

No.D.31016/2/94-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
Mizoram Secretariat, Mizoram New Capital Complex, Aizawl – 796001
Phone No.0389 – 2336033 & 2336010/Fax No.0389 – 2336678/email: gadmizoram@gmail.com

Dated Aizawl, the 14th February, 2024

OFFICE ORDER

In supersession of all previous Office Orders relating to work distribution under GAD, the undersigned hereby makes allotment of works amongst Dealing Hands (Assistants, UDCs, and LDCs) and Officers under General Administration Department as shown in **Annexure – I and Annexure – II** with immediate effect and until further orders.

Sd/- K. LALTHAWMMAWIA
Commissioner & Secretary to the Govt. of Mizoram
General Administration Department

Memo No.D.31016/2/94-GAD : **Dated Aizawl, the 14th February, 2024**

Copy to:-

1. PPS to Secretary, GAD.
2. All Officers & Staff of GAD.
3. Website Manager, GAD.
4. Guard File.


(LALRINCHHANI RALTE)

Under Secretary to the Govt. of Mizoram
General Administration Department

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

- a) Election.
- b) District Administration (Aizawl, Champhai, Kolasib, Mamit & Khawzawl) including General Correspondence on all DC.
- c) Re-organisation and restructuring of District Administration.
- d) Civil Sub-Division matters.
- e) Circuit/Rest Houses.
- f) Vehicles and Drivers.
- g) Entitlement of Vehicles.
- h) Entitlement of telephone, equipment, etc.

2. Lawmsangzuali, Assistant (Ph. No.9863360765):

- a) GPF.
- b) National flag/anthem.
- c) Statues and memorials.
- d) Meeting of Council of Ministers.
- e) ACR/PAR/Performance Reports.
- f) Property Returns.
- g) Assembly/Parliamentary matters.
- h) Covid-19 related issues.
- i) Loans and Advances.
- j) Notifications/OM/Orders, etc of other Departments.
- k) Information called by other Departments.
- l) Leave/tour of officers of subordinate offices.
- m) Miscellaneous.

3. H. Lalthazuala, Assistant (Ph. No.9612021646)

- a) District Administration (Lunglei, Siaha, Lawngtlai, Hnahthial, Serchhip, Saitual).
- b) Meeting of High Officials (Secretaries, JCM, Inter-State Council, etc).
- c) Matters relating to MoS 1986, PAMRA, etc.
- d) State Mourning/Obituary.
- e) Mizoram Information Commission & matters relating to Right to Information Act/Rules/Applications.
- f) Matters relating to e-leave.
- g) IT Matters.
- j) Administrative Reforms/Good Governance/MRPS.

4. Ramluahpuui, Assistant (Ph. No.8837376764):

- a) Mizoram Houses.
- b) Census/NPR/Aadhaar/DBT/NRC.
- c) PRAGATI.
- d) E-SAMIKSHA.
- e) Gati Shakti.
- f) Empowered Committee.
- g) General correspondence with GoI, other State Govt., etc.
- h) Court/Legal/Disciplinary matters.

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

- a) Aviation Wing, GAD.
- b) Protocol & Hospitality Wing, GAD.
- c) Foreign Travels/Air Travel Permission.
- d) Tours/Visits of Official Dignitaries.
- e) Training/Examination/Seminar/Workshop/Meeting/Conference.
- f) Special Casual Leave.
- g) Internal Office Administration of GAD.
- h) Office Discipline/Punctuality/Attendance.

6. Peter Lalremruata, UDC (Ph. No. 9774391472):

- a) Infrastructure development.
- b) Opening of Bank account.
- c) Budget/Accounts/Financial Matters.
- d) Annual Plan/Five Year Plan.
- e) Audit/Appropriation/Re- Appropriation of Accounts, etc.
- f) Budget /Accounts of Subordinate Offices.
- g) Government lands & buildings.
- h) Matters relating to MINECO.
- i) Medical Re-imburement.

7. K. Vanlalruali, UDC (Ph. No.9862982751):

- a) AoB/ToB.
- b) Creation/amalgamation/Restructuring/Coordination of Departments/Offices.
- c) Observance of Important Days.
- d) Holidays/Office Working Hours.
- e) Rehabilitation/Resettlement/SEDP Boards.
- f) Achievement Reports/Citizens Charter/Sustainable Development Goals.
- g) Speeches of VIPs, dignitaries, etc on important occasions.
- h) Additional allocation of fund.
- i) Hiring of private buildings for accommodation by Govt.

8. Ramdinliana Pachuau, UDC (Ph. No. 8118977133)

- a) Sinlung Hills Council.
- b) Sialkal Range Development Council.
- c) State Govt. Programme/Schemes.
- d) Central Government Schemes/Programmes.
- e) Correspondences from NITI Aayog, DoNER, NEC, etc.
- f) Beautification of Cities/Towns.
- g) General Pool Residential Quarters.
- h) AIS Transit Accommodations.

11. Valentine Lalremsanga, LDC (Ph. No.7085136899):

- a) Issue & Dispatch.
- b) Issue of Quarter application form.

12. R. Zodinsangi, LDC (Ph. No. 8787530494):

- a) Receipt of Dak.
- a) File movement.

13. Rinsangzuala, LDC (Ph. No.8575047650)

- a) Reservation in Mizoram Houses.
- b) Indent of office requirements.
- c) Department website
- d) Monitoring of Department email.

Link of Dealing Hands:

- | | | |
|-------------------------------|---|----------------------------|
| 1) Ian Laldinliana, Assistant | - | H. Lalthazuala, Assistant. |
| 2) Ramluahpuii, Assistant | - | Ramdinliana Pachuau, UDC. |
| 3) Lawmsangzuali, Assistant | - | Lalbiaknii, Assistant |
| 4) Peter Lalremruata, UDC | - | K. Vanlalruali, UDC |

Pu Peter Lalremruata, UDC shall function as cashier and **Pi K. Vanlalruali, UDC** shall function as Bill Assistant in respect of General Administration Department.

GROUP-E

Pu V. Zaithanmawia, D/S (Ph. No. 7738525456)

Pi Lalrinchhani Ralte, U/S (Ph. No.9856861252)

Pu R. Lalnunmawia, Supdt (Ph. No.9436193323)

1. Matters relating 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.

LINK OFFICERS

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

GROUP-G

**(Pu Lalrohluu, D/S (Ph. No. 9436363171),
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.

LINK OFFICERS

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

