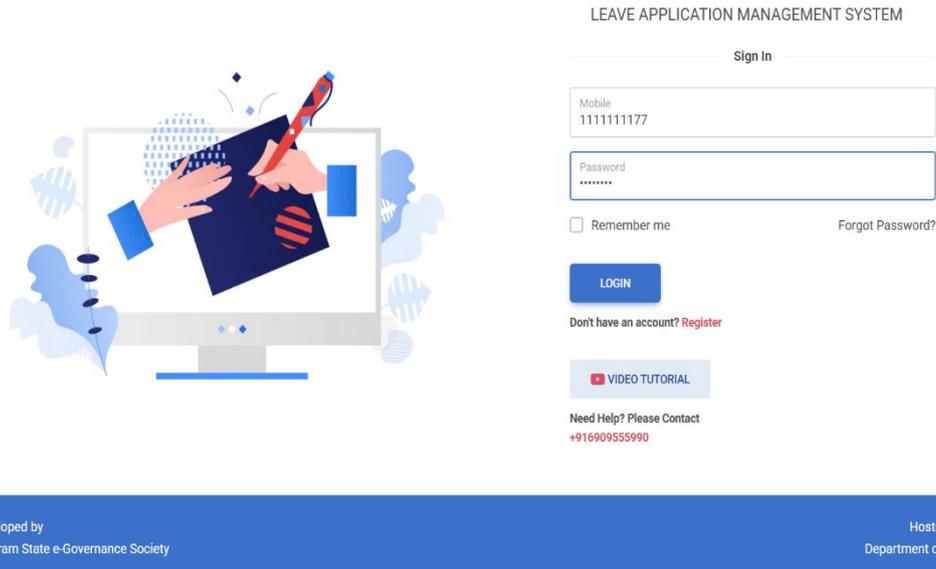


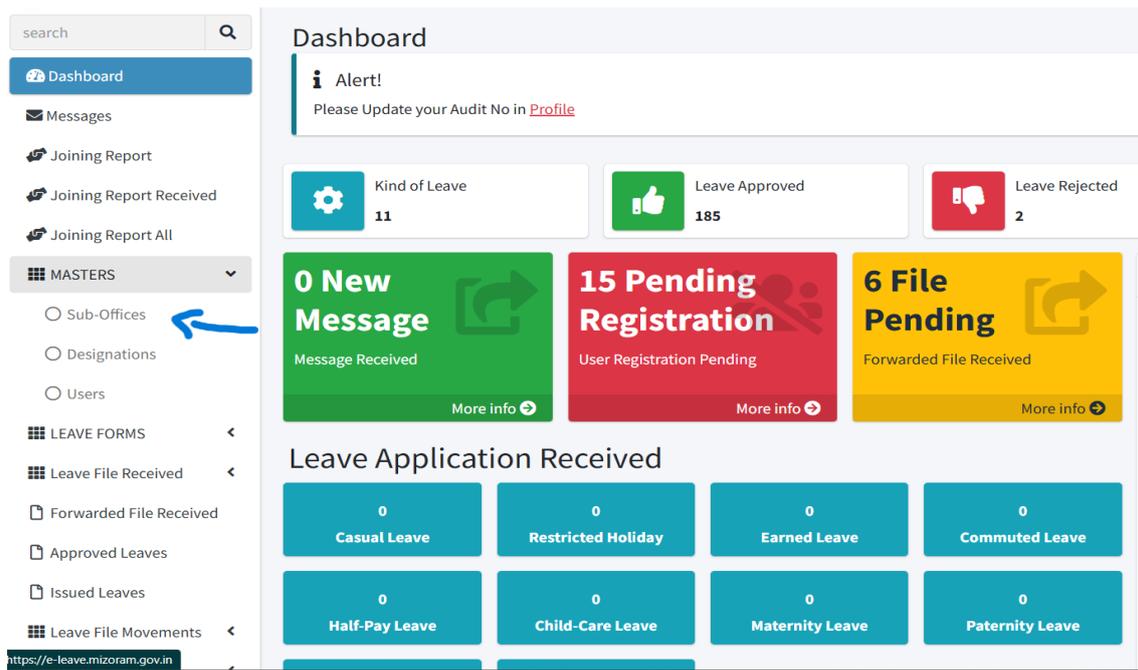
# SUBOFFICE LEH DESIGNATION SIAM DAN

**STEP 1:** LAMS ah kan Admin credentials hmangin kan in log in ang (**Figure-1** en nise)



**Figure - 1**

**STEP 2 :** Kan in log in hnu ah kan dashboard a lo lang anga, dashboard vei lamah Master tih ah kan click anga, chutah chuan dropdown ah Sub-Offices, Designation leh Users tih a lo in tlar thla ang.(**Figure 2 ah en nise**)



**Figure-2**

**SUB-OFFICE ADD DAN:** Sub-Offices ah hian Secretariat, Directorate, District Office hming te dah tur a ni. Entirnan, GAD hnuai ah chuan GAD (Secretariat), GAD(SAW), Civil Aviation Wing, Protocol te an awm a, heng ho zawng zawng hi Sub- Offices ah add tur a ni. (Department dangah pawh chutiang zelin). A add dan tur lo sawi ila **Figure-2** a feiin a kawh Sub-Offices ah khian kan click anga, **Figure-3** a kan hmuh ang hian a lo lang ang.

The screenshot shows the LAMS system interface. On the left is a navigation menu with options like Dashboard, Messages, and MASTERS. The main area displays a 'List of Sub-Offices' table with columns for #, Name, Location, Department, Descriptions, and Control. To the right is an 'Add New' form with the following fields:

- Department: A dropdown menu with 'Select Department'.
- Sub-Offices Name: A text input field.
- Location: A text input field.
- Description: A larger text area.

At the bottom of the form are two buttons: a red 'RESET' button and a green 'SAVE' button.

**Figure-3**

- i) Select Department tih ah khian kan click chuan kan Department hming a rawn in pop anga chu chu kan thlang mai anga,
- ii) Sub- Offices Name tih ah khian kan Sub-Office hming chiang deuhin kan chhu ang(confusing lo thei tur ang ber a chhut nise).
- iii) Location ah chuan Sub-Office kan add tur Address kan chhu ang
- iv) Description hi fill up ker angai lo
- v) Kan duh ang kan enter zawhah Save tih kan click anga, Sub-Office chu kan create tih na ani ang.

- vi) Pahnih, Pathum leh a aia tam add a ngaih chuan Sub-Office pakhatna kan siam zawh ah Masters tih kan click leh anga procedure ngai kan tih leh mai ang, duh zat zat a add theih a ni.

**DESIGNATION ADD DAN:** Figure 1 a kan hmuh angin Masters tih kan click in Dropdown a option pathum zing a mi **Designation** tih kan click anga, **Figure 4** a kan hmuh ang hian a lo lang ang.

The screenshot shows the LAMS system interface. On the left is a navigation menu with options like Dashboard, Messages, and MASTERS. The main area displays a table of designations with columns for #, Name, Department, Is Supe, Level, and Control. On the right is a form to add a new designation with fields for Designation Name, Level, Department, and Office Superintendent, along with RESET and SAVE buttons.

#	Name	Department	Is Supe	Level	Control
1	Dealing Assistant	MZGG&TW	no	0	
2	Administrator	MZGG&TW	no	1	
3	Assistant Director (Trg) ATI	MZGG&TW	no	1	
4	Assistant Director (Steno) ATI	MZGG&TW	no	1	
5	Core Faculty (BS) ATI	MZGG&TW	no	1	
6	Core Faculty (DE&P) ATI	MZGG&TW	no	1	
7	Superintendent (GG&TW)	MZGG&TW	no	1	
8	Superintendent ATI	MZGG&TW	no	1	
9	Group D (Peon etc), ATI	MZGG&TW	no	1	
10	Group D (Peon etc), DP&AR(GG&TW)	MZGG&TW	no	1	
11	Deputy Director (Admin) ATI	MZGG&TW	no	2	
12	Deputy Director (Trg) ATI	MZGG&TW	no	2	
13	Deputy Director (Accounts) ATI	MZGG&TW	no	2	

**Figure- 4**

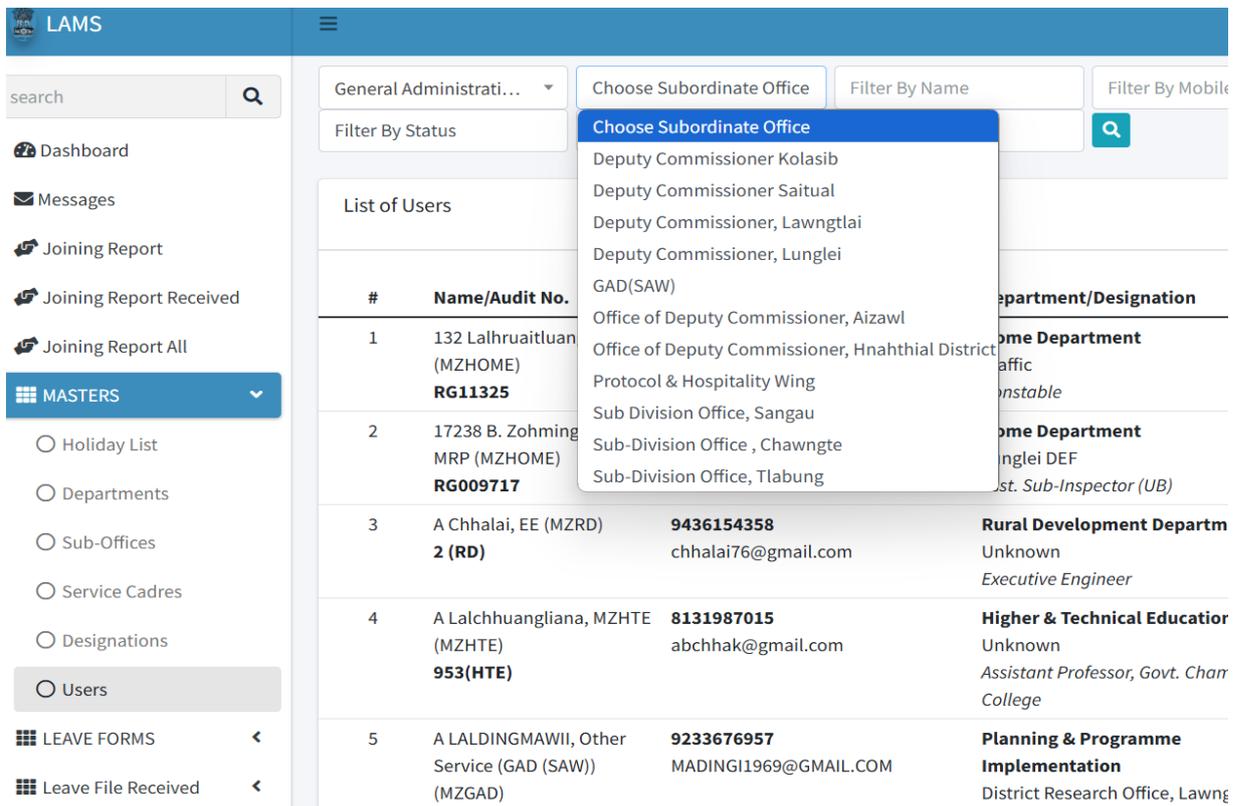
- i) Designation Name ah hian kan mamawh ang milin Designation name kan chhu lut ang.
- ii) Level tih hi Pay Level anga tih kher angai lova, Garde hierarchy anga pek mai nise. Entirnan, Group D chu Level-1, Group C chu Level-2 chutiang Zelin
- iii) Department ah khian kan Department thlan leh tur a ni.
- iv) Office Superintendent ah khian kan Designation add kha Superintendent a nih loh chuan No tih tur, a nih erawh in Yes tih tur.

- v) Tul zawnng zawnng kan fill up hnu ah Save tih click leh mai tur a ni
- vi) Designation pakhat kan add hnu in a dang kan dah leh duh chuan procedure ngai anga tih leh mai tur a ni.

**[Designation kan add in Secretariat leh Directorate add hram ni thei se. Entirnan, Group D, PWD (Sectt) leh Group D, E-in C, PWD, Group D, CE, Highways, PDW chutiang Zelin. Department Admin credentials hi Secretariat leh Directorate ten kan in share vek avangin Secretariat lamin anmahni chin enter se, Directorate lamin anmahni chin lo enter ve bawk se hna kan insem zai thei ang]**

### SUB-OFFICES ADD HRAM HRAM TANGKAINA

Sub- Office kan add hram hram hian Secretariat leh Directorate mi leh sa kha awlsam takin a thliar theih dawn a. **Figure-5** a kan hmuh ang hian Sub-Office Name hmang a user sort na tur a awm a, Sub-Office Name kan enter taimak chuan Officewise in awlsam te in users te kan sort zung zung thei dawn a, hei hian nakinah users te leave balance kan update dawn hunah samkhaina a thlen thei dawn a ni.



**Figure-5**

**Figure-5** a kan hmuh ang hian GAD hnuiah chuan Sub-Office hrang hrang an awm a, DC, Aizawl hnuai a users ho chuah kan en duh chuan Choose Subordinate Office tih ah khian DC, Aizawl tih kan thlang anga, kan search paw panga, GAD Department hnuai a rawn in register users tam tak atangin DC, Aizawl hnuai a mi ho chiah kha a rawn lawr thei dawn a ni. Department dangah pawh chuatiang zelin.

**Sd/-ISAAC C. LALREMPUIA**

Deputy Secretary to the Govt. of Mizoram

&

Nodal Officer

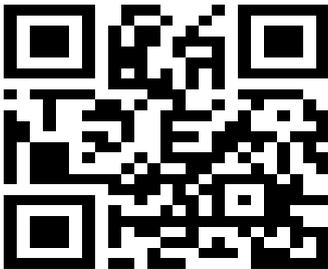
Department of Personnel & Administrative Reforms

(Good Governance & Training Wing)

**Memo No. A.24017/1/2024-DP&AR(GG&TW) Aizawl the 20<sup>th</sup> March, 2025**

**Copy to:**

- 1.P.S. to Commissioner & Secretary
- 2.To all concerned
- 3.Guard File

A handwritten signature in black ink, appearing to read 'ISAAC C. LALREMPUIA', with a date '20/3/25' written below it.

**(ISAAC C. LALREMPUIA)**

Deputy Secretary to the Govt. of Mizoram

&

Nodal Officer

Department of Personnel & Administrative Reforms

(Good Governance & Training Wing)