

No.A.60012/1/2011-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

Dated Aizawl, the 5th July, 2011

Subject: *Strengthening of District Administration in Mizoram*

In supersession of Office Memorandum No.A.20016/1/97-GAD/Pt-II dt.1/8/2007 and in order to strengthen the district administration which is the backbone of the state administrative machinery, all concerned Departments of the Districts and the State Government are once again directed to take up necessary action and issue necessary orders and instructions to all concerned wherever required, to give effect to the following:

- 1) The Deputy Commissioner of each District shall be the Reporting Authority in respect of the PARs of the Heads of Offices in the Districts.
- 2) The District Coordination Committees shall sit quarterly to evaluate and review the achievements and progress of works of all the departments within the respective districts.
- 3) The Deputy Commissioner shall be required to conduct site visits of a few selected works of a few selected departments in the district (at least once every quarter) and submit his findings/observations to General Administration Department and the concerned departments.
- 4) All district officers, including SDOs/BDOs shall submit quarterly reports to the Deputy Commissioner concerned, of important works undertaken and decisions made, who will in turn submit the same to Secretary, General Administration Department with comments.
- 5) All heads of district offices must obtain written permission/approval from the Deputy Commissioner concerned for tours outside the district failing which T.A. bills shall not be passed by concerned Treasury Offices.
- 6) The Deputy Commissioner is entrusted with the task of granting Casual Leave to heads of district offices. Accordingly, leave of all such officers in the districts shall be sanctioned only on the recommendation of the Deputy Commissioner concerned and the Heads of Offices shall perform tours only with the prior approval of the Deputy Commissioner concerned.
- 7) The Deputy Commissioner is overburdened by a heavy workload and there are numerous district level committees where he is the Chairman. The nodal departments concerned should undertake the spade work and come to the Deputy Commissioner for decision only, and convening of the committee should be restricted to the minimum.

- 8) The Deputy Commissioner should not be randomly called for meetings to the State Capital by line departments. Meetings involving Deputy Commissioners should be proposed by line departments and convened only with approval of the Chief Secretary under intimation to Secretary, General Administration Department. All such meetings should normally be convened in the first week of every month, unless urgent time bound matters come up in which case, convening a meeting should be with approval of the Chief Secretary under intimation to Secretary, General Administration Department. The facility of video conferencing should be made use of as far as possible in order to avoid frequent leaving of station by the DCs to attend meetings at the State Capital.
- 9) The Deputy Commissioner in turn should be aware of the enormous responsibilities entrusted to him, and discharge his work impartially with sincerity and dedication. He should stay in his station compulsorily, and all proposals for tours, leave, meetings etc. should invariably be sent to Secretary, General Administration Department for prior approval. Since Deputy Commissioner's posting is crucial, and is of a very short duration in his long tenure in government service, he should normally not take Casual Leave/Earned Leave too frequently except under unavoidable circumstances.

All concerned Departments should take necessary action and give a report of the action taken within a month's time from issue of this Office Memorandum.

Sd/-RENU SHARMA

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

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Copy to:

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Speaker/Ministers/Deputy Speaker/Minister of State/Parliamentary Secretaries/Vice-Chairman, State Planning Board, Mizoram.
4. Sr.P.P.S. to Chief Secretary, Mizoram.
5. All Principal Secretaries/Commissioners/Secretaries, Govt. of Mizoram.
6. All Administrative Departments, Govt. of Mizoram.
7. All Heads of Departments, Govt. of Mizoram.
8. All Deputy Commissioners, Mizoram.
9. All Treasury Officers
10. Guard File.


(JACOB LALAWMPUIA)

Under Secretary to the Govt. of Mizoram