

**No.B.13021/2/2020-GAD/Pt-I**  
**GOVERNMENT OF MIZORAM**  
**General Administration Department**  
**Mizoram New Capital Complex, Aizawl**

*Dated Aizawl, the 10<sup>th</sup> Jan, 2022*

**OFFICE MEMORANDUM**

***Subject: Booking of official appointment through online application for prevention of the spread of Covid-19***

In pursuance of Clause No.42 (4) of Government Order No.B.13021/101/2020-DMR/Vol-VI dt. 07.01.2022 to prevent all officials working under the Government of Mizoram from Covid-19 and to further curb the spread of the pandemic, the Government of Mizoram is pleased to issue the following instructions to be complied by all Departments/Offices:

2. The Government of Mizoram has developed a platform for all visitors of Government Offices to book official appointment online through the application called 'Appointment' which can be downloaded from <https://play.google.com/store/apps/details?id=com.msegs.appointment> (Google Play store) or can be directly accessed through <https://appointment.mizoram.gov.in> (Web portal)

3. In this regard, Superintendent or senior most dealing assistant in case of offices without superintendent will be the dedicated officer for the application and should register themselves in the name of the department. In addition, all Gazetted Officers without personal branches will register themselves and Sr.PPS/PPS/PS/PA in case of Ministers/Officers having personal branches will register by the name of the post held by their concerned Ministers/Officers, etc. The registration process should be completed on or before 14<sup>th</sup> January, 2022.

4. All the aforementioned officials are instructed to closely monitor the application after successful registration and are further instructed to familiarize themselves with monitoring/management of the application, the tutorial video for which is available at <https://www.youtube.com/watch?v=ZM-RSGCQOQE>

5. As the online booking for visit of Government Offices/Officers is to be mandatory with effect from 17<sup>th</sup> January, 2022, all the concerned Officers are informed to expedite the registration process.

6. Project Manager (9436198721) and Developer (7810911046), Mizoram State e-Governance Society under ICT Department may be contacted for queries relating to usage of the application.

All Administrative Departments and Heads of Departments are informed to bring the content of this O.M to the notice of all their Sub-Ordinate Offices for information and compliance.

**Sd/-DR. RENU SHARMA, IAS**

Chief Secretary to the Govt. of Mizoram

**Memo No.B.13021/2/2020-GAD/Pt-I : Dated Aizawl, the 10<sup>th</sup> Jan, 2022**

Copy to:

1. Secretary to Governor, Mizoram favour for information.
2. PS to Chief Minister, Mizoram favour for information.
3. PS to Dy. Chief Minister, Mizoram favour for information.
4. PS to Speaker/Ministers/Ministers of State/ Dy. Speaker/ Deputy Govt. Chief Whip, Mizoram
5. All Vice Chairman, SEDP Boards
6. Vice Chairman, State Planning Board, Mizoram favour for information.
7. Sr. P.P.S to Chief Secretary, Govt. of Mizoram favour for information.
8. All Principal Secretaries/Commissioner & Secretaries/Special Secretaries, Govt. of Mizoram.
9. Secretary, MPSC/MIC/MSEC/MSCPCR/MSSSB/Mizoram Lokayukta.
10. All Administrative Departments.
11. All Heads of Departments.
12. All Mizoram Houses.
13. Guard File.

  
10/1/2022

**(ROCHUANGKIMI KHENGLAWT)**

Under Secretary to the Govt. of Mizoram  
General Administration Department