

No.D.31016/2/94-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
Mizoram New Capital Complex, Aizawl

OFFICE ORDER

Dated at Aizawl, the 26th March, 2021

In supersession of Office Order No.D.31013/2/94-GAD dt.11.10.2019 relating to **work distribution** under GAD, the undersigned hereby makes allotment of works amongst Dealing Hands (Assistants, UDCs, and LDCs) under General Administration Department as shown in **Annexure** with immediate effect and until further orders.

Sd/- J.C. Ramthanga

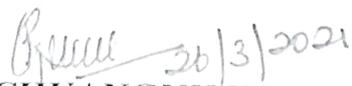
Additional Chief Secretary to the Govt. of Mizoram
General Administration Department

Memo No.D.31016/2/94-GAD :

Dated Aizawl, the 26th March, 2021

Copy to:-

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


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

1. Vanlalhumi, Assistant:

- a) AoB/ToB
- b) Election
- c) Court/legal/Disciplinary matters
- d) Sialkal Range Development Council
- e) Matters relating to MoS 1986, PAMRA, etc
- f) Creation/amalgamation/Restructuring/Coordination of Departments/Offices

2. Jenny Laldinthari, Assistant

(On Maternity Leave - Works will be assigned as when she joins duties)

3. Ian Laldinliana, Assistant

- a) District Administration
- b) Civil Sub-Division matters
- c) Circuit / Rest Houses
- d) Vehicles and Drivers
- e) Entitlement of Vehicles

4. Lawmsangzuali, Assistant:

- a) Beautification of Cities/Towns
- 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) Administrative Reforms/Good Governance

5. H. Lalthazuala, Assistant

- a) Meeting of High Officials (Secretaries, JCM, Inter-State Council, etc)
- b) Sinlung Hills Council
- c) Observance of Important Days
- d) State Mourning/Obituary
- e) Holidays/Office Working Hours
- f) Right to Information Act / Rules
- g) Mizoram Information Commission
- h) Hiring of private buildings for accommodation by Govt.
- i) Rehabilitation /Resettlement/SEDP Boards
- j) Achievement Reports/Citizens Charter/Sustainable development goals
- k) Speeches of VIPs, dignitaries, etc on important occasions

6. Lalbiaknii, UDC:

- a) Aviation Wing, GAD
- b) Protocol & Hospitality Wing, GAD
- c) Foreign Travels / Air Travel Permission
- d) Training/Examination/Seminar/Workshop/Meeting/Conference, etc
- e) Special Casual Leave

7. Lalnunpuii Rokhum, UDC:

- a) Loans and Advances / GPF
- b) State / National emblem
- c) Internal Office Administration of GAD
- d) Office Discipline/Punctuality/Attendance
- e) Notifications/OM/Orders, etc of other Departments
- f) Information called by other Departments
- g) Leave/tour of officers of subordinate offices
- h) Entitlement of telephone, equipment, etc
- i) General correspondence with GoI, other State Govt, etc.
- j) Miscellaneous

8. Lalhrualiana, UDC:

- a) Mizoram Houses
- b) Budget/Accounts/Financial Matters
- c) Annual Plan / Five Year Plan
- d) Audit/Appropriation/Re-appropriation of Accounts, etc.
- e) Budget/Accounts of Subordinate Offices
- f) Medical Reimbursement
- g) Opening of Bank account
- h) IT matters / Indent of office requirements

9. Thangsangzela, UDC:

- a) General Pool Residential Quarters
- b) AIS Transit Accommodations
- c) Census/NPR/Aadhaar/DBT/NRC/
- d) PRAGATI

10. Peter Lalremruata, UDC:

- a) State Govt Programmes/Schemes like NEDP, etc
- b) Central Govt Schemes/Programmes
- c) Government lands & buildings
- d) Matters relating to MINECO
- e) Infrastructure development
- f) Correspondences from NITI Aayog, DoNER, NEC, etc

11.C.Lalthakimi, LDC:

- a) File movement

12.Lalmalsawma, LDC:

- a) Receipt of Dak

13.Valentine Lalremsanga, LDC:

- a) Issue & Dispatch

14.R. Zodinsangi, LDC:

- a) Computer Operation
- b) Reservation in Mizoram Houses

15. Lalmalsawmi, Assistant

(She is entrusted to assist & train Pu Lalhruailiana Zote, UDC in accounts and financial matters until she retires)

Linkage System of Dealing Hands:

Sitting arrangement of staff under GAD has been made in such a manner that each Dealing Assistant shall be linked to the one sitting to his/her immediate Right hand side. In case the one sitting at the immediate right hand side is absent, she/he shall be linked to the one sitting to his/her immediate left hand side. If both at his/her immediate right hand and immediate left hand sides are absent, the one sitting to the right of his/her immediate right hand side shall be his/her link.

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