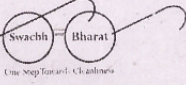


No.A.11012/3/2010-P&AR (ARW)/49
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(ADMINISTRATIVE REFORMS WING)



*New Secretariat Complex
Basement - 2, Room No. 081
Aizawl - 796001, Mizoram
Aizawl, the 28th June, 2016*

OFFICE MEMORANDUM

Subject : Matters relating to Contract and Muster Roll employees.

Attention of all Administrative Heads and Heads of Departments is hereby drawn on the matters relating to Contract and Muster Roll employees for compliance.

1. Engagement of Contract and Muster Roll Employees:

If any Contract/MR employee's service is terminated for any reason(s) during the currency of approval, the concerned Department shall make fresh engagement only after obtaining prior approval of DP&AR (ARW) and by following formal procedure laid down by DP&AR (GSW) OM No. A.32012/1/2013-P&AR (GSW)/Pt dated 19.02.2014.

2. Extension of services of Contract and Muster Roll Employees:

- i) Proposal for extension of Contract and Muster Roll employees should be submitted for the next financial year for those employees whose engagement is made through formal DPC in line with DP&AR (GSW) OM No A.32012/1/2013-P&AR (GSW)/Pt dated 19.02.2014.
- ii) Proposal for extension of engagement of Contract and Muster Roll employees should reach DP&AR (ARW) on or before 20th December every year.

3. Muster Roll Seniority:

Proposal for fixation of Final Inter-se-Seniority of Muster Roll Employees must henceforth be accompanied by a photocopy of initial engagement card (duly attested by Gazetted Officer), approval of DP&AR (ARW) and concurrence of Finance Department.

4. Change of Nomenclature:

Change of nomenclature/designation of Muster Roll employees should not be done without prior approval of DP&AR (ARW); however, even if approval for change is given, they shall automatically be placed Junior to the Junior Most of the post.

5. Upgradation/Downgrading of Skills of M/R Employees:

- i) As mandated by OM no A.11019/1/97-P&AR (ARW) Dated 10th May, 2002, departments shall not change the skills of Muster Rolls without prior approval of DP&AR (ARW) and Finance Department.

*29/6
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ii) For fresh engagement of Muster Roll, skill should be strictly maintained in conformity with the Skill Classification issued by LE&IT Department.

6. Mode of Engagement:

As mandated by OM No. A.11019/4/2008-P&AR(ARW)/Pt-IV Dated 12th Aug, 2009, it is reiterated that engagement of employees on Contract basis and Muster Roll basis should be made against vacant post, and filling up of Group A & B should be on Contract basis only and Group C & D should be on Muster Roll basis only.

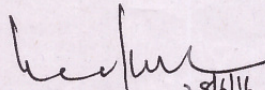
Further, approval of DP&AR (ARW) approval (No and Date) and concurrence of Finance Department (No. and Date) should be clearly reflected in the Muster Roll engagement cards.

Sd/- RENU SHARMA
Principal Secretary to the Govt. of Mizoram
DP&AR.

Memo No.A.11012/3/2010-P&AR(ARW)/49 : Aizawl, the 28th June, 2016.

Copy to :-

1. All Administrative Heads and Heads of Departments for information and compliance.
2. Guard file


(H.L.DINGLIANA)

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