GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

Mizoram New Capital Complex
Aizawl, the 20th November, 2019

ORDER

No. A.12034/1/2019-P&AR(GSW) : In supersession of this Department's Orders No. A.12034/1/2006-P&AR(GSW) dated 06.06.2017 and No. 12034/1/2006-P&AR(GSW) dated 30.01.2018, distribution of works among the staff of DP&AR(GSW) is hereby made as under with immediate effect and until further order.

1. **Laldingliani, Assistant :** She will submit her files to Lalhmachhuani, Superintendent-I.

   1. DPC, Service/Recruitment Rules, absorption, disciplinary proceedings and other service matters of Group 'A', "B', 'C' & 'D' posts relating to the following Departments/Services.
      (1) Art & Culture (A&C)
      (2) Disaster Management & Rehabilitation
      (3) Despatch Rider
      (4) Land, Revenue & Settlement
      (5) Sericulture
      (6) Printing & Stationery.
      (7) Transport
      (8) Taxation
   2. Regularisation of services including Muster Roll, Contract,Work-charged etc in respect of related Departments.
   3. Court cases of related Departments.
   4. Assembly/Parliamentary questions of related Departments.
   5. Representations/Petitions submitted by Service Association/individual of related Services/Departments.
   6. Recognition of Service Association and renaming of Association.
   7. Creation/Retention of posts.
   8. National/State Award.
   9. Pay & Allowances/Revision of Pay.
   10. Circulars & Notifications.
   11. Pension & Public Grievances.
   12. Matters relating to Stationery, books, furniture, news- papers , telephone/intercom & other related issues.

2. **Hmingthansanga Sailo, Assistant** : He will submit his files to Robert Lalhruaitluanga, Superintendent-II

   1. DPC, Service/Recruitment Rules, absorption, disciplinary proceedings and other service matters of Group 'A', "B', 'C' & 'D' posts relating to the flowing Departments/Services.
      (1) Animal Husbandry & Veterinary.
      (2) Driver
      (3) Group 'D'
      (4) Health & Family Welfare
      (5) Law & Judicial
      (6) Mizoram Ministerial Service
      (7) Personnel & Administrative Reforms.
   2. Regularisation of services including Muster Roll, Contract, Work-charged etc in respect of related Departments.
   3. Court cases of related Departments.
   4. Assembly/Parliamentary questions of related Departments.
   5. Representations/Petitions submitted by Service Association/individual of related Services/Departments.
   6. Conduct of examination and its related matters of UPSC, SSC etc.
   7. DPC procedures.
   8. Rules, Regulations and its clarifications.
   9. Matters relating to MPSC/MSSSB.
   10. Contract/Work-charged/Muster Roll Regularisation Scheme.
   11. Any other subject not specifically allotted to any other staff.

3. **H.Lalzirliana, Assistant** : He will submit his files to Lalhmachhuani, Superintendent-I

   1. DPC, Service/Recruitment Rules, absorption disciplinary proceedings and other service matters of Group 'A', "B', 'C' & 'D' posts relating to the flowing Departments/Services.
      (1) Commerce & Industries (C&I)
      (2) Environment, Forest & Climate Change (EF&CC)
      (3) Food, Civil Supplies & Consumer Affairs (FCS&CA)
      (4) Home
      (5) Land Resources, Soil & Water Conservation (LRS&WC)
      (6) Sports & Youth Services (SYS)
   2. Regularisation of services including Muster Roll, Contract, Work-charged etc in respect of related Departments.
   3. Court cases of related Departments.
   4. Assembly/Parliamentary questions of related Departments.
   5. Representations/Petitions submitted by Service Association/individual of related Services/Departments.

4. **R.Lalhmangaihi, Assistant** : She will submit her files to Robert Lalhruaitluanga, Superintendent-II.

   1. DPC, Service/Recruitment Rules, absorption, disciplinary proceedings and other service matters of Group 'A', "B', 'C' & 'D' posts relating to the flowing Departments/Services.
      (1) Higher & Technical Education H&TE)
      (2) Irrigation & Water Resources (I&WR)
      (3) Public Works (PW)
      (4) Public Health Engineering (PHE)
      (5) Power & Electricity (P&E)
      (6) Tourism
   2. Regularisation of services including Muster Roll, Contract, Work-charged etc in respect of related Departments.
   3. Court cases of related Departments.
   4. Assembly/Parliamentary questions of related Departments.
   5. Representations/Petitions submitted by Service Association/individual of related Services/Departments.
   6. Matters relating to Right to Information.

5. **Elizabeth Lalfamkimi, Assistant** : She will submit her files to Robert Lalhruaitluanga, Superintendent-II.

   1. DPC, Service/Recruitment Rules, absorption, disciplinary proceedings and other service matters of Group 'A', "B', 'C' & 'D' posts relating to the flowing Departments/Services.
      (1) District Council & Minority Affairs (DC&CA)
      (2) Finance
      (3) Mizoram Civil Service
      (4) Mizoram Secretariat Service
      (5) Planning & Program Implementation
      (6) Social Welfare
      (7) Urban Development & Poverty Alleviation (UD&PA)
   2. Regularisation of services including Muster Roll, Contract, Work-charged etc in respect of related Departments.
   3. Court cases of related Departments.
   4. Assembly/Parliamentary questions of related Departments.
   5. Representations/Petitions submitted by Service Association/individual of related Services/Departments.
   6. Matter relating to Confidential Reports (PAR/ACR).
   7. Matters relating to Persons with Disabilities/SC/ST/OBC.
   8. Result Framework Documents (RFD) and Citizen's Charter.
   9. Meeting minutes of Cabinet and its Implementation Report.

6. **Moses Lalfakawma Tlau, Assistant** : He will submit his files to Lalhmachhuani, Superintendent-I.

1. DPC, Service/Recruitment Rules, absorption, disciplinary proceedings and other service matters of Group 'A', "B', 'C' & 'D' posts relating to the flowing Departments/Services.
   (1) Agriculture
   (2) Election
   (3) General Administration (GAD)
   (4) Fisheries
   (5) Horticulture
   (6) Mizoram Stenographer Service
2. Regularisation of services including Muster Roll, Contract, Work-charged etc in respect of related Departments.
3. Court cases of related Departments.
4. Assembly/Parliamentary questions of related Departments.
5. Representations/Petitions submitted by Service Association/individual of related Services/Departments.
6. Alteration of date of birth.
7. Reconstruction of Service Books
8. All cases in connection with condonation of over-aged appointments/recruitments.
9. Allocation/ Transaction of Business Rules.
10. Engagement of Consultants/Advisers.
11. All cases of Counting of past service.P

7. **Lalrintluangi, U.D.C.** : She will submit her files to Lalhmachhuani, Superintendent-I

1. DPC, Service/Recruitment Rules, absorption, disciplinary proceedings and other service matters of Group 'A', "B', 'C' & 'D' posts relating to the flowing Departments/Services.
   (1) Co-operation
   (2) Excise & Narcotics
   (3) Local Administration (LAD)
   (4) Parliamentary Affairs (PAD)
   (5) Rural Development (RD)
2. Regularisation of services including Muster Roll, Contract, Work-charged etc in respect of related Departments.
3. Court cases of related Departments.
4. Assembly/Parliamentary questions of related Departments.
5. Representations/Petitions submitted by Service Association/individual of related Services/Departments.

6. Training.
7. Matters relating to Re-employment.
8. Matters relating to extension of service.
9. Personal Files of all Officer & Staff of DP&AR(GSW).
10. Meeting minutes of Secretaries etc.
11. Correspondences relating to Leave/Special Casual Leave.
12. Leave of All Officers & Staff of DP&AR(GSW).
13. Green Mizoram.
14. Cases on change of name.
15. Compassionate Appointment.
16. Distribution of Works among Officers & Staff.

8. **Lalthasangzela Sailo, U.D.C** : He will submit his files to Lalhmachhuani, Superintendent-I.

1. DPC, Service/Recruitment Rules, absorption, disciplinary proceedings and other service matters of Group 'A', "B', 'C' & 'D' posts relating to the flowing Departments/Services.
   (1) Governor's Secretariat
   (2) Information & Public Relations (I&PR)
   (3) Information Technology (ICT)
   (4) Labour, Entrepreneur, Skill Development & Employment (LESDE)
   (5) Secretariat Administration (SAD)
   (6) School Education
   (7) Telephone Operator
   (8) Vigilance
2. Regularisation of services including Muster Roll, Contract, Work-charged etc in respect of related Departments.
3. Court cases of related Departments.
4. Assembly/Parliamentary questions of related Departments.
5. Representations/Petitions submitted by Service Association/individual of related Services/Departments.
6. Matters relating to Deputation.
7. Recognition of Universities/Degree/Diploma etc in connection with recruitment rules.

9. **Julie Zothanpuii, LDC**
   (1) Typing
   (2) File Movement

10. **S.K.Chalhlira, LDC.**
   (1) Receipt & Issue

(2) Maintenance of Guard Files
(3) Compilation of Office Memorandum/Instructions

In order to facilitate speedy disposal of works as also to avoid any disruption in the smooth functioning of day to day works, arrangement is hereby made for taking over charge by another staff and vice versa during the period of absence :

Sl No	Name of Dealing Assistant	Link Dealing Assistant
1	2	3
1	Laldingliani, Assistant	Lalzirliana, Assistant
2	Hmingthansanga Sailo, Assistant	R.Lalhmangaihi, Assistant
3	Elizabeth Lalfamkimi, Assitant	Moses Lalfakawma Tlau, Assistant
4	Lalrintluangi, UDC	Lalthasangzela Sailo, UDC
5	S.K.Chalhlira, LDC	Julie Zothanpuii, LDC

Sd/- LALROHLUA
Under Secretary to the Govt. of Mizoram,
Deptt. of Personnel and Administrative Reforms

Memo No.A.12034/1/2019-P&AR(GSW) : Aizawl, the 20th November,2019

Copy to :

1. Sr. PPS to Chief Secretary, Mizoram
2. Joint Secretary, DP&AR(GSW)
3. Under Secretary, DP&AR(GSW)
4. Superintendents, DP&AR(GSW)
5. All staff, DP&AR(GSW)
6. Guard File.

20/11/19

(LALROHLUA)
Under Secretary to the Govt. of Mizoram,
Deptt. of Personnel and Administrative Reforms