

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

*Dated Aizawl, the 17th March, 2023*

**TRAINING NOTICE**

Attention of all Administrative Heads (Civil Secretariat) under the Government of Mizoram are hereby invited that Digital File Tracking System (DFTS) is to be rolled out in all Administrative Departments (Civil Secretariat Offices) under the Government of Mizoram w.e.f 29th March, 2023, and the Sensitization-cum- Handholding on the DFTS is scheduled to be held on 21" March, 2023 in the New Secretariat Conference Hall.

Officers from the level of Superintendent to under Secretary as well as LDCs who are in charge of diaries in each Wing/Establishment and 1(one) representative from Personal Branches of officers are requested to attend the Sensitization-cum-Handholding programme as per the time-slot at the Annexure.

Enclo: As above

**Sd/-R. LALRAMNGHAKA**

Secretary to the Government of Mizoram  
Department of Personnel & Administrative Reforms

**Memo No.A. 45011/1/2022-DP&AR(GGC) Aizawl the 17th March, 2023**

Copy to:

1. Sr.P.P.S. to Chief Secretary, Government of Mizoram for information
2. P.P.S. to Secretary, DP & AR for information
3. All Heads of Administrative Departments with a request to send the officers concerned under his/her administration
4. Project Manager, MSCGS with a request to detail a Resource Person for
5. the purpose
6. Guard File



**(PAUL L. KHUMA)**

Nodal Officer

Department of Personnel & Administrative Reforms  
Good Governance Cell

**ANNEXURE**

<b>TIME</b>	<b>DEPARTMENT</b>
<b>10:00-11:00 AM</b>	1. Agriculture 2. AH&Vety 3. Art & Culture 4. Commerce & Industries 5. Cooperation 6. DM&R 7. DC&MA 8. EF&CC 9. Excise & Narcotics 10. Finance
<b>11:00 AM – 12:00 Noon</b>	11. Fisheries 12. FCS&CA 13. GAD 14. H&FW 15. H&TE 16. Home 17. Horticulture 18. ICT 19. I&PR 20. I&WR
<b>12:30 PM- 1:30 PM</b>	21. LESDE 22. LRS&WC 23. LR&S 24. L&J 25. LAD 26. PAD 27. DP&AR 28. Planning &PI 29. Pol & Cab 30. P&E

**1:30 PM- 2:30 PM**

31. P&S
32. PHE
33. PWD
34. RD
35. School Education
36. Sericulture
37. SW&TA
38. SYS
39. Taxation
40. Tourism
41. Transport
42. UD&PA
43. Vigilance