

No. A.28012/46/2021-P&AR (GSW)
Government of Mizoram
Department of Personnel & Administrative Reforms
(General Service Wing)

OFFICE MEMORANDUM

Dated Aizawl, the 2nd May, 2024

Subj : Reporting, Reviewing and Accepting authorities for writing PAR/ACRs of Officers and Staff under Directorate of Commerce & Industries.

The Governor of Mizoram is pleased to order the Reporting, Reviewing and Accepting Authorities of PAR/ACRs in respect of Officers and Staff under Directorate of Commerce & Industries as follows:

A. DIRECTORATE

Sl. No.	Name of post (s)	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Director, Dte. of Commerce & Industries	Secretary, Commerce & Industries Department	Chief Secretary	Minister, Commerce & Industries Department
2.	Additional Director, Dte. of Commerce & Industries	Director, Dte. of Commerce & Industries	Secretary, Commerce & Industries Department	Chief Secretary
3.	Joint Director, Dte. of Commerce & Industries.	Concerned Additional Director, Dte. of Commerce & Industries	Director, Dte. of Commerce & Industries	Secretary, Commerce & Industries Department
4.	Deputy Director (Admin.), Dte. of Commerce & Industries	Joint Director (Admin.), Dte. of Commerce & Industries	Additional Director, Dte. of Commerce & Industries	Director, Dte. of Commerce & Industries
5.	Deputy Director	Concerned Joint Director, Dte. of Commerce & Industries/ Additional Director, Dte. of Commerce & Industries in the event of non-filling up of Joint Director	Concerned Additional Director, Dte. of Commerce & Industries	Director, Dte. of Commerce & Industries
6.	Superintendent, Dte. of Commerce & Industries	Deputy Director (Admin.), Dte. of Commerce & Industries	Joint Director (Admin.), Dte. of Commerce & Industries	Director, Dte. of Commerce & Industries
7.	Assistant Director/Promotion Officer	Concerned Deputy Director, Dte. of Commerce &	Concerned Joint Director, Dte. of Commerce &	Director, Dte. of Commerce & Industries

		Industries/ Joint Director, Dte. of Commerce & Industries in the event of non-filling up of Deputy Director	Industries/ Additional Director, Dte. of Commerce & Industries in the event of non-filling up of Joint Director	
8.	Extension Officer and other Group 'B' & 'C' (Non-Ministerial)	Concerned Assistant Director, Dte. of Commerce & Industries/Deputy Director, Dte. of Commerce & Industries in the event of non-filling up of Assistant Director/concerned District Commerce & Industries Officer in the case of those posted at district offices outside Aizawl	Concerned Deputy Director, Dte. of Commerce & Industries/ Joint Director, Dte. of Commerce & Industries in the case of non-filling up of Joint Director	Concerned Joint Director, Dte. of Commerce & Industries/ Additional Director, Dte. of Commerce & Industries in the event of non-filling up of Joint Director
9.	Group 'B' & 'C' Ministerial	Concerned Superintendent, Dte. of Commerce & Industries	Deputy Director (Admin.), Dte. of Commerce & Industries	Joint Director (Admin.), Dte. of Commerce & Industries

B. DISTRICT OFFICES

Sl. No.	Name of post (s)	Reporting Authority	Reviewing Authority	Accepting Authority
1.	District Commerce & Industries Officer	Concerned Deputy Commissioner	Director, Dte. of Commerce & Industries	Secretary, Commerce & Industries Department
2.	Assistant District Commerce & Industries Officer	Concerned District Commerce & Industries Officer	Joint Director, Dte. of Commerce & Industries (Industrial Development)/ Additional Director, Dte. of Commerce & Industries in the event of non-filling up of Joint Director	Director, Dte. of Commerce & Industries
3.	Group 'B'	Concerned District Commerce & Industries Officer	Concerned District Commerce & Industries Officer	Concerned Additional Director, Dte. of Commerce & Industries/ Director, Dte. of Commerce & Industries in the event of non-filling up of Additional Director

4.	Group 'C'	Concerned Assistant District Commerce & Industries Officer	Concerned District Commerce & Industries Officer	Joint Director (Admin.), Dte. of Commerce & Industries
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Note: Performance Report in respect of all Group 'D' officials shall be written by concerned controlling officer of the office where he served the longest during the period under report.

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

Memo No. A.28012/46/2021-P&AR (GSW)

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Dated Aizawl, the 2nd May, 2024

Copy to :

1. Secretary to Governor.
2. Commissioner & Secretary to Chief Minister.
3. P.S. to Speaker/Ministers/Deputy Speaker/Leader of Opposition/Ministers of State/Deputy Govt. Chief Whip.
4. Sr. P.P.S. to Chief Secretary.
5. All Administrative Departments.
6. PS to all Principal Secretaries/Commissioners/Secretaries/Special Secretaries.
7. Secretary, MPSC/MIC/SEC/AMC/Lok Ayukta.
8. Secretary, Commerce & Industries Department.
9. Director, Directorate of Commerce & Industries.
10. Website manager, DP&AR for uploading in the official website.
11. Guard File.


(H. Lalrinpuia)
Deputy Secretary to the Govt. of Mizoram