

No.F.21011/12/2005-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
Mizoram Secretariat, Mizoram New Capital Complex (MINECO), Aizawl-796001

Aizawl, the 15th October, 2024

OFFICE MEMORANDUM

Attention is drawn to the contents of this Department's OM No.F.21011/12/2005-GAD Dt. 27/10/2009 and OM. NO.F.21011/12/2005-GAD Dt 7/3/2011. In spite of instruction issued by the Government it has come to the attention of the Government that some officials are undertaking tours without obtaining prior approval from the appropriate authorities.

On the above context, it is felt necessary to reiterate the following guidelines to the concerned for strict compliance :

1. Tours of Administrative Head :

Prior approval of the Chief Secretary should be taken for all official tours, both within and outside the state.

2. For officers in the Secretariat & Directorate :


All officers & officials intending to perform official tours within and outside the state should positively obtain approval of their respective Administrative Head of Department.

Sd/- VANLALDINA FANAI

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

Memo No. F.21011/12/2022-GAD : **Aizawl, the 15th October, 2024**
Copy to :

- 1) Secretary to the Governor of Mizoram.
- 2) P.S to Chief Minister, Mizoram.
- 3) P.S to Speaker/ Ministers/ Leader of Opposition/ Deputy Speaker/ Ministers of State/ Vice-Chairman, State Planning Board/ Deputy Govt. Chief Whip, Mizoram.
- 4) All Members of Legislative Assembly.
- 5) Chief Executive Member, MADC/LADC/CADC.
- 6) Sr. PPS to the Chief Secretary, Govt. of Mizoram.
- 7) All Pr. Secretaries/ Commissioners/ Secretaries/ Special Secretaries, Govt. of Mizoram.
- 8) Secretary, MIC/MLA/MPSC/MSEC, Mizoram.
- 9) All Administrative Department, Govt. of Mizoram.
- 10) All Head of Departments, Govt. of Mizoram.
- 11) Municipal Commissioner, Aizawl Municipal Corporation.
- 12) All Boards/ Commissioners/ Agencies, Govt. of Mizoram.
- 13) Website Manager, GAD for uploading on the website.
- 14) Guard File.


LALDINFELI

Under Secretary to the Govt. of Mizoram
General Administration Department