

**No. A.32013/1/2022-P&AR(GSW)**  
**Government of Mizoram**  
**Department of Personnel & Administrative Reforms**  
**(General Service Wing)**

**OFFICE MEMORANDUM**

Dated Aizawl, the 6<sup>th</sup> March, 2025

**Subject: Reporting, Reviewing and Accepting authorities for writing PAR/ACRs of Officers and Staff under Public Health Engineering Department.**

In supersession of Office Memorandum No. A.28012/36/10-P&AR(GSW) dated 14.01.2015 issued by this Department, the Governor of Mizoram is pleased to order the Reporting, Reviewing and Accepting Authorities of PAR/ACRs in respect of Officers and Staff under Public Health Engineering Department as follows:

Sl. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Engineer-in-Chief	Secretary	Chief Secretary	Minister
2.	Chief Engineer, Zone-I	E-in-C	Secretary	Chief Secretary
3.	Chief Engineer, Zone-II	E-in-C	Secretary	Chief Secretary
4.	Chief Engineer (Hqrs. & WR)	E-in-C	Secretary	Chief Secretary
5.	Director, PMU	E-in-C	Secretary	Chief Secretary
6.	Superintending Engineer in Office of E-in-C	CE (Hqrs. & WR)	E-in-C	Secretary
7.	Superintending Engineer in Circle Office	CE concerned	E-in-C	Secretary
8.	Project Manager, PMU	Director, PMU	E-in-C	Secretary
9.	Deputy Director (Admin) in Office of E-in-C	CE (Hqrs. & WR)	E-in-C	Secretary
10.	Deputy Director (Admin) in Office of Chief Engineer, Zone-II	CE concerned	E-in-C	Secretary
11.	Deputy Director (Accts.)	E-in-C	Secretary, PHED	Finance Commissioner
12.	Executive Engineer in Office of E-in-C	SE concerned	CE (Hqrs. & WR)	E-in-C
13.	Executive Engineer in Office of Chief Engineer, Zone-I & II	CE concerned	E-in-C	E-in-C
14.	Executive Engineer in Circle Office	SE concerned	CE concerned	E-in-C
15.	Executive Engineer in Division Office	SE concerned	CE concerned	E-in-C
16.	Hydrogeologist	Project Manager, PMU	Director, PMU	E-in-C
17.	Assistant Hydrogeologist	Hydrogeologist	Project Manager, PMU	Director. PMU

18.	Chief Chemist	Project Manager, PMU	Director, PMU	E-in-C
19.	System Analyst	SE (Monitoring)	CE (Hqrs. & WR)	E-in-C
20.	Asst. Engineer in Office of E-in-C	EE concerned	SE Concerned	CE (Hqrs. & WR)
21.	Asst. Engineer in Office of Chief Engineer, Zone-I & II	EE concerned	CE concerned	CE concerned
22.	Asst. Engineer/Sub-Divisional Officer in Circles/Divisions/Sub-Divisions Office	EE concerned	SE Concerned	CE concerned
23.	Superintendent in Office of E-in-C	DD (Admin)	CE (Hqrs. & WR)	E-in-C
24.	Superintendent in Office of Chief Engineer, Zone-I	EO to CE concerned	CE concerned	E-in-C
25.	Programmer	System Analyst	EE (Monitoring)	CE (Hqrs & WR)
26.	Senior Chemist	Chief Chemist	Project Manager, PMU	Director, PMU
27.	Finance & Accounts Officer in Office of Chief Engineer, Zone-I	E-in-C	Secretary, PHED	Finance Commissioner
28.	Audit & Accounts Officer	DD (Accounts)	CCA, A&T	Finance Commissioner
29.	Accounts Officer	EE concerned	CCA, A&T	Finance Commissioner
30.	Chemist	Senior Chemist	Chief Chemist	Project Manager, PMU
31.	Asst. Accounts Officer in Office of E-in-C, Chief Engineer, Zone-I & II	DD (Accounts)	Director, A&T	CCA, A&T
32.	Asst. Accounts Officer in Division Offices	EE concerned	Director, A&T	CCA, A&T
33.	Assistant/UDC/LDC/IV Grade in Office of E-in-C	Superintendent	DD (Admin)	SE (Urban)
34.	Assistant/UDC/LDC/IV Grade in Office of CE, Zone-I	Superintendent	EO to CE concerned	CE concerned
35.	Assistant/UDC/LDC/IV Grade in Office of CE, Zone-II	DD (Admin)/EO to CE	CE concerned	CE concerned
36.	Vehicle Supervisor and Drivers of Pool Vehicle under Office of E-in-C	Superintendent	DD (Admin)	SE (Urban)
37.	Head Assistant in Circle Offices	EE concerned	SE concerned	CE concerned
38.	Head Assistant in Division Offices	EE concerned	SE concerned	CE concerned
39.	Junior Engineer/Draftsman/Overseer II/Trained SA/Tracer in Office of E-in-C	AE concerned	EE concerned	SE concerned

40.	Junior Engineer/Draftsman and other Technical Staff in Office of CE, Zone I & II	AE concerned	EE concerned	CE concerned
41.	Junior Engineer/Draftsman and other Technical Staff in Circle Offices	AE concerned	EE concerned	SE concerned
42.	Inspector of Statistics	EE (Monitoring)	SE concerned	CE (Hqrs & WR)
43.	All Technical Staff in Divisions/Sub-Division Office	AE/SDO concerned	EE concerned	SE concerned
44.	Stenographer Grade I, II & III	Officer to whom attached	Exempted	Exempted
45.	Ministerial Staff with IV Grade in Circles/Divisions/Sub-Divisions Office	Head Assistant	EE concerned	SE concerned
46.	All Technical Staff in Ground Water Resources Cell	Asst. Hydrogeologist	Hydrogeologist	Project Manager, PMU
47.	UDC/LDC in SRI	Head Assistant/Senior Chemist	Chief Chemist	Project Manager, PMU
48.	Bacteriologist	Senior Chemist	Chief Chemist	Project Manager, PMU
49.	Analyst (Laboratory)	Chemist concerned	Senior Chemist	Project Manager, PMU
50.	All Technical Staff in SRI below Chemist	Senior Chemist	Chief Chemist	Project Manager, PMU
51.	Data Entry Operator	DD (Admin)/EE concerned	SE concerned	E-in-C
52.	Laboratory Assistant	Chemist concerned	Senior Chemist	Chief Chemist
53.	Laboratory Technician	Chemist concerned	Senior Chemist	Chief Chemist
54.	Laboratory Attendant	Chemist concerned	Senior Chemist	Chief Chemist
55.	Consultants in PMU	Project Manager, PMU	Director, PMU	E-in-C
56.	Technical Staff, DEO & IV Grade in PMU	Consultants	Project Manager, PMU	Director, PMU

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

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**: Dated Aizawl, the 6<sup>th</sup> March, 2025**

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. Secretary, Public Health Engineering Department.
9. Engineer-in-Chief, Public Health Engineering Department.
10. All Deputy Commissioners, Mizoram.
11. Website manager, DP&AR for uploading in the official website.
12. Guard File.

  
6/2/20  
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Under Secretary to the Govt. of Mizoram