

No.A-28012/4/2025-GSW-DPAR
Government of Mizoram
Department of Personnel & Administrative Reforms
(General Service Wing)

OFFICE MEMORANDUM

Dated Aizawl, the 15th September, 2025

Subject: Reporting, Reviewing and Accepting authorities for writing PAR/ACRs of Officers and Staff under Directorate of State Council of Educational Research and Training (SCERT) and District Institute of Education and Training (DIET).

The Governor of Mizoram is pleased to order the Reporting, Reviewing and Accepting Authorities of PAR/ACRs in respect of Officers and Staff under Directorate of State Council of Educational Research and Training (SCERT) and District Institute of Education and Training (DIET) as follows:

A. DIRECTORATE OF SCERT

Sl. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Director	Secretary	Chief Secretary	Minister
2.	Joint Director	Director	Secretary	Chief Secretary
3.	Deputy Director	Concerned Joint Director in charge	Director	Secretary
4.	Lecturer	Concerned Deputy Director in charge	Joint Director	Director
5.	Superintendent	Deputy Director (Admin)	Joint Director	Director
6.	Finance and Accounts Officer	Deputy Director (Admin)	Joint Director	Director
7.	Research Officer	Deputy Director (Admin)	Joint Director	Director
8.	Edn. Research Officer	Concerned Deputy Director	Joint Director	Director
9.	Special Education Officer	Deputy Director (IED)	Joint Director	Director
10.	Assistant Special Education Officer	Special Education Officer	Deputy Director (IED)	Joint Director
11.	Audio Producer	Deputy Director (IED)	Joint Director	Director
12.	Programme Coordinator (EDUSAT)	Deputy Director (IED)	Joint Director	Director
13.	Technical Officer (EDUSAT)	Deputy Director (IED)	Joint Director	Director
14.	Graphic Artist	Programme Coordinator	Deputy Director (IED)	Joint Director



15.	Sound Recordist	Prog Coordinator	Deputy Director (IED)	Joint Director
16.	Process Cameraman	Prog Coordinator	Deputy Director (IED)	Joint Director
17.	Cameraman	Prog Coordinator	Deputy Director (IED)	Joint Director
18.	Technician	Prog Coordinator	Deputy Director (IED)	Joint Director
19.	Science Consultant	Deputy Director (SPW)	Joint Director	Director
20.	Science Supervisor	Science Consultant	Deputy Director (SPW)	Joint Director
21.	Lab. Assistant	Science Consultant	Deputy Director (SPW)	Joint Director
22.	Projectionist	Science Consultant	Deputy Director (SPW)	Joint Director
23.	Lab. Bearer	Science Consultant	Deputy Director (SPW)	Joint Director
24.	Programmer	Deputy Director (SPW)	Joint Director	Director
25.	Programming Assistant	Science Consultant	Deputy Director (SPW)	Joint Director
26.	Vocational Guidance Officer	Deputy Director (VSE)	Joint Director	Director
27.	Counsellor	Deputy Director (VSE)	Joint Director	Director
28.	Tutor	Deputy Director (LP)	Joint Director	Director
29.	Headmaster (MISE)	Tutor	Deputy Director (LP)	Joint Director
30.	Teacher (MISE)	Tutor	Deputy Director (LP)	Joint Director
31.	Project Officer (EOSE)	Deputy Director (LP)	Joint Director	Director
32.	Assistant Project Officer	Project Officer (EOSE)	Deputy Director (LP)	Joint Director
33.	Research Assistant	Project Officer (EOSE)	Deputy Director (LP)	Joint Director
34.	Project Coordinator (Pop. Ed.)	Deputy Director (LP)	Joint Director	Director
35.	Assistant Project Coordinator (Pop Ed)	Project Coordinator (Pop. Ed.)	Deputy Director (LP)	Joint Director
36.	Supervisor (AIEP)	Project Coordinator (Pop. Ed.)	Deputy Director (LP)	Joint Director
37.	Stenographer	Concerned officer to whom attached	Exempted	Exempted
38.	Assistant/UDC/LDC/ Assistant Librarian	Superintendent	Deputy Director (Admin)	Director
39.	Group 'D' Staff			Superintendent/ Deputy Director (Admin)

B. DISTRICT OFFICES/DIETS

Sl. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Principal	Deputy Commissioner	Director	Secretary
2.	Senior Lecturer	Principal	Director	Secretary
3.	Lecturer	Principal	Joint Director	Director
4.	Stenographer	Concerned officer to whom attached	Exempted	Exempted
5.	Para-Academic Staff	HA/Superintendent/Principal	Deputy Director (Admin)	Joint Director

Sd/- K. Lalthawmmawia
Commissioner & Secretary to the Govt. of Mizoram

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Copy to:

1. Secretary to Governor.
2. Commissioner & Secretary to Chief Minister.
3. P.S. to Speaker/Ministers/Deputy Speaker/Leader of Opposition/Ministers of State/Deputy Govt. Chief Whip.
4. Sr. P.P.S. to Chief Secretary.
5. All Administrative Departments.
6. PS to all Principal Secretaries/Commissioners/Secretaries/Special Secretaries.
7. Secretary, MPSC/MIC/SEC/AMC/Lok Ayukta.
8. Special Secretary, School Education Department.
9. All Deputy Commissioners, Mizoram.
10. Website manager, DP&AR for uploading in the official website.
11. Guard File.


(Lalthawmmawia)
Under Secretary to the Govt. of Mizoram