

**GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)**

.....
OFFICE MEMORANDUM

Dated Aizawl, the 8th January, 2013

Subject: *Procedure for maintenance of Performance Appraisal Report/Annual Confidential Report in respect of officers & Staff under Food, Civil Supplies & Consumer Affairs Department.*

No.A.28012/11/10-P&AR(GSW): : In supersession of Govt. Office Memorandum No.A.28011/11/10-P&AR(GSW) dated 30.08.2011, the Governor of Mizoram is pleased to order that the Reporting, Reviewing and Accepting Authorities of PARs/ACRs in respect of officers and staff under Food, Civil Supplies & Consumer Affairs Department shall be as follows:-

A. DIRECTORATE OFFICE

Sl.No	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	Director	Secretary	Chief Secretary	Chief Minister
2	Addl. Director	Director	Secretary	Chief Secretary
3	Joint Director(Admn)	Director	Secretary	Chief Secretary
4	Deputy Director(Acct)	Joint Director (Admn)	Director	Commissioner/ Secretary
5	Deputy Director (Admn)/(G)	Joint Director(Admn)	Director	Secretary
6	Deputy Director(M)	Joint Director(M)	Director	Secretary
7	Asst. Director	Deputy Director(M)	Joint Director(M)	Director
8	Superintendent(Admn)	Deputy Director (Admn)	Joint Director(Admn)	Director
9	Superintendent(G)	Deputy Director(M)	Joint Director(M)	Director
10	Inspector	Asst. Director(M)	Deputy Director(M)	Director
11	Account Officer	Deputy Director(Acct)	Joint Director(Admn)	Director
12	Supdt. of Account	Account Officer	Deputy Director(Acct)	Director
13	Asst.Supdt. of Account	Account Officer	Deputy Director(Acct)	Director
14	Sub-Inspector	Asst. Director (M)	Joint Director(M)	Director
15	Storekeeper	Asst. Director (M)	Deputy Director(M)	Joint Director(M)
16	Stenographer	Concerned officer	Exempted	Exempted
17	Asst/UDC/LDC/Driver	Superintendent concerned	Deputy Director(Admn)	Joint Director (Admn)
18	J.E	Superintendent(G)	Deputy Director(G)	Director
19	S.A	Superintendent(G)	Deputy Director(G)	Director

Contd/ 2

B. DISTRICT OFFICES

Sl.No	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	DCSO	DC concerned	Director	Secretary
2	Asst. DCSO	DCSO concerned	Joint Director(M)	Director
3	Inspector	Asst.DCSO/DCSO	Joint Director (M)/DCSO	Director
4	Account Officer	DCSO	Addl.Director	Director
5	Supdt. Of Account	DCSO	Joint Director (Admn)	Director
6	Asst. Supdt of Account	DCSO	Joint Director (Admn)	Director
7	Sub-Inspector	DCSO	Joint Director (Admn)	Joint Director(Admn)
8	Storekeeper	Area Inspector	DCSO	Joint Director(M)
9	Assistant	DCSO	Joint Director (Admn)	Director
10	UDC/LDC	HA/DCSO if HA is not posting	Deputy Director(Admn)	Joint Director(Admn)
11	UDC/LDC(Sub-Div)	SDF&CSO	DCSO	Joint Director(Admn)
12	UDC/LDC State Commission/District forum	HA/Supdt	Deputy Director (Admn)	Joint Director(Admn)

Sd/- R. LALREMSANGA


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

Memo No.A.28012/11/10-P&AR(GSW)

: Dated Aizawl, the 8th January, 2013

Copy to:-

- 1) Secretary to Governor, Mizoram.
- 2) Secretary to Chief Minister, Mizoram.
- 3) P.S to all Minister/Speaker/MOS/Deputy Speaker, Mizoram.
- 4) P.S to all Parliamentary Secretaries, Mizoram.
- 5) P.P.S to Chief Secretary, Govt. of Mizoram.
- 6) Secretary, MPSC.
- 7) Secretary, FCS & CA Department.
- 8) Guard File.


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