



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 | 1. All account matters |
| 2. Pi Lalramsangi, LDC | 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 Lalmangaihi | 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 Lalhriatpuii, LDC | 1. Receipt & Despatch
2. Maintenance of Guard File/Office Order Book
3. Service Stamp Account
4. Typing |

B. TECHNICAL :

1. Pu Vanlalringa, SA
2. Pu S.T.Ngurthanmawia, WCD
3. Pu Lalmuanchhana, UDC

1. Capacity Building under NeGP
2. SDC
3. Matter relating to NEC Scheme/Computer Education Programe
4. Computerization of Govt. Department
5. Software Creation & Development
6. e-Despatch
7. All Banking System
8. Progress & Achievement Report on various project
9. RIDF Project(NABARD)
10. e-Procurement
11. IT Policy/IT Development
12. SEMT under NeGP
13. Mizoram Commercial Taxation
14. Cloud Computing
15. e-Governance Roadmap
16. Implementation of PPP Project
17. World Bank Assistance Project.
18. Metadata& Data Standard
19. e-Readiness
20. Matter relating to BOSS
21. e-Delivery of Public Service(e-Bharat)

1. Pu Rony Lallianmawia, S.E.
2. Pu Laltlanzova Pachuau, CME
3. Pu Ben jamin Lalrintluanga, UDC

1. State Wide Area Network(SWAN)
2. Telecommunication (USO)
3. Software Technology Park of India(STPI)
4. CSC
5. Sub-Divisional Network
6. Video Conferencing
8. ERNET
9. PRAGATI
10. Digital Classroom
11. CAT
12. e-Connect
13. e-Infrastructure
14. NLUP & its related matter
15. Railtel
16. e-Inclusion
17. e-Govt.(PID)
18. Matter relating to SPV Power Plant

1. Pu Zothanzauva, N.A
2. Pu P.C. Lalawmpuia, CME
3. Pi Vanlalhruaii Sailo, UDC

1. Land Records
2. Property Registration
3. SSDG/SP
- 4 e-District
5. Land Resource Information System
- 6 .NSDG
7. e-Court
- 8 .Setting up of IIIT
10. Digital Signature
11. Electronic Service Delivery Rules

1. Pu Lalengzuala, System Admnr
- 2 .Pu Lalnunpuia Kawlni, WCD
3. Pu Lalchhanchhuaha, Comp.Opr
4. Pi Lalhlimpuii, LDC.

- 1, Citizen Charter
2. Result Framework Document
3. CPGRAMS
4. .Electronic Transaction Aggregation & Analysis Layer(ETAAL)
- 5 . All Website matters
6. e-Municipality
7. .Implementation of Web 2.0 in DoICT Website
8. Cyber Laws/Cyber Crime & its related matter
- 9 .Information Technology Investment Regions(ITIR)
10. .Electronic System Design & Manufacturing(ESDM)
11. Online Monitoring System-Digital India
12. Monthly Information Report to RC Delhi
13. Matter relating to NIELIT
14. All Training Program in IT Application
15. Accreditation of Computer Courses/Institution in Mizoram
- 16 .DPR submitted to NEC(2012)
17. NOC/DPAB etc. relating to IT equipment
- 18 . Seminar/Workshop on IT in and outside Mizoram

1. Pu Lalengzuala, System Integrator(Addl.charge)
2. Pi Varthansangi Varte, C.O
3. Pu Lalduhawma, Technician

1. Implementation of IPv6 Roadmap
2. Matter relating to NEDFI
3. Target & Achievement Report
4. All Award & Nomination relating to IT
5. Documentary Film
6. Loss & Damage Report
7. Fiber Optic Connectivity
8. Procurement & Condemnation of IT equipment
9. Maintenance Internet/Telephone Connection
10. Electricity/UPS/AC/Generator