

No.A.45011/1/2022-DP&AR(GGC)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
GOOD GOVERNANCE CELL

Dated Aizawl the 15th April, 2023

To,

All Administrative Heads
Government of Mizoram

Subject : Digital File Tracking System hmelhmang siamthar chungchang

Digital File Tracking System hnuaiah heng thil thar te hi dah belh a
ni e:-

1. **Scanner** : A hma a QR code scan dawn a Incoming/Receive bawm a luh hmasak ngai zel thin kha tunah chuan heng a chung a kan sawi tak bawm a lut kher tawh lovin a Scan theih tawh a. Phone hmang a DFTS khawihte tan chuan kan Dashboard kil vei lamah QR code ah khan click in Scanner a lo in 'ON' anga, File kawm a QR code in tar tawh phawt chu a scan zung zung theih tawh a ni. Eg. Kan hnen a file an lo forward kan scan chuan Receive Option a lo in pop anga, kan hnen a Digital a an lo thawn loh kan lo dawn palh pawh in file awmna hnukung ber an hriat nghal chat theih nan File Movement History a lo in show dawn a ni. Computer a Scanning Device hmang tute tan chuan kan Dashboard kil dinglamah QR code lemah click in cursor dahna tur direction a lo awm anga, kan file dawn chu kan han scan anga, a chung a mi actionable option hi a lo in pop dawn a ni.

2. **Force Receive action:** File kan dawn QR code hmangin kan scan in kan hnen a Digital a an lo la forward chiah loh a lo awm palhin kha kan file dawn lo received hnukung bertu hnen atanga Force Receive Option dah thar a ni a.

Tunah chuan digital a file in forward loh palh a awm pawh in kan hnen a file (physical) lokal chu QR Scanner hmangin kan lo force receive thei tawh dawn a ni.

Sd/-PAUL L. KHUMA

Nodal Officer

Department of Personnel & Administrative Reforms
Good Governance Cell

Memo.No.A.45011/1/2022-DP&AR(GGC): Aizawl the 15th April, 2023

Copy to: -

1. Sr. P.P.S to Chief Secretary, Government of Mizoram
2. P.P.S. to Secretary, DP&AR for information
3. All Officers concerned for information & necessary action
4. Guard File



(PAUL L. KHUMA)

Nodal Officer

Department of Personnel & Administrative Reforms
Good Governance Cell