

No. D-31011/2/2025-ESTT-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
Mizoram Secretariat, Mizoram New Capital Complex, Aizawl - 796001
Email: gadmizoram@gmail.com
Aizawl, the 12th March, 2026

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.

The distribution of works is shown in Annexure - II.

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

Memo No. D-31011/2/2025-ESTT-GAD : Aizawl, the 12th March, 2026

Copy to:-

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

Digitally signed by
R Lalrinzuali
Date: 12-03-2026
13:08:59

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

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

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

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

- Mizoram Houses.
- Census/NPR/Aadhaar/DBT/NRC.
- PRAGATI/ Mi-PRAGATI/PMG/E-Samiksha/Gati Shakti.
- Empowered Committee.
- General Correspondence with GoI, other State Govt., etc.
- Court Cases, Legal Matters, and Disciplinary matters.
- Mizoram Information Commission.
- KAI App.
- AOB/TOB.
- Creation/amalgation/restructuring/coordination of Departments/Offices.
- Service Review.

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

- Aviation Wing, GAD.
- Protocol & Hospitality Wing, GAD.
- Matters relating to Trains service in Mizoram.
- Tours/Visits of Official Dignitaries.
- Internal Office Administration of GAD.
- Office Discipline/Punctuality/Attendance.
- Administrative Reforms/Good Governance/MRPS.
- State Mourning/Obituary.
- Hiring of private buildings for accommodation by Govt.
- Assembly/Parliamentary matters.
- Statues and memorials
- Award & LOGO

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.
- Matters relating to MoS 1986, PAMRA, etc.

5. Peter Lalremruata, Assistant (Ph. No. 9774391472):

- District Administration (Aizawl, Kolasib, Mamit, Khawzawl, Champhai, Saitual).
- Civil Sub-Division matters (Aizawl, Kolasib, Mamit, Khawzawl, Champhai, Saitual).
- 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.).

7. Valentine Lalramsanga, LDC (Ph. No. 7085136899):

- ACR/PAR/Performance Reports.
- Loans and Advances.
- Notifications/OM/Orders, etc. of other Departments.
- Miscellaneous.

8. Rinsangzuala, LDC (Ph. No. 8575047650):

- National flag/anthem.
- Meeting of Council of Ministers.
- Property Returns.
- Issue of Vigilance Clearance and Quarterly Reports on Criminal Cases/ Disciplinary Cases.
- Website and IT Matters.
- GPF
- Matters relating to E-Office.
- Matters relating to Right to Information Act/Rules/Applications.
- CPGRAMS and Mipui Aw.

9. Lalneikhima, LDC (Ph. No. 98629 33438):

- Indent of office requirements.
- File Movement.
- Quarter application form / Vehicle empanelment form/issue of challan etc.
- Foreign Travels / Air Travel Permission.
- Correspondence on Training / Examination / Seminar / Workshop / Meeting / Conference.
- Issue / Despatch.

10. K. Lalrinnggheta, LDC (Ph. No. 98620 22218):

- Leave/tour of officers of subordinate offices, including monitoring of LAMS.
- Monitoring of Departmental Email and diarising digital Daks received from email into the e-office system.
- Receipt of Physical Daks.
- Scanning and Diarising of Physical Daks into the e-office system.
- Matters relating to information called by other Departments.
- Personal Files of Officers under GAD.

Link of Dealing Hands:

1) Ian Laldinliana, Assistant	-	Lalbiaknii, Assistant
2) Ramluahpuii, Assistant	-	Ramdinliana Pachuaui, Assistant
3) Peter Lalremruata, Assistant	-	K. Vanlalruali, Assistant
4) Valentine Lalramsanga, LDC	-	Rinsangzuala, LDC.
5) Lalneihkima, LDC	-	K. Lalrinnggheta, LDC.

GROUP-E

Pu Ch. Lalnunkima, D/S (Ph. No. 9436154510)

Pi R. Lalrinzuali, U/S (Ph. No. 8794103462)

Pu Lalthlamuana Khiangte, Supdt (Ph. No.8414096206)

1. Matters relating to Mizoram Houses.
2. Matters relating to Sinlung Hills Council.
3. Matters relating to Sialkal Range Development Council.
4. Matters relating to State Election Commission.
5. Matters relating to Mizoram Information Commission & RTI, Act.
6. Matters relating to Protocol & Hospitality Wing.
7. Matters relating Civil Aviation Wing.
8. Meeting of High officials (Secretaries, JCM, etc).
9. Hiring of private buildings for office accommodation.
10. Matters relating to Observance of Important Days.
11. State Mourning & Obituary.
12. Statues and memorials.
13. Air Travel Permission.
14. Foreign travel/tour.
15. Achievement Reports/Citizens charter/Governor's or CM's Speech.
16. Statistics of GAD/Sustainable Development Goals/Administrative Reforms.
17. Matters relating to MoS 1986.
18. Rehabilitation/Resettlement/SEDP Board.
19. Court case.
20. ACR/PAR/Performance Reports/Property Returns.
21. Assembly/Parliament matters.
22. Special Casual Leave.
23. National Flag/Emblem/Anthem and State Emblem.
24. Right to Information Act/Rules.
25. Digitisation of cable television.
26. Agitation of Government employees, strike/bandh, etc.
27. Matters relating to persons with disabilities.
28. Disaster management.
29. Matters relating to Governor Secretariat.
30. Miscellaneous matters.
31. KAI.

LINK OFFICERS

Deputy Secretary (E)	-	Deputy Secretary (G)
Under Secretary (E)	-	Under Secretary (G)

GROUP-G

Pi Lalrinchhani Ralte, D/S (Ph. No. 98568 61252)

Pi Laldinfeli, U/S (Ph. No. 7085414138)

Pu Lalthlamuana Khiangte, Supdt (Ph. No.8414096206)

1. Matters relating to District Administrations.
2. Matters relating Civil Sub-Divisions.
3. Matters relating to Circuit/Rest Houses.
4. Matters relating to general pool quarters.
5. Matters relating to AIS Transit Accommodation.
6. Allocation of Business Rules.
7. Transaction of Business Rules.
8. Government lands & buildings.
9. Infrastructure Development under GAD.
10. Creation/Re-organisation/amalgamation of Departments/Offices.
11. Census/NPR/Aadhaar/DBT/PRAGATI.
12. Matters relating to Vehicles & Drivers.
13. Entitlement of Vehicles.
14. Entitlement of telephone & internet.
15. Entitlement of Newspapers & magazines.
16. Entitlement of space, furniture and office equipment.
17. Holidays/Office working Hours.
18. Office Discipline/punctuality under Government of Mizoram.
19. Internal Office Discipline & Establishment under GAD.
20. Meeting of Council of Ministers.
21. Training/Seminar/Workshop/Conference/Meeting, etc.
22. SEDP/State Schemes/Programmes/Projects.
23. Central Government Schemes/Projects/Programmes.
24. Matters relating to Centre-State/Inter-state relation.
25. General Correspondences with Gol/Other States (NITI Ayog, DoNER, etc.).
26. IT matters & GAD website.
27. Beautification of cities/towns.
28. OM/Notification/Order issued by other Departments.
29. KAI App
30. Implementation of E-Office.
31. Matters relating to Train service in Mizoram.

LINK OFFICERS

Deputy Secretary (E)

-

Deputy Secretary (G)

Under Secretary (E)

-

Under Secretary (G)

**LIST OF OFFICERS & STAFF OF GENERAL ADMINISTRATION DEPARTMENT AS ON
10th MARCH, 2026**

Sl.No.	Name of Officer/Staff	Designation	Phone No.
1	Sudhir Kumar	Principal Secretary	9868202461
2	Rosaline Rosangpuii	PS to Principal Secretary	8731916347
3	Irene Zohlimpuii Chongthu	Additional Secretary	9436153883
4	V.L Nunchhuangi	PS to Additional Secretary	9436195247
5	Lalrohlua	Joint Secretary	9436363171
6	Remkimi Cherput	PS to Joint Secretary	8376958552
7	Lalrinchhani Ralte	Deputy Secretary (G)	9856861252
8	R. Zodinsangi	PA to Deputy Secretary (G)	8787530494
9	Ch. Lalnunkima	Deputy Secretary (E)	9436154510
10	Lalnunpuii Colney	PA to Deputy Secretary (E)	9612376799
11	Laldinfeli	Under Secretary (G)	7085414138
12	Lalthlamuana Khiangte	Superintendent (G)	8414096206
13	Ian Laldinliana	Assistant	9862335426
14	Ramluahpuii	Assistant	8837376764
15	Lalbiaknii	Assistant	9436354670
16	K.L Vanlalruali	Assistant	9862982751
17	Peter Lalremruata	Assistant	9774391472
18	Ramdinliana Pachuau	Assistant	8118977133
19	Valentine Lalramsanga	LDC	7085136899
20	Rinsangzuala	LDC	8575047650
21	Lalneihkima	LDC	9862933438
22	K. Lalrinngbeta	LDC	9862022218
23	F. Lalmuanawma	Group 'D'	9862209157
24	Rudolf Biakdingliana	Group 'D'	9233438389
25	Lalnunsanga	Group 'D'	9366156581