

No.A.45011/3/2020-P&AR(GGC)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GOOD GOVERNANCE CELL)

Mizoram Secretariat, MINECO
Aizawl, the 30th March, 2020

OFFICE MEMORANDUM

Subject: Publication of e-book of important achievements for the year 2019-20

The Government of Mizoram made tremendous progress in various fields of governance in recent times. Despite significant achievements in different areas under different departments, quite many of them neither are properly documented nor received the attention of the concerned stakeholders.

2. With a view to properly document the significant achievements of the Government and disseminate such information to the concerned stakeholders, it has been decided that all departments/offices as listed at column (2) and (3) of *Annexure* shall prepare and publish a collection of their important achievements for the financial year 2019-20 in an e-book format and upload the same on their departmental websites including social media wherever feasible.

3. An electronic book (*e-book*) is basically a publication of document in digital form, comprising of text and graphics. It is an electronic version of a traditional print book that can be read by using a personal computer or mobile devices or by using an e-book reader. It dispenses with the manual publication of a printed book form and hence, is very cost effective, environment friendly and less time consuming.

4. The following brief instructions may be followed while publishing an e-book:

- a) Brief profile of the department may be included in the e-book
- b) A message from the Hon'ble Minister in charge of the department may invariably be included in respect of the e-book of administrative departments. In the case of autonomous bodies, a message from the heads of such bodies may instead be inserted in the e-book.
- c) Important achievements of the department may be highlighted with special focus on achievements under Central flagship schemes and State flagship programme
- d) Implementation of innovative schemes/projects, improvement in public service delivery systems, outstanding implementation of State funded schemes, etc. may also be duly highlighted
- e) Photographs, charts, diagrams, etc. may be used extensively in support of achievements
- f) The e-book may be prepared in A-4 size paper using Portable Document Format (PDF) with font size either 12/13/14
- g) The e-book may contain not less than 10 pages.

h) In respect of the e-book to be prepared by the respective Deputy Commissioner of the districts, significant achievements in various fields within the district may invariably be included and a message from the Deputy Commissioner concerned would suffice instead of a message from the Hon'ble Minister, GAD.

5. The above instructions should not be construed as restrictive and any innovative idea for publication of the e-book can also be considered by the departments/offices. The e-books of important achievements of Ministries/departments under the Central Government are also accessible at the website www.india.gov.in/my-government/documents/e-books for reference.

6. Manual publication of the important achievements is not necessary under these instructions but such achievements must be published in an e-book format in the departmental websites including social media wherever feasible.

7. The e-book may be prepared and published by the concerned departments/offices latest by **15th May, 2020 (Friday)** and a copy of the e-book of important achievements must be sent to the undersigned in soft copy (email id: ggcmiz@gmail.com) positively.

Sd/- LALNUNMAWIA CHUAUNGO
Chief Secretary to the Govt. of Mizoram
Aizawl, the 30th March, 2020

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Copy to:

1. Secretary to Governor
2. Addl. Chief Secretary to Chief Minister
3. P.S. to Deputy Chief Minister
4. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State
5. Sr. P.P.S. to Chief Secretary
6. PS to Principal Secretaries, Commissioners, Secretaries, Special Secretaries
7. All Administrative Departments
8. Secretary, MPSC/MIC/SEC/Lok Ayukta
9. Chief Electoral Officer
10. Municipal Commissioner, AMC
11. Commissioner for Persons with Disabilities
12. Registrar, Zoram Medical College
13. All Heads of Departments
14. All Deputy Commissioners
15. Website Manager, DP&AR for uploading in the official website
16. Guard File



(LALROHLUA)

Nodal Officer

Deptt. of Personnel & Administrative Reforms
(Good Governance Cell)

**LIST OF DEPARTMENTS/OFFICES TO PREPARE E-BOOK OF IMPORTANT
ACHIEVEMENTS FOR THE YEAR 2019-20**

Sl. No.	Name of Administrative Departments	Name offices/autonomous bodies
(1)	(2)	(3)
1)	Agriculture Department	
2)	Animal Husbandry and Veterinary Department	
3)	Art and Culture Department	
4)	Commerce and Industries Department	
5)	Cooperation Department	
6)	Disaster Management & Rehabilitation Department	
7)	District Council and Minority Affairs Department	
8)	Environment, Forest and Climate Change Department	
9)	Excise & Narcotics Department	
10)	Finance Department	
11)	Fisheries Department	
12)	Food, Civil Supplies and Consumer Affairs Department	
13)	General Administration Department	All Deputy Commissioners of the districts Mizoram Information Commission State Election Commission Chief Electoral Officer
14)	Health and Family Welfare Department	Zoram Medical College
15)	Higher and Technical Education Department	
16)	Home Department	
17)	Horticulture Department	
18)	Information and Communication Technology Department	
19)	Information and Public Relations Department	
20)	Irrigation and Water Resources Department	
21)	Labour, Employment, Skill Development and Entrepreneurship Department	
22)	Land Resources, Soil and Water Conservation Department	
23)	Land Revenue and Settlement Department	
24)	Law and Judicial Department	

25)	Local Administration Department	
26)	Parliamentary Affairs Department	
27)	Personnel and Administrative Reforms Department	Mizoram Public Service Commission
28)	Planning and Programme Implementation Department	
29)	Political and Cabinet Department	
30)	Power and Electricity Department	
31)	Printing and Stationery Department	
32)	Public Health Engineering Department	
33)	Public Works Department	
34)	Rural Development Department	
35)	School Education Department	
36)	Secretariat Administration Department	
37)	Sericulture Department	
38)	Social Welfare Department	Commissioner for Persons with Disabilities
39)	Sports and Youth Services Department	
40)	Taxation Department	
41)	Tourism Department	
42)	Transport Department	
43)	Urban Development and Poverty Alleviation Department	Aizawl Municipal Corporation
44)	Vigilance Department	Mizoram Lok Ayukta