

No.A-12032/2/2019-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

OFFICE MEMORANDUM

Mizoram Secretariat, Aizawl
the 14th June, 2019

SUBJECT: Comprehensive instructions on the procedure to be followed by Departmental Promotion Committee in matters relating to regularisation and issues connected thereto

In supersession of this Department's OM No.A.32012/1/07-P&AR(ARW)/Pt dated 30.10.2012, the following instructions on the procedure to be followed by Departmental Promotion Committee (DPC) under the Government of Mizoram including Mizoram Public Service Commission and other autonomous/statutory bodies/attached offices etc. in matters relating to "regularisation" of Contract, Muster Roll, Work-charged and other ad hoc/officiating employees to substantive sanctioned posts are hereby issued which will come into force with immediate effect.

- 2. REGULARISATION:** "Regularisation" in this context essentially implies regular appointment of employees engaged on Contract/Muster Roll/Work-charged or any other ad hoc/officiating basis to a substantive sanctioned post with prospective effect on the basis of recommendation of the relevant Departmental Promotion Committee.
- 3. FUNCTION OF DEPARTMENTAL PROMOTION COMMITTEE:**
 - a) The main function of a Departmental Promotion Committee is to assess the suitability of candidates for regularisation to substantive sanctioned posts in an objective and impartial manner in accordance with the eligibility criteria as prescribed in the respective Recruitment Rules/Service Rules.
 - b) The scope of functions of the Departmental Promotion Committee, however, neither extend to relaxing the eligibility criteria prescribed in the respective Recruitment Rules/Service Rules unless the power to relax the eligibility criteria is conferred upon the Departmental Promotion Committee by the respective Recruitment Rules/Service Rules nor make any recommendation in anticipation of relaxation of rules by the Competent Authority except condonation of overage of the employees at the time of meeting of the DPC but who are otherwise eligible in terms of age limit on the date of initial engagement which is permissible as per the Regularisation Schemes for Contract, Muster Roll and Work-charged employees.

4. COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEE:

- a) The composition of Departmental Promotion Committee for assessing the suitability of employees for regularisation to substantive sanctioned posts for such posts wherein consultation with the Mizoram Public Service Commission is necessary for the purpose of direct recruitment as per Regulation 3 of the Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended from time to time shall be the Mizoram Public Service Commission itself. The MPSC can associate a representative of the Department concerned not below the rank of Deputy Secretary to the Government of Mizoram in the meetings of the Departmental Promotion Committee.
- b) The composition of Departmental Promotion Committee for assessing the suitability of employees for regularisation to substantive sanctioned post for such posts which does not require consultation with the Mizoram Public Service Commission for the purpose of direct recruitment as per Regulation 3 of the Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended shall be the Departmental Promotion Committee as constituted by the Government from time to time.

4. FREQUENCY OF MEETING OF DEPARTMENTAL PROMOTION COMMITTEE:

- a) The Departmental Promotion Committee should be convened at regular annual intervals (twice in a year, if necessary) to draw up Select List, which could be utilised for making regularisations against the vacancies occurring during the course of a year. For this purpose, it is essential for the concerned Appointing Authorities to initiate action to fill up the existing as well as anticipated vacancies falling within the quota reserved for regularisation well in advance by obtaining approval/concurrence of the concerned Departments and preparing agenda papers complete in all respects for placing before the Departmental Promotion Committee.
- b) The Model Calendar for Departmental Promotion Committee for the purpose of regularisation is hereby drawn up as follows for compliance by all Departments under the Government of Mizoram, taking the year 2020-21 as an example, with two meetings of the Departmental Promotion Committee, if necessary, in a year:

Events	Cut off dates/period
First Meeting of the Departmental Promotion Committee	
Year of the meeting of the Departmental Promotion Committee	2020-21
Calculation of vacancies to be filled by regularisation during the year	1 st – 30 th April, 2020

a) Completion of ACRs/PARs b) Finalisation of seniority list c) Obtaining approval of DP&AR (ARW) for filling up of posts by regularisation and concurrence of Finance Department (E), if required d) Obtaining Vigilance Clearance/Integrity Certificate e) Penalty position, if any, of the employees in the zone of consideration f) Preparation of agenda papers complete in all respects	Before 31 st May, 2020
Last date for sending agenda papers complete in all respects to DP&AR for cases which come under the purview of Mizoram Public Service Commission <i>(Every effort should be made to send the agenda papers to DP&AR as soon as possible without waiting for the last date)</i>	31 st July, 2020
Last date for sending agenda papers complete in all respects to the Chairman of the DPC for cases which are outside the purview of Mizoram Public Service Commission <i>(Every effort should be made to send the agenda papers to the Chairman of DPC as soon as possible without waiting for the last date)</i>	31 st July, 2020
Period for sitting of the Departmental Promotion Committee/Mizoram Public Service Commission	1 st July – 30 th September, 2020
Obtaining approval of the Competent Authority on receipt of recommendation from the DPC/MPSC	Before 15 th October, 2020
Second Meeting of the Departmental Promotion Committee, if required	
Year of the meeting of the Departmental Promotion Committee	2020-21
Calculation of vacancies to be filled by regularisation during the year	1 st – 31 st October, 2020
a) Completion of ACRs/PARs a) Finalisation of seniority list b) Obtaining approval of DP&AR (ARW) for filling up of posts by regularisation and	Before 30 th November, 2020

concurrence of Finance Department (E), if required c) Obtaining Vigilance Clearance/Integrity Certificate d) Penalty position, if any, of the employees in the zone of consideration e) Preparation of agenda papers complete in all respects	
Last date for sending agenda papers complete in all respects to DP&AR for cases which come under the purview of Mizoram Public Service Commission <i>(Every effort should be made to send the agenda papers to DP&AR as soon as possible without waiting for the last date)</i>	31 st January, 2021
Last date for sending agenda papers complete in all respects to the Chairman of the DPC for cases which are outside the purview of Mizoram Public Service Commission <i>(Every effort should be made to send the agenda papers to the Chairman of DPC as soon as possible without waiting for the last date)</i>	31 st January, 2021
Period for sitting of the Departmental Promotion Committee/Mizoram Public Service Commission	1 st January – 31 st March, 2021
Obtaining approval of the Competent Authority on receipt of recommendation from the DPC/MPSC	Before 15 th April, 2021
NOTES: Dates/periods suggested in the Model Calendar for DPC put no bar on earlier completion of the event. In fact, every effort should be made for taking speedy action in the matter without waiting for the last date or completion of the period as suggested in the Model Calendar for DPC.	

5. **RECRUITMENT RULES/SERVICE RULES IN FORCE AT THE TIME OF OCCURRENCE OF VACANCY TO BE APPLIED:** Holding of Departmental Promotion Committee meetings for the purpose of regularisation need not be delayed or postponed on the ground that Recruitment Rules/Service Rules for a post are being reviewed/amended. Regularisation of Contract, Muster Roll, Work-charged and any other ad hoc/officiating employees should be considered in accordance with the relevant Recruitment Rules/Service Rules in force on the date of occurrence of vacancy of a duly sanctioned post against which the employee is to be regularised unless rules made

subsequently have been given retrospective effect. Since amendments to recruitment rules normally have only prospective application, the vacancies should be filled as per the Recruitment Rules/Service Rules in force as on the date of occurrence of vacancy.

6. DETERMINATION OF VACANCIES:

- a) For preparation of a Select List, Departments may calculate the vacancies on financial year wise for reporting to the Departmental Promotion Committee.
- b) The number of vacancies in respect of which a Select List for regularisation is to be prepared by a Departmental Promotion Committee should be estimated as accurately as possible. For this purpose, the vacancies to be taken into account should necessarily be clear vacancies arising within the direct recruitment quota in a post/grade due to retirement, resignation, death, regular long term promotion or from creation of additional posts.
- c) The vacancies for regularisation of Contract and Muster Roll employees should also conform to the respective quota reserved for regularisation within the direct recruitment quota as per the respective Regularisation Schemes unless the quota prescribed by the Schemes are relaxed as a special case by the Competent Authority.

7. PAPERS TO BE PLACED FOR CONSIDERATION OF DEPARTMENTAL PROMOTION COMMITTEE FOR REGULARISATION:

- a) The papers to be included in the agenda papers/proposals to be placed for consideration of the Departmental Promotion Committee for regularisation to substantive sanctioned posts are as follows:
 - i) Proposal/agenda paper duly filled in as per the prescribed pro-forma at *Annexure-I*. The pro-forma should be complete in all respects and the responsibility for preparation of agenda papers/proposals for regularisation complete in all respects lies with the Department concerned
 - ii) Copy of relevant Recruitment Rules/Service Rules duly certified by a Gazetted Officer
 - iii) Copy of final inter se seniority list of Contract/Muster Roll/Work-charged or any other ad hoc/officiating employees duly issued by a Competent Authority and certified by a Gazetted Officer
 - iv) List of eligible candidates for regularisation in the zone of consideration as per the format at *Annexure-II*
 - v) Vigilance Clearance in respect of the eligible candidates issued by Vigilance Department for Work-charged, Contract and ad hoc/officiating employees or Integrity Certificate in respect of the eligible candidates issued by the concerned Head of Department

for Muster Roll employees as per the format at *Annexure-IV*.
(Original copy should be enclosed)

- vi) Copy of Certificate showing the educational and other qualifications of the candidates as required by the respective Recruitment Rules/Service Rules duly certified by a Gazetted Officer
- vii) Copy of the High School Leaving Certificate for posts which prescribed HSLC or above as the educational qualification in the recruitment rules/service rules or Birth Certificate or Certificate from the recognised school last attended showing the date of birth of the candidate duly certified by a Gazetted Officer.
- viii) Initial engagement order duly issued by the Competent Authority
- ix) Minutes of the Departmental Promotion Committee which recommended the initial engagement of the employees with the exception of a) Muster Roll employees initially engaged before the issue of Office Memorandum No.A.32012/1/2013-P&AR(GSW)/pt dated 19.02.2014 b) Ad hoc/officiating employees initially engaged before the issue of Office Memorandum No.A.32012/1/80-APT(B)/L dated 03.02.1998 c) Work-charged employees initially engaged before the adoption of the Central PWD Manual Volume-III, 2002 Edition vide Notification No.A.3201212034/1/2000-P&AR(ARW) dated 22.08.2008 effective from 01.06.2008 and d) Contract employees initially engaged before the commencement of the Government of Mizoram Regularisation of Contract Employees Scheme, 2008 notified vide No.A.11019/5/2008-P&AR(ARW)/51 dated 10.10.2008 which came into force on 10.10.2008
- x) Copy of the approval of the Mizoram Public Service Commission for extension of engagement beyond 3 years in respect of Contract employees as required under regulation 3(i) of Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended with the exception of Contract employees initially recruited on the recommendation of the Mizoram Public Service Commission
- xi) Approval of the Competent Authority for filling up of vacancies by regularisation to substantive sanctioned posts
- xii) Self contained note explaining the proposal for regularisation to substantive sanctioned posts
- xiii) Post based roster, duly certified by a Gazetted Officer, of the grade/post to which regularisation is to be made in case the Recruitment Rules/Service Rules prescribe more than one method of recruitment other than direct recruitment.
- xiv) Copy of the order of imposition of penalty by the Disciplinary Authority, if any, in respect of any of the employees in the zone of consideration for a period of 5 years preceding the year of DPC. Further, copies of orders imposing the penalties and

decisions taken on appeals, if any, should be kept in the respective ACRs/PARs dossier.

- xv) Complete and up to date ACRs/PARs of the employees in the zone of consideration in respect of the relevant years. If the ACRs/PARs for a particular year is not available due to valid/justifiable reasons, a Non-Availability Certificate should be recorded to that effect and placed in the agenda papers/proposals.
 - xvi) Detailed statement showing the year wise availability of ACRs/PARs for the relevant years as per the format at *Annexure-III*.
- b) The correctness of the agenda papers/proposals to be placed before the Departmental Promotion Committee shall be checked using the Check List at *Annexure-V*.

8. ZONE OF CONSIDERATION:

- a) Where regularisations are to be made within the direct recruitment quota as prescribed in the Recruitment Rules/Service Rules, the Departmental Promotion Committee shall, for the purpose of determining the number of employees who will be considered from out of those eligible employees, restrict the field of choice as under in order of seniority with reference to the number of clear regular vacancies within the year proposed to be filled.

Number of vacancy (ies)	Number of employees to be placed in the zone of consideration
1	3
2	5
3 and above	Number of vacancies + 3

- b) The term “eligible employees” in this context implies fulfilment of the eligibility conditions as prescribed in the relevant Recruitment Rules/Service Rules and the relevant Regularisation Schemes, if any.

9. GUIDELINES FOR DEPARTMENTAL PROMOTION COMMITTEE:

- a) The Departmental Promotion Committees enjoy full discretion to devise their own methods and procedure for objective assessment of the suitability of employees who are to be considered by them for regularisation.
- b) Regularisation of employees should not be regarded as a matter of course but should be earned by dint of hard work, good conduct and result oriented performance as reflected in the Annual Confidential Reports (ACRs)/Performance Appraisal Reports (PARs)
- c) **Consideration of Annual Confidential Reports/Performance Appraisal Reports:** ACRs/PARs are one of the basic inputs on the basis of which

assessment is to be made by each Departmental Promotion Committee for the purpose of regularisation. The evaluation of ACRs/PARs should be fair, just and non-discriminatory. Hence,

- 1) The Departmental Promotion Committee should consider ACRs/PARs for equal number of years in respect of all employees considered for regularisation subject to sub-para (4) below.
- 2) The Departmental Promotion Committee should assess the suitability of the employees for regularisation on the basis of their service records and with particular reference to the ACRs/PARs for 5 (five) preceding years, irrespective of the qualifying service for regularisation prescribed in the relevant Regularisation Schemes. The "five preceding years" for the aforesaid purpose shall be in line with the instructions contained in Para 9(d)(3) of this O.M. (If more than one ACRs/PARs have been written in a particular year, all the ACRs/PARs for the relevant years shall be considered together as the ACR/PAR for one year).
- 3) While considering cases of regularisation, the ACRs/PARs of the employees should be considered with particular reference to the "Year of the meeting of the Departmental Promotion Committee" (The term "Year" in this context refers to the financial year). The ACRs/PARs for five years preceding the Year of the meeting of the Departmental Promotion Committee minus one immediate year (i.e. Year of the meeting of the Departmental Promotion Committee -- one immediate year) should be considered irrespective of the length of qualifying service prescribed for regularisation in the respective Regularisation Schemes, if any. For example, for considering regularisations for the Year of the meeting of the Departmental Promotion Committee of 2019-20, the ACRs/PARs of the employees up to the year ending 31.03.2018 should be taken into consideration and not the subsequent ones (i.e. ACRs/PARs for the years 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18 and NOT the ACRs/PARs for the year 2018-19).
- 4) In the case of an employee who is considered for regularisation just after completion of 5 years of service, his ACRs/PARs for the period he served in that post/grade will be taken into consideration even if he does not have ACRs/PARs for last 5 years provided the employee concerned possesses ACRs/PARs for at least 4 years which should, however, not be below the prescribed benchmark for regularisation.
- 5) When a ACR/PAR has not been written by the Reporting Authority despite submission of the self appraisal to the Reporting Authority by the employee reported upon during the relevant period, the Departmental Promotion Committee should consider the ACR/PAR of one preceding year beyond the relevant period.

- 6) **Own assessment by Departmental Promotion Committee:** The Departmental Promotion Committee should not be guided merely by the overall grading that may be recorded in the ACRs/PARs, but should make its own assessment on the basis of the entries in the ACRs/PARs, because it has been noticed that, sometimes, the grading in a ACR/PAR may be inconsistent with the assessments under various parameters or attributes. In cases where the assessment by Departmental Promotion Committees are apparently not in line with the grades in the ACRs/PARs, the Departmental Promotion Committee should appropriately substantiate its assessment by giving justifiable and sustainable reasons, so that the Appointing Authority could factor these while taking a view on the suitability of the employees for regularisation
- 7) If the Reviewing Authority or the Accepting Authority, as the case may be, has overruled the Reporting Authority or the Reviewing Authority, as the case may be, the remarks of the latter authority should be taken as the final remarks for the purpose of assessment, provided it is apparent from the entries that the higher authority has come to a different assessment consciously after due application of mind. If the assessment of the Reporting Authority, Reviewing Authority and Accepting Authority are complimentary to each other and one does not have the effect of overruling the other, then the remarks should be read together and the final assessment made by the Departmental Promotion Committee.
- 8) Before making the overall grading after considering the ACRs/PARs for the relevant years, the Departmental Promotion Committee should take into account whether the employee has been awarded any major or minor penalty or whether any displeasure of any superior employee or authority has been conveyed to him as reflected in the ACRs/PARs. The Departmental Promotion Committee should also have regard to the remarks against the column on integrity.
- d) **Benchmark for regularisation:** Having regard to the level; nature and importance of duties attached to the posts/grade to which regularisations are to be made, the bench mark will be as follows

Category of posts	Benchmark
For regularisation to all Group 'A' and Group 'B' Gazetted posts	Very Good
For regularisation to all Group 'B' (Non-Gazetted), Group 'C' and Group 'D' posts	Good

- e) The Departmental Promotion Committee shall determine the merit of those being assessed for regularisation with reference to the prescribed bench mark and accordingly grade the employees as 'FIT' or 'UNFIT' only. Those

employees who get at least four prescribed benchmarks in the ACRs/PARs for five years will be graded "FIT" by the Departmental Promotion Committee.

- f) Only those employees who are graded FIT by the Departmental Promotion Committee shall be included in the Select List for regularisation to the extent of the number of vacancies. They will be arranged in the order of their inter-se-seniority. Those employees who are graded UNFIT (in terms of the prescribed bench marks) by the Departmental Promotion Committee shall not be included in the Select List. Thus, there shall be no supersession in regularisation among those who are graded FIT (in terms of the prescribed bench mark) by the Departmental Promotion Committee.
- g) Where sufficient number of employees who are graded FIT are not available within the zone of consideration, only employees with the required bench mark and graded FIT will be placed on the Select List. For the unfilled vacancies, the Appointing Authority should hold a fresh Departmental Promotion Committee by considering the required number of employees beyond the original zone of consideration
- h) **Regularisation to have prospective effect only:** While regularisations will be made in the order of the consolidated Select List, each regularisation will have only prospective effect even if the vacancies relate to earlier year(s).

10. PREPARATION OF RESERVED SELECT LIST FOR REGULARISATION:

- a) Departmental Promotion Committee can prepare a Reserved Select List for regularisation only on the following contingency (and not for filling up vacancies which have arisen subsequent to the meeting of the Departmental Promotion Committee or during currency of the Select List):
 - i) When employees included in the Select List are retiring within the same year provided there is no change in the zone of consideration by the expected date of their retirement.
- b) While making the Reserved Select List, the Departmental Promotion Committee should stipulate a condition against the additional names to the effect that they will be regularised only in the event of the employee(s) in the regular Select List not being available for regularisation/appointment for the reason(s) given by the Department.

11. PROCEDURE TO BE FOLLOWED IN RESPECT OF EMPLOYEES UNDER CLOUD:

- a) At the time of consideration of the cases of employees for regularisation, details of the employees in the zone of consideration for regularisation falling under the following categories should be specifically brought to the notice of the Departmental Promotion Committee:
 - i) Employees under suspension;

- ii) Employees in respect of whom a chargesheet has been issued and the disciplinary proceedings are pending; and
 - iii) Employees in respect of whom prosecution for a criminal charge is pending
- b) As regards the stage when prosecution for a criminal charge can be stated to be pending, the definition of pendency of judicial proceedings in criminal cases given in Rule 9 (6)(b)(i) of CCS (Pension) Rules, 1972 as under is adopted for the purpose:

"(b) judicial proceedings shall be deemed to be instituted –
 (i) in the case of criminal proceedings, on the date on which the complaint or report of a Police Officer, of which the Magistrate takes cognizance, is made"

- c) The Departmental Promotion Committee shall assess the suitability of employees coming within the purview of the circumstances mentioned above along with other eligible employees without taking into consideration the disciplinary case/criminal prosecution pending. The assessment of the Departmental Promotion Committee including "Unfit for regularisation" and the grading awarded by it will be kept in a sealed cover. The cover will be superscribed "*Findings regarding suitability for regularisation to the post/grade of _____ in respect of Shri _____ (name of employee). Not to be opened till the termination of the disciplinary case/criminal prosecution against Shri _____*". The proceedings of the Departmental Promotion Committee need only contain the note "The findings are contained in the attached sealed cover". The authority competent to fill the vacancy should be separately advised to fill the vacancy only in a temporary capacity when the findings of the Departmental Promotion Committee in respect of the suitability of the employee for his regularisation are kept in a sealed cover.
- d) The same procedure outlined in Para 11(c) above shall be followed by the subsequent Departmental Promotion Committee convened till the disciplinary case/criminal prosecution against the employee is concluded.

12. ADVERSE REMARKS IN ANNUAL CONFIDENTIAL REPORT/ PERFORMANCE APPRAISAL REPORT:

- a) Where the Departmental Promotion Committee find that the adverse remarks in the ACRs/PARs of an employee have not been communicated to him but the adverse remarks are of sufficient gravity to influence their assessment of the employee concerned for the purpose of regularisation, then the Departmental Promotion Committee shall defer consideration of the case of the employee and direct the Appointing Authority concerned to communicate the adverse remarks to the employee concerned so that he may have an opportunity to make a representation against the same. Where

the remarks are not considered of sufficient gravity to influence the assessment of the employee concerned, the Departmental Promotion Committee may proceed with the consideration of the case but may ignore the remarks while making the assessment.

- b) After a decision is taken by the competent authority on the representation made by the employee or in the event of the employee not making any such representation after the period therefore has expired, the Departmental Promotion Committee shall assess the suitability of the employee on the basis of the entries now contained in the ACR/PAR. While considering the deferred case as above, if the Departmental Promotion Committee find the employee fit for regularisation, the procedure prescribed in paragraphs 28(b) and (c) shall be followed
- c) In a case where a decision on the representation of an employee against adverse remarks has not been taken or the time allowed for submission of representation is not over, the Departmental Promotion Committee may, in their discretion, defer the consideration of the case until there is a decision on the representation.
- d) In both the cases referred to in sub-para (a) and (c) above, where the consideration of a case is deferred on account of adverse remarks contained in the ACRs/PARs, the concerned authority should intimate the result of the representation of the employee against the adverse remarks within a period of three months from the date of submission of the said representation, if any.

13. CONSIDERATION OF EMPLOYEES UNDERGOING PENALTY:

- a) The Departmental Promotion Committees enjoy full discretion to devise their own methods and procedures for objective assessment of the suitability of employees who are to be considered by them, including those employees on whom penalty has been imposed. The Departmental Promotion Committee should, therefore, take into account whether the employee has been awarded any major or minor penalty before making its recommendation after considering the ACRs/PARs for the relevant years.
- b) In case disciplinary/criminal proceedings is in the preliminary stage and the employee is not yet covered under any of the circumstances mentioned at Para 11(a) of this O.M, the Departmental Promotion Committee will assess the suitability of the employee and if found fit, the employee will be regularised along with other employees. The onus to ensure that only employees with unblemished records are considered for regularisation and disciplinary proceedings, if any, against any employee coming in the zone of consideration are expedited, is that of the concerned Department.

- c) If the employee under consideration is covered under any of the circumstances mentioned at Para 11(a) of this O.M, the Departmental Promotion Committee will assess the suitability of the employee along with other eligible employees without taking into consideration the disciplinary case/criminal prosecution pending. The assessment of the Departmental Promotion Committee including “unfit for regularisation” and the grading awarded must be kept in a sealed cover.
- d) An employee who is recommended for regularisation by the Departmental Promotion Committee but in whose case any of the circumstances mentioned at Para 11(a) of this O.M for denial of Vigilance Clearance arises after the recommendation of the Departmental Promotion Committee are received but before he is actually regularised, his case will be deemed to be placed in a sealed cover by the Departmental Promotion Committee. He shall not be regularised until he is completely exonerated of the charges.
- e) If any penalty is imposed on the employee as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover shall not be acted upon. His case for regularisation may be considered by the next Departmental Promotion Committee in the normal course having regard to the penalty imposed upon him.
- f) In assessing the suitability of the employee on whom a penalty has been imposed, the Departmental Promotion Committee will take into account the circumstances leading to the imposition of penalty and decide whether in the light of the general service record of the employee and the fact of imposition of penalty, the employee should be considered for regularisation. The Departmental Promotion Committee, after due consideration, has the authority to assess the employee as “UNFIT” for regularisation. However, where the Departmental Promotion Committee considered that despite the imposition of penalty the employee is suitable for regularisation, the employee will be actually regularised after the currency of the penalty is over.
- g) All relevant records including penalty imposed, charge sheet issued, if any, to the concerned employee must be duly placed before the Departmental Promotion Committee by the concerned Department who shall assess the suitability of the employee for regularisation keeping in view the general service record of the employee and the fact of imposition of penalty or the circumstances leading to the framing of the charge sheet against him.
- h) Any proposal for regularisation has to be assessed by the Departmental Promotion Committee on a case to case basis and downgradation of gradings in ACRs/PARs, by one level where a penalty has been imposed in the relevant years or till the date of Departmental Promotion Committee, should

not be resorted to by the Departmental Promotion Committee since it is legally non-sustainable.

- 14. VALIDITY OF THE PROCEEDINGS OF THE DEPARTMENTAL PROMOTION COMMITTEE WHEN ONE MEMBER IS ABSENT:** The proceedings of the Departmental Promotion Committee shall be legally valid and can be acted upon notwithstanding the absence of any of its members other than the Chairman provided that the member was duly invited but he absented himself for one reason or the other and there was no deliberate attempt to exclude him from the deliberation of the Departmental Promotion Committee and provided further that the majority of the members constituting the Departmental Promotion Committee are present in the meeting.
- 15. PROCESSING OF DEPARTMENTAL PROMOTION COMMITTEE RECOMMENDATION:** The recommendations of the Departmental Promotion Committee are advisory in nature and should be duly approved by the Appointing Authority
- 16. PROCEDURE TO BE FOLLOWED FOR DISAGREEMENT WITH DEPARTMENTAL PROMOTION COMMITTEE:** There may be certain occasions when the Appointing Authority may find it necessary to disagree with the recommendations of the Departmental Promotion Committee. The procedure to be followed in such cases is indicated below:

 - a) If it is so considered necessary by the Appointing Authority to vary or disagree with the recommendations of the Mizoram Public Service Commission, such Appointing Authority may refer the matter again to the Mizoram Public Service Commission (MPSC) for reconsideration of its earlier recommendations for regularisation. If the Mizoram Public Service Commission reiterates its earlier recommendations giving also reasons in support thereof, the matter should be placed before the Council of Ministers for decision. The decision taken by the Council of Ministers either to accept or to vary the recommendations of the Mizoram Public Service Commission shall be final.
 - b) The recommendations of the duly constituted Departmental Promotion Committee other than MPSC should be dealt with as under: -
 - i) Where the Appointing Authority, being lower than the Governor, does not agree with the recommendations of the Departmental Promotion Committee, such Appointing Authority should indicate the reasons for disagreeing and refer the entire matter to the Departmental Promotion Committee for reconsideration of its earlier recommendations. In case the Departmental Promotion Committee reiterates its earlier recommendations, giving also reasons in support thereof, the Appointing Authority may accept the recommendations, if the reasons adduced by the Departmental Promotion Committee are convincing. If

that authority does not accept the recommendations of the Departmental Promotion Committee, it shall submit the papers to the next higher authority with its own recommendations. The decision of the next higher authority shall be final.

- ii) Where the Appointing Authority is the Governor, the recommendations of the Departmental Promotion Committee should be submitted to the Minister in charge of the Department concerned for acceptance or otherwise of the recommendations. In case the circumstances so necessitate, the Minister may refer the matter again to the Departmental Promotion Committee for reconsideration of its earlier recommendations. If the Departmental Promotion Committee reiterates its earlier recommendations giving also reasons in support thereof, the matter should be placed before the Minister for his decision. The decision taken by the Minister either to accept or to vary the recommendations of the Departmental Promotion Committee shall be final.

- 17. TIME LIMIT FOR TAKING DECISION ON THE RECOMMENDATION OF DEPARTMENTAL PROMOTION COMMITTEE:** An Appointing Authority shall take decision on the recommendation of Departmental Promotion Committee, either to accept the recommendation or disagree with it, within 3 months from the date of meeting of the Departmental Promotion Committee.
- 18. VIGILANCE CLEARANCE BEFORE ACTUAL REGULARISATION:** A Clearance from the Vigilance Department should also be obtained before making actual offer of regular appointment, if the Appointing Authority has reasons to believe that certain employees in the Select List are coming under any of the circumstances mentioned in Para 11(a) of this O.M after being recommended by the Departmental Promotion Committee.
- 19. ORDER IN WHICH REGULAR APPOINTMENT TO BE MADE:** The order of regular appointment should as far as possible be made in the order in which the names of employees appear in the Select List.
- 20. SEALED COVER CASES - ACTION ON COMPLETION OF DISCIPLINARY PROCEEDINGS/CRIMINAL PROSECUTION:**
 - a) If the proceedings of a Departmental Promotion Committee for regularisation contain findings in a sealed cover, on the conclusion of the disciplinary case/criminal prosecution, the sealed cover or covers shall be opened. In case the employee is completely exonerated/acquitted, the due date of his regularisation will be determined with reference to the position assigned to him in the findings kept in the sealed cover/covers and with reference to the date of regularisation of his next junior on the basis of such position. The employee may be regularised, if necessary, by reverting the junior most temporary employee. He may be regularised notionally with reference to the

date of regularisation of his junior. Whether the employee concerned will be entitled to any arrears of pay for the period of notional regularisation preceding the date of actual regularisation, and if so, to what extent, will be decided by the Appointing Authority by taking into consideration all the facts and circumstances of the disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it will record its reasons for doing so. It is not possible to anticipate and enumerate exhaustively all the circumstances under which such denials of arrears of salary or part of it may become necessary. However, there may be cases where the proceedings, whether disciplinary or criminal proceedings, are for example, delayed at the instance of the employee or the exoneration in the disciplinary proceedings or acquittal in the criminal proceedings is with benefit of doubt or on account of non-availability of evidence due to the acts attributable to the employee etc. These are only some of the circumstances where such denial can be justified.

- b) If any penalty is imposed on the employee as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for regularisation may be considered by the next Departmental Promotion Committee in the normal course and having regard to the penalty imposed on him. If he is considered FIT for regularisation by the Departmental Promotion Committee which meets after the imposition of the said penalty, the regularisation may be given effect to after the expiry of currency of the penalty. His seniority would be fixed according to his position in that Select List. Since the regularisation is to take effect only from a date subsequent to the expiry of the currency of the penalty, the employee would be entitled to pay fixation in the regular post/grade with effect from the date of actual regularisation only. Even if a person junior to him in the Select List is regularised earlier, it will have no bearing on the pay to be allowed on regularisation to the employee on whom a penalty was imposed, and there shall be no stepping up of his pay. Similarly, as the employee undergoing penalty is not to be regularised during the currency of the penalty, the eligibility service for promotion to the next higher post/grade shall commence only from the date of actual regularisation and in no case, it may be related, even notionally, to the date of regularisation of the junior in the Select List.

21. **SEALED COVER PROCEDURE – ACTION TO BE TAKEN WHERE AN EMPLOYEE HAS BEEN ACQUITTED BUT APPEAL IS CONTEMPLATED OR PENDING:** In case an employee whose case is kept in a sealed cover is acquitted by a trial court but an appeal against the judgement is either contemplated or has been filed, the procedure to be followed is laid down as shown below:

- a) If the recommendation of the Departmental Promotion Committee has been kept in sealed cover solely on account of the pendency of the criminal case, the sealed cover may be opened in case of acquittal of the employee provided it has not been stayed by a superior court
- b) In the order of regularisation, mention may however be made that the regularisation is provisional subject to the outcome of an appeal that may be filed against the acquittal of the employee. The regularisation, thus, will be without prejudice to the action that may be taken if the judgement of the trial court acquitting the employee is set aside.
- c) In case of an appeal, if the employee stands convicted, the following action will be taken:
 - i. The provisional regularisation shall be deemed *non est*, and the employee shall stand reverted
 - ii. In case of the employee being sentenced to imprisonment exceeding 48 hours, he will be deemed to be under suspension in terms of rule 10(2)(b) of the CCS (CCA) Rules, 1965 from the date of conviction

22. SIX MONTHLY REVIEWS OF SEALED COVER CASES: It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any employee is not unduly prolonged and all efforts to finalise expeditiously the proceedings should be taken so that the need for keeping the case of an employee in a sealed cover is limited to the barest minimum. The Appointing Authorities concerned should review comprehensively the case of an employee whose suitability for regularisation has been kept in a sealed cover on the expiry of 6 months from the date of convening the first Departmental Promotion Committee, which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review should, inter-alia, cover the progress made in the disciplinary proceedings/criminal prosecution and the further measures to be taken to expedite their completion

23. SEALED COVER PROCEDURE APPLICABLE TO EMPLOYEES COMING UNDER CLOUD AFTER RECOMMENDATIONS OF THE DEPARTMENTAL PROMOTION COMMITTEE BUT BEFORE ACTUAL REGULARISATION:

- a) An employee, who is recommended for regularisation by the Departmental Promotion Committee but in whose case any of the circumstances mentioned in Para 11(a) of this O.M arise after the recommendations of the Departmental Promotion Committee are received but before he is actually regularised, will be considered as if his case had been placed in a sealed cover by the Departmental Promotion Committee. He shall not be regularised until he is completely exonerated of the charges against him and the provisions contained in this part of the Departmental Promotion Committee guidelines will be applicable in his case also.
- b) In cases where by the time the Departmental proceedings are concluded and the employee is fully exonerated but another chargesheet has been issued,

the second chargesheet will not come in the way of opening of sealed cover and granting regularisation notionally from the date of regularisation of the junior

24. VALIDITY PERIOD OF A SELECT LIST:

- a) The Select List for regularisation recommended by a Departmental Promotion Committee shall be valid for a period of one year. It should therefore, cease to be in force at the expiry of a period of one year or when a fresh Select List is prepared, whichever is earlier.
- b) The date of commencement of the validity of the Select List would be the date on which the Departmental Promotion Committee meets. In case the Departmental Promotion Committee meets on more than one day, the last date of the meeting would be the date of commencement of the validity of the Select List.

25. DATE FROM WHICH APPOINTMENT IS TO BE TREATED AS REGULAR:

The general principle is that regularisation of employees included in the Select List would be regular from the date of the joining the post on regular appointment.

26. WHEN REVIEW DEPARTMENTAL PROMOTION COMMITTEE MAY BE HELD:

The main objective of holding a Review Departmental Promotion Committee (Review DPC) is to rectify any mistake that took place at the time of holding of the original Departmental Promotion Committee. The proceedings of any Departmental Promotion Committee may, therefore, be reviewed only if the Departmental Promotion Committee has not taken into consideration all material facts or if material facts have not been brought to the notice of the Departmental Promotion Committee or if there have been grave errors in the procedure followed by the Departmental Promotion Committee. An illustrative list of reasons for holding of a Review DPC may be made as follows:

- i) where eligible employees were omitted to be placed in the zone of consideration; or
- ii) where ineligible employees were considered by mistake; or
- iii) where the seniority of an employee is revised with retrospective effect resulting in a variance of the seniority list placed before the Departmental Promotion Committee; or
- iv) where some procedural irregularity was committed by a Departmental Promotion Committee; or

- v) where adverse remarks in the ACRs/PARs were toned down or expunged after the Departmental Promotion Committee had considered the case of an employee; or
- vi) where there is a case of non-reporting of vacancies available for regularisation due to error or omission though the vacancies were available at the time of holding Departmental Promotion Committee meeting; or
- vii) where there is over-reporting of vacancies available for regularisation and if the change in the number of vacancies would result in exclusion of employee(s) recommended by the original Departmental Promotion Committee, on account of over reporting of vacancies which led to inflated zone of consideration.

27. SCOPE AND PROCEDURE OF REVIEW DPC:

- a) A Review DPC should consider only those who were eligible as on the date of the meeting of the original Departmental Promotion Committee.
- b) The Review DPC should restrict its scrutiny to the ACRs/PARs for the period relevant to the first Departmental Promotion Committee only. The ACRs/PARs written for subsequent periods should not be considered.
- c) If any adverse remarks relating to the relevant period were toned down or expunged, the Review DPC should consider the modified ACRs/PARs as if the original adverse remarks did not exist at all.
- d) A Review DPC is required to consider the case again only with reference to the technical or factual mistakes that took place earlier and it should neither change the grading of an employee without any valid reason nor change the zone of consideration nor take into account any increase in the number of vacancies which might have occurred subsequently.

28. REVIEW DPC IN RESPECT OF CASES WHERE ADVERSE REMARKS HAVE BEEN EXPUNGED OR TONED DOWN AFTER DPC MEETING:

- a) In cases where the adverse remarks were toned down or expunged subsequent to consideration by the Departmental Promotion Committee, the procedure set out herein may be followed. The Appointing Authority should scrutinize the case with a view to decide whether or not a review by the Departmental Promotion Committee is justified, taking into account the nature of the adverse remarks toned down or expunged. If review of the recommendations of the Departmental Promotion Committee is considered justified, then the Appointing Authority shall place the case before the relevant Departmental Promotion Committee for its review.
- b) While considering a deferred case, or review of the case of a superseded employee for the purpose of regularisation, if the Departmental Promotion

Committee finds the employee fit for regularisation, it would place him at the appropriate place in the relevant Select List/list of employees considered fit for regularisation after taking into account the toned down remarks or expunged remarks and his regularisation will be regulated in the manner indicated below.

- c) **Consequential benefits in case of retrospective regularisation:** If the employees placed junior to the employee concerned have been regularised, he should be offered regular appointment immediately and if there is no vacancy the junior most employee appointed on temporary basis should be reverted to status quo ante to accommodate him. The seniority of the employee would be determined in the order in which his name, on review, has been placed in the Select List by Departmental Promotion Committee. If in any such case, a minimum period of qualifying service is prescribed for promotion to higher post/grade, the period from which an employee placed below the employee concerned in the Select List was promoted to the higher post/grade, should be reckoned towards the qualifying period of service for the purpose of determining his eligibility for promotion to the next higher post/grade.

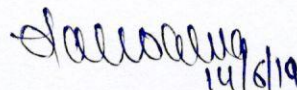
Sd/- LALNUNMAWIA CHUAUNGO

Chief Secretary to the Govt. of Mizoram

Memo. No.A-12032/2/2019-P&AR(GSW) Aizawl, dated the 14th June, 2019

Copy to:

1. Secretary to Governor, Mizoram
2. Secretary to Chief Minister, Mizoram
3. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State
4. Sr. P.P.S. to Chief Secretary
5. P.S. to all Principal Secretaries/Commissioners/Secretaries/Special Secretaries
6. All Administrative Departments
7. Secretary, MPSC/MSIC/MSEC/AMC
8. All Heads of Departments
9. All Deputy Commissioners
10. All wings of DP&AR
11. Website Manager, DP&AR for uploading in the official website
12. Guard File


(LALROHLUA)

Under Secretary to the Govt. of Mizoram
Dep'tt. of Personnel & Administrative Reforms

PROFORMA FOR REFERRING AGENDA PAPERS/PROPOSALS FOR REGULARISATION TO DEPARTMENTAL PROMOTION COMMITTEE/MIZORAM PUBLIC SERVICE COMMISSION

1)	Name of Department	
2)	Name of post/grade to which regularisation is to be made	
3)	Level in the Pay Matrix of the post/grade to which regularisation is to be made	
4)	Number of vacancy(ies) to be filled up by regularisation	
5)	Give reasons of vacancy(ies)	
6)	Name of the relevant Recruitment Rules/Service Rules for the post/grade to which regularisation is to be made (Enclose a copy of the relevant Recruitment Rules/ Service Rules duly certified by a Gazetted Officer)	
7)	Eligibility criteria prescribed in the Recruitment Rules/Service Rules for direct recruitment (the same criteria applies for regularisation)	
8)	Enclose post-based roster, duly certified by a Gazetted Officer, of the post/grade to which regularisation is to be made in case the Recruitment Rules/Service Rules prescribe more than one method of recruitment other than direct recruitment	
9)	Enclose a copy of the order for final seniority list duly certified by a Gazetted Officer. (The seniority list should be duly issued by a Competent Authority and any change in the list should be duly indicated)	
10)	Indicate whether the seniority list was circulated to all concerned before finalisation	
11)	Enclose the list of eligible employees in the zone of consideration with the date of initial engagement to the post/grade on Contract or Muster Roll or Work-charged or any ad hoc/officiating engagement as per <i>Annexure-II</i>	

12)	Enclose the Annual Confidential Reports/Performance Appraisal Reports (ACR/PAR) of the eligible employees for the last preceding five years as per <i>Annexure-III</i> . (If ACR/PAR is not available, reasons for non-availability should be duly certified)	
13)	Enclose a valid a) Vigilance Clearance in original from Vigilance Department in case of Contract, Work-charged and ad hoc/officiating employees; b) Integrity Certificate in original in case of Muster Roll employees issued by the Head of Department as per <i>Annexure-IV</i> .	
14)	Enclose a copy of approval of the Competent Authority for filling up of vacancies by regularisation	
15)	Enclose self contained note for the DPC/MPSC explaining the proposals for regularisation	
16)	Enclose a copy of the initial engagement order duly issued by the Competent Authority	
17)	Enclose a copy of the minutes of meeting of the Departmental Promotion Committee which recommended the initial engagement. (This is NOT necessary in the case of a) Muster Roll employees initially engaged before the issue of Office Memorandum No.A.32012/1/2013-P&AR(GSW)/pt dated 19.02.2014 b) Ad hoc/officiating employees initially engaged before the issue of Office Memorandum No.A.32012/1/80-APT(B)/L dated 03.02.1998 c) Work-charged employees initially engaged before the adoption of the Central PWD Manual Volume-III, 2002 Edition vide Notification No.A.3201212034/1/2000-P&AR(ARW) dated 22.08.2008 effective from 01.06.2008, and d) Contract employees initially engaged before the commencement of the Government of Mizoram Regularisation of Contract Employees Scheme, 2008 notified vide No.A.11019/5/2008-P&AR(ARW)/51 dated 10.10.2008 which came into force on 10.10.2008)	

18)	Enclose a copy of the High School Leaving Certificate for posts which prescribed the educational qualification as HSLC or above in the recruitment rules/service rules OR Birth Certificate OR Certificate from the recognised school last attended showing the date of birth of the candidate duly certified by a Gazetted Officer	
19)	Enclose a copy of the approval of the Mizoram Public Service Commission for extension of engagement beyond 3 years in respect of Contract employees as required under regulation 3(i) of Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended. (This is NOT necessary for Contract employees initially recruited on the recommendation of the Mizoram Public Service Commission)	
20)	Whether penalty, if any, was imposed on any of the employees in the zone of consideration during a period of 5 years preceding the year of DPC? If any, enclose a copy of the order of imposition of penalty by the Disciplinary Authority.	
21)	Any other relevant remarks	

Signature of officer sending the proposal

LIST OF ELIGIBLE EMPLOYEES IN THE ZONE OF CONSIDERATION

Sl. No.	Name of eligible employee(s)	Date of initial engagement to the post/grade on Contract or Muster Roll or Work-charged or any ad hoc/officiating engagement	Educational and other qualifications

Certified that

- 1) all eligible employees in the zone of consideration are included in the list of eligible employees
- 2) all the employees in the zone of consideration are not awarded any penalty during a period of 5 years preceding the year of DPC OR the employee(s) at Sl. No. _____ only in the list of eligible employee(s) is/are awarded a penalty of _____ (description of the penalty so awarded) within a period of 5 years preceding the year of DPC
- 3) all the employees in the zone of consideration are not coming under any of the circumstances mentioned below OR the employee(s) at Sl. No. _____ only in the list of eligible employee(s) is/are coming under one of the circumstances mentioned below (in this case, please tick the relevant option):
 - i) Employees under suspension;
 - ii) Employees in respect of whom a charge-sheet has been issued and the disciplinary proceedings are pending; and
 - iii) Employees in respect of whom prosecution for a criminal charge is pending

Signature of officer sending the proposal

Note: An additional column may be inserted in the Table mentioned above if the relevant Recruitment Rules/Service Rules prescribed a specific condition for training etc. for regularisation to the post/grade.

Annexure-III

**STATEMENT SHOWING YEAR WISE AVAILABILITY OF ACRs/PARs OF
ELIGIBLE EMPLOYEES IN THE ZONE OF CONSIDERATION**

Sl. No.	Name Employee	of	ACR/PAR for the year _____	ACR/PAR for the year _____	ACR/PAR for the year _____	ACR/PAR for the year _____	ACR/PAR for the year _____
1.							
2.							
3.							
4.							
5.							

Signature of officer sending the proposal

Note: The grading awarded to the employee for each of the relevant years may be indicated in the above columns

Annexure-IV

INTEGRITY CERTIFICATE

After scrutinizing the Performance Reports of the last preceding five years of Mr./Ms. _____
(name of Muster Roll employee) engaged as _____
(name of post against which the employee is engaged) who is considered for regularisation against the post of _____
(name of post) under _____
(name of Department), it is certified that his/her integrity is beyond doubt.

Place :

Signature of Head of Department

Date :

CHECK LIST BEFORE SENDING THE AGENDA PAPERS/PROPOSALS FOR CONSIDERATION OF THE DEPARTMENTAL PROMOTION COMMITTEE/ MIZORAM PUBLIC SERVICE COMMISSION:

Sl. No.	Items	Remarks (Yes/No)
1)	Whether name of the Department is correct or not?	
2)	Whether name of post/grade to which regularisation is to be made is correct or not?	
3)	Whether the Level in the Pay Matrix of the post/grade is correct or not?	
4)	Whether the number of vacant post is correct or not?	
5)	Whether reasons for vacancy (ies) is correct or not?	
6)	Whether name of the relevant Recruitment Rules/Service Rules for the post/grade to which regularisation is to be made is correct or not?	
7)	Whether a copy of the relevant Recruitment Rules/Service Rules is enclosed or not?	
8)	Whether the copy of the relevant Recruitment Rules/Service Rules is duly certified by a Gazetted Officer or not?	
9)	Whether the eligibility criteria prescribed in the relevant Recruitment Rules/Service Rules for direct recruitment is entered correctly or not?	
10)	Whether post-based roster of the post/grade to which regularisation is to be made duly certified by a Gazetted Officer is enclosed or not? (Roster is essential only in case the Recruitment Rules/Service Rules prescribe more than one method of recruitment)	
11)	Whether a copy of final inter se seniority list duly issued by the Competent Authority is enclosed or not?	
12)	Whether the copy of the final inter se seniority list is duly certified by a Gazetted Officer and any change in the list duly indicated or not?	
13)	Whether the inter se seniority list was circulated to all concerned before finalisation or not?	
14)	Whether the list of eligible employees in the zone of consideration as per <i>Annexure-II</i> enclosed or not?	
15)	Whether the number of eligible employees placed in the zone of consideration is correct or not with reference to the number of vacancy (ies)?	
16)	Whether all employees placed in the zone of consideration are qualified or not as per the eligibility criteria prescribed in the relevant Recruitment Rules/Service Rules for regularisation/direct recruitment?	

17)	Whether the list of eligible employees is duly certified by a Gazetted Officer or not?	
18)	Whether the employees in the list of eligible employees are arranged in order of their seniority or not?	
19)	Whether complete ACRs/PARs are attached or not?	
20)	Whether ACRs/PARs attached are relevant to the vacancy year or not?	
21)	Whether the ACRs/PARs are in order or not (i.e. properly reported, reviewed and accepted by the relevant authorities)?	
22)	Whether the year wise availability of ACRs/PARs of the employees is enclosed as per <i>Annexure-III</i> or not?	
23)	Whether valid Vigilance Clearance from Vigilance Department attached or not in respect of Contract/Work-charged/ad hoc/officiating employees (Vigilance Clearance is valid for a period of 3 months from the date of issue)?	
24)	Whether original copy of a valid Vigilance Clearance is attached or not?	
25)	In case photocopy of Vigilance Clearance is attached, whether the same is certified by a Gazetted Officer or not?	
26)	Whether Integrity Certificate in respect of Muster Roll employees issued by the Head of Department as per the format at <i>Annexure-IV</i> is enclosed or not?	
27)	Whether approval of the Competent Authority for filling up of vacant posts by regularisation is enclosed or not?	
28)	Whether penalty was imposed during a period of 5 years preceding the year of DPC on any of the employees in the zone of consideration or not?	
29)	In case penalty imposed on any of the employees, whether a copy of the order of imposition of penalty by the Disciplinary Authority enclosed or not?	
30)	Whether self contained note for the DPC/MPSC explaining the proposals for regularisation enclosed or not?	
31)	<p>Whether a copy of the minutes of meeting of the Departmental Promotion Committee which recommended the initial engagement enclosed or not?</p> <p>(This is NOT necessary in the case of</p> <ul style="list-style-type: none"> a) Muster Roll employees initially engaged before the issue of Office Memorandum No.A.32012/1/2013-P&AR(GSW)/pt dated 19.02.2014 b) Ad hoc/officiating employees initially engaged before the issue of Office Memorandum No.A.32012/1/80-APT(B)/L dated 03.02.1998 c) Work-charged employees initially engaged before the adoption of the Central PWD Manual Volume-III, 2002 Edition vide Notification No.A.3201212034/1/2000-P&AR(ARW) dated 22.08.2008 effective from 	

	01.06.2008, and d) Contract employees initially engaged before the commencement of the Government of Mizoram Regularisation of Contract Employees Scheme, 2008 notified vide No.A.11019/5/2008-P&AR(ARW)/51 dated 10.10.2008 which came into force on 10.10.2008)	
32)	Whether a copy of the High School Leaving Certificate for posts which prescribed the educational qualification as HSLC or above in the recruitment rules/service rules OR Birth Certificate OR Certificate from the recognised school last attended showing the date of birth of the candidate duly certified by a Gazetted Officer enclosed or not?	
33)	Whether a copy of the approval of the Mizoram Public Service Commission for extension of engagement beyond 3 years in respect of Contract employees as required under regulation 3(i) of Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended enclosed or not? (This is NOT necessary for Contract employees recruited initially on the recommendation of the Commission).	
34)	Whether the names of employees in all the documents enclosed in the agenda papers are written in similar form or not?	
35)	In case names of the employees are written differently, whether reason(s) for the same is duly certified by a Gazetted Officer or not?	