

No.A.28019/2/2025-GSW-DPAR
Government of Mizoram
Department of Personnel & Administrative Reforms
(General Service Wing)

Mizoram Secretariat, MINECO
Aizawl, the 4th May, 2026

OFFICE MEMORANDUM

Subject: Extension of timeline for the recording of PAR/ACRs for the year 2025-2026 in respect of Group 'A' and 'B' employees under the State Government by the Reporting, Reviewing, and Accepting Authority.

In exercise of the power conferred under Rule 9 of the Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010, and in view of the proposed introduction of e-PARs/ACRs for Group 'B' employees, the timeline for recording of Performance Appraisal Reports/Annual Confidential Reports for the year 2025-2026 in respect of Group 'A' and Group 'B' employees under the Government of Mizoram is hereby extended, in the interest of public service, as indicated below:

Reporting Year (2025-2026)

Activity	Cut-off dates
Blank PAR/ACR form (activation in SPARTAN) to be given to the officer reported upon by the Administration Division / Personnel Deptt, specifying the reporting and reviewing authority	1 st May, 2026
Self-appraisal for current year	31 st May, 2026
Appraisal by reporting authority	30 th June, 2026
Appraisal by reviewing authority	31 st July, 2026
Appraisal by accepting authority	31 st August, 2026
Disclosure to the officer reported upon	15 th September, 2026
Comments of the officer reported upon. If any (If none, transmission of the PAR/ACR)	30 th September, 2026
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 October, 2026
Comments of reporting authority	31 st October, 2026
Comments of reviewing authority	15 th November, 2026
Comments of accepting authority/PAR/ACR to be finalized and disclosed to the officer reported upon.	30 th November, 2026
Representation to the Referral Board by the officer reported upon	31 st December, 2026
Forwarding of representation to the Referral Board along with the comments of reporting authority / reviewing authority and accepting authority	15 th January, 2027
Finalization by Referral Board, if the officer reported upon, represents against the decision of the Accepting Authority	15 th February, 2027
Disclosure to the officer reported upon	28 th February, 2027
End of entire PAR/ACR Process	31 st April, 2027

2. The aforementioned relaxation is being granted as a one-time measure for the PAR/ACR for the year 2025-2026 only.

3. All administrative departments are instructed to effectively communicate these instructions to all subordinate, attached offices under their supervision to ensure compliance.

Sd/- R. Zarzosanga
Commissioner & Secretary to the Govt. of Mizoram

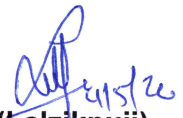
Memo No.A.28019/2/2025-GSW-DPAR

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Aizawl, the 4th May, 2026

Copy to: -

1. Secretary to Governor.
2. Commissioner & Secretary to Chief Minister.
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.
5. Chief Executive Member, MADC/LADC/CADC.
6. Sr. P.P.S to Chief Secretary.
7. All Heads of Administrative Departments.
8. Secretary, MPSC/MIC/SEC/AMC/Lok Ayukta.
9. Chief Informatics Officer, ICT with a request to make necessary arrangement on SPARTAN.
10. All Heads of Departments.
11. All Deputy Commissioners.
12. All wings of DP&AR.
13. Website Manager, DP&AR for uploading in the official website.
14. Guard File.


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Under Secretary to the Govt. of Mizoram