

No.A.12018/5/2009-P&AR(ARW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
‘ADMINISTRATIVE REFORMS WING’

Dated Aizawl, the 17th September, 2010

OFFICE MEMORANDUM

**Subject : Guidelines for submission of proposal for creation of new posts/
filling up of vacant posts.**

Attention of all Administrative/Heads of Departments is hereby drawn that the proposals for new creation of posts or filling up of vacant posts submitted by some departments to this Department and Finance Department for approval/concurrence were found vague causing undue delays in the disposal of the cases as the files had to be sent back to the Department concerned seeking more clarifications on the proposal. Therefore, in order to expedite the disposal of cases, all Administrative/Heads of Departments are hereby instructed to keep in mind the following points while submitting proposals for creation or filling up of vacant posts :-

1. There shall be approval of the concerned Ministers on all proposals for new creation of posts or filling up of vacant posts.
2. The proposed mode of recruitment for such proposals eg. direct/promotion/deputation/conversion of post/amalgamation/re-designation etc. should clearly be mentioned.
3. The Budgetary Provisions as well as the fund position eg. Plan/Non-Plan/CSS, Detailed Head of Accounts etc. on such proposals should also be clearly mentioned.
4. There shall be genuine justifications for new creation or filling up of vacant posts.
5. The existing scale of pay in case of proposal for filling up of vacant posts and the proposed scale of pay for new creation of posts should also be clearly mentioned.
6. Any proposal should also be supported by the following documents :-
 - a) Existing Recruitment Rules/Service Rules, if any.
 - b) Roster maintained in the Department.
 - c) Statement showing Organisation Chart of the Department.
 - d) Statement showing place of deployment of the existing staff and the proposed places of deployment of the proposed posts.

- e) In case of Educational/Training Institution –
 - i) No. of existing staff (both Teaching and Non-Teaching separately)
 - ii) No. of existing or average enrolment of Students/Trainees with seasonal calendars, if any.
 - iii) No. of classes/section
 - iv) No. of class taken by each Teacher/Lecturer per day.
 - v) Norms/Rules Governing the Institutions.
- f) Post creation order in the case of proposal for filling up of vacant posts.

Sd/- LALTHANSANGA
Addl. Secretary to the Govt. of Mizoram

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Copy to :

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Speaker/Ministers/Dy. Speaker/Minister of State/Parliamentary Secretaries, Govt. of Mizoram.
4. P.P.S. to Chief Secretary, Govt. of Mizoram.
5. All Administrative Departments, Govt. of Mizoram.
6. All Heads of Department, Govt. of Mizoram.
7. Guard File.

(K.VANLALRAWNI)
Under Secretary to the Govt. of Mizoram