

**GENERAL ADMINISTRATION AND CONTROL DEPARTMENT
CHAKMA AUTONOMOUS DISTRICT COUNCIL
KAMALANAGAR**

NO.F.23016/14/2025/CADC (G)/678

Dated Kamalanagar,
the 8th October, 2026.

OFFICE MEMORANDUM

Subject: - Comprehensive instructions on the procedure for the maintenance of Annual Confidential Report (ACR) of CADC employees.

The undersigned is directed to state that instructions regarding the writing, maintenance of Annual Confidential Report (ACR) for CADC employees have been reviewed to ensure greater transparency, objectivity & timely completion. In super-session of all earlier orders/instructions issued on the subject, the revised procedure for writing and maintenance of ACRs/PARs for all categories of officers & staff shall henceforth be governed by the following guidelines: —

2. Authorities for writing Annual Confidential Report: —

- (a) The reports on the staff/Assistants will be written by the Superintendent/Officer of carrying pay level of 10 or 11 in a Department and reviewed by the Head of the Department and accepted by the Executive Secretary.
- (b) The report on the Superintendent or officer equivalent rank in the Department will be written by the Head of the Department in level 11 or 12 or 13 and reviewed by Executive Secretary and accepted by Executive Member i/c. of the Department.
- (c) The report on the Head of Department carrying the pay level of 11 or 12 or 13 will be written by the Executive Secretary, reviewed by Executive Member in-charge of the Department and accepted by the CEM.

3. Format of Confidential Reports and Performance Report:

- (a) The format of Confidential Report/Performance Report shall be prescribed by General Administration & Control Department.
- (b) The format of Confidential Report at Annexure-I shall be applicable to Group 'A' officer in CADC.
- (c) The format of Confidential Report at Annexure-II shall be applicable to Group 'B' officers & staff.
- (d) The format of Confidential Report at Annexure-III shall be applicable to Group 'C' staff.

4. Performance report of Group D Staff:—

No confidential report for Group D employees need to be written. However, an assessment report on the performance of such employees should be recorded by the appropriate officer as per the format at Annexure – IV and placed in his personal file along with his/her Service Book duly countersigned by the Head of Department.

5. Confidential report on official / employees appointed on contract / work charged / Muster Roll / Fixed pay basis: —

Confidential report should also be written in respect of official / employees appointed on contract / work charged basis as per the form prescribed by this Department for officials holding similar post on regular basis. Confidential Report need not be written for employees appointed on MR and Fixed pay basis. However, an assessment report on the performance of such employees should be recorded by the appropriate officer as per the format at Annexure – V duly countersigned by the Head of the Department.

6. Confidential Report on honorary or part time Officer: No Confidential Report need be written for honorary or part time Officials.

7. Performance Report in respect Officials on Study Leave/Training: Performance Reports should be written in respect of Officials who undergo an approved course of study or training as per the form prescribed by this Department at **Annexure-VI**

8. Writing/Reviewing of Annual Confidential Report by a relative:

- a) When the Reporting Authority and the Official reported upon happens to be close relatives, the former should abstain from writing the Annual Confidential Report of the latter and instead, the Reviewing Authority should take on the role of the Reporting Authority.
- b) Similarly, if the Reviewing Authority and the Official reported upon happens to be close relatives, the former should abstain from reviewing the Annual Confidential Report of the latter and instead, the Accepting Authority should take on the role of the Reviewing Authority.

9. Scrutiny of Confidential Reports: - The Heads of the department should scrutinize the Confidential Reports relating to the Officials under their control, to see whatever they have been written in accordance with these instructions and whether adverse remarks, if any, have been communicated to the Officials concerned. If there is any defect in the Confidential Report, it should be returned to the Reviewing Authority concerned for rectification.

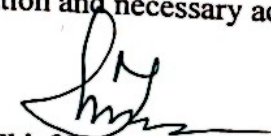
10. All Heads of Departments are requested to bring the instructions to the notice of all officials working under their control for strict compliance.

(—)
Chief Executive Member
Chakma Autonomous District Council
Kamalanagar
Dated Kamalanagar,
the 8th October, 2026.

Memo No.F.23016/14/2025/CADC (G)/678

Copy to:-

1. P/S to CEM/Chairman, CADC, Kamalanagar.
2. P/A to Executive Members/Deputy Chairman/Adviser to CEM/Dy. Chief Whip/Vice-Chairman, Planning & Development Board/President, DSEB, CADC, Kamalanagar.
3. P/A to Executive Secretary, CADC, Kamalanagar.
4. All Heads of Departments, CADC, Kamalanagar for information and necessary action.
5. Guard File.


Chief Executive Member
Chakma Autonomous District Council
Kamalanagar

FORM-I
(See rule-4)

The Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010.

Performance Appraisal Report for the period from _____ to _____

Section I-Basic Information.

(To be filled in by the Administration Division/ Personnel Department)

1. Name of the Officer reported upon: _____
2. Services _____ 3. Year of entry _____ 4. Date of Birth _____
5. Present Grade _____ 6. Present post _____
7. Date of appointment to present post _____
8. Reporting, Reviewing and Accepting Authorities:

	Name & Designation	Period Worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

9. Period of absence on leave, etc.

	Period	Type	Remarks
On Leave(specify type)			
Others(specify)			

10. Training Programs attended

Date from	Date to	Institute	Subject

11. Awards/ Honours

12. Details of Performance Appraisal Reports of Officers not written by the Officer as reporting / reviewing authority for the previous year.

13. Date of filling the property return for year ending December _____

(Note: Unless the officer reported upon submit his property return, his PAR shall not be initiated, reviewed and accepted.

Date: _____

Signature on behalf of _____
Admn/ Personnel Deptt.

Section-II-Self Appraisal

1. **Brief description of duties:**
(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2. **Annual work plan and achievement :**

Tasks to be performed	Deliverables1 (1)	Actual Achievement 2(2)

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or; major systemic improvement (resulting in _____).

1(1) Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

(2) Actual achievement refers to achievement against the specified deliverables in respect of each task. No explanations for divergences are to be given in this table.

Significant benefits to the public and / or reduction in time and costs? If so, please give a verbal description (within 100 words):

4. **What are the factors that hindered your performance?**
5. **Please indicate specific areas in which you feel the need to upgrade your skills through training programs:**

For the current assignment

For your future career

Please Note: You should send an updated CV, including educational qualifications acquired/ training programs attended/publications/ special assignments undertaken, in a prescribed proforma, to the Cadre Controlling Authority, once in 5 years, so that the records available with the Cadre Controlling Authority remain updated.

6. Declaration:

Have you filled your immovable property return, as due. If yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical checkup?	Yes/No	
Have you set the annual work plan for all officers for the Current year, in respect of whom you are the reporting authority?	Yes/No	

7. Whether any order for transfer and posting of the officer was issued by the Government during the period under report.

Yes/No

7. (a) If yes, please indicate order No & date and date of joining at the new place of posting.

Date: _____ **Signature of Reviewing Authority** _____

Section-III-Appraisal

- 1. Please state whether you agree with the responses relating to the accomplishment of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details**
- 2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.**
- 3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.**
- 4. Do you agree with the skill upgraded or needs as identified by the officer?**
- 5. Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population Grades should be assigned on a scale of 1 -10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weight age to this Section will be 40%.

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Accomplishment of planned work			
ii.	Quality of output			
iii.	Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on 'Work Output'				

6. **Assessment of Personal Attributes (on a scale of 1-10 weight age to this Section will be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Attitude to work			
ii.	Sense of responsibility			
iii.	Overall bearing and personality			
iv.	Emotional stability			
v.	Communication skills			
vi.	Moral courage and willingness to take a Professional stand			
vii.	Leadership qualities			
viii.	Capacity to work in time limit			
Overall Grading on Personal Attributes				

7. **Assessment of Functional Competency (on a scale of 1-10 Weight age to this Section will be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Knowledge of laws/rules/ procedures /IT skills and awareness of the local norms in the relevant areas			
ii.	Strategic planning ability			
iii.	Decision making ability			
iv.	Initiative			
v.	Coordination ability			
vi.	Ability to motivate and develop subordinates/work in a team			
Overall Grading on Personal Attributes				

8. **Integrity**

Please comment on the integrity of the officer:

9. **Pen picture by Reporting Officer:** Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

10. Whether any order for transfer and posting of the officer was issued by the Government during the period under report? = Yes/No

(a) If yes, please comment whether the officer complied with the orders in time/ without delay.

(b) If No, reason for not complying with the orders.

11. **Overall grade (on a score of 1-10)** _____

Date : _____ Signature of Reporting Authority _____

Section-IV-Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section-III? Do you agree with the assessment of the reporting officer in respect of extra ordinary achievement sand/or significant failures of the MOS/officer reported upon? *(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial entries).*

Yes/ No.

2. In case of difference of opinion details and reasons for the same may be given.
3. **Pen picture by Reviewing Officer.** Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.
4. Overall grade on a scale of 1-10 _____

Date: _____ Signature of Reviewing Authority _____

Section-V-Acceptance

1. Do you agree with the remarks of the reporting/reviewing authorities?
Yes/No
2. In case of difference of opinion details and reasons for the same may be given.
3. Overall grade (on a score of 1-10) _____

Date : _____ Signature of Accepting Authority _____

FORMAT OF ANNUAL CONFIDENTIAL REPORT FOR GROUP 'B' OFFICERS AND STAFF

SECTION-I

PERSONAL DATA

(To be filled in by the Official reported upon)

Annual Confidential Report from _____ to _____

- 1) Name of Official (in capital letters) : _____
- 2) Present post/grade/rank held : _____
- 3) Date of continuous appointment to the present post : _____
- 4) Date of birth : _____

5) Reporting, Reviewing and Accepting Authorities:

	Name & designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

6) Period of absence on leave, etc:

	Period	Type	Remarks
On leave (specify type)			
Others(specify)			

7) Training programmes attended:

Name of training programme(s)	Period of training	Name of Institute

SECTION-II
SELF APPRAISAL
(To be filled in by the Official reported upon)

1. Brief description of duties and responsibilities(about 100 words):
2. Please specify important targets/objectives/goals that were set for you or set by yourself in order of priority for the reporting period and your achievement against such targets/objectives/goals:

Sl.No.	Targets/Objectives/Goals	Achievements
1)		
2)		
3)		
4)		
5)		
6)		

3. What are the factors that hindered your performance?

4. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and /or reduction in time and costs)? If so, please give a verbal description(*about 100 words*):

5. Please indicate specific areas in which you feel the need to upgrade your skills through training programmes:

Date : _____

Signature of the Official

: _____

Name (in block letters)

: _____

Designation

: _____

SECTION-III
REMARKS OF THE REPORTING AUTHORITY

1. Please state whether you agree with the statement on achievement of targets/ objectives/ goals made in Section-II (Self Appraisal). If not, please furnish factual details:
2. Please comment on the claim (if made) of exceptional contribution by the Official reported upon:
3. Quality of work output (*Please comment on the quality of performance having regard to the standard of work*):
4. Communication Skills (*Please comment on the ability of the Official to communicate with brevity, clarity and accuracy in writing as well as orally*):
5. Attitude to work (*Please comment on the extent of reliability of the Official; his sense of responsibility; the extent to which he is dedicated and willingness to learn*):
6. Initiative (*Please comment on the capacity of the Official in handling normal as well as unforeseen tasks; willingness to shoulder additional responsibilities and new areas of work*):
7. Knowledge of sphere of work (*Please comment on the knowledge of laws/rules/guidelines/procedures/IT skills and awareness of the local norms in the relevant areas*)

8. Relations with fellow employees and the public (*Please comment on the Official's performance in establishing professional relationship with superiors, colleagues and subordinates as well as his capacity to work as a team. Further comment on the Official's accessibility and responsiveness to the public, wherever applicable*):
9. Regularity and punctuality in attendance:
10. Has the Official been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars
11. Please comment on the integrity of the Official reported upon (*In general, the remarks relating to the column on integrity in the Confidential Reports of the Official reported upon shall be made by the Reporting Authority in any one of the options mentioned below:*
- i. *Beyond doubt*
 - ii. *Since the integrity of the Official is doubtful, a secret note is attached*
 - iii. *Not watched the Official's work for sufficient time to for made finite judgement but nothing adverse has been reported to me about the Official*):
12. Pen picture by Reporting Authority (*Please comment (in about 100 words) on the overall qualities of the Official including areas of strengths and lesser strengths and his attitude towards weaker sections*)
13. Overall grading: _____
(Outstanding/Very Good/Good/
Average/Below Average)
(*An Official should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out*)

Date: _____

Signature of Reporting Authority: _____

Name (in block letters) : _____

Designation : _____

SECTION-IV
REMARKS OF THE REVIEWING AUTHORITY

1. Is the Reviewing Authority satisfied that the Reporting Authority has made his report with due care and attention after taking into account all the relevant material?
2. Do you agree with the assessment made by the Reporting Authority in Section-III?
3. In case of differences of opinion, details and reasons for the same may be given.
4. Pen picture by Reviewing Authority (*Please comment (in about 100 words) on the overall qualities of the Official including areas of strengths and lesser strengths and his attitude towards weaker sections*)
5. Overall grading: _____
(Outstanding/Very Good/Good/
Average/Below Average)

(An Official should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Date: _____

Signature of Reviewing Authority: _____

Name (in block letters) : _____

Designation : _____

SECTION-V

REMARKS OF THE ACCEPTING AUTHORITY

1. Do you agree with the remarks of the Reporting/Reviewing authorities?
2. In case of differences of opinion, details and reasons for the same may be given.
3. Overall grading: _____
(Outstanding/Very Good/Good/
Average/Below Average)

(An Official should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Date: _____

Signature of Accepting Authority: _____

Name (in block letters) : _____

Designation : _____

FORMAT OF ANNUAL CONFIDENTIAL REPORT FOR GROUP 'C' OFFICIALS

SECTION-I

PERSONAL DATA

(To be filled in by the Official reported upon)

Annual Confidential Report from _____ to _____

- 1) Name of Official(in capital letters) : _____
- 2) Present post held : _____
- 3) Date of continuous appointment to the present post : _____
- 4) Date of birth : _____
- 5) Reporting, Reviewing and Accepting Authorities:

	Name & designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

- 6) Period of absence on leave, etc:

	Period	Type	Remarks
On leave(specify type)			
Others(specify)			

7) Training programmes attended:

Name of training programme(s)	Period of training	Name of Institute

SECTION-II

SELF APPRAISAL

(To be filled in by the Official reported upon)

1. Brief description of duties and responsibilities (*about 100 words*):

2. Please provide brief resume of work done by you during the reporting period bringing out any special achievements during the period (*about 300 words*):

Date : _____

Signature of the Official

: _____

Name (in block letters)

: _____

Designation

: _____

SECTION-III
REMARKS OF THE REPORTING AUTHORITY

1. Please state whether you agree with the statement made in Section-II (Self Appraisal). If not, please furnish factual details:

2. Quality of work output (*Please comment on the quality of performance having regard to the standard of work*):

3. State of health:

4. General intelligence and keenness to learn:

5. Knowledge of sphere of work (*Please comment on the knowledge of laws/rules/guidelines/procedures/IT skills and awareness of the local norms in the relevant areas*)

6. Relations with fellow employees and the public:
7. Regularity and punctuality in attendance:
8. Amenability to discipline:
9. Has the Official been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars
10. Please comment on the integrity of the Official reported upon (*In general, the remarks relating to the column on integrity in the Confidential Reports of the Official reported upon shall be made by the Reporting Authority in any one of the options mentioned below:*
- i. *Beyond doubt*
 - ii. *Since the integrity of the Official is doubtful, a secret note is attached*
 - iii. *Not watched the Official's work for sufficient time to for made finite judgement but nothing adverse has been reported to me about the Official):*
11. Overall grading: _____
12. (Outstanding/Very Good/Good/
Average/Below Average)

(An Official should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Date: _____

Signature of Reporting Authority: _____

Name (in block letters) : _____

Designation : _____

SECTION-IV
REMARKS OF THE REVIEWING AUTHORITY

1. Is the Reviewing Authority satisfied that the Reporting Authority has made his report with due care and attention after taking into account all the relevant material?

2. Do you agree with the assessment made by the Reporting Authority in Section-III?

3. In case of differences of opinion, details and reasons for the same may be given.

4. Overall grading: _____
5. (Outstanding/Very Good/Good/
Average/Below Average)

(An Official should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Date: _____

Signature of Reviewing Authority: _____

Name (in block letters) : _____

Designation : _____

SECTION-V
REMARKS OF THE ACCEPTING AUTHORITY

1. Do you agree with the remarks of the Reporting/Reviewing authorities?
2. In case of differences of opinion, details and reasons for the same may be given.

3. Overall grading : _____
4. (Outstanding/Very Good/Good/
Average/Below Average)

(An Official should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Date: _____

Signature of Accepting Authority: _____

Name (in block letters) : _____

Designation : _____

PERFORMANCE REPORT OF GROUP 'D'**OFFICIALS SECTION-I****PERSONAL DATA**

(To be filled in by the Official reported upon)

Performance Report for the period from _____ to _____

1)	Name of Official(in capital letters)	
2)	Date of birth	
3)	Date of appointment	
4)	Place of posting	
5)	Period of absence from duty on leave, training, etc during the reporting period	
6)	Educational qualification	
7)	Whether the Official belongs to ST/SC/OBC/General?	

SECTION-II**REMARKS OF THE CONTROLLING OFFICER**

1)	State of health	
2)	Regularity and punctuality in attendance	
3)	Amenability to discipline	
4)	General intelligence and dedication to work	
5)	Relations with fellow employees	
6)	Has the Official been reprimanded for indifferent work or for other reasons during the reporting period? If so, please give brief particulars	

7)	Integrity	
8)	Overall Grading: (Outstanding/Very Good/Good/ Average/Below Average)	

Date: _____

Signature of Controlling Officer: _____

Name (in block letters) : _____

Designation : _____

Annexure-V

PERFORMANCE REPORT OF MUSTER ROLL/FIXED

EMPLOYEES SECTION-I

PERSONAL DATA

(To be filled in by the Official reported upon)

Performance Report for the period from _____ to _____

1)	Name of Official(in capital letters)	
2)	Date of birth	
3)	Date of initial engagement	
4)	Place of posting	
5)	Educational qualification	
6)	Whether the employee belongs to ST/SC/OBC/General?	

SECTION-II

REMARKS OF THE CONTROLLING OFFICER

1)	State of health	
2)	Regularity and punctuality in attendance	
3)	Amenability to discipline	
4)	General intelligence and dedication to work	
5)	Relations with fellow employees	
6)	Has the employee been reprimanded for indifferent work or for other reasons during the reporting period? If so, please give brief particulars	
7)	Integrity	
8)	Overall Grading:(Outstanding/Very Good/ Good/ Average/Below Average)	

Date: _____

Signature of Controlling Officer: _____

Name (in block letters) : _____

Designation : _____

PERFORMANCE REPORT OF OFFICIALS ON STUDY LEAVE/TRAINING

Performance Report for the period from _____ to _____

A. PERSONAL DATA

1)	Name of Official	
2)	Present post held	
3)	Date of appointment to the present post	
4)	Date of birth	
5)	Study Leave/Leave Details	
	a) Course	
	b) Institution	
	c) Duration	
6)	Period of sanctioned leave	
7)	Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)	

B. SELF ASSESSMENT

--

Date:

Signature of the Officer _____

4.

C. ASSESSMENT OF THE HEAD OF INSTITUTION/ COURSE COORDINATOR

Date:

Signature of the Head/Course Coordinator_____

N.B: To be submitted to Cadre Controlling Authority

GENERAL ADMINISTRATION AND CONTROL DEPARTMENT
CHAKMA AUTONOMOUS DISTRICT COUNCIL
KAMALANAGAR.

No.F.23016/14/2025/CADC(G)/688

Dated Kamalanagar, the 9th October, 2026.

OFFICE ORDER

In the interest of public service & pursuant to the decision taken in its meeting of the Executive Committee, CADC held on 29/09/2026, the Executive Committee of Chakma Autonomous District Council is pleased to adopt the following Rules/Guidelines of the Govt. of Mizoram Mutatis Mutandis for implementation in the Chakma Autonomous District Council with immediate effect.

1. The Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010.
2. The Govt. of Mizoram Regularization of Provisional Employees Scheme, 2020.
3. The Guidelines for Engagement of Provisional-Employees under the Govt. of Mizoram notified in the Mizoram Gazette vide Vol-XLIX Issue No.159 Dt.12/03/2020.

(—)

Chief Executive Member
Chakma Autonomous District Council
Kamalanagar.

Memo No.F.23016/14/2025/CADC(G)/688

Dated Kamalanagar, the 9th October, 2026.

Copy to :-

1. PS to CEM/Chairman, CADC, Kamalanagar.
2. PA all EMs/Deputy Chairman/Adviser to CEM/Deputy Chief Whip/Vice-Chairman, Plg./President, DSEB, Kamalanagar.
3. All heads departments, CADC for information.
4. Guard file.



Chief Executive Member
Chakma Autonomous District Council
Kamalanagar.



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NOTIFICATION

No.A.28011/1/2005-P&AR (GSW), the 26th February, 2010. In exercise of the powers conferred by Article 309 of the Constitution of India, the Governor of Mizoram is pleased to make the following rules, namely:-

1. Short title, commencement and application—

- (1) These rules may be called the Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010.
- (2) They shall apply to all Group 'A' officers under the Government of Mizoram including members of Mizoram Judicial Service who are on deputation to the State Government.
- (3) These Rules shall not apply to members of Mizoram Engineering Service and other Technical Services.
- (4) They shall come into force on the date of their publication in the official Gazette.

2. Definitions—In these rules, unless the context otherwise requires:-

- (a) **“accepting authority”** means the authority which supervises the performance of the reviewing authority as may be specifically empowered in this behalf by the Government;
- (b) **“benchmark score”** shall mean the minimum numerical weighted mean score arrived at for overall grading above which an officer shall be regarded as fit for promotion to the next higher grade;
- (c) **“Cadre controlling Department”** is the Administrative Department which issue order of appointment of the officers concerned and which controls the officer in the matter of career advancement, transfer and posting, disciplinary cases, etc.
- (d) **“dossier”** means performance appraisal dossier;
- (e) **“Government”** means the Government of Mizoram.
- (f) **“member of the service”** means a member of service(s) or holding a post to whom these Rules are applicable
- (g) **“Performance appraisal report”** means the performance appraisal report referred to in rules 4 and 5.
- (h) **“Performance appraisal dossier”** means the compilation of the performance appraisal reports written on a member of the Service, referred to in rule 3, and includes such other documents as may be specified by the Govt. of Mizoram by general or special order, in this behalf;

- (i) **“Promotion”** means appointment of a member of the Service to the next higher grade over the one in which he is serving at the relevant time;
 - (j) **“Referral board”** means a board consisting of officers of the Service designated by the Government of Mizoram for cases relating to all officers of the services governed by these rules.
 - (k) **“reporting authority”** means such authority or authorities supervising the performance of the member of the Service reported upon as maybe specifically empowered in this behalf by the Government;
(Note: When the officer reported upon is looking after more than one Department, the Reporting Officer shall obtain a note from the head of the other Department(s) concerned indicating the performance of the officer reported upon in respect of that department and enclose the same with the Performance Appraisal Report)
 - (l) **“reviewing authority”** means such authority or authorities supervising the performance of the reporting authority as may be specifically empowered in this behalf by the Government;
 - (m) **“schedule”** means the Schedule annexed to these rules;
3. **Maintenance and custody of performance appraisal dossier**
 A comprehensive performance appraisal dossier shall be maintained for each member of the Service by the Government in the manner specified under these rules and the performance appraisal dossier shall consist of the documents specified in Schedule 1. The dossier shall be kept in the custody of Secretary of the cadre controlling Department.
4. **Form of the performance appraisal report** (1) The reporting authority shall write the performance appraisal report in such form as may be specified by the Government in Schedule 2 and the officer reported upon and the reporting, reviewing and accepting authority shall ensure that the portions of the forms which are to be filled in by the mure completed by them within the time limit specified in this behalf by the Government.
5. **Performance appraisal reports-**
- (1) A performance appraisal report assessing the performance, character, conduct and qualities of every Govt. servant governed by these rules shall be written for each financial year or as may be specified by the Government in the Schedule.
 Provided that a performance appraisal report may not be written in such cases as may be specified by the Government, by general or special order:
 Provided further that if a performance appraisal report for a financial year is not recorded by 31st December of the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self assessment for the year, if he has submitted his self-assessment on time.
 - (2) Subject to the provisions of sub-rule (4), a performance appraisal report shall also be written when either the reporting or reviewing authority or the member of a Government servant reported upon relinquishes charge of the post, and, in such a case, it shall be written at the time of the relinquishment or ordinarily within one month of such relinquishment.
 - (3) Where more than one performance appraisal reports are written on a Government servant during the course of a financial year each such report shall indicate the period to which it pertains:

Provided that only one report shall be written on a Government servant for a particular period during the course of the financial year and there shall be a single reporting, reviewing and accepting authority at each level of assessment which shall be specified in the channel for writing performance appraisal reports by the concerned Department and in no circumstances more than one person shall write the performance appraisal reports in the capacity of reporting, reviewing or accepting authority for a given period of time:

Provided further that if more than one person of the same superior level supervises the performance of the Government servant, the Government shall identify the person to report or review well in advance of the relevant assessment year.

- (4) Where the reporting authority has not seen, but the reviewing authority has seen the performance of a Government servant for at least three months during the period for which the performance appraisal report is to be written the reviewing authority shall write the performance appraisal report of any such Government servant for any such period.
- (5) Where, both the reporting authority and the reviewing authority have not seen and the accepting authority has seen, as referred to in sub-rule(4), the performance of any such Government servant, the accepting authority shall write the performance appraisal of any such Government servant during such period.
- (6) Where the reporting authority, the reviewing authority and the accepting authority have not seen the performance of a Government servant for at least three months during the period for which the report is to be written, the Government shall make an entry to that effect in the performance appraisal report for any such period.
- (7) Notwithstanding anything contained in sub-rules(1),(2),(4) and (5), it shall not be competent for the reporting authority, the reviewing authority or the accepting authority to write a performance appraisal report after he demits office when he is no longer a Government servant

Explanation- For the purposes of this rule, "Minister" shall not be construed as having demitted the office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the Council of Ministers immediately reconstituted after the previous Council of Ministers of which he was a Minister with the same or a different portfolio provided the Chief Minister, continues in office.

- (8) Unless the officer reported upon submit is property return, his PAR shall not be initiated, reviewed and accepted

6. **Review of the performance appraisal report-**

- (1) The reviewing authority shall record his remarks on the performance appraisal report, within the timeframe specified in the Schedule 2.
- (2) Where the report is written by the reviewing authority under sub-rule (4) of rule 5, or where the reviewing authority has not seen, and the accepting authority has seen, the performance of a Government servant for at least three months during the period for which the performance appraisal report of any such member for any such period within the timeframe specified in the Schedule 2.
- (3) It shall not be competent for the reviewing authority, or the accepting authority, to review any such performance appraisal report unless it has seen the performance of a Government servant for at least three months during the period for which the report has been written, and in every such case an entry to that effect shall be made in the performance appraisal report.
- (4) Notwithstanding anything contained in sub-rules (1) and (2), it shall not be competent for the reviewing authority or the accepting authority to review or accept any such performance appraisal report-

- (a) Where the authority reviewing the performance appraisal report is a Government servant, after one month of this retirement from service, and
- (b) In other cases, after one month of the date on which he demits office.

Explanation- For the purposes fort his rule, “Minister” shall not be construed as having demitted the office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the Council of Ministers immediately reconstituted after the previous Council of Ministers of which he was Minister with the same or a different portfolio provided the Chief Minister continues in office.

7. Acceptance of the Performance Appraisal Report–

- (1) The accepting authority shall within the time frame specified n Schedule2, record his remarks on the performance appraisal report and may accept it, with such modifications as may be considered necessary, and sign the report.
 Provided that where the accepting authority has not seen the performance of any Government servant for at least three months during the period for which the performance appraisal report has been written, it shall not be necessary for the accepting authority to accept any such report and an entry to this effect shall be made in the performance appraisal report.
- (2) Notwithstanding anything contained in sub-rule (1), it shall not be competent for the accepting authority to accept and countersign any such performance report-
 - (a) Where the accepting authority is a Government servant, after one month of this retirement from Government service, and
 - (b) In other cases, one month after the date on which he demits the office.
- (3) When the performance appraisal report is not written or revised. Notwithstanding anything contained in rule 5 or rule 6, where the accepting authority writes or reviews the performance appraisal report of any member of the Service, it shall not be necessary to review or accept any such report.

8. Disclosure of performance appraisal report to the officer reported upon and procedure for representation to the Referral Board –

- (1) The full annual performance appraisal report, including the overall grade and assessment of integrity, shall be disclosed to the officer reported upon after finalization by the accepting authority to enable the officer reported upon to represent his case.
- (2) The officer reported upon may have the option to give his comments on the performance appraisal report in writing to the authority within fifteen days of the receipt of the Performance Appraisal Report.
- (3) The comments shall be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes work output and competency.
- (4) The accepting authority shall within fifteen days of receipt of comments from the officer reported upon forward the same to the reviewing and the reporting authority and call for their views on the comments.
- (5) The reporting authority shall within fifteen days of receipt of comments from the officer reported upon forward his own views on the comments to the reviewing authority failing which it shall be presumed that he has no views thereon..
- (6) The reviewing authority shall forward the comments of the officer reported upon along with the views of the reporting authority and his own views to the accepting authority within fifteen days of receipt of the views of the reporting authority.

- (7) The accepting authority shall consider the comments of the officer reported upon, the views of the reporting authority and the reviewing authority and after due consideration may accept them and modify the performance appraisal report accordingly and the decision and final grading shall be communicated to the officer reported upon within fifteen days of receipt of the views of the reviewing authority.
- (8) (a) In case the officer reported upon chooses to represent against the final assessment conveyed to him according to this procedure, he may represent his case through the accepting authority for a decision by the Referral Board, specified in the Schedule 3, within one month, provided that such representation shall be confined to errors of facts.
(b) The representation of the officer reported upon along with the views of the reporting authority, the reviewing authority and the accepting authority shall be forwarded to the Referral Board on the request of the officer reported upon within a period of fifteen days of receipt of communication.
- (9) (a) The Referral Board shall consider the representation of the officer reported upon in the light of the comments of the reporting authority, the reviewing authority and the accepting authority and confirm or modify the performance appraisal report, including the overall grade and the decision of the Referral Board shall be confined only to errors of facts and the decision of the Referral Board shall be final.
(b) In case an entry or assessment is upgraded or downgraded, reasons for the same shall be recorded in the performance appraisal report.
- (10) The entire performance appraisal report, including the overall grade, shall thereafter be communicated to the officer reported upon which shall conclude the process of assessment and no further representation of any kind shall be entertained thereafter.
9. **General** - The Government may issue instruction, not inconsistent with the provisions of these rules, or as it may consider necessary, with regard to the writing of the performance appraisal reports, the maintenance of the performance appraisal dossier and the effect of the performance appraisal reports on the conditions of service of a member of the Service.

Sd/-

Lalthansanga,

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

SCHEDULE 1**[See rule 3]****Forms for performance Appraisal Report****Documents to be maintained in the Performance Appraisal Dossier**

- (i) A curriculum Vitae to be updated annually on the basis of the performance appraisal reports and a five-yearly Curriculum Vitae update submitted by the officer reported upon
- (ii) The performance appraisal reports earned throughout the career
- (iii) Certificates of training, academic courses attended after joining service, study leave
- (iv) Details of books, articles and other publications made by the officer concerned.
- (v) Appreciation letters from Government or Secretary or Head of Department or special bodies or Commissions.
- (vi) Copy of order imposing any of the penalties specified the CCS (CCA) Rules, 1965 and final result of inquiry into allegations and charges against a Government servant.
- (vii) Warnings or displeasure or reprimands of the Government

SCHEDULE 2**[See rule 4]****Forms for Performance Appraisal Report****Appendix-Performance Appraisal Report Forms and Proforma for Health Check Up**

- **Form I** and general guidelines for filling up the Performance Appraisal Report.
- **Form I (A)** and general guidelines for filling up the Performance Appraisal Report (for Mizoram Police Service only)
- **Form II** Performance Report on study leave/leave for study.
- **Form III** Performance report on training.

SCHEDULE 3**[See rule 2 (j)]****Composition of the Referral Board**

- | | | | |
|-------|---|---|------------------|
| (i) | Chief Secretary, Government of Mizoram. | - | Chairman |
| (ii) | Secretary of the Department concerned | - | Member |
| (iii) | Secretary, DP&AR, Government of Mizoram.- | | Member Secretary |

Note: *The Referral Board may co-opt anyone senior officer to participate in the deliberation of the Board as and when considered necessary.*

FORM-I

(See rule-4)

The Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010.

Performance Appraisal Report for the period from _____ to _____

Section I-Basic Information.

(To be filled in by the Administration Division/ Personnel Department)

1. **Name of the Officer reported upon:** _____
2. **Services** _____ **3. Year of entry** _____ **4. Date of Birth** _____
5. **Present Grade** _____ **6. Present post** _____
7. **Date of appointment to present post** _____
8. **Reporting, Reviewing and Accepting Authorities:**

	Name & Designation	Period Worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

9. **Period of absence on leave, etc.**

	Period	Type	Remarks
On Leave(specify type)			
Others(specify)			

10. **Training Programs attended**

Date from	Date to	Institute	Subject

11. **Awards/ Honours**

12. Details of Performance Appraisal Reports of Officers not written by the Officer as reporting / reviewing authority for the previous year.

- (Note: Unless the officer reported upon submit his property return, his PAR shall not be initiated, reviewed and accepted.)

Signature on behalf of _____
Admn/ Personnel Deptt.

1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

- 2. Annual work plan and achievement :**

[illegible]

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or; major systemic improvement (resulting in _____).

- 1(1) Deliverables refer to quantitative or financial targets or verbal description of expected outputs.
- (2) Actual achievement refers to achievement against the specified deliverables in respect of each task. No explanations for divergences are to be given in this table.

Significant benefits to the public and / or reduction in time and costs? If so, please give a verbal description (within 100 words):

4. **What are the factors that hindered your performance?**
5. **Please indicate specific areas in which you feel the need to upgrade your skills through training programs:**

For the current assignment

For your future career

Please Note: You should send an updated CV, including educational qualifications acquired/ training programs attended/publications/ special assignments undertaken, in a prescribed proforma, to the Cadre Controlling Authority, once in 5 years, so that the records available with the Cadre Controlling Authority remain updated.

6. **Declaration:**

Have you filled your immovable property return, as due. If yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical checkup?	Yes/No	
Have you set the annual work plan for all officers for the Current year, in respect of whom you are the reporting authority?	Yes/No	

7. Whether any order for transfer and posting of the officer was issued by the Government during the period under report.

Yes/No

7. (a) If yes, please indicate order No & date and date of joining at the new place of posting.

Date : _____

Signature of officer reported upon _____

Section–III-Appraisal

1. **Please state whether you agree with the responses relating to the accomplishment of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details**
2. **Please comment on the claim (if made) of exceptional contribution by the officer reported upon.**
3. **Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.**
4. **Do you agree with the skill upgraded or needs as identified by the officer?**
5. **Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population Grades should be assigned on a scale of 1 –10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weight age to this Section will be 40%.

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Accomplishment of planned work			
ii.	Quality of output			
iii.	Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on 'Work Output'				

6. **Assessment of Personal Attributes (on a scale of 1-10 weight age to this Section will be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Attitude to work			
ii.	Sense of responsibility			
iii.	Overall bearing and personality			
iv.	Emotional stability			
v.	Communication skills			
vi.	Moral courage and willingness to take a Professional stand			
vii.	Leadership qualities			
viii.	Capacity to work in time limit			
Overall Grading on Personal Attributes				

7. **Assessment of Functional Competency (on a scale of 1–10 Weight age to this Section will be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Knowledge of laws/rules/ procedures /IT skills and awareness of the local norms in the relevant areas			
ii.	Strategic planning ability			
iii.	Decision making ability			
iv.	Initiative			
v.	Coordination ability			
vi.	Ability to motivate and develop subordinates/work in a team			
Overall Grading on Personal Attributes				

8. **Integrity**
Please comment on the integrity of the officer:
9. **Pen picture by Reporting Officer:** Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.
10. Whether any order for transfer and posting of the officer was issued by the Government during the period under report? = Yes/No
- (a) If yes, please comment whether the officer complied with the orders in time/without delay.
- (b) If No, reason for not complying with the orders.
11. **Overall grade**(on as core of 1–10) _____

Date : _____ **Signature of Reporting Authority** _____

Section–IV–Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section–III? Do you agree with the assessment of the reporting officer in respect of extra ordinary achievement sand/or significant failures of the MOS/officer reported upon?
(*In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial entries*).
Yes/ No.
2. **In case of difference of opinion details and reasons for the same may be given.**
3. **Pen picture by Reviewing Officer.** Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.
4. **Overall grade on a scale of 1–10** _____

Date: _____ **Signature of Reviewing Authority** _____

Section-V-Acceptance

1. **Do you agree with the remarks of the reporting/reviewing authorities?**

Yes/No

2. **In case of difference of opinion details and reasons for the same may be given.**
3. **Overall grade** (on a score of 1–10) _____

Date : _____ **Signature of Accepting Authority** _____

General Guidelines for filling up the PAR form

1. Introduction:

- 1.1 The performance Appraisal Report is an important document. It provides the basic and total inputs for further development of an officer. The officer reported upon, the Reporting Authority, Reviewing Authority and the Accepting Authority should therefore, undertake a duty of filling up the form with a high sense of responsibility.
- 1.2 Performance Appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, The Reviewing Authority and the Accepting Authority should not shy away from Reporting short comings in performance, attitude or overall personality of the officer reported upon.
- 1.3 The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
- 1.4 Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the reporting authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

2. Section-I

- 2.1 This Section should be filled up in the Administration Division/ Personnel Department. Period of report could either be the entire reporting year, namely, from 1st April to 31st March or a part of the year (exceeding 3 months). In case the period of reporting is a full year, it should be indicated accordingly; for example, 2007–2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10th September, 2007- 31st March, 2008.
- 2.2 Information on the present grade (pay scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

- 2.3 In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting and reviewing authorities should be mentioned so that the officer reported upon is clear about whom he / she is required to send the report.
- 2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of a training attended, date of filling of property returns and whether the officer reported upon as reported / review and the annual performance report of all his / her subordinate officers for the previous year should be mentioned in the table for the purpose.
- 2.5 This Section provides for regular annual medical examination. The health check is mandatory for all officers above the age of 40 and may be totally dispensed with officers below the age of 40, except in case of medial incident. A copy of Part 'C' of the health check up report is to be attach to the PAR Form by the Administration / Personnel Department and a copy provided to the member of the service. The format of the health check up is even at Schedule 2.

3. **Section-II**

- 3.1 The officer reported upon is first required to give brief description of his/her duties and responsibilities, which would normally not exceed above 100 words, ideally, this should be in bullet form.
- 3.2 All officers are required to develop a work plan for the year and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year and finalized by 30th April, positively. In case of a change of reporting officer during the year, the work plan agreed with the previous reporting officer with continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of Sept/October as a mid-year exercise and finalized by 31st October. Based on this review the work plan may undergo some changes from that originally prepared.
- 3.3 After the work plan is prepared, it is possible that the officer reported up on is transferred out. There need not be more than one work plan for one post each year. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan. In the case of mid-term transfers, continuity and assessment of work and the lower performance profile in the first quarter should be taken into consideration.
- 3.4 The work plans, duly signed by the officer reported upon and the reporting authority has to be submitted to the reviewing authority for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-à-vis the work plan agreed at the commencement of the year and reviewed mid-year. The officer reported upon is required to fill up the table provided for the purpose in Section – II.
- 3.5 It is not necessary that the work plan should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for secretarial level posts it would consists of policy objectives to be achieved etc.
- 3.6 Section-II also provides an opportunity for the officer to reflect upon his/her performance during the year and indicate one item which he/she thought was a significant contribution even in activities otherwise regarded as routine in nature. Examples of such contribution may be the successful organization of a major event like the Kumbh Mela or successful conclusion of an activity that has been going on for a long time, or even successful dealing of an emergency (e.g. major earthquake/flood) would certainly be an exceptional contribution.
- 3.7 The officer reported upon is required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs. He/she should also mention the specific steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area.

- 3.8** There is an increased emphasis on competency building in the new performance appraisal and career progression system. There would be a premium on competency and skill upgradation. Hence, all officers are advised, through a note in Section-II, to keep the cadre controlling authority informed, at least once in five years, of all educational and training programs attended, including the details of marks/grades in such programs, details of professional papers published. These would be taken into account in the future career progression.
- 3.9** This Section also requires the officer reported upon to record certain certificates about submission of property returns, annual medical checkup and setting up of annual work plan for whom he/she would be the reporting authority.

4. Section–III

- 4.1** Section III requires the reporting authority to comment on Section–II as filled out by the officer reported upon, and specifically state whether he/she agrees the responses relating to the accomplishment. In case of disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.
- 4.2** This Section then requires the reporting authority to comment on the skill upgradation needs as identified by the officer.
- 4.3** Thereafter, this Section requires the reporting authority a numerical grade in respect of the workout-put of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the “quality” of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.
- 4.4** The reporting authority is also required to record a numerical grade in respect of work output, personal attributes and functional competencies.
- 4.5** Section – III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity :
- (i) If the Officer’s integrity is beyond doubt, it may be stated.
 - (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
 - (c) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer’s work for sufficient time to for made finite judgment or that he/she has heard nothing against the officer, as the case may be.
 - (d) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer’s integrity should be certified and an entry made accordingly in the Performance Appraisal report.
 - (e) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
 - (f) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and there after action taken as indicated at (b) and (c) above.

- 4.6** The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.
- 4.7** Finally, there porting authority is required to record an overall grade. This should also be done on a scale of 1 – 10, with 1 referring to the lowest grade and 10 to the highest.
- 5. Section-IV**
- 5.1** This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the workout put or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables.
- 5.2** The reviewing authority is required to record a pen-picture, not exceeding about 100 words, on the overall qualities of the officer reported upon including areas of strengths and lesser strengths and his/her performance including his attitude towards weaker sections and recommendations relating to domain assignment. Finally he/she is required to record and overall grade in the scale of 1 - 10.
- 6. Section-V**
- 6.1** This Section is to be filled by the accepting authority. He/she is required to indicate if he/ she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.
- 7. Numerical Grades**
- 6.2** At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1 – 10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments Grades of 1–2 or 9–10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, reviewing and accepting authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.
- 7.2 Weightage & Mean**
- Weights have been assigned to work output, personal attributes and functional competency. The overall grade will be based on; the addition of the mean value of each group of indicators in proportion to weightage assigned.
- 8. Disclosure**
- 8.1** There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the accepting authority.

Representation:

The officer reported upon may have the option to give his comments on the PAR. Such comments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes, competency and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting/Reviewing/Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only if the officer reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else. The Referral Board shall give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. The decision along with details in case an entry is upgraded or downgraded with, reasons for same maybe recorded in the PAR and the same communicated to the officer reported upon. The decision of the Referral Board shall be final.

9. Schedule for completion of Performance Appraisal Reports.**9.1** The following schedule should be strictly followed:-**Reporting Year–Financial Year**

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

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31st March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the Secretaries of the concerned Department and the Chief Secretary.

- 9.3** Secretary (DP&AR) shall be the Nodal Officer to ensure that the PARs of the members of the Service, duly completed, are sent to the Cadre Controlling Authority by 31st March of the following year. They shall send a list each officer whose PARs are to be written and reviewed to the concerned Reporting / Reviewing / Accepting Authorities by 15th April every year to enable them to ensure completion of PARs within the time-schedule.
- 9.4** If a PAR relating to a financial year is not recorded by the 31st of December of the year in which the financial year ended, no remarks shall be recorded thereafter. The officer will be assessed on the overall record and self-assessment of the year concerned, if he had given his self-assessment in time and the Reporting Authority, Reviewing Authority and the Accepting Authority have not completed the PAR according to the time schedule given in para 9.1.
- 9.5** The officer reported upon shall, while forwarding his self-appraisal to the Reporting Authority, endorse a copy of the self-appraisal, to the nodal officer and keep a record of the same as evidence that he had submitted the same in time.
- 9.6** The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the nodal Authority.
- 9.7** In case the Reporting Authority fails to submit the PAR to the Reviewing Authority within the stipulated period under intimation to the nodal officer, the nodal officer shall send a copy of self-appraisal directly to the Reviewing Authority and authorize him to initiate the PAR. The nodal officer shall also keep a note of the failure of the Reporting Authority to submit the PAR of his subordinate in time for an appropriate entry in the PAR of such Reporting Authorities.

The nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1.

**GUIDELINES FOR REPORTING AUTHORITIES WHICH MAY BE KEPT IN MIND
WHILE AWARDING NUMERICAL GRADINGS :**

1. Officers graded from **8 to 10** will be rated as outstanding and will be given a score of **9** for the purpose of calculating average scores for empanelment/promotion.
2. Officers graded from **6 to 7** will be rated as 'Very good' and will be given a score of **7**.
3. Officers graded from **4 to 5** will be rated as 'good' and given a score of **5**.
4. Officers graded **below 4** will be given a score of zero.

Note (i) High credit should not be given to the officers in a routine manner by the Reporting/Reviewing Authorities and this should be restricted to **20 %** of the officers under their supervisor.
(ii) Any grading more than 8 for each at tribute must be justified by giving reasons in writing in a separate sheet.

Form II
[Seerule4]
The Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010

PERFORMANCE REPORT ON TRAINING

(For the year/period ending _____)

A. PERSONAL DATA

1. Name of the Officer
2. Cadre/year of allotment
3. Date of Birth
4. Present Grade
5. Study Leave/Leave Details
 - a) Course
 - b) Institution
 - c) Duration
6. Period of Sanctioned Leave
7. Details of Degree/Certificate/Diploma and Evaluation obtained during the Period (copies to be enclosed).
8. Date of Filling Annual Property Returns.

B. SELFASSESSMENT

Officer's Signature _____

Date: _____

To be filled induplicate and submitted to Cadre Controlling Authorities.

The Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010

(For the year/period ending _____)

1. Name of the Officer
2. Cadre/year of allotment
3. Date of Birth
4. Present Grade Date
5. Study Leave/Leave Details
 - a) Course
 - b) Institution
 - c) Duration
6. Period of Sanctioned Leave
7. Details of Degree/Certificate/Diploma and Evaluation obtained during the Period (copies to be enclosed).
8. Date of Filing Annual Property Returns.

--

Officer's Signature _____

Date: _____

To be filled induplicate and submitted to Cadre Controlling Authorities.



The Mizoram Gazette

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NOTIFICATION

No. A.12034/55/2020-P&AR (GSW), the 28th September, 2020: In the interest of public service and in supersession of the Government of Mizoram Regularization of Muster Roll Employees Scheme, 2018 notified in the Mizoram Gazette Extra Ordinary issue no. 145 dt. 13.03.2018 except as respect things done or omitted to be done before such supersession, the State Government hereby make the following scheme for regularization/regular appointment of Provisional Employees to regular posts under the Government of Mizoram, namely:-

1. Short title and commencement.-

- 1) This scheme may be called the Government of Mizoram Regularization of Provisional Employees Scheme, 2020
- 2) They shall come into force from the date of their publication in the Official Gazette.

2. Application.-

- 1) This scheme shall apply to all Provisional Employees under the Government of Mizoram who fulfilled all the following conditions:
 - a) Provisional Employees engaged by the appointing authorities against Group 'C' and 'D' posts by issuing an Engagement Card; and
 - b) Provisional Employees engaged with prior approval of the Department of Personnel & Administrative Reforms and Finance Department for engagement under the Revenue Expenditure heads of account of the State Government; and
 - c) Provisional Employees engaged with recommendation of the duly constituted Departmental Promotion Committee in respect of employees engaged on or after 19.02.2014 (i.e. on or after issue of DP&AR OM No.A.32012/1/2013-P&AR(GSW)/Pt dated 19.02.2014) for their initial engagement.
- 2) This scheme shall not apply to the following class of Provisional Employees under the Government of Mizoram:
 - a) Provisional Employees engaged on co-terminus basis; or
 - b) Provisional Employees engaged under Centrally Sponsored Schemes; or
 - c) Provisional Employees engaged against any Scheme-borne posts.

3. Reservation of vacancies for regularization.-

- 1) Thirty five per cent of the vacancies in any Group 'C' or Group 'D' post falling within the direct recruitment quota as per the recruitment rules can be reserved for regularisation/regular appointment of Provisional Employees in a vacancy year.

Note 1: For the purpose of calculation of the quota that can be reserved for regularisation under sub-paragraph (1) above, it is clarified that the reserved quota shall be calculated from the total available vacancies in a particular vacancy year within the direct recruitment quota for that particular category of post/grade as per the relevant recruitment rules in a department.

Note 2: For the purpose of calculation of vacancies reserved for regularization, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy.

Note 3: Vacancies for the purpose of regularization have to be calculated vacancy year wise as per vacancy based roster. Vacancy year, in this context, refers to the period from 1st April of a calendar year to 31st March of the next calendar year.

Note 4: The number of Provisional employees regularized in any Group 'C' or Group 'D' posts falling within the direct recruitment quota on the basis of application of post based roster before 01.04.2020 need not be considered while calculating the vacancies reserved for regularization under this scheme.

- 2) Grouping of posts in departments having comparatively less number of posts for the purpose of calculation of vacancies for regularisation under sub-paragraph (1) is also permissible. In case of Group 'C' post in a department in which there are less than 3 direct recruitment vacancies in a vacancy year, all vacancies in Group 'C' posts in a department may be grouped together and out of the total number of vacancies, 35% reserved quota may be calculated subject to the condition that regularization in any such post should not be more than two. Similarly, in case of Group 'D' post in a department in which there are less than 3 direct recruitment vacancies in a vacancy year, all vacancies in Group 'D' posts in a department may be grouped together and out of the total number of vacancies, 35% reserved quota may be calculated subject to the condition that regularization in any such post should not be more than two.

Note 5: In case of grouping of Group 'C' or Group 'D' posts for the purpose of regularisation as permissible under sub-paragraph (2), regularisation shall be considered for the post in which the Provisional Employees with the longest length of approved service is/are serving in that department provided that there must be vacant post falling within the direct recruitment quota for the post against which candidate(s) is/are to be regularized.

4. Eligibility conditions for regularization.-

A Provisional Employee shall be eligible to be considered for regularization to regular post under this scheme if he fulfills all of the following eligibility conditions:

- a) He/She must be continuously engaged as Provisional Employee for not less than 7 (seven) years in the same post for which he seeks regular appointment/regularization; and
Provided that there is no break between the services rendered as Muster Roll and Provisional-employee in the same sanctioned post, the services rendered as Muster Roll shall be counted as service in Provisional-employee for the purpose of regularization.
- b) He/She must possess the educational and other qualifications for direct recruitment prescribed by the relevant recruitment rules for the corresponding post; and
- c) The performance reports of the Provisional Employee for the last preceding 5 (five) years shall not be below the benchmark prescribed by the Government from time to time.

Note: Relevant recruitment rules to be applied, in this context, is the rules in force at the time of occurrence of vacancy of a post against which the Provisional Employee is to be regularized.

5. Procedure for regularization.-

The procedure to be followed by the Departmental Promotion Committee for consideration of cases for regularization under this scheme shall be as per the instructions/guidelines on the subject matter issued by the Government from time to time.

6. Overage condonation.-

The age of a Provisional Employee, while considering for regular appointment/regularisation, may be condoned by the Government in the respective department if the employee at the time of initial engagement was not overaged as per the age limit prescribed by the Government at the time of initial engagement but overaged as on the date of the meeting of the Departmental Promotion Committee which considered the case for regularization.

7. Pension & other retirement benefits.-

The pension and other retirement benefits of any Provisional Employee regularized under this scheme shall be governed by the relevant Pension Scheme/Rules in force at the time of such regularization.

8. Counting of past service.-

Counting of past service rendered as Provisional Employee in terms of leave, qualifying service for promotion, deputation, pay, pensionary benefits, seniority, etc. shall be governed by the provisions of the rules on counting of past service framed by the State Government from time to time.

9. No right to regularization.-

Notwithstanding anything contained in this scheme, regularization of any Provisional Employee under this scheme cannot be claimed as a matter of right.

Lalrinsanga,

Additional Secretary to the Government of Mizoram



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VOL - XLIX Aizawl, Thursday 12.3.2020 Phalguna 22, S.E. 1941, Issue No. 159

NOTIFICATION

No.A.12034/48/2018-P&AR(GSW), the 4th March, 2020: Whereas the Government of Mizoram have been engaging the services of Muster Roll employees for different categories of posts, with employees performing multiple tasks ranging from field duties to clerical work without definite conditions of service as applicable to the regular employees under the Government.

Whereas the remuneration of Muster Roll employees is generally paid in terms of the wages for Unskilled, Semi-skilled and Skilled labour notified from time to time by Labour, Employment, Skill Development and Entrepreneurship Department although they cannot be regarded technically as “labour” in terms of the various Labour Laws.

Whereas the Government considered it imperative to ascertain the status of the Muster Roll employees since they form a sizeable group under the Government of Mizoram.

Whereas the Government also considered it imperative to ascertain the applicability or otherwise of various rules/welfare schemes to the Muster Roll employees so that benefits which are applicable to them are duly extended to them.

Considering the above factors, the Government constituted a Study Team to examine the terms and conditions of engagement of the Muster Roll employees exhaustively and on the basis of the report of the aforesaid Study Team, the “Guidelines for engagement of Provisional-employees under the Government of Mizoram” is hereby issued which will come into force with immediate effect and until further orders

By order etc.

Lalrinsanga,
Additional Secretary to the Govt. of Mizoram

**GUIDELINES FOR ENGAGEMENT OF PROVISIONAL – EMPLOYEE UNDER THE
GOVERNMENT OF MIZORAM.**

1. DEFINITIONS :

1.01: Provisional-employee : The term “Provisional-employee” means those who are engaged under the Government of Mizoram from time to time as approved by competent Authorities outside the regular employment. The engagement is purely temporary in nature. The existing Muster Roll employees engaged under the Revenue Expenditure head of Account of the State shall be deemed to be “Provisional-employees” with effect from the date of issue of these guidelines.

1.02 : Appropriate Authority : “Appropriate Authority” means the authority specified by Government of Mizoram from time to time.

1.03 : Tenure : The term “tenure” implies the length of engagement of a Provisional-employee.

2. CATEGORIES OF POSTS :

2.01: The categories of Provisional-employees will be the same as that of the corresponding post to which the Provisional-employee is engaged. The concerned authority will merely add the term “Provisional-employee” (PE) immediately after the designated name of post to differentiate such engagement from regular employees.

3. CREATION OF POSTS :

3.01 : There shall not be separate creation of post for Provisional-employee and engagement should be made against vacant Group “C” and Group “D” post of existing regular establishment in a Government Department.

4. RECRUITMENT :

4.01 : Procedure : There shall be a clear cut vacancy of post for engagement of Provisional-employee within the prescribed limit of percentage (%) of Direct Quota as per existing Recruitment Rules.

(a) No engagement of Provisional-employee shall be made except with prior approval of DP&AR and Finance Department, Government of Mizoram. Before submission of the proposal for engagement of Provisional-employee, approval of the concerned Minister should invariably be obtained.

(b) No formal appointment order/notification shall be made while making engagement of Provisional-employee but engagement card/notice in the prescribed form at *Appendix –I* shall be issued.

4.02 : Recruitment Rules :

Separate Recruitment Rules shall not be framed for the sole engagement of Provisional-employee. However, engagement at the initial stage should be in a manner in which regular recruitment is done and in accordance with relevant Recruitment Rules, Guidelines & Instructions towards direct recruitment as notified by Government from time to time.

4.03 : Departmental Promotion Committee :

There shall be no separate Departmental Promotion Committee for engagement of Provisional-employees. The Departmental Promotion Committee shall be similar to the Departmental Promotion Committee for regular establishment as constituted by the Government of Mizoram from time to time.

5. GENERAL CONDITIONS FOR ENGAGEMENT OF PROVISIONAL-EMPLOYEE :

5.01 : Qualifications : The educational and other qualifications for engagement of Provisional-employee shall be as per the provisions in the relevant Recruitment Rules for the corresponding post.

5.02 : Age Limit : The age limit for engagement of Provisional-employee shall be the same as the provisions prescribed by the relevant Recruitment Rules for the corresponding posts and in tune with the notifications/orders issued by the Government from time to time.

Provisional-employee shall be terminated from service on the last date of the month in which he/she attains the age of 60 (sixty) years as notified vide. No. A.36012/1/2005-P&AR(GSW) dated 31.03.2011.

5.03 : Period : The length of engagement will normally be one (1) year subject to extension by appropriate authorities from time to time.

5.04 : Nature of Engagement : The nature of engagement shall ordinarily be of temporary/provisional in nature.

5.05 : Transfer : No Provisional-employee can be transferred/deputed to any outside Agency- Government, Semi-Government or Non-Government. The services of such Provisional-employee is confine to the Department to which he is initially engaged-, but will not cover transfer of duties within the same Department under the same controlling authority.

5.06 : Removal : In an event of failure of a Provisional-employee in performing his official duties or any short-comings in his performances as assessed by the concerned authority after giving an opportunity of being heard, his service may be terminated giving 30 days notice in writing or payment of one month's remuneration in lieu of 30 (thirty) days' notice.

(a) By Competent Authority if he/she is satisfied with medical evidence that the Provisional-employee is medically unfit for further service.

(b) By the Competent Authority if the party of the first part commits any misconduct (including indiscipline, insubordination, negligence of duty or criminal act, etc or of any breach of any of the provision of these presents or of any rules pertaining to the office of the public service in which he/she served.

5.07 : Notice of Resignation : Provisional-employee shall be under obligation to serve 30 days notice of resignation in writing to the authority and the resignation of such Provisional-employee shall be effective on the expiry of 30 days regardless of an acceptance of such resignation.

6. LIMITATIONS OF PROVISIONAL-EMPLOYEE :

6.01. Every Provisional-employee shall be de-barred from being a member of a registered Trade Union which also includes :

(a) Taking part in the formation and activities of registered Trade Union against the Government.

(b) Seeking and holding in any registered Trade Union.

6.02 : No Provisional-employee shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

6.03 : No Provisional-employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in an election to any legislature or local authority.

7. AGREEMENT DEED :

7.01 : No person shall be engaged or continue to be engaged as a Provisional-employee without first signing Deed of Agreement towards acceptance of the guidelines for engagement of Provisional-employee under the Government of Mizoram as per prescribed form at ***Appendix-II***.

8. REMUNERATION :

8.01 : The remuneration of Provisional-employee is to be granted on a monthly basis which will be due on the last working day of each month, if and when the last working day falls on Public Holiday as notified by Government from time to time, the remuneration will be due on the first working day of the immediate next month. The rate of such monthly remuneration is as per the table shown in ***Appendix-III***.

8.02 : Annual increment of pay shall be granted to the Provisional-employees at the rate of 4% of the monthly remuneration (excluding Medical Allowance) which will become due on the 1st January of every calendar year for every completed year of service. Provisional-employees, who are engaged at the first instance, must complete at least 6 (six) months of service in the previous year for grant of annual increment of pay on the 1st January of the next calendar year and services less than 6 (six) months shall be ignored.

8.03 : The level of monthly remuneration shall be determined in accordance with the amount fixed against the corresponding scale of pay in the regular post.

The amount of wages as a Muster Roll employee shall be reckoned as the amount as in a month which has thirty (30) days.

In case, the present wages received by a Muster Roll employee immediately before his/her conversion into a Provisional-employee is more than the amount in the fitment table of the monthly remuneration fixed for his/her corresponding monthly remuneration as a Provisional-employee, the monthly remuneration shall be raised by way of stepping up of his initial monthly remuneration at the rate of 4% till it reach the amount of wages received as a Muster Roll employee. If such stepping up cannot be arrived at the same level, the immediate next amount shall be reckoned as his/her initial monthly remuneration

While determining the gross amount of initial monthly remuneration, Medical Allowance of 4% of the monthly remuneration shall also be reckoned with.

The above stepping up of initial monthly remuneration shall be applicable only to those who are converted into Provisional-employee from a Muster Roll employee.

9. ALLOWANCES :

9.01 : Travelling Allowances/Daily Allowances on Tour : The Provisional-employee will be entitled TA/DA on tour as admissible in a same rate/manner as of the corresponding employee in the regular establishment.

9.02 : Travelling allowances on transfer : The Provisional-employee will be entitled to Travelling Allowance of the prevailing rate notified by Transport Department, Government of Mizoram from time to time at the lowest rate as on Tour.

9.03 : Medical Allowance : The Provisional-employee are entitled to a Medical Allowance at the rate of 4% of monthly remuneration in lieu of Medical facilities available to a regular employee.

10. LEAVE & REST : The Provisional-employees are entitled to the following kinds of leave :

10.01 :Maternity Leave : A female Provisional-employee with less than two surviving children may be granted maternity leave for a period of 26 (twenty six) weeks from the date of its commencement. During the period of such leave against maternity leave, a provisional employee will be entitled to receive remuneration at the same rate which she received immediately before she availed such leave.

For availing the above maternity benefit, a female worker has to actually worked in an establishment for a period not less than twelve months preceding the date of her expected delivery.

For the purpose of calculating twelve months, unpaid absence shall not be counted.

10.02 :Paternity Leave : A male Provisional-employee with less than two surviving children, may be granted Paternity Leave for a period of 7 (seven) days, during the confinement of his wife for childbirth. During the period of leave against Paternity Leave, a male Provisional-employee will be entitled to receive remuneration at the same rate which he received immediately before he availed such leave.

10.03 :Casual Leave : Provisional-employees are also entitled to enjoy four (4) days Casual Leave in a Calendar year with prior approval of concerned Authority in an establishment.

10.03 :Compulsory non-duty : Provisional-employees are to be relieved from their respective duties one day in every month in an establishment where he is serving, the day for such compulsory non-duty shall be with the mutual agreement between the two parties i.e. the Provisional-employee and the competent Authority.

11. REVIEW OF GUIDELINES :

11.01 :These Guidelines may be reviewed as and when required by concerned Authority.

12. INTERPRETATION :

12.01 : In the event of any difficulty arising in the interpretation of these guidelines, the decision of Government shall be final and binding.

13. APPLICATION :

13.01 :The Government of Mizoram Regularization of Muster Roll Employees Scheme, 2018 as amended from time to time shall be applicable to the Provisional-employees for the purpose of their regularization to substantive sanctioned posts.

13.02 :The term “Muster Roll Employees” appearing in any rules/regulations and any other government instrument shall be read as “Provisional-employees”.

14. OVERRIDING EFFECT :

14.01 :In relation to the instructions contained in these guidelines and its implementation, these guidelines shall have effect notwithstanding anything inconsistent therewith in any other instructions/guidelines for the time being in force.

APPENDIX - I**ENGAGEMENT CARD FOR PROVISIONAL-EMPLOYEE**

Engagement Card No: _____

Date: _____

Mr/Mrs/Ms _____ (Date of Birth) _____
 S/o or D/o of _____, House No. _____,
 _____ (Locality), _____ Town/
 Village), _____ (State) is hereby engaged on temporary/provisional basis as
 detailed below:

1. Name of Post: _____
2. Corresponding Pay in the Pay Matrix : _____
3. Monthly Lumpsum Remuneration : Rs _____
4. Period of Engagement : _____
5. Government's Approval No. & Date:
 - (a) DP&AR. _____
 - (b) Finance Department. _____
6. Debit-able Head of Account : _____

(Authorised Signatory with Seal)

APPENDIX-II

AGREEMENT FORM
(For engagement of Provisional-employee)

Article of Agreement made on between Mr/Mrs/Ms of the first part and the Appropriate Authority (herein after called the Appointing Authority on behalf of the Government of Mizoram) of the other part.

Whereas the Government of Mizoram have engaged the party of the first part as (name of the post) had the party of the first part has agreed to serve

the Government on the terms and conditions herein after contained. Now in the presence of the witnesses (two or more) and the parties thereto respectively agrees as follows:-

The party of the first part shall submit to the order of the Government and authorities under whom he may from time to time be placed by the Government and shall remain in the service with effect from

The party of the first part shall be entitled to a remuneration at the rate of Rs...../-pm (all inclusive).

The party of the first part shall devote his/her whole time to his/her duties and at all times abide by the Guidelines on Provisional-employee and wherever required, proceed to any place of duties within the jurisdiction of the Appointing Authority.

The service of a Provisional-employee may be terminated :

1. Automatically at the end of the engagement period unless extended by the Government.
2. By the Competent Authority if he/she is satisfied with medical evidence that the provisional-employee is medically unfit for further service.
3. By giving one (1) month's notice in writing at any time by either of the party as provided in the Guidelines except as provided at Sl. No. 2 above.
4. By the Competent Authority if the party of the first part commits any misconduct (including indiscipline, insubordination, negligence of duty or criminal act, etc) or of any breach of any of the provision of these presents or of any rules pertaining to the office of the public service in which he/she served.

This agreement is subject to the conditions of the Guidelines for engagement of Provisional-employee under the Government of Mizoram Notified vide No. dated

In witness whereof the party of the first part and (Appropriate authority/Appointing authority) to the Government in the Department), Government of Mizoram have thereunto set their hands the day month and year first above written.

.....

.....

(Signed by the first party in the presence of

(Signed by the Appropriate authority/Appointing authority in the presence of

.....)

.....)

1.....
(witness)

2.....
(witness)

APPENDIX-III

PAY STRUCTURE OF PROVISIONAL-EMPLOYEES

Sl No	Post	Level in the Pay Matrix	Initial Pay of Regular Employee (Gross) (Exact Amount)	Proposed monthly remuneration			Final Amount
				Remuneration (50% of Column-4)	Medical Allowance (4% of Column-5)	Total Amount (5+6) (Exact Amount)	
1	2	3	4	5	6	7	8
	GROUP 'C'						
1	All Group 'C' posts carrying a Grade Pay of Rs 2,800 in the Pre-revised Pay.	Level-05 in the Pay Matrix (Rs 29,200-Rs 64,700)	36,864	18,432	739	19,169	Rs 19,170.00
2	All Group 'C' posts carrying a Grade Pay of Rs 2,400 in the Pre-revised Pay.	Level-04 in the Pay Matrix (Rs 25,500-Rs 56,800)	32,535	16,268	651	16,919	Rs 16,920.00
3	All Group 'C' posts carrying a Grade Pay of Rs 2,000 in the Pre-revised Pay.	Level-03 in the Pay Matrix (Rs 21,700-Rs 48,500)	28,089	14,045	562	14,607	Rs 14,610.00
4	All Group 'C' posts carrying a Grade Pay of Rs 1,900 in the Pre-revised Pay.	Level-02 in the Pay Matrix (Rs 19,900-Rs 44,400)	25,983	12,992	511	13,512	Rs 13,520.00
5	All Group 'C' posts carrying a Grade Pay of Rs 1,800 in the Pre-revised Pay.	Level-1A in the Pay Matrix (Rs 18,000-Rs 39,900)	23,760	11,880	475	12,355	Rs 12,360.00
	GROUP 'D'						
1	All Group 'D' posts carrying a Grade Pay of Rs 1,650 in the Pre-revised Pay.	Level-01 in the Pay Matrix (Rs 17,400-Rs 38,600)	23,058	11,529	461	11,990	Rs 11,990.00