NO.A.45011/1/2009-ICT (DTE)   Dated Aizawl, the 26th October, 2022.

OFFICE ORDER

In supersession of this Department's Office Order issued vide No. A. 45011/1/2009-ICT (DTE) dated 16th December, 2021 and 7th January, 2022, distribution of works amongst Officers and staff of Directorate of Information & Communication Technology 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

NO.A.45011/1/2009-ICT (DTE)   Dated Aizawl, the 26th October, 2022

Copy to:-
1. Deputy Secretary, ICT Department.
2. Superintendent, Chief Minister Office, Zarkawt, Aizawl.
3. All Officers, Directorate of ICT.
4. All Staff concerned, Directorate of ICT.
5. Office Order Book.
6. Guard File.

(LALBIAKHLUNI),
Deputy Director (Admn),
Information & Communication Technology.

A.	ESTABLISHMENT & ACCOUNT SECTION:	
1.	Pi B. Zoramthangi, Assistant	1. Court Case/Para wise comments 2. Pension & Retirement 3. Governor's /CM's Speech 4. RTI Act 5. Annual Property Return 6. GPF 7. Meeting of Secretaries 8. Census of Govt. Employees 9. Purchase & Maintenance of Vehicle 10. Matter relating to Census Operation 11. Loans & Advances 12. ACP Scheme/Time bound promotion 13. All establishment matters of MSeGS
2.	Pi Suzanne Lalrinsangi, Assistant	1. Vigilance Administration/Conduct Rules 2. Office accommodation/Rent 3. Land & Building 4. ACR/PAR 5. Recruitment Rules 6. Parliament/Assembly matters 7. Establishment & Administration 8. Matter relating to training of Govt. employees 9. Matter relating to Election 10. Tour Programme/Diaries
3.	Pi P.C.Vanlalzami, Steno Gr.II	1. P.A to C.I.O 2. Preparation of tour programme/ TA bill of CIO
4.	Pi Lalzarzovi Khawlhring, UDC	1. Leave of Officers & staff 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. Work Distribution 8. Annual Plan/Budget 9. Revision/Fixation of Pay 10. Inter-se-seniority 11. Creation/retention/re-designation of Post 12. Transfer of charge
5.	Pi H. Lalramsangi, UDC	1. All accounts matters of ICT 2. Reconciliation of Accounts 3. Accounts matters of MSeGS 4. Expenditure Reports & Returns 5. Audit Notes & Objection 6. POL 7. TA/DA 8. K. Deposit

		9. DFP/Power delegation Rules. 10. Monthly/Quarterly progress Report 11. Medical Reimbursement
6.	Pi Mary Lalruatdiki, UDC.	1. Cash Handling 2. Professional Tax
7.	Pi Lalenkawli Ralte, LDC	1. Receipt & Despatch 2. Matter relating to Departmental Sports 3. Matter relating to Lottery 4. Display Advertisement 5. Good Governance 6. Conduct of Computer Exam etc. 7. Subscription of Journal/newspapers 8. Press Clipping 9. Purchase of Office Stationeries/furniture 10. Maintenance of Guard File/Office Order Book 11. Service Stamp Account

<div align="right">**ANNEXURE-II**</div>

B. TECHNICAL:

<table>
<tr><td>1.</td><td colspan="2">TELECOMMUNICATION & IT INFRASTRUCTURE DIVISION</td></tr>
<tr>
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<td>

Pu Rony Lallianmawia, IO

Pu Lalnunpuia Kawlni, AIO

Pi PC Lalramchhani, UDC

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<td>

1. Telecom Policy and its related matters
2. Telecom Service Provider (TSP) and Internet service provider (ISP)
3. IT Infrastructure projects (SDC **,** SWAN, NKN)
4. Software Technology Park of India (STPI)
5. Electronics System Design & Manufacturing (ESDM)
6. IT Education infrastructure
7. CCTNS related projects
8. Sustainable Development Goals
9. Control and regulation of internet service provider within the State.
10. PMJVK Project
11. Any other works related to Telecom and IT infrastructures.

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<tr><td>2.</td><td colspan="2">CONNECTIVITY & E-SERVICES DIVISION</td></tr>
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<td>

Pu Zothanzauva, IO

Pu ST Ngurthanmawia, AIO

Pi Vanlalhruaii Sailo, UDC

Pu Lalduhawma Fanai, Technician

Pu PC Lalawmpuia, AIO
(*attached to MINECO*)

Pu J. Lalramnghaka Ralte, Comp.Opr
(*attached to MINECO*)

Pu C. Lalrosanga, Comp.Opr
(*attached to CM Office*)

</td>
<td>

1. Internet Connectivity to Govt. Departments
2. District and Block internet Connectivity
3. Video Conferencing
4. Technical matters relating to e-Procurement and e-Tendering
5. Ease of doing Business (EODB)
6. e-Governance projects (CSC, *e-District, SSDG/SP, eBharat*)
7. National Government Service Portal
8. Unique Identification (UID)
9. Smart City related projects
10. Technical matters relating to Direct Benefit Transfer (DBT)
11. E-Office implementation in the state.
12. Digital Payment System
13. Digi-Locker Integration
14. India Enterprise Architecture (IndEA)
15. World Bank assisted projects.

Any other works related to connectivity and e-Services

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3.	**HUMAN RESOURCE DEVELOPMENT DIVISION**	
	Pu Lalengzuala, IO Pu Laltlanzova Pachuau, AIO Pu Lallungmuana, Comp.Opr Pi Lalhriatpuii, LDC	1. IT Act, Rules and Policy and e-Governance Policy 2. Capacity Building , Training, Seminar and Workshop 3. eLearning and information technology based education 4. Cyber Crime , Cyber security and Cyber laws. 5. E-Waste and Condemnation of IT Equipment 6. Government eMail and its related matters 7. Skill Development Programme 8. Training centre monitoring and maintenance 9. Matter relating to DPAB/SPAB & NOC 10. Matter relating to NIELIT, NIC and MSCTE 11. Intellectual Property Rights 12. Digital Literacy (PGDISHA) 13. All Awards and Nomination relating to IT and e-Governance 14. Documentary and Publicity 15. Standardization Certification-ISO, IEC, etc 16. International Co-Operation: world Bank, Asian Bank, etc 17. SeMT related matters 18. PRAGATI & e-SAMIKSHA, RURBAN, SAGY, MGNREGA Matter relating to Standard Documents-Metadata & Data Standard, e-Governance Standard Documents 19. Any other works related to human resource development.
4.	**SOFTWARE DEVELOPMENT DIVISION**	
	PU C. LALRINFELA, IO Pu Lalchhanchhuaha, Comp.Opr Pu Lalmuanchhana, UDC	1. Computerization of Government's Department. 2. Content Management System (CMS) Development and Monitoring 3. Mobile and Web Application Development 4. Payment Gateway and SMS Gateway Services 5. E-Taal Integration 6. Digital Signature 7. Any other works related to software development. 8. Web Hosting and domain registration 9. Maintenance and Updating of Departmental website.
	Pi Varthansangi Varte, Computer Operator	Attached to ICT Secretariat
	Pu Lalhmudika Varte, Computer Operator	Attached to ICT Secretariat
	Pu Jonathan Hmingduhawma	Attached to ICT Secretariat