

GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
Mizoram Secretariat: New Secretariat Complex: Aizawl

Dated Aizawl, the 10th January, 2022.

NOTIFICATION

No.A.46012/1/2019-GAD/Pt : Consequent upon the amalgamation of General Administration Department (GAD) and Secretariat Administration Department (SAD) vide No.A.46013/9/2021-GAD dt.19.04.2021 and in the exercise of the powers conferred under Rule 3 of the Government of Mizoram (Allocation of Business) Rules, 2019, the Governor of Mizoram is pleased to **transfer all the subjects under the then Secretariat Administration Department to General Administration Department.**

The subjects are placed at Sl. No. 34 - 44 under Thirteenth Schedule of the Government of Mizoram (Allocation of Business) Rules, 2019.

Sl. No.	Subjects
34.	All service matters relating to UDCs, LDCs, Drivers and Group D staff under the then SAD.
35.	Pay and allowances and personal claims of Ministers, all Gazetted and Non-Gazetted Officers of Secretariat.
36.	All interest bearing and non-interest bearing advances and loans, maintenance of accounts/records thereof for staff under the then SAD.
37.	All kinds of contingency bills of Secretariat.
38.	Accommodations of officer & staff in the Secretariat and minor repair/alteration works in the Secretariat.
39.	Maintenance of Secretariat vehicles.
40.	Procurement and supply of furniture, stationery and office equipment in the Secretariat.
41.	All matters relating to departmental proceedings of staff under the then SAD.
42.	Arrangement of measures for security in the Secretariat.
43.	Honorarium & OTA of officers & staff under the then SAD.
44.	Beautification of Mizoram Secretariat and its premises

Sd/- J.C.Ramthanga
Additional Chief Secretary to the Govt. of Mizoram

Memo.No.A.46012/1/2019-GAD/Pt

: Dated Aizawl, the 10th January, 2022.

Copy to:

- 1) Secretary to Governor of Mizoram
- 2) P.S to Hon'ble Chief Minister, Mizoram
- 3) P.S to Speaker/ Ministers/ Deputy Speaker/ Ministers of State/ Govt. Deputy Chief Whip/ Vice-Chairman, State Planning Board/all Vice-Chairman, SEDP Board.
- 4) Sr. P.P.S to Chief Secretary, Govt. of Mizoram
- 5) P.P.S to Addl. Chief Secretary, Govt. of Mizoram
- 6) All Principal Secretaries/ Commissioner/Secretaries, Govt. of Mizoram
- 7) Secretary, /MPSC/ MSIC/MSCPCR/Lokayukta
- 8) Commissioner & Secretary, MLA Secretariat
- 9) PS to Additional Secretary, Secretariat Administration Wing (SAW), GAD,
- 10) All Heads of Departments, Govt. of Mizoram
- 11) Controller, Printing & Stationery for publication in the Official Gazette
- 12) Web Manager, GAD
- 13) Guard File

R. K. Khenglawt
10/1/2022
(ROCHUANGKIMI KHENGLAWT)
Under Secretary to the Govt. of Mizoram
R. K. Khenglawt, General Administration Department