

No.A.12011/2/2024-P&AR(GSW)
Government of Mizoram
Department of Personnel & Administrative Reforms
(General Service Wing)

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

OFFICE MEMORANDUM

Subject: Strict adherence to PAR rules and guidelines and processing of Departmental Promotion Committee (DPC) proposals – Regarding.

The undersigned is directed to state that the existing framework for performance appraisal and promotion within the Mizoram State Government, governed by the Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010 (PAR Rules 2010) and the Departmental Promotion Committee (DPC) instructions issued vide OM No-A.32012/1/2011-P&AR(GSW) dated February 28, 2018, lays down comprehensive guidelines to ensure transparency, objectivity, and fairness in the evaluation of government employees.

2. It has, however, been observed that instances of non-adherence to these established guidelines, particularly concerning the mandatory justification for 'Outstanding' gradings in PARs, continue to occur. An 'Outstanding' grading without the requisite justification note on a separate sheet is to be regarded as an 'Incomplete' PAR. Such omissions not only dilute the merit principle but also pose a risk of avoidable deferment of promotion cases or potential litigation.

3. The following table highlights common derelictions of duty by various authorities in this regard, The enumeration is illustrative and not exhaustive:

Sl. No.	Stake-holder	Specific Rule/OM Provision Breached	Nature of Dereliction
1	Reporting/ Reviewing Authority	PAR Rules 2010 – “Any outstanding grading must be justified by a note on a separate sheet; high credit should ordinarily be limited to 20% of officers.	i)Grants “Outstanding” without recording reasons. ii) Inflates ratings routinely, diluting the merit principle. iii) Fails to attach the prescribed justification sheet, thereby sending an incomplete PAR forward.
2	Accepting Authority	Same rule; Rule requiring disclosure to the officer.	i) Approves an incomplete PAR lacking the justification sheet.

			ii) Allows disclosure to the officer in an abridged form, denying the officer the opportunity to make an informed representation.
3	Cadre-Controlling Authority	Rule placing on it responsibility to track receipt & completeness of PARs	i) Forwards PARs to DP&AR / DPC without verifying the presence of all annexures. ii) Omits follow-up on missing justification notes, despite being custodian of the dossier.
4	Department Preparing Agenda Papers	OM No-A.32012/1/2011-P &AR(GSW) dated 28 Feb 2018 – "Agenda papers shall be complete in all respects."	i) Submits promotion proposals to the MPSC/DPCs with defective PARs, contrary to explicit instructions. ii) Creates risk of avoidable deferment or litigation.
5	Appointing Authority	Same OM – Approval of DPC recommendations	i) Fails to insist on rectification of incomplete records before convening/confirming the DPC. ii) Potentially accepts recommendations based on tainted inputs, weakening the legality of promotions.

4. All Reporting, Reviewing, Accepting, and Cadre-Controlling Authorities are hereby enjoined to strictly adhere to the provisions of the PAR Rules 2010 and the DPC instructions dated February 28, 2018, both in letter and spirit. It is reiterated that:

a) Any PAR receiving an 'Outstanding' grading must be accompanied by a detailed justification note on a separate sheet.

b) Cadre Controlling Authorities shall ensure that no incomplete PARs, particularly those lacking mandatory justifications, are forwarded for further processing. Such PARs shall be returned to the Accepting Authorities for completion, and the reported officer must be duly informed.

c) Departments preparing agenda papers for MPSC/DPCs must ensure that all PARs included in the proposals are complete in all respects, including the necessary justifications for 'Outstanding' gradings.

5. As a one-time measure, an amnesty period of fifteen (15) days from the date of issue of this Office Memorandum is accorded to all Cadre Controlling Authorities to regularize any incomplete PARs for the year 2023–2024 by attaching the requisite justification sheets, wherever necessary.

6. Any further instances of dereliction shall be viewed seriously. Accountability shall be fixed, and appropriate action may be initiated under extant rules against the authority responsible for such lapses.

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

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4. All members of Legislative Assembly.
5. Chief Executive Member, MADC/LADC/CADC
6. Sr. PPS to Chief Secretary.
7. All Heads of Administrative Departments.
8. Secretary, MPSC
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Under Secretary to the Govt. of Mizoram