

**No. F. 20016/10/2020-GAD**  
**GOVERNMENT OF MIZORAM**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**MIZORAM SECRETARIAT, MINECO, AIZAWL – 796001**

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**OFFICE MEMORANDUM**

*Aizawl, the 7<sup>th</sup> November, 2024*

**Subject : Declaration of 8<sup>th</sup> November as State Records Management Day.**

The State Government has officially recognized the critical importance of effective Record Management in maintaining transparency, accountability, and organizational efficiency. In light of this, and with the aim of fostering a greater understanding of the value of proper record-keeping across all sectors, the Competent Authority is pleased to announce that **8<sup>th</sup> November** of every year will be observed as **State Records Management Day**.

Further, the Art & Culture Department will publish a manual for record management/maintenance in accordance with Office Procedure and the extant laws of the Mizoram Public Records Act, 2011, and the Mizoram Public Records Rules, 2014.

**Sd/-VANLALDINA FANAI**

Commissioner & Secretary to the Govt. of Mizoram  
General Administration Department

**Memo No. F. 20016/10/2020-GAD : Aizawl the, 7<sup>th</sup> November, 2024**

Copy to:-

- 1) Secretary to the Governor, Mizoram.
- 2) P.S. to Chief Minister, Mizoram.
- 3) P.S. to Speaker/ Leader of Opposition/ Deputy Speaker/ Ministers/Ministers of State/Vice Chairman, State Planning Board/ Deputy Govt. Chief Whip.
- 4) All Members of Legislative Assembly.
- 5) Chief Executive Member, MADC/LADC/CADC.
- 6) Sr. PPS to Chief Secretary, Govt. of Mizoram.
- 7) All Principal Secretaries/Commissioners/Secretaries/ Special Secretaries, Govt of Mizoram.
- 8) Secretary, MIC//MLA/MPSC/Lok Ayukta/SEC/MSCPCR, Mizoram.
- 9) All Mizoram Houses, Govt. of Mizoram
- 10) All Deputy Commissioners, Govt. of Mizoram
- 11) All Administrative Departments, Govt. of Mizoram.
- 12) All Heads of Department, Govt. of Mizoram.
- 13) Municipal Commissioner, Aizawl Municipal Corporation.
- 14) All Boards/Commissions/ Agencies, Govt. of Mizoram
- 15) Website Manager, GAD.
- 16) Guard File.

  
**(LALDINFELI)**

Under Secretary to the Govt. of Mizoram  
General Administration Department.