

**No.D.14016/1/2015-GAD**  
**GOVERNMENT OF MIZORAM**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**Mizoram Secretariat, MINECO, Aizawl**

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**NOTIFICATION**

*Aizawl, the 10<sup>th</sup> September, 2024*

In supersession of this Department's Notification of even number dated 17<sup>th</sup> July, 2018 and in pursuance of the minutes of intra-departmental meeting of offices under General Administration Department held on 6<sup>th</sup> August, 2024 under the chairmanship of Commissioner & Secretary, General Administration Department, the Competent Authority is pleased to revise **Entitlement of Office Furniture and Equipment** of Dignitaries, Officers and different categories of employees under the Government of Mizoram as appended herewith at Annexure-I to XI.

All Departments/Offices under the Government of Mizoram are hereby informed to comply with the following instructions:-

- 1) Entitlement of television by Joint Secretary and above in the Mizoram Secretariat shall be revised as under:-
  - i) Entitlement shall be given only to Chief Secretary.
  - ii) Entitlement shall be abolished in respect of Principal Secretary, Commissioner & Secretary, Secretary, Special Secretary, Additional Secretary and Joint Secretary and equivalent ranks in other Government Offices.
  - iii) Television sets already provided to existing entitled officers shall be retained. However, the monthly cable connection fee and other maintenance charge shall be borne by concerned officers with effect from 1<sup>st</sup> September, 2024.
- 2) Stationery/miscellaneous items shall include items like file tray, paper cutting knife/scissors, pen-stands, and any other stationery items deemed necessary by the officials in the discharge of official works.
- 3) Keeping in mind the need for strict economy in the Government due to persistent fiscal constraints, all Government Departments and Offices should try to manage their requirements with utmost economy in respect of furniture and equipment. They are expected to avoid all kinds of extravagance.
- 4) Every attempt shall be made to avoid superfluous and ostentatious expenditures with an emphasis to enhancing the longevity of items.
- 5) Every attempt shall be made by all concerned to avoid purchase of any items not mentioned in the lists at Annexures. Purchase of any furniture/equipment other than those in the lists at Annexures shall be done only after obtaining specific clearance of General Administration Department.
- 6) Items shall continue to be used so long as they are fit for use, and replacement shall be considered only when they have become unserviceable/unusable.

- 7) Records shall be kept by each office to maintain an inventory of items furnished to the dignitaries/officials. It shall be the duty of the Head of Department/Head of Office to ensure that items provided to the dignitaries/officials are available when new incumbents occupy the seats.
- 8) With the ubiquitous use of computers, there are various items that are provided to the government employees connected with the use of computers. Every attempt shall be made to economize the use of various computer items, along with the use of papers for printing. Draft printing should always be done on used papers that have a blank side. Use of computers not related to official works shall be discouraged at all times. Provision of computer shall not be claimed as a matter of entitlement, but as functional requirement.
- 9) Computer printers should be shared by all the staff working in a Branch/Cell by internal connection system – Local Area Network (LAN). Xerox machines or other printers provided to the Branch shall be connected to computers of all the staff so that they may make use of the common printing station.
- 10) Items provided to the dignitaries and officials and other common office items shall be disposed of when they are no longer fit for use.

**Sd/- VANLALDINA FANAI**

Commissioner & Secretary to the Govt. of Mizoram  
General Administration Department

**Memo No.D.14016/1/2015-GAD : Aizawl, the 10<sup>th</sup> September, 2024**

Copy to:-

1. Secretary to Governor, Mizoram
2. P.S to Chief Minister, Mizoram
3. P.S. to Speaker/Ministers/Leader of Opposition/Deputy Speaker/Deputy Govt. Chief Whip
4. Vice Chairman, State Planning Board, Mizoram
5. Sr. P.P.S. to Chief Secretary, Govt. of Mizoram
6. All Principal Secretaries/Commissioner & Secretaries/ Secretaries/Special Secretaries, Govt. of Mizoram
7. Secretary, MPSC/MSSSB/MIC/MSEC/MSCPCR/Mizoram Lokayukta/MYC
8. All Administrative Departments
9. All Heads of Departments
10. Controller, Printing & Stationeries with 5(five) spare copies for publication in the Mizoram Gazette
11. Website Manager, GAD
12. Guard file



**(LALDINFELI)**

Under Secretary to the Govt. of Mizoram  
General Administration Department

**Annexure-I****CHIEF MINISTER / MINISTERS / MINISTERS OF STATE / CHIEF SECRETARY**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Executive Secretariat Table	1
2	Executive Revolving Chair (with high back)	1
3	Side Board/Credenza	1
4	Foot Rest	1
5	Partition Screen	1
6	Woollen Carpet	2 (according to size of the room)
7	Sofa Set	2 sets (5 seater x 2 + 1 centre table + 2 side tables)
8	File Racks	2
9	Executive Visitors Chairs	10
10	Steel Almirah (branded)	1
11	Book Shelf (4 shelves)	1
12	Glass Top	1
13	Water Filter	1
14	Glass Tumbler Set	1
15	Tea Set	2 sets (1 dozen, with kettle & tray)
16	Wall Clock	1
17	Calling Bell	1
18	Wastepaper Basket (with Garbage bags)	3
19	Briefcase	1
20	Towel (cotton)	4
21	Attached bathroom (with required items)	1
22	Table-Top Writing Board	1
23	Photocopier	1
24	Facsimile (Fax) with dedicated line	1
25	Television (Flat Screen, 42" – 44") with cable connection	1
26	Room Heater	1
27	Air Conditioner	2
28	Refrigerator (Single door, up to 200 L)	1
29	Desktop Computer (with printer)	1 set
30	Internet/Broadband Connection	1 line
31	Extra Chairs	20
32	Stationery Items	As required
33	Side Tables	4 Nos.

**PRINCIPAL SECRETARIES / COMMISSIONERS / SECRETARIES**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Executive Secretariat Table	1
2	Executive Revolving Chair (with high back)	1
3	Side Board/Credenza	1
4	Foot Rest	1
5	Partition Screen	1
6	Woollen Carpet	According to size of the room
7	Sofa Set	2 sets (5 seater x 2 + 1 centre table + 2 side tables)
8	File Racks	2
9	Visitors Chairs	8
10	Steel Almirah (branded)	1
11	Book Shelf (4 racks)	1
12	Glass Top	1
13	Water Filter	1
14	Tea Set	2 sets (1 dozen, with kettle & tray)
15	Wall Clock	1
16	Calling Bell	1
17	Wastepaper Basket	2
18	Briefcase	1
19	Towel (cotton)	3
20	Attached bathroom (with required items)	1
21	Table-Top Writing Board	1
22	Photocopier	1
23	Facsimile (Fax) with dedicated line	1
24	Desktop Computer (with printer)	1 set
25	Internet/Broadband Connection	1 line
26	Extra Chairs	20
27	Refrigerator (Single door, up to 200 L)	1
28	Room Heater	1
29	Air Conditioner	1
30	Stationery Items	As required
31	Conference Table (8 seater)	1

**Annexure-III****ADDITIONAL SECRETARIES / SPECIAL SECRETARIES / JOINT SECRETARIES  
& EQUIVALENT OFFICERS**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Executive Secretariat Table	1
2	Executive Revolving Chair (with high back)	1
3	Side Board/Credenza	1
4	Foot Rest	1
5	Partition Screen	1
6	Woollen Carpet	According to size of the room
7	Sofa Set	1 set (5 seater x 2 + 1centre table + 2 side tables)
8	File Racks	2
9	Visitors Chairs	6
10	Steel Almirah (branded)	1
11	Book Shelf (4 shelves)	1
12	Glass Top	1
13	Tea Set	1 set (half dozen, with kettle & tray)
14	Wall Clock	1
15	Calling Bell	1
16	Wastepaper Basket	2
17	Briefcase	1
18	Towel (cotton)	3
19	Attached bathroom (with required items)	1
20	Table-Top Writing Board	1
21	Photocopier	1
22	Desktop Computer (with printer)	1 set
23	Internet/Broadband Connection	1 line
24	Extra Chairs (plastic)	10
25	Refrigerator (Small size)	1
26	Room Heater	1
27	Air Conditioner	1
28	Stationery Items	As required

**DEPUTY COMMISSIONERS / HEADS OF DEPARTMENTS**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Executive Secretariat Table	1
2	Executive Revolving Chair (with high back)	1
3	Side Board/Credenza	1
4	Foot Rest	1
5	Partition Screen	1
6	Woollen Carpet	According to size of the room
7	Sofa Set	2 sets (5 seater x 2 + 1 centre table + 2 side tables)
8	File Racks	2
9	Visitors Chairs	8
10	Steel Almirah	1
11	Book Shelf (4 shelves)	1
12	Glass Top	1
13	Tea Set	2 sets (1 dozen, with kettle & tray)
14	Wall Clock	1
15	Calling Bell	1
16	Wastepaper Basket	2
17	Briefcase	1
18	Towel (cotton)	2
19	Attached bathroom (with required items)	1
20	Table-Top Writing Board	1
21	Photocopier	1
22	Facsimile (Fax) with dedicated line	1
23	Desktop Computer (with printer)	1 set
24	Internet/Broadband Connection	1 line
25	Extra Chairs (plastic)	20
26	Refrigerator (Single door, up to 200 L)	1
27	Room Heater	1
28	Air Conditioner	1
29	Stationery Items	As required
30	Conference Room	As required

**DEPUTY SECRETARIES / JOINT DIRECTORS & OTHER EQUIVALENT OFFICERS**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Executive Secretariat Table	1
2	Executive Revolving Chair (with high back)	1
3	Foot Rest	1
4	Partition Screen	1
5	Linoleum/Coir/Jute Carpet	According to size of the room
6	Sofa Set	1 set (5 seater x 2 + 1centre table + 2 side tables)
7	Pedestal Fan	1
8	File rack	1
9	Steel Almirah (Branded)	1
10	Visitors Chairs (plastic)	4
11	Glass Top	1
12	Room Heater	1
13	Tea Set with Kettle	1 set (half dozen)
14	Wastepaper Basket (with garbage bags)	2
15	Calling Bell	1
16	Attached bathroom (with required items)	1
17	Writing Board	1
18	Desktop Computer (with printer)	1 set
19	Cable Connection to Computer (TV Tuner)	1
20	Internet/Broadband Connection	1 line
21	Stationery Items	As required
22	Hand Towel (Cotton)	1
23	Wall Clock	1
24	Book Shelf (4 racks)	1

**UNDER SECRETARIES & OTHER GROUP 'A' OFFICERS**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Officer's Table	1
2	Revolving Chair	1
3	Foot Rest	1
4	File Rack	1
5	Visitors Chair	3
6	Glass Top	1
7	Pedestal Fan/Ceiling Fan	1
8	Steel Almirah	1
9	Room Heater	1
10	Tea Set	1 set (with kettle)
11	Wastepaper Basket	2
12	Linoleum Carpet	According to size of the room
13	Desktop Computer with printer	1 set
14	Stationery	As required
15	Bookshelf (4 shelves)	1
16	Hand Towel (Cotton)	1
17	Wall Clock	1



**OTHER GROUP 'B' GAZETTED OFFICERS**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Officer's Table	1
2	Officer's Chair (without revolving)	1
3	Foot Rest	1
4	File Rack	1
5	Visitors Chair	2
6	Glass Top	1
7	Wastepaper Basket	1
8	Steel Almirah (Branded – small)	1
9	Linoleum Carpet	According to size of the room
10	Desktop Computer with printer	1 set
11	Hand Towel	1

**ASSISTANTS/COMPUTER OPERATORS OR EQUIVALENT RANK**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Office Table	1
2	Officer Chair with cushion	1
3	File Rack	1
4	Steel Almirah (Branded)	1
5	Glass Top (small)	1
6	Wastepaper Basket	1
7	Stationery Items	As required
8	Hand Towel (Cotton)	1

**UDC/LDC/DEO OR EQUIVALENT RANK**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Office Table	1
2	Officer Chair with cushion	1
3	File Rack	1
4	Steel Almirah	1
5	Glass Top (small)	1
6	Wastepaper Basket	1
7	Stationery Items	As required
8	Hand Towel	1

**GROUP 'D'**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Stool or Bench	1
2	Ordinary Table will be supplied to Duftry for sorting paper and other work	1

**PRIVATE SECRETARIES**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Officer's Table	1
2	Officer's Chair	1
3	Foot Rest	1
4	File Rack	1
5	Visitors Chair	3
6	Glass Top	1
7	Pedestal Fan/Ceiling Fan	1
8	Steel Almirah	1
9	Room Heater	1
10	Tea Set	1 set with kettle
11	Wastepaper Basket	2
12	Linoleum Carpet	According to size of the room
13	Desktop Computer with printer	1 set
14	Sofa Set	1 set (5 seater with 1 centre table + 2 side tables)
15	Stationery	As required
16	Photocopier	1
17	Hand Towel (Cotton)	1
18	Electric Kettle	1

**Annexure-X****PS TO PRINCIPAL SECRETARIES/COMMISSIONERS/SECRETARIES**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Officer's Table	1
2	Officer's Chair	1
3	Foot Rest	1
4	File Rack	1
5	Visitors Chair	2
6	Glass Top	1
7	Wastepaper Basket	1
8	Water Filter (for whole department/section)	1
9	Steel Almirah (branded – small)	1
10	Linoleum Carpet	According to size of the room
11	Desktop Computer with printer	1 set
12	Stationery	As required
13	Thermo-flask in all personal branches	1
14	Hand Towel (Cotton)	1
15	Electric Kettle	1

**PA OF ADDL. SECRETARIES/SPECIAL SECRETARIES/JOINT SECRETARIES/EQUIVALENT OFFICERS**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Office Table	1
2	Office Chair with cushion	1
3	File Rack	1
4	Steel Almirah (Branded)	1
5	Glass Top (small)	1
6	Wastepaper Basket	1
7	Stationery Items	As required
8	Desktop Computer with printer	1 set

**PS/PA TO HEADS OF DEPARTMENTS/DEPUTY COMMISSIONERS**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Office Table	1
2	Office Chair with cushion	1
3	File Rack	1
4	Steel Almirah (Branded)	1
5	Glass Top (small)	1
6	Wastepaper Basket	1
7	Stationery Items	As required
8	Desktop Computer with printer	1 set

**PA TO DEPUTY SECRETARIES/JOINT DIRECTORS/EQUIVALENT OFFICERS**

<b>Sl.No.</b>	<b>Description</b>	<b>Number</b>
1	Office Table	1
2	Office Chair with cushion	1
3	File Rack	1
4	Steel Almirah (Branded)	1
5	Glass Top (small)	1
6	Wastepaper Basket	1
7	Stationery Items	As required
8	Desktop Computer with printer	1 set