

No.A.46011/2/2016-SAE/Pt
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
SECRETARIAT ADMINISTRATION WING
(ESTABLISHMENT)

OFFICE MEMORANDUM

Dated Aizawl, the 17th August, 2023

Subject: Entitlement of Personal Staff to Senior Officers in the Mizoram Secretariat.

In the interest of public service, the Government of Mizoram in the General Administration Department hereby fix entitlement of LDC and Group 'D' staff for the Personal Branch of Officers in the Level-12 and above in the Mizoram Secretariat. The revised normal entitlement is as under:

Sl. No.	Designation of entitled Officer	Existing entitlement		Revised entitlement	
		LDC	Group 'D'	LDC	Group 'D'
1	Chief Secretary	0	4	2	4
2	Additional Chief Secretary	-	-	1	2
3	Principal Secretary/ Commissioner & Secretary	0	3	1	2
4	Secretary/Special Secretary	0	3	1	2
5	Additional Secretary	0	2	As per Sl.No.6 below	1
6	Joint Secretary	0	2		1
7	Deputy Secretary	0	1		1

Notwithstanding the above entitlement, the following conditions shall be adhered to :-

- 1) The above entitlement should not be treated as rights per se.
- 2) The attachment/posting of staff is subject to availability.
- 3) In case of insufficient staff available with this Department, priority will be given to the Officers in the order as mentioned in the above table from top to bottom.
- 4) In addition to normal entitlement, Officers holding charges of more than one departments /establishments may be allowed additional Group 'D' staff to the extent of such additional charge, subject to availability of Group 'D' staff.
- 5) Additional Group 'D' staff may also be allowed considering the size of department/establishment the Officer is in charge of, subject to availability of Group 'D' Staff.
- 6) LDC will be posted to personal branches of Additional Secretary rank and below only where Stenographer is not provided from DP&AR (SSW).

This issues with the approval of Hon'ble Chief Minister on 03.08.2023.

Sd/- K LALTHAWMMAWIA

Commissioner & Secretary to the Government
General Administration Department

Dated Aizawl, the 17th August, 2023

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Copy to :

1. P.P.S to Commissioner & Secretary to Hon'ble Chief Minister.
2. Sr. P.P.S to Chief Secretary, Government of Mizoram.
3. All Principal Secretary to the Government of Mizoram.
4. All Secretary to the Government of Mizoram.
5. All Addl. Secretary to the Government of Mizoram.
6. All Joint Secretary to the Government of Mizoram.
7. All Deputy Secretary to the Government of Mizoram.
8. Guard File.


(LALZIKPUII)

Under Secretary to the Government of Mizoram
General Administration Department
Secretariat Administration Wing