

No. D.11011/42/97-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT

Aizawl, the 30th April 2013

NOTIFICATION

In supersession of Notification No. No. D.11011/42/97-GAD dated 4.7.2012, the Governor of Mizoram is pleased to order revision of entitlement of office space entitlement of officers and staff as indicated below with immediate effect:

Sl. No	Category	Existing Area in sq.m	Revised				Addl. Facility
			Type of space	Sectt Area in sq.m	Dte Area in sq.m	Dist (if Head of office) Area in sq.m	
1	Gazetted Officers drawing PB4 Rs 37400-67000 +GP 8900 &above	22	Room	40	NA	NA	Attached toilet
2	Gazetted Officers drawing PB4 Rs 37400-67000 +GP 8700 &above but less than GP 8900	11	Room	30	35	40	Attached toilet
3	Gazetted Officers drawing PB3 Rs 15600-39100+GP 7600 &above but less than GP 8700	11	Room	22	24	30	Attached toilet
4	Gazetted Officers drawing PB3 Rs 15600-39100+GP 6600 &above but less than GP 7600	5.5	Room/ Cubicle	20	20	25	Attached toilet if head of office
5	Gazetted Officers drawing PB3 Rs 15600-39100+GP 5400 &above but less than GP 6600	5.5	Room/ Cubicle	15	15	15	Attached toilet if head of office
6	Technical staff such as draftman, tracer, estimators, etc	5.5	Hall	5.5	5.5	5.5	Space for file storage
7	Ministerial staff/other staff dealing with clerical/accounting works	3.5 plus 10% of entitlement for record	Hall	5 sq.m per person if hall capacity is upto 5 persons			
			Hall	4 sq.m per person if hall capacity is 5 to 10 persons			
			Hall	3.5 sq.m per person if hall capacity is above 10 persons			

Note: The Superintendent is required to supervise the clerical staff, guide them and keep them under his watch and may therefore preferably be provided a room/cubicle with a transparent wall in the front next to his staff without hindering his ability to oversee them.

Sd/-ASHWANI KUMAR
Commissioner & Secretary to the Govt. of Mizoram
General Administration Department