

No.C-31015/5/2025-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
Mizoram Secretariat, Mizoram New Capital Complex (MINECO), Aizawl-796001
email:gadmizoram@gmail.com

Aizawl, the 26th November, 2025

OFFICE MEMORANDUM

Subject: Strict Compliance of instructions for maintenance of attendance and observance of punctuality in the Mizoram Secretariat

It has come to the notice of the Government that several officers and staff working in the Mizoram Secretariat fail to mark their attendance on the Attendance Management System (www.mizattendance.co.in) giving the impression that they are absent from the office.

All officers and staff working in the Mizoram Secretariat are, therefore, reminded that the directions and instructions for maintenance of attendance and observance of punctuality in the Mizoram Secretariat issued vide Office Memorandum No.C.31015/5/2024-GAD dt.22.03.2024 should be strictly complied in toto and required reports mentioned in the Office Memorandum should be submitted to concerned authorities regularly as instructed.

All Principal Secretary/Commissioners & Secretaries/Secretaries shall compulsorily mark their attendance in the biometric attendance system on all office working days.

There shall be surprise check on the attendance of officers and staff by a team of authorized officers.

All administrative heads of Departments are directed to enforce the strictest adherence to punctuality and regular attendance within their respective departments.

A copy of the Office Memorandum No.C.31015/5/2024-GAD dt.22.03.2024 is enclosed at Annexure.

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

Memo No.C-31015/5/2025-GAD**:****Aizawl, the 26th November, 2025**

Copy to:

1. Secretary to the Governor of Mizoram.
2. PS to Chief Minister, Mizoram.
3. PS to Speaker/Ministers/Leader of Opposition/Deputy Speaker/Vice-Chairman, State Planning Board/Deputy Govt. Chief Whip, Mizoram.
4. Sr. PPS to the Chief Secretary, Govt. of Mizoram.
5. All Pr. Secretaries/Commissioners/Secretaries/Special Secretaries, Govt. of Mizoram.
6. All Administrative Departments, Govt. of Mizoram.
7. All Heads of Departments, Govt. of Mizoram.
8. Website Manager, GAD for uploading on the website.
9. Guard File.

Digitally signed by
Laldinfeli
Date: 26-11-2025
11:18:59

(LALDINFELI)

Under Secretary to the Govt. of Mizoram
General Administration Department