

No. D-31011/2/2025-ESTT-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
Mizoram Secretariat, Mizoram New Capital Complex (MINECO), Aizawl-796001
email:gadmizoram@gmail.com

Aizawl, the 29th September, 2025

OFFICE ORDER

In supersession of all previous Office Order relating to work distribution under GAD, the undersigned hereby makes allotment of works amongst Dealing Hands (Assistant, UDCs, and LDCs) under General Administration Department as shown in Annexure-I with immediate effect and until further orders.

Sd/-SUDHIR KUMAR
Principal & Secretary to the Govt. of Mizoram
General Administration Department.

Memo No.D-31011/2/2025-ESTT-GAD : Dated Aizawl the 29th September 2025.
Copy to:

1. PPS to Principal & Secretary, GAD.
2. All Officers & Staff of GAD
3. Website Manager
4. Guard File.

Digitally signed by
R Lalrinzuali
Date: 01-10-2025
14:45:14

(R.LALRINZUALI)
Under Secretary to the Govt. of Mizoram
General Administration Department.

ANNEXURE - I

1. Ian Laldinliana, Assistant (Ph. No.9862335426):

- Election.
- District Administration (Lunglei, Siaha, Serchhip, Lawngtlai, Saitual) including General Correspondence on all DC.
- Re-organisation and restructuring of District Administration.
- Civil Sub-Division matters (Lunglei, Siaha, Serchhip, Lawngtlai, Saitual).
- Circuit/Rest Houses.
- Vehicles and Drivers.
- Entitlement of Vehicles.
- Entitlement of telephone, equipment, etc.

2. Ramluahpuui, Assistant (Ph. No.8837376764):

- Mizoram Houses.
- Census/NPR/Aadhaar/DBT/NRC.
- PRAGATI/PMG/E-SAMIKSHA/Gati Shakti.
- Empowered Committee.
- General correspondence with GoI, other State Govt., etc.
- Court/Legal/Disciplinary matters.
- Mizoram Information Commission & matters relating to Right to Information Act/Rules/Applications.
- KAI.
- Matters relating to E-Office.
- AOB/TOB.
- Creation/amalgamation/Restructuring/Coordination of Departments/Offices

3. Lalbiaknii, Assistant (Ph. No.9436354670):

- Aviation Wing, GAD.
- Protocol & Hospitality Wing, GAD.
- Foreign Travels/Air Travel Permission.
- Matters relating to Trains service in Mizoram.
- Tours/Visits of Official Dignitaries.
- Correspondence on Training/Examination/Seminar/Workshop/Meeting/Conference.
- Internal Office Administration of GAD.
- Office Discipline/Punctuality/Attendance.
- Administrative Reforms/Good Governance/MRPS/CPRAMS.
- State Mourning/Obituary.

4. K.L. Vanlalruali, Assistant (Ph. No.9862982751):

- Observance of Important Days.
- Holidays/Office Working Hours.
- Rehabilitation/Resettlement.

- Achievement Reports/Citizens Charter/Sustainable Development Goals.
 - Speeches of VIPs, dignitaries, etc on important occasions.
 - Medical Re-imbursement.
 - Opening of Bank account.
 - Audit/Appropriation/Re- Appropriation of Accounts, etc.
 - Hiring of private buildings for accommodation by Govt.
 - Matters relating to MoS 1986, PAMRA, etc.
 - Assembly/Parliamentary matters
5. Peter Lalremruata, Assistant (Ph. No. 9774391472):
- District Administration (Aizawl, Kolasib, Mamit, Khawzawl)
 - Civil Sub- Division matters (Aizawl, Kolasib, Mamit, Khawzawl)
 - Infrastructure development.
 - Budget/Accounts/Financial Matters.
 - Annual Plan/Five Year Plan.
 - Budget /Accounts of Subordinate Offices.
 - Additional allocation of fund.
 - Matters relating to MINECO.
6. Ramdinliana Pachuau, Assistant (Ph. No. 8118977133)
- Sinlung Hills Council.
 - Sialkal Range Development Council.
 - State Govt. Programme/Schemes.
 - Central Government Schemes/Programmes.
 - Correspondences from NITI Aayog, DoNER, NEC, etc.
 - Projects under SASCI
 - Beautification of Cities/Towns.
 - General Pool Residential Quarters.
 - AIS Transit Accommodations.
 - Government lands & buildings.
 - Meeting of High Officials (Secretaries, JCM, Inter-State Council, etc).
8. Valentine Lalramsanga, LDC (Ph. No.7085136899):
- GPF.
 - Statues and memorials.
 - ACR/PAR/Performance Reports
 - Loans and Advances
 - Notifications/OM/Orders, etc of other Departments
 - Miscellaneous
9. Rinsangzuala, LDC (Ph. No 8575047650).
- National flag/anthem
 - Meeting of Council of Ministers
 - Property Returns
 - Issue of Vigilance Clearance
 - Reservation of Mizoram Houses.

10., Lalneihkima LDC (Ph. No 98629 33438).

- Indent of office requirements.
- Issue/Dispatch/Receipt of Dak
- File Movement
- Quarter application form/ Vehicle empanelment form/ issue of
- challan etc.

11. Laltlanhlua, LDC (Ph. No 85306 17516).

- Leave/tour of officers of subordinate offices, including monitoring of
- LAMS/ e-leave application.
- Monitoring of Department Email.
- Information called by other Departments.

Link of Dealing Hands:

- | | | |
|---------------------------------|---|-------------------------------|
| 1) Ian Laldinlana, Assistant | – | Lalbiaknii Assistant |
| 2) Ramluahpuii, Assistant | – | Ramdinlana Pachuau, Assistant |
| 3) Peter Lalremruata, Assistant | – | K. Vanlalruali, Assistant |
| 4) Valentiné Lalramsanga, LDC | – | Rinsangzuala, LDC |
| 5) Lalneihkima, LDC | – | Laltlanhlua, LDC |