



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, 30th July, 2026

OFFICE ORDER

In supersession of all Office Orders issued previously relating to work distribution under General Administration Department, the undersigned hereby makes allotment of work 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 amongst Officers 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
Copy to:-

: Aizawl, 30th July, 2026

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

Digitally signed by
Christina Lalmuanzuali
Date: 30-07-2026
12:38:13

(CHRISTINA LALMUANZUALI)
Under Secretary to the Govt. of Mizoram
General Administration Department

ANNEXURE – I**1. Ian Laldinlana, Assistant (Ph. No. 9862335426):**

- Election Matters.
- General Matters Relating to All DCs.
- District Administration (Lunglei, Siaha, Serchhip, Lawngtlai, Hnahthial).
- Re-organization and restructuring of District Administration.
- Civil Sub-Division matters (Lunglei, Siaha, Serchhip, Lawngtlai, Hnahthial).
- Circuit/Rest Houses.
- Dismantling of Buildings.
- Internship Under the Govt. of Mizoram.
- Relocation of Villages.
- Matters Relating to Fraudulent O.Ms/Notifications.
- Vehicles and Drivers.
- Entitlement of Vehicles.
- Entitlement of Telephone, Equipment, etc.
- Infrastructure Development under DCs.
- State Election Commission.

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

- Aviation Wing, GAD.
- Protocol & Hospitality Wing, GAD.
- Matters relating to Train Service in Mizoram.
- Tours/Visits of Official Dignitaries.
- Internal Office Administration of GAD.
- Hiring of Private Buildings for Accommodation by Govt.
- Assembly/Parliamentary Matters.
- Foreign Travel
- Air Travel Permission

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

- Observance of Important Days.
- Holidays/Office Working Hours.
- Rehabilitation/Resettlement.
- Achievement Reports/Citizens Charter/Sustainable Development Goals.
- Medical Reimbursement.
- Audit/Appropriation/Re-Appropriation of Accounts, etc.
- Matters relating to MoS 1986, PAMRA, etc.
- State Mourning/Obituaries.
- Awards.
- Meeting of Council of Ministers.
- Loans & Advances.
- She shall function as Bill Assistant.

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

- Mizoram Houses.
- Account Matters on Census.
- Budget/Accounts/Financial Matters.
- Annual Plan/Five-Year Plan.
- Budget/Accounts of Subordinate Offices.
- Additional Allocation of Funds.
- Matters Relating to MINECO.
- Cash Handling.

5. Ramdinliana Pachuau, Assistant (Ph. No. 8118977133):

- 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.

6. Ruth Ngainunsangi Assistant (Ph. No. 8014531141):

- Census/NPR/Aadhaar/DBT/NRC.
- PRAGATI/Mi-PRAGATI/PMG/E-Samiksha/Gati Shakti.
- Empowered Committee, Mizoram.
- Mizoram Information Commission.
- Court Cases, Legal Matters & Disciplinary Matters.
- AOB/TOB.
- Creation/Amalgamation/Restructuring/Coordination of Department/Offices.
- PRDC

7. Catherine Lalrinhlui, UDC (Ph. No. 7005321598):

- District Administration (Aizawl, Kolasib, Mamit, Khawzawl, Champhai, Saitual).
- Civil Sub-Division matters (Aizawl, Kolasib, Mamit, Khawzawl, Champhai, Saitual).
- Sialkal Range Development Council.
- KAI App.
- Service Review.
- Office Discipline/Punctuality/Attendance.
- Speech of VIPs/Dignitaries, etc. on important occasions.
- Opening of Bank Account.
- Meeting of High Officials (Secretaries, JCM, Inter-State Council, etc.).

8. Lalneihkima, LDC (Ph. No. 9862933438):

- Scanning & Diarizing of Physical Daks into the e-Office System.
- Indent of Office Requirement.
- File Movement.
- Quarters Application Form/ Vehicle Empanelment Form/Issue of Challan, etc.
- Correspondence on Trainings/Examinations/Seminars/Workshops/Meetings/Conferences.
- Issue & Despatch.

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

- Administrative Reforms/Good Governance/MRPS.
- ACR/PAR/Performance Reports.
- Property Returns.
- Issue of Vigilance Clearance and Quarterly Reports on Criminal Cases/Disciplinary Cases.
- Website/IT Matters.
- GPF.
- Matters Relating to e-Office.
- Matters Relating to RTI/Rules/Applications.
- CPGRAMS and Mipui Aw.
- Monitoring of Mizoram Houses relating to IFMIS Bill/Sanction Orders.
- Statues and Memorials/Emblem/Logo.

10. K. Lalrinnggheta, LDC (Ph. No. 9862022218):

- Leave/Tour of Officers of Sub-Ordinate Offices including monitoring of LAMS.
- Monitoring of Departmental e-mail.
- Matters relating to Information called by other Departments.
- Personal Files of Officers Under GAD.
- General Correspondence with Gol, other State Governments, etc.
- Agitation of Government employees, strike/bandh, etc.
- Certificate of Transfer of Charge.
- Miscellaneous Matters.

Link of Dealing Hands:

1) Ian Laldinlana, Assistant	-	Lalbiaknii, Assistant
2) K. Vanlalruali, Assistant	-	Peter Lalremruata, Assistant
3) Ramdinlana Pachuau, Assistant	-	Ruth Ngainunsangi, Assistant
4) Catherine Lalrinhlui, UDC	-	Rinsangzuala, LDC
5) Lalneihkima, LDC	-	K. Lalrinnggheta, LDC

ANNEXURE – II**GROUP-E**

- **Pi Lalrinpuii Hnamte, Deputy Secretary (Ph. No. 7005278493)**
- **Pi Christina Lalmuanzuali, Under Secretary (Ph. No. 7085416805)**
- **Pu Lalthlamuana Khiangte, Superintendent (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 to 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. Court Case.
19. ACR/PAR/Performance Reports/Property Returns.
20. Assembly/Parliament matters.
21. National Flag/Emblem/Anthem and State Emblem/ Departmental LOGO.
22. Right to Information Act/Rules.
23. Digitization of Cable Television.
24. Agitation of Government Employees, Strike/Bandh, etc.
25. Matters relating to Persons with Disabilities.
26. Disaster Management.
27. Matters relating to Governor Secretariat.
28. Miscellaneous Matters.
29. KAI

LINK OFFICERS

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

GROUP-G

- **Pi Lalrinchhani Ralte, Deputy Secretary (Ph. No. 98568 61252)**
- **Pi Laldinfeli, Under Secretary (Ph. No. 7085414138)**
- **Pu Lalthlamuana Khiangte, Superintendent (Ph. No.8414096206)**

1. Matters relating to District Administrations.
2. Matters relating to 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-organization/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 Office 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. State Schemes/ Programmes /Projects.
23. Central Government Schemes/Projects/ Programmes.
24. Matters relating to Centre-State/Inter-State Relations.
25. General Correspondences with Gol/Other States (NITI Aayog, 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)