

No. P-16020/2/2025-ESTT-GAD-Part(1)
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
Mizoram Secretariat, Mizoram New Capital Complex, Aizawl – 796001
Email: gadmizoram@gmail.com

Aizawl, the 2nd March, 2026

CIRCULAR

Subject: Uniform Procedure for Mizoram House Online Booking.

In order to ensure transparency, accountability and uniformity in the online reservation system for Mizoram Houses located in various States, the following procedures shall be strictly followed with immediate effect:

1. **‘On Duty’ Booking:** All bookings under the “On Duty” category shall be permitted only upon submission of approval from the concerned Administrative Department. Requests without such approval shall not be entertained.
2. **Not On Duty Booking:** For bookings under the “Not On Duty” category, the identity of the applicant shall be verified through Departmental Identification Card or Employee Identity Card before confirmation of reservation.
3. **Medical Referred Cases:** Bookings sought on medical grounds shall invariably be supported by a valid medical certificate, referral note, or other relevant medical documents issued by a competent authority. Such documents shall be carefully verified prior to approval.
4. **Student and Private Bookings:** Students shall be required to produce a valid Student Identity Card. Private individuals shall produce Aadhaar Card or any other Government-issued identity proof for verification.

All Officers in charge of Mizoram Houses are directed to ensure strict compliance with the above instructions. Any deviation from these procedures shall be viewed seriously.

This issues with the approval of the competent authority.

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

Memo No. P-16020/2/2025-ESTT-GAD-Part(1) : Aizawl, the 2nd March, 2026
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/ Ministers of State/Vice-Chairman, State Planning Board/Deputy Govt. Chief Whip, Mizoram.
4. All Members of Legislative Assembly.
5. Chief Executive Member, MADC/LADC/CADC.
6. Sr. PPS to the Chief Secretary, Govt. of Mizoram.
7. All Pr. Secretaries/ Commissioners/ Secretaries, Govt. of Mizoram.
8. Secretary, MIC/MLA/MPSC/MSEC, MSCPCR Mizoram.
9. All Administrative Departments, Govt. of Mizoram.
10. Resident Commissioner, Government of Mizoram, New Delhi.
11. All Deputy Commissioners, Govt. of Mizoram
12. All Head of Departments, Govt. of Mizoram.
13. Joint Resident Commissioner, Government of Mizoram, Kolkata & Bengaluru.
14. Deputy Resident Commissioner, Government of Mizoram, Silchar/Shillong/Guwahati/Mumbai.
15. Municipal Commissioner, Aizawl Municipal Corporation.
16. All Boards/Commissions/Agencies Govt. of Mizoram.
17. Website Manager, GAD for uploading on the website.
18. Guard File.

(R. LALRINZUALI)

Under Secretary to the Govt. of Mizoram
General Administration Department