

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

Dated Aizawl the 30th August, 2023

To

1. All Administrative Heads of Departments
2. All Heads of Department

Subject: New features integrated with the DFTS-reg

Sir/Madam,

The undersigned is directed to state that the following new features have recently been integrated with the DFTS: -

1. The option for 'Register' has been added to the right side of the DFTS Portal, allowing new users to create an account. The Department Administrator or Super Administrator will have the authority to approve new registrations after they are submitted. Users cannot log in until they have been approved by the Department's Administrator. The role of each Department's Administrator will be set by the Super Administrator.
2. Within the Department Administrator Account, the 'Users' tab will be located on the left side of the portal, under the Dashboard section. Clicking on 'Users' will display a list of all users within the Department, including new applicants who have not yet been approved by the Admin. Users who have not been enabled will be shown in an inactive state, indicated by the red colour.
3. To access the 'approve' 'edit' and 'delete' options of the application of the new user, the Department's Administrator must click on the three dots associated with each user entry. To approve a new applicant, simply click the 'approve' button. The Administrator can, by selecting the 'edit' option, make necessary changes to the user's information, which can then be saved.

4. New tags have been added for utilization based on the status of the file as under:

- i. Immediate
- ii. Most Immediate
- iii. Now
- iv. Today

5. Diarist/Dealing for each Department has been designated as Administrator Role for the Department.

Yours faithfully,



(PAUL L. KHUMA)

Nodal Officer

Department of Personnel & Administrative Reforms
(Good Governance Cell)

Memo.No.A.45011/1/2022-DP&AR(GGC)/Pt: Aizawl the 30th August, 2023

Copy to: -

1. P.S. to Deputy Chief Minister, Government of Mizoram.
2. Sr. P.P.S to Chief Secretary, Government of Mizoram
3. P.P.S. to Secretary, DP&AR for information
4. Guard File

(PAUL L. KHUMA)

Nodal Officer

Department of Personnel & Administrative Reforms
(Good Governance Cell)