communicated; and
- (c) where the report of an officer shows that he had made efforts to remedy or overcome the defects mentioned in the preceding report the fact should be communicated to the officer in a suitable form and a copy of such communication added to the confidential report.

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The object of para (b) and (c) above is to let the officer know that his good qualities as well as his defects have been recognized and that notice has been taken of his improvement, if any, made by him.

- (d) While communicating the adverse/critical remarks to the Govt. servant concerned, the identity of the superior officer making such remarks should not normally be disclosed. However, in a particular case it is considered necessary to disclose the identity of the superior officer, the authority dealing with the representation may at his discretion allow the identity to be communicated.

11. Representation against adverse remarks.

A Government servant may represent to the reviewing authority against the remarks communicated to him within 45 (forty-five) days from the date of communication of such remarks.

The reviewing authority may entertain a representation made beyond the time limit specified above if there is a satisfactory explanation for the delay.

12. Consideration of representation against adverse remarks :

All representations against adverse entries should be decided expeditiously by the competent authority and in any case not later than 45 days from the date of submission of the presentation. The following procedure may be followed in dealing with representation against adverse remarks :-

- (1) All the representations against adverse remarks, should be examined by the reviewing officer, in consultation, if necessary, with the reporting officer and pass Orders;
 - (a) Rejecting the representation, or
 - (b) toning down the remarks, or
 - (c) expunging the remarks.

However, if the adverse remarks are recorded by the reviewing or accepting officer, the representation against such adverse remarks should be examined, as far as possible, by an officer Superior to the officer recording the adverse remarks. He may, however, consult the officer who recorded the adverse remarks before passing necessary orders.

- (2) If the competent authority finds that -
 - (a) the remarks were justified and the representation is frivolous, a note will be made in the confidential report of the Govt. servant that he did not take correction in good spirit;

(b) there is no sufficient ground for interference, the representation should be rejected and the officer informed accordingly;

(c) the remarks should be toned down he will make necessary entry separately, with proper alteration at the appropriate place of the report (on no account will corrections be made in the earlier entries themselves), and

(d) The adverse remarks was inspired by malice or is entirely incorrect or wounded and therefore, deserve expunction, he should score through the remarks paste it over or otherwise obliterate it, and also make a dated entry, under his signature stating that he has done so, under intimation to the concerned head of Deptt. or office. if he himself does not occupy that position.

(3) Representation against "warning" or communication of the "displeasure of the Government or "reprimand" recorded in the ACR of the Govt. servant should be dealt with in accordance with the above procedure unless :-

(a) an opportunity had already been given to the officer concerned to make a representation in the matter relating to the relevant incident or faults and such representation had been duly considered and a decision taken before the "warning" or "reprimand" was administered of the "displeasure" of the Govt. communicated to him or

(b) Where the "warning" "reprimand" etc. has been administered as a result of disciplinary proceedings.

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13. Assessment of Integrity :-

While filling up in the column "Assessment of Integrity" in the Annual Confidential Report and taking further action in cases of doubtful in integrity, the recommendations made by the committee on Prevention of Corruption should be followed. In this connection relevant extract of O.M. No. 51/4/64-Estt(A) of 21/6/65 from the Ministry of Home Affairs is appended as annexure II.

14. Confidential report of Drivers and Group 'D' Staff:

No confidential report for the Drivers and Group 'D' employees need be written. However an assessment report on the performance of such employees should be recorded by the appropriate officer and placed in his personal file along with his service Book duly counter-signed by the next superior officer.

15. Confidential reports on retired and deceased officers and their disposal :

Confidential reports or copies thereof should not be given to a retired officer or anybody who has otherwise relinquished Govt. Service.- However, on request from such a person, there should be no objection to the issue of an objective testimonial based on his work and conduct.

Confidential reports relating to a deceased officer may be destroyed after a period of 2 years from the date of his death and that of a retired Govt. Servant five years after his date of retirement.

16. Confidential report on honorary or part time Officer :

No confidential report need be written for honorary or part time Officers.

17. Forwarding of C.R. on Govt. Servants to Private/ Semi Govt./ autonomous bodies etc. :

Copies of confidential reports on Govt. Servants or even the substances of such reports should not be sent to private bodies in connection with appointment to posts advertised by them or for other purposes.

If a request is received from a Public or Semi-autonomous body controlled by the Govt. only a gist of the relevant reports may normally be supplied. There may, however, be cases in which it is in Govt's own interest that the management of a corporate public enterprise should see the confidential reports in full. In such cases the reports may be shown under the order of the Head of Department/Secretaries.

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18. Propriety of issue of letters of appreciation or note of communication = Documents to be included in the C.R. :

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Propriety of issue of letters of appreciation or note of communications to the Govt. servants should be discouraged. Any outstanding good work done by any official should more appropriately be recorded in the ACRs rather than such letters of appreciation which do not give complete perspective of the employees good and bad qualities. However, the mere fact that a letter of appreciation goes into the confidential report does not give any officer undue advantage in the matter of promotion which goes more by overall and consistently good performance than by occasional and flashes of good work.

The following documents are to be included in the ACR :-

- (i) Letters of appreciation/resolution issued by the Government to an officer, record about any medals, awards etc. awarded to him in recognition of his service.
- (ii) Copy of order imposing on an officer any penalties specified in CCS (CCA) Rules, 1965.
- (iii) Copy of communication addressed to an officer warning him or conveying displeasure or reprimand of the Government to which a reference is made in the confidential report for the relevant period.
- (iv) Copies of certificates regarding training received by an officer.
- (v) Record about any books, articles and other publications as permissible under CCS (Conduct) Rules 1964 brought out by the officer or for the publication of which he may be responsible.

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19. Forms of confidential reports.

The form in which the C.R. are recorded vary from Department to Department. Various types of C.R. forms in use are appended as annexure III.

20. Scrutiny of the confidential reports.

The Secretaries and Head of the Deptt. should scrutinise the ACRs relating to the officers and staff under their control, to see whether they have been written in accordance with these instructions and whether adverse remarks, if any, have been communicated to the officers concerned. If there is any defect in the report, it should be returned to the reviewing officer concerned for rectification.

21. Interpretation :

In case of any doubt to the interpretation of any of the provisions of this O.M. the matter shall be referred to Chief Secretary in the Political Department.

All are requested to bring the instructions to the notice of all officers working under their control for strict compliance.

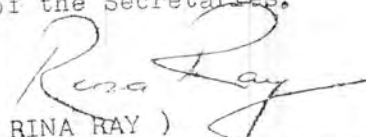
Receipt of this communication may please be acknowledged.

Sd/- F. PAHMUNA
Chief Secretary to the Govt. of Mizoram.

Memo No. A.28011/1/89-POL : Dated Aizawl, the 20th Dec. 1990.

Copy to :-

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Speaker/Dy. Speaker, Mizoram.
4. P.S. to all Ministers, Mizoram.
5. P.S. to Chief Secretary, Mizoram.
6. All Secretaries.
7. All Heads of Department.
8. All Deputy Commissioners in Mizoram.
9. All Departments of the Secretaries.


(RINA RAY)
Secretary to the Govt. of Mizoram.

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A N N E X U R E - 1

1 Designation	2 Reporting authority	3 Reviewing authority	4 Accepting authority
1. Chief Secretary	Chief Minister	Chief Minister	Chief Minister
2. Commissioner/ Secretaries to the Govt./Addl. Secretaries.	Chief Secretary	Minister concerned	Chief Minister
3. Secy. to Governor	Governor	Governor	Governor
4. Secy to C.M.	C.M.	C.M.	C.M.
5. Secy. to Assembly	Speaker	Speaker	Speaker
6. Heads of Deptt.	Secretary concerned	Chief Secy.	Minister concerned
7. Dy. Commissioner (IAS)	Secy. GAD	Chief Secy.	Minister i/c/ Chief Minister
8. -do-(Non-IAS)	-do-	-do-	-do-
9. Jt. Secy to the Govt.	Secy concerned	Chief Secy.	Minister concerned
10. Dy. Secy.	Joint Secy./ Secy.	Secretary/C.S.	C.S./Minister
11. Under Secy.	Dy. Secy.	Jt. Secy./Secy.	Secretary/C.S.
12. SDOs/EAC/SDO(S)	Dy. Commissioner concerned	Secy. GAD/Commr.	Chief Secy.
13. A.D.M.	Dy. Commissioners	-do-	-do-
14. Addl. DC	-do-	-do-	-do-

Note :. 1) If Secy. to Governor, Secy, to C.M. is holding charge of any Govt. Deptt. in addition to his duty, a separate ACR may be initiated as per procedure indicated in sl. 2 above.

2) The Dev. Commr. in his capacity as Secy. Planning & Programme Implementation will send a note after making an independent assessment of the performance of a Head of Deptt., who is not directly under his administrative control, relating to preparation and implementation of Plan Scheme & Projects to the concerned Secy. with a copy to C.S. within one month of the closing of Financial year. The concerned Secy. shall give due consideration & Weightage of such assessment and incorporate the relevant portion in the ACR of the Officer along with his own assessment.

(OM No. A.28011/1/89-POL of 26/4/89)

1	2	3	4	5
	<u>OTHER OFFICERS/(COMMON CATEGORIES)</u>			
15. Jt. Director	Director	Secretary	Chief Secy.	ii
16. Dy. Director	Jt. Director/Dir.	Director/Secy.	Secretary	ii
17. Asst. Director	Dy. Director	Jt. Director	Director	ii
18. Dy. Director (Admn)	Head of Deptt.	Secretary	Secy. (Admn)	ii
19. Supdt. (Sectt)	Under Secy./ Dy. Secy.	Dy. Secy./Jt. Secy.	Jt. Secy/S	ii
20. Supdt. (Head of Deptt.)	Dy. Dir. (Admn)	Jt. Director/ Head of Deptt.	Head of Deptt. Secretary	1
21. H.A., DC's Office	SDO(S)	Addl./D.C.	D.C.	2
22. H.A. of other office (District)	Head of Office	Head of Deptt.	Head of Deptt.	3
23. Asstt/UDC/LDCs Typists of Sectt.	Superintendent	Under Secy/ Dy. Secy.	Dy. Secy. Jt. Secy.	4
24. Asstt/UDC/LDCs Typist working in the Heads of Deptt.	-do-	Dy. Director (Admn)/Jt. Dir.	Head of Deptt.	5
25. AO(G)&(NG)/SDM/ADC	SDO (Civil) concerned	DC. concerned	Secretary Divl. Comm.	6
26. UDCs/LDCs/Typists in DC's offices	H.A.	S.D.O (S)	ADM/DC	
27. UDCs/LDCs/Typists working in other Dist. offices.	H.A.	Head of Office	Jt. Director Head of Deptt.	
28. PSe/Steno/PAs/Steno I	Respective Officer to whom attached.	Exempted	Exempted	

2. AGRICULTURE DEPARTMENT

1. Principal, ITC Hnahthial	Director	Secretary	Chief Secy.
2. Training Organiser, KVK Kolasib.	-do-	-do-	-do-
3. Dist. Agril. Officer	D.C. concerned	Director	Secretary
4. SDAO under Dte.	Jt. Director	-do-	-do-
5. Sub-Div. Agri. Officer.	Dist. Agri. Offr.	-do-	-do-

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No.A.2801 AR (GSW)
GOVERN MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

OFFICE MEMORANDUM

Dated Aizawl, the 21st July, 2010

No.A.28011/1/2005-P&AR (GSW):In partial modification of Govt. O.M.No.A.28011/1/89 POL dt 20.12.1990, the Governor of Mizoram is pleased to order that the Reporting Reviewing & Accepting Authority of PAR of the under-mentioned categories of post under Secretariat Administration shall be as follows:-

Sl. No	Name of post	Reporting Authority	Reviewing Authority	Accepting Authority
1	2	3	4	5
1	Additional Secretary	Secretary	Chief Secretary	Minister concerned
2	Joint Secretary	Additional Secretary/Secretary	Secretary/Chief Secretary	Chief Secretary/Minister concerned
3	Deputy Secretary	Joint Secretary/Additional Secretary	Additional Secretary/Secretary	Secretary/Chief Secretary
4	Under Secretary	Deputy Secretary	Joint Secretary/Additional Secretary	Additional Secretary/Secretary
5	Superintendent	Under Secretary/Deputy Secretary	Deputy Secretary/Joint Secretary	Joint Secretary/Additional Secretary/Secretary/Secretary

This O.M shall be effective from the reporting year 2009-2010.

Note:

Instances may arise where no Deputy Secretary, Joint Secretary or Additional Secretary is/are posted in a Department. In such kind of situation, the officer who is the immediate controlling authority who sees the performance of the officer reported upon shall be the reporting authority of the Performance Appraisal Report. For example, in a Department, where no Deputy Secretary, Joint Secretary or Additional Secretary is posted, the reporting authority of the Under Secretary in this Department shall be the Secretary, the reviewing authority shall be the Chief Secretary and Accepting authority shall be the Minister concerned and so on.

Sd/- LALTHANSANGA
Addl. Secretary to the Government of Miz.

Contd

Memo No.A 28011/1/2005-P&AR (GSW)

Dated Aizawl, the 21st July, 2010

Copy to

1. Secretary to the Governor, Mizoram.
2. Secretary to Chief Minister, Mizoram.
3. P.S to all Ministers/Speaker/MoS/Dy.Speaker, Mizoram.
4. P.S to all Parliamentary Secretaries, Govt. of Mizoram.
5. P.P.S to Chief Secretary, Govt. of Mizoram.
6. All Administrative Departments, Govt. of Mizoram.
7. Secretary, MPSC, Aizawl
8. All Wings of DP & AR.
9. All Heads of Departments.
10. Guard File.

K.Laldingliana 21/7/10
 (K.LALDINGLIANA)

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

OFFICE MEMORANDUM

Dated Aizawl, the 22nd July, 2011

Subject: *Procedure for maintenance of PAR/ACR in respect of Mizoram Houses and District (Deputy Commissioners Offices).*

No.A.28011/1/2004-P&AR(GSW):In partial Modification of Government Office Memorandum No.A.28011/1/89-POL dated 20.12.1990, the Governor of Mizoram is pleased to order that the Reporting, Reviewing and Accepting Authorities of ACRs/PARs of the under mentioned categories of posts under Mizoram Houses and Districts (Deputy Commissioner's Office) shall be as follows:-

1.MIZORAM HOUSES

<i>Sl.No</i>	<i>Designation</i>	<i>Reporting Authority</i>	<i>Reviewing Authority</i>	<i>Accepting Authority</i>
1	Resident Commissioner, New Delhi	Secretary, GAD	Chief Secretary	Minister in charge
2	JRC/DRC/LO, New Delhi	Resident Commissioner	Secretary, GAD	Chief Secretary
3	Dy.L.O./ARC, New Delhi	DRC/JRC	Resident Commissioner	Secretary, GAD
4	Sr.LO/LOs	Secretary, GAD	Chief Secretary	Chief Secretary
5	Dy.L.O.(other than New Delhi)	Sr.L.O/LO	Secretary, GAD	Secretary, GAD
6	Asst./ALO/UDC and all Group 'C' staff	Dy. L.O	JRC/DRC/Sr.LO/LO	Resident Commissioner/Secretary, GAD

2.DISTRICTS (Deputy Commissioners' Offices)

<i>Sl.No</i>	<i>Designation</i>	<i>Reporting Authority</i>	<i>Reviewing Authority</i>	<i>Accepting Authority</i>
1	Deputy Commissioner	Secretary, GAD	Chief Secretary	Minister in charge
2	Addl.D.C	D.C	Secretary, GAD	Chief Secretary
3	SDO(s)/SDC/EAC	D.C concerned	Secretary, GAD	Chief Secretary
4	Superintendent	SDO(S)	Addl.D.C	D.C
5	Assistant	Superintendent	SDO(S)	Addl. D.C
6	UDC/LDC	Superintendent	SDO(S)	Addl.D.C

Sd/-LALHMINGTHANGA

Additional Secretary to the Government of Mizoram.
Deptt. of Personnel & Adve. Reforms.

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