

No.A.12035/21/2025-ARW-DPAR
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(ADMINISTRATIVE REFORMS WING)

Mizoram Secretariat, MINECO
Main Bldg., Basement-2, Room No.081
Aizawl – 796001, Mizoram

Aizawl, the 29th May, 2026

OFFICE MEMORANDUM

Subject: Instructions regarding Engagement of Casual Employees/Workers under the Government of Mizoram.

It has been observed with concern that the practice of engagement of persons on casual basis over prolonged periods can lead to administrative, financial and legal complications, including claims for regularisation, contrary to established principles of public employment. Further, the Government considers it necessary, in the interest of administrative efficiency, financial prudence, manpower rationalisation and adherence to prescribed recruitment procedures, to regulate the engagement of Casual Workers under Government Departments and Offices.

It is also reiterated that manpower requirements of a regular and continuing nature should ordinarily be met through sanctioned posts and prescribed modes of recruitment rather than through casual engagement.

Accordingly, it is hereby directed that engagement of Casual Employees/Workers under the Government of Mizoram shall not be undertaken except in exceptional and unavoidable circumstances. The following instructions shall be strictly observed while submitting proposals for engagement of Casual Workers:

1. Engagement of Casual Workers shall not be resorted to for duties of a regular, perennial, continuous or recurring nature.
2. Casual engagement shall not be used as a substitute for regular recruitment or for engagement on Contract/Provisional Employee basis against sanctioned posts.
3. No proposal for engagement of Casual Workers shall be submitted in cases where sanctioned posts exist.
4. In cases where sanctioned posts exist and manpower requirement is established, Departments shall take necessary action to fill such posts through:

- a. Regular appointment; or
 - b. Contract appointment; or
 - c. Engagement on Provisional Employee basis.
5. Proposals for casual engagement shall be considered only in cases where:
 - a. Sanctioned posts do not exist or have been exhausted; and
 - b. The work is unavoidable and of a temporary, contingent, seasonal, intermittent or time-bound nature.

Provided that even in such cases, outsourcing of manpower through approved and legally permissible procedures shall ordinarily be the first course of action before resorting to engagement of Casual Employees/Workers.
6. All proposals for engagement of Casual Employees/Workers shall be submitted to DP&AR (ARW) with full justification, clearly indicating the duration of engagement and accompanied by a certificate to the effect that:
 - (i) no sanctioned post exists for the work concerned;
 - (ii) the requirement is temporary and unavoidable;
 - (iii) the work cannot reasonably be redistributed amongst existing staff; and
 - (iv) outsourcing has been examined and is not feasible or appropriate in the particular case.
7. Engagement of Casual Employees/ Workers shall be strictly temporary in nature and shall not ordinarily exceed six months under any circumstances.
8. Re-engagement of the same individual for substantially identical duties after expiry of the approved engagement period shall be avoided.
9. Engagement shall automatically cease upon expiry of the approved period or completion of the assigned work, whichever is earlier, without the requirement of a separate notice.
10. Engagement of Casual Workers shall not confer any right or claim for regularisation, absorption, continuation of service, seniority or appointment against any Government post.
11. All Departments shall undertake periodic review of staffing patterns, workload and deployment of existing staff to ensure optimum utilisation of available manpower before proposing any casual engagement.
12. Administrative Departments and Heads of Departments shall be

personally responsible for ensuring strict compliance with these instructions.

13. Any engagement made in contravention of these instructions may render the concerned authority liable for administrative responsibility.

All Administrative Departments and Heads of Departments are requested to ensure strict compliance with these instructions.

Sd/- K. LALTHAWMMAWIA

Commissioner & Secretary to the Govt. of Mizoram
DP&AR

Memo No.A.12035/21/2025-ARW-DPAR :Dated the 29th May, 2026

Copy to:

1. Secretary to the Governor of Mizoram.
2. Commissioner & Secretary to the Chief Minister, Mizoram.
3. P.S. to Speaker / Ministers / Leader of Opposition / Deputy Speaker / Ministers of State / Vice Chairman, State Planning Board / Deputy Govt. Chief Whip.
4. All Members of Legislative Assembly, Mizoram.
5. Sr. P.P.S. to the Chief Secretary, Government of Mizoram.
6. All Administrative Heads of Departments.
7. Secretary, MPSC / MIC / SEC / AMC / Lok Ayukta, Mizoram.
8. All Heads of Departments.
9. All Deputy Commissioners, Mizoram.
10. Website Manager, DP&AR for uploading in the website.
11. Guard file.

(LALMUANKIMA)

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