

No.A.60011/468/2025-GSW-DPAR
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL AND AMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

Aizawl, the 26th February, 2026

OFFICE MEMORANDUM

Subject : Strict adherence to instructions regarding Departmental Promotion Committee (DPC) meetings.

Despite the instructions issued from time to time on convening of Departmental Promotion Committee (DPC) meetings, it has been noticed that certain Departments are still issuing notices for DPC meetings at very short notice, that is, one or two days prior to the meeting, or even on the date of the meeting itself. Such instances indicate that the requisite preparatory work such as assessment of vacancies, regularisation of service particulars, finalisation of agenda papers, etc., has not been completed well in advance. This practice results in avoidable administrative inconvenience to DP&AR in detailing its representatives for the DPC meeting and in scrutinising the agenda papers beforehand.

Accordingly, with a view to obviate such difficulties, all Departments are hereby directed to strictly adhere to the following instructions. In the event of non-compliance, DP & AR shall not be held responsible for any inability to detail officers or representatives to attend the DPC meeting::

1. Agenda papers for promotion, confirmation etc. should be submitted to the Under Secretary of the concerned wing OF DP&AR well in advance and **in any case, not less than 5(five) working days prior to the date of the DPC meeting.**
2. In view of the limited strength of officers in the Department of Personnel and Administrative Reforms (DP&AR), who are also required to attend various Government meetings besides performing their routine official functions, the Under Secretary of the concerned wing of DP&AR may be consulted while scheduling the date and time of the Departmental Promotion Committee (DPC) meeting in order to ensure the availability of representative of DP&AR.
3. The instructions regarding rationalization among various wings of DP&AR for attending Departmental Promotion Committee and Departmental Screening Committee meetings, as issued vide Memo. No.A.45011/1/2016-P&AR(GSW), dt. 16.05.2016 are hereby reiterated for information and strict compliance by all departments.

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| I) | ARW | : | a) MACP
b) Engagement and regularization of Provisional Employees.
c) Engagement and regularization of Contract Employees in respect of posts that falls outside the purview of MPSC
d) Time Bound Promotion Scheme for isolated posts. |
| II) | SSW | : | a) Ministerial Staff
b) Group 'D' (Peon, Chowkidar, etc) other than field/technical staff. |
| III) | GSW | : | a) All other matters not included in the above |

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

Memo No.A 60011/468/2025-GSW-DPAR

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Aizawl, the 26th February, 2026

Copy to:

1. Secretary to Governor.
2. P.S to Chief Minister.
3. P.S to Speaker/Ministers/Leader of Opposition/Deputy Speaker/Ministers of State/Vice Chairman, State Planning Board/Deputy Government Chief Whip.
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.
9. Secretary, AMC/Lok Ayukta/SEC/MIC.
10. All Heads of Departments.
11. All Deputy Commissioners.
12. All Wings of DP&AR.
13. Website Manager, DP&AR for uploading in the Website
14. Guard File.


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Under Secretary to the Govt. of Mizoram