

No.F.20017/3/2018-GAD
GOVERNMENT OF MIZORAM
General Administration Department
Mizoram New Capital Complex, Aizawl

C I R C U L A R

Dated at Aizawl, the 1st April, 2021

It has come to the notice of the Government that there are instances wherein some Officers under Government of Mizoram are detailed to attend meetings without proper preparation beforehand. Such officers are not in a position to give inputs expected of them as they are not fully aware of the agenda under consideration. If an officer attending the meeting does not have anything to contribute in the meeting, it is a waste of time and energy.

In view of the above, all Administrative Departments/Heads of Departments are requested to **detail only officers who are well-versed with the issues to be discussed in the meeting**. In case, if any of the officers from a Department do not yet have full knowledge of the agenda items to be considered in the meeting or are not in a position to attend the meeting due to one reason or the other, that Department may make a request to the Department convening the meeting to reschedule such meeting.

All Departments/Offices are also requested to keep in mind that as and when meetings are proposed to be convened, such **meetings should be scheduled well in advance** and to ensure that the meeting notice alongwith agenda notes/papers are in receipt of by the concerned officers/Departments atleast 7 (seven) days ahead of the proposed meeting. The detailed venue of the meeting i.e. room number, floor number, contact number, etc should also be indicated in the meeting notice.

The contents of this Circular may be brought to the notice of all officers under Government of Mizoram, subordinate offices, etc.

Sd/- J.C. Ramthanga
Additional Chief Secretary to the Govt. of Mizoram
General Administration Department

Memo No.F.20017/3/2018-GAD:

Dated at Aizawl, the 1st April, 2021

Copy to:-

1. Secretary to the Governor, Mizoram
2. Additional Chief Secretary to Chief Minister, Mizoram.
3. P.S. to Speaker/Ministers/Dy.Speaker/Ministers of State, Mizoram.
4. P.S to Vice Chairman, Mizoram State Planning Board/SEDP Boards
5. Sr. PPS to Chief Secretary, Govt. of Mizoram
6. PPS to Additional Chief Secretary, Government of Mizoram
7. PS to Principal Secretary/Commissioner & Secretary / Secretary / Special Secretary, Government of Mizoram
8. Commissioner & Secretary, Mizoram Legislative Assembly
9. Secretary, MPSC/MIC/MSEC/Lokayukta
10. All Heads of Administrative Departments
11. All Heads of Departments
12. Web Manager, GAD
12. Guard File.

Ruull 1/4/2021

(ROCHUANGKIMI KHENGLAWT)
Under Secretary to the Govt. of Mizoram
General Administration Department