

**No. A.11011/6/2006-P&AR (ARW)**  
**GOVERNMENT OF MIZORAM**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**  
**(ADMINISTRATIVE REFORMS WING)**

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New Secretariat Complex  
Basement - 2, Room No.081  
Aizawl - 796001, Mizoram  
Aizawl, the 7<sup>th</sup> May, 2018

**OFFICE MEMORANDUM**

**Subject: Adherence to Model Calendar and its related matters.**

Attention of all concerned authorities is invited to the Department of Personnel & Administrative Reforms Office Memorandum No. A. 32012/1/2011-P&AR (GSW) dated 28.02.2018 containing comprehensive instructions on the procedure to be followed by Departmental Promotion Committee (DPC). These instructions *inter alia* prescribe Model Calendar for DPC in order to ensure that DPC's are convened in advance and approved select panels for promotion are prepared well in advance before commencement of the relevant vacancy year as per time schedule prescribed therein. All Departments are instructed to ensure adherence to the Model Calendar which has been devised as a systemic improvement measure.

Hence, to achieve the desired objectives, all cases of promotion - regular and anticipated, requiring approval of DP&AR (ARW) should reach DP&AR (ARW) latest by 31<sup>st</sup> August of the year preceding the vacancy year in accordance with the check list listed below:

1. Proposal should be submitted in file
2. Prior approval of the concerned Minister should be obtained.
3. Gazette copy of notified Service Rules/ Recruitment Rules should be enclosed.
4. Roster of the proposed post duly certified by competent authority should be enclosed.
5. Final Inter-se-Seniority list of the feeder grade should be enclosed.
6. List and details including date of birth of eligible candidates duly certified by competent authority should be enclosed.
7. Documents showing eligibility for promotion as prescribed by Recruitment Rules/ Service Rules should be enclosed.

All Administrative heads of departments are requested to give wide circulation to their subordinate offices and to ensure strict compliance with the prescribed time schedule.

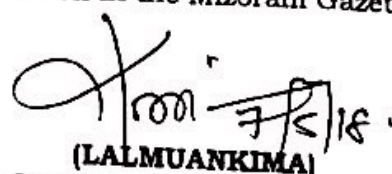
This Office Memorandum supersedes Office Memorandum No. B. 11013/3/05-P&AR (ARW) dated 11.04.2012.

**Sd/- ARVIND RAY**

Chief Secretary to the Govt. of Mizoram  
Aizawl, the 7<sup>th</sup> May 2018

Memo No. A.11011/6/2006-P&AR (ARW)  
Copy to:-

1. Secretary to the Governor, Mizoram
2. Principal Secretary to the Chief Minister, Mizoram
3. P.S to the Speaker/Ministers/Dy. Speaker/Ministers of State, Mizoram.
4. Sr. PPS to Chief Secretary, Govt. of Mizoram
5. P.S to all Principal Secretaries/Commissioners/ Secretaries/Special Secretaries
6. All Administrative Heads of Department.
7. Controller, P&S with 5(five) spare copies for publication in the Mizoram Gazette.
8. Web Manager, DP&AR
9. Guard file.

  
(LALMUANKIMA)

Under Secretary to the Govt. of Mizoram  
DP&AR (ARW)  
Phone No. 0389-2336024