

**No.C.31015/6/2024-GAD**  
**GOVERNMENT OF MIZORAM**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**MIZORAM SECRETARIAT, MINECO, AIZAWL**  
**email : gadmizoram@gmail.com**

**OFFICE MEMORANDUM**

Aizawl, the 1<sup>st</sup> April, 2025

**Subject:** Implementation of Kai App across all Government Offices of Mizoram.

It has been observed that there are some subordinate offices which failed to adhere to the instructions regarding registration on KAI App for monitoring of attendance. It was also noted that many offices have assigned subordinate staff as Managers of the KAI App, which has contributed to the decline in attendance records and ineffective management.

2. In order to ensure strict compliance with office timings and to improve accountability, the following instructions are issued to all Heads of Department for strict compliance:

- a) Heads of Departments shall ensure that all officers and staff under their administration are registered to KAI App on or before **10.04.2025**.
- b) Heads of Department must designate officers holding supervisory positions as Managers of KAI App for better management of the attendance system.
- c) Heads of Department must ensure that all employees under their administration are properly registered in KAI App to guarantee full participation in the attendance monitoring system

**Sd/-VANLALDINA FANAI**  
Commissioner & Secretary to the Govt. of Mizoram  
General Administration Department

**Memo. No.C.31015/6/2024-GAD** :

**Aizawl, the 1<sup>st</sup> April,2025**

**Copy to:**

1. Secretary to Governor, Mizoram
2. PS to Chief Minister, Mizoram
3. PS to Speaker/Ministers/Deputy Speaker/Leader of Opposition/Ministers of State
4. PS to Vice-Chairman, State Planning Board/Government Deputy Chief Whip/Advisers to Chief Minister
5. Sr PPS to Chief Secretary
6. All Administrative Heads of Department
7. Secretary, MPSC/MIC/SEC/Lok Ayukta/MSCPCR
8. All Heads of Departments
9. Website Manager, GAD for uploading in the website
10. Guard file



**(LALRINCHHANI RALTE)**

Deputy Secretary to the Govt. of Mizoram  
General Administration Department