



सत्यमेव जयते

**GOVERNMENT OF MIZORAM**  
**DEPARTMENT OF INFORMATION & COMMUNICATION TECHNOLOGY**  
**AIZAWL:: MIZORAM**

NO.A.45011/1/2009-ICT (DTE)

Dated Aizawl, the 9<sup>th</sup> September, 2021.

**OFFICE ORDER**

In supersession of this Department's Office Order issued vide No. A. 45011/1/2009-ICT (DTE) dated 19<sup>th</sup> September, 2019 and 25<sup>th</sup> October, 2019, distribution of works amongst the staff of ICT Department are hereby made with immediate effect and until further orders as per **Annexure-I & II** enclosed herewith.

**Sd/-Dr. LALTHLAMUANA**

Chief Informatics Officer

Information & Communication Technology

Dated Aizawl, the 9<sup>th</sup> September, 2021

NO.A.45011/1/2009-ICT (DTE)

Copy to:-

1. Deputy Secretary, ICT Department.
2. Superintendent, Chief Minister Office, Zarkawt, Aizawl.
3. All persons concerned for favour of information & necessary action.
4. Office Order Book.
5. Guard File.

**(Dr. LALTHLAMUANA)**

Chief Informatics Officer

Information & Communication Technology

<b>A. ESTABLISHMENT &amp; ACCOUNT SECTION:</b>		
1.	Pi V. Lalnunthari, Assistant	1. Court Case/Para wise comments
2.	Pi Suzanne Lalrinsangi, Assistant	2. Vigilance Administration/Conduct Rules
		3. Governor's /CM's Speech
		4. RTI Act
		5. Office accommodation/Rent
		6. Purchase & Maintenance of Vehicle
		7. Land & Building
		8. Loans & Advances
		9. ACR/PAR
		10. Leave of Contract/M.R employees
		11. ACP Scheme/Time bound promotion
		12. Recruitment Rules
		13. Parliament/Assembly matters
		14. Establishment & Administration
		15. All establishment matters of MSeGS
3.	Pi B. Zoramthangi, Assistant	Attached to MSeGS
4.	Pi P.C.Vanlalzami, Steno Gr.II	1. P.A to C.I.O
		2. Preparation of tour programme/ TA bill of CIO
5.	Pu Lalthazuala, UDC	1. Leave of regular employees
		2. Allocation/Transaction of business
		3. Engagement/Service matters of M.R. Employees
		4. Maintenance of Service Book & Leave account
		5. Personal Files
		6. Appointment/Promotion/Filling up of post
		7. Pension & Retirement
		8. Revision/Fixation of Pay
		9. Inter-se-seniority
		10. Creation/retention/re-designation of Post
		11. Transfer of charge
		12. Census of Govt. Employees
		13. Work Distribution
		14. Matter relating to Census Operation
6.	Pi Lalzarzovi Khawlhring, UDC	1. All account matters
		2. Reconciliation of Accounts
		3. Accounts matters of MSeGS
		4. Expenditure Reports & Returns
		5. Annual Plan/Budget
		6. Audit Notes & Objection
		7. POL
		8. TA/DA
		9. K. Deposit
		10. DFP/Power delegation Rules.
		11. Monthly/Quarterly progress Report
		12. Medical Reimbursement

Continuation....

<b>7.</b>	Pi H. Lalramsangi, LDC	1. Cash Handling
		2. Professional Tax
<b>8.</b>	Pi Mary Lalruatdiki, LDC.	1. Receipt & Despatch
		2. Meeting of Secretaries
		3. Matter relating to training of Govt. employees
		4. Matter relating to Election
		5. Matter relating to Departmental Sports
		6. Tour Programme/Diaries
		7. Matter relating to Lottery
		8. Typing
<b>9.</b>	Pi Lalenkawli Ralte, LDC	1. Display Advertisement
		2. Good Governance
		3. Annual Property Return
		4. Conduct of Computer Exam etc.
		5. Subscription of Journal/newspapers
		6. GPF
		7. Press Clipping
		8. Purchase of Office Stationeries/furniture
		9. Maintenance of Guard File/Office Order Book
		10. Service Stamp Account
		11. Typing

**B. TECHNICAL:**

<b>1. TELECOMMUNICATION &amp; IT INFRASTRUCTURE DIVISION</b>	<p><b>Pu Rony Lallianmawia, IO</b></p> <p>Pu Laltlanzova Pachuau, AIO</p> <p>Pu Benjamin Lalrintluanga, UDC</p>	<ol style="list-style-type: none"> <li>1. Telecom Policy and its related matters</li> <li>2. Telecom Service Provider (TSP) and Internet service provider (ISP)</li> <li>3. IT Infrastructure projects (SDC , SWAN, NKN)</li> <li>4. Software Technology Park of India (STPI)</li> <li>5. Electronics System Design &amp; Manufacturing (ESDM)</li> <li>6. IT Education infrastructure</li> <li>7. CCTNS related projects</li> <li>8. Sustainable Development Goals</li> <li>9. Control and regulation of internet service provider within the State.</li> <li>10. Any other works related to Telecom and IT infrastructures.</li> </ol>
<b>2. CONNECTIVITY &amp; E-SERVICES DIVISION</b>	<p><b>Pu Zothanzauva, IO</b></p> <p>Pu ST Ngurthanmawia, AIO</p> <p>Pi Vanlalhruaii Sailo</p> <p>Pu Lalduhawma Fanai, Technician</p> <p>Pu PC Lalawmpuia, AIO (attached to MINECO)</p> <p>Pu J. Lalramnghaka Ralte, Comp.Opr (attached to MINECO)</p> <p>Pu Lallungmuana, Comp.Opr (attached to MINECO)</p> <p>Pu C. Lalrosanga, Comp.Opr (attached to CM Office)</p>	<ol style="list-style-type: none"> <li>1. Internet Connectivity to Govt. Departments</li> <li>2. District and Block internet Connectivity</li> <li>3. Web Hosting and domain registration</li> <li>4. Video Conferencing</li> <li>5. Technical matters relating to e-Procurement and e-Tendering</li> <li>6. Maintenance and Updating of Departmental website.</li> <li>7. Ease of doing Business (EODB)</li> <li>8. e-Governance projects (CSC, e-District, SSDG/SP, eBharat)</li> <li>9. National Government Service Portal</li> <li>10. Unique Identification (UID)</li> <li>11. Smart City related projects</li> <li>12. Technical matters relating to Direct Benefit Transfer (DBT)</li> <li>13. E-Office implementation in the state.</li> <li>14. Digital Payment System</li> <li>15. Digi-Locker Integration</li> <li>16. India Enterprise Architecture (IndEA)</li> <li>17. World Bank assisted projects.</li> </ol> <p>Any other works related to connectivity and eServices</p>

<b>3.</b>	<b>HUMAN RESOURCE DEVELOPMENT DIVISION</b>	
	<p><b>Pu Lalengzuala, IO</b> Pu Lalnunpuia Kawlni, AIO Pi P.C Lalramchhani, UDC Pi Lalhriatpuui, LDC</p>	<ol style="list-style-type: none"> <li>1. IT Act, Rules and Policy and e-Governance Policy</li> <li>2. Capacity Building , Training, Seminar and Workshop</li> <li>3. eLearning and information technology based education</li> <li>4. Cyber Crime , Cyber security and Cyber laws.</li> <li>5. E-Waste and Condemnation of IT Equipment</li> <li>6. Government eMail and its related matters</li> <li>7. Skill Development Programme</li> <li>8. Training centre monitoring and maintenance</li> <li>9. Matter relating to DPAB/SPAB &amp; NOC</li> <li>10. Matter relating to NIELIT, NIC and MSCTE</li> <li>11. Intellectual Property Rights</li> <li>12. Digital Literacy (PGDISHA)</li> <li>13. All Awards and Nomination relating to IT and e-Governance</li> <li>14. Documentary and Publicity</li> <li>15. Standardization Certification-ISO, IEC, etc</li> <li>16. International Co-Operation: world Bank, Asian Bank, etc</li> <li>17. SeMT related matters</li> <li>18. PRAGATI &amp; e-SAMIKSHA, RURBAN, SAGY, MGNREGA Matter relating to Standard Documents-Metadata &amp; Data Standard, e-Governance Standard Documents</li> <li>19. Any other works related to human resource development.</li> </ol>
<b>4.</b>	<b>SOFTWARE DEVELOPMENT DIVISION</b>	
	<p><b>PU C. LALRINFELA, IO</b> Pu Lalchhanchhuaha, Comp.Opr Pu Lalmuanchhana, UDC</p>	<ol style="list-style-type: none"> <li>1. Computerization of Government's Department.</li> <li>2. Content Management System (CMS) Development and Monitoring</li> <li>3. Mobile and Web Application Development</li> <li>4. Payment Gateway and SMS Gateway Services</li> <li>5. E-Taal Integration</li> <li>6. Digital Signature</li> <li>7. Any other works related to software development.</li> </ol>
	Pi Varthansangi Varte, Computer Operator	Attached to ICT Secretariat
	Pu Lalmudika Varte, Computer Operator	Attached to ICT Secretariat
	Pu Jonathan Hmingduhawma	Attached to ICT Secretariat