



सत्यमेव जयते

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

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

Dated Aizawl, the 14th May, 2015

OFFICE ORDER

In supercession of this Department's Office Order issued vide No. A. 45011/1/2009-ICT(DTE) dt. 20th June, 2012 and all Office Order issued upto March, 2015, distribution amongst the staff of ICT Department are made with immediate effect and until further orders as per Annexure-I & II enclosed herewith.

Sd/-
LALTHLAMUANA
Chief Informatics Officer
Information & Communication Technology

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

Dated Aizawl, the 14th May, 2015

Copy to :-
1. All concerned Officers & Staff of ICT
2. Office Order Book


(T.C. LALKHUMA)
Deputy Director(Admn.)
Information & Communication Technology

A. Establishment & Account Section:

1. Pu Lalhmingmawia, Assistant
2. Pi Lalramsangi, LDC

1. All account matters
2. Annual Plan/Budget
3. Reconciliation of Accounts
4. ZENICS & MSeGs account
5. Expenditure Reports & Returns
6. Audit Notes & Objection
7. POL
8. TA/DA
9. K. Deposit

3. Pu F. Lalnunmawia, Assistant :

1. Court Case/Parawise comments
2. Vigilance Administration/Conduct Rules
4. Governor's CM's Speech
6. RTI Act
8. Office accommodation/Rent
9. Allotment of Telephone/Mobile etc.
10. Matter relating to ZENICS
11. Purchase & Maintenance of Vehicle
12. Land & Building
13. Medical reimbursement
14. GPF
15. Loans & Advances
16. Conduct of Computer Exam etc.
17. Maintenance of Training Centre
18. Good Governance

4. Pu Lalthazuala, UDC

1. Leave of regular/contract employees
2. Engagement of Contract & MR employees
- 3.. Allocation/Transaction of business
4. DFP/Power delegation Rules.
5. Maintenance of Service Book & Leave account
6. Personal Files
7. Appointment/Promotion/Filling up of post
8. Pension & Retirement
9. Revision/Fixation of Pay
10. ACP Scheme
11. Recruitment Rules
12. Inter-se-seniority
13. Creation/retention/redesignation of Post
14. Transfer of charge
15. Census of Govt. Employees
16. Display Advertisement

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|---------------------------------|---|
| 4. Pi Lalzarzovi Khawhling, UDC | Cash Handling |
| 5. Pi Gloria Lahmangaihi | 1. Personal Branch of C.I.O
2. Matter relating MSeGS |
| 6. Pi Mary Lalruatdiki, LDC. | 1. Meeting of Secretaries
2. Work Distribution
3. Matter relating to training of Govt.employees
4. Matter relating to Election
5. Matter relating to Census Operation.
6. Matter relating to Departmental Sports
7. Tour Programme/Diaries
8. Matter relating to Lottery.
9. Press Clipping
10. Typing |
| 7. Pi Lalenkawli Ralte, LDC | 1. Engagement of Contract Employees
2. Engagement of M.R. Employees
3. Leave of M.R employees
4. Professional Tax
5. Parliament/Assembly matters
6. ACR/PAR
7. Annual Property Return
8. Establishment & Administration
7. Subscription of Journal/newspapers
8. Purchase of Office Stationeries/furnitures
9. Typing |
| 8. Pi Lahriatpuii, LDC | 1. Receipt & Despatch
2. Maintenance of Guard File/Office Order Book
3. Service Stamp Account
4. Typing |

