

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

Dated Aizawl, the 1th July, 2025.

OFFICE ORDER

No.A.45011/1/2009-ICT (DTE): In supersession of all order issued in regard to works assignment and distribution, the subject/works of this Directorate are hereby assigned to the following officers with immediate effect and until further order:

S/N	Name of Officer	Works Allotted
1.	Pi Lalbiakhluni, Deputy Director (Admin)	Establishment
2.	Pu Rony Lallianmawia, Senior Informatics Officer	Technical
3.	Pu Zothanzaauva, Informatics Officer	Telecommunication & IT Infrastructure
4.	Pu Lalengzuala, Informatics Officer	e-Services & Emerging Technologies
5.	Pu C. Lalrinfela, Informatics Officer	Software Development
6.	Pi Esther Lalremruati, Finance & Account Officer	Finance & Account
7.	Pi R. Lalhlimpuii, Informatics Officer	Policy and Skills Development

- All Officers shall route all files / proposal through Principal Informatics Officer.*
- All Informatics Officer shall route all file/ proposal through Senior Informatics Officer*
- All Officers shall carry out any others works assigned by CIO*

II. TECHNICAL**1. TELECOMMUNICATION & IT INFRASTRUCTURE**

S/N	Name and Designation	Works Allotted
1.	Pu Lalnunpuia Kawlai, Asst. Informatics Officer Pi PC Lalramchhani, UDC	1. Telecom Policy and its related matters 2. Telecom Service Provider (TSP) and Internet service provider (ISP) 3. IT Infrastructure projects (MFGN, SDC etc) 4. Control and regulation of ISP within the State. 5. Any other work assigned by concerned officer
2.	Pu ST Ngurthanmawia, Asst. Informatics Officer Pi PC Lalramchhani, UDC	1. E-Office implementation in the State. 2. Connectivity to Govt. Departments. 3. District and Block internet Connectivity 4. Any other work assigned by concerned officer

2. E-SERVICES & EMERGING TECHNOLOGIES

S/N	Name and Designation	Works Allotted
1.	Pu Laltlanzova Pachuau, Asst. Informatics Officer Pi Lalhriatpuui, LDC	1. e-Governance projects 2. CSC related matters 3. Cyber Security and Cyber laws. 4. Ease of doing Business (EODB) 5. IT Education infrastructure 6. Sustainable Development Goals 7. E-Waste and Condemnation of IT Equipment 8. Government eMail and its related matters 9. Technical matters relating to e-Procurement and e-Tendering 10. GeM related matters. 11. National Government Service Portal 12. Unique Identification (UID) 13. Software Technology Park of India (STPI) 14. Smart City related projects 15. CCTNS-related projects 16. Artificial Intelligence, Block Chain, IoT 17. Technical matters relating to Direct Benefit Transfer (DBT) 18. India Enterprise Architecture (IndEA) 19. World Bank assisted projects. 20. Any other works assigned by concerned officer

3. SOFTWARE DEVELOPMENT

S/N	Name and Designation	Works Allotted
1.	Pu Lalhchhanchhuaha, Computer Operator Pi Lalhriatpuii, LDC	1. Computerization of Government's Department. 2. CMS Development and Monitoring 3. Mobile and Web Application Development 4. Web Hosting and domain registration 5. Maintenance and Updating of Departmental website. 6. Payment Gateway and SMS Gateway Services 7. Data Integration and standardization 8. Digital Signature 9. Digi-Locker Integration 10. Any other work assigned by concerned officer.

4. POLICY & SKILLS DEVELOPMENT

S/N	Name and Designation	Works Allotted
1.	Pu Lallungmuana, Computer Operator	1. IT Act, Rules and Policy and e-Governance Policy 2. Capacity Building, Training, Seminar and Workshop 3. Training center monitoring and maintenance 4. eLearning and information technology-based education, Digital Literacy (PGDISHA) 5. Skill Development Programme 6. Matter relating to NIELIT, NIC and MSCTE 7. Matter relating to DPAB/SPAB & NOC 8. Video Conferencing 9. All Awards relating to IT and e-Governance 10. Documentary and Publicity 11. Standardization Certification-ISO, IEC, etc 12. International Co-Operation: World Bank, ADB 13. SeMT related matters 14. PRAGATI & e-SAMIKSHA, SAGY etc 15. Matter relating to Standard Documents- Metadata & Data Standard, e-Governance Standard Document. 16. Any other work assigned by concerned officer

5. ATTACHMENT TO OTHER OFFICE

S/N	Name & Designation	Works allotted
1.	Pu PC Lalawmpuia, Asst. Informatics Officer	Attached to MINECO
2.	Pu J. Lalramnghaka Ralte, Computer Operator	Attached to MINECO
3.	Pi Varthansangi Varte, Computer Operator	Attached to ICT Secretariat
4.	Pu Lalhmudika Varte, Computer Operator	Attached to ICT Secretariat
5.	Pu C. Lalrosanga, Computer Operator	Attached to CM Office
6.	Pu Lalduhawma Fanai, Technician	Attached to CM Office

All technical files / proposals shall route through concerned Informatics Officer

During the absence of any dealing hand, the concerned officer will assign any works to other dealing staff in addition to their own duties and vice versa

I. ESTABLISHMENT

S/N	Name & Designation	WORKS ALLOTTED
1.	Pi Laldinpuii Sailo, Steno Gr.II	1. P.A to C.I.O 2. Preparation of tour programme/ TA bill of CIO
2.	Pu Lalmuanchhana, UDC	1. Establishment & Administration 2. Court Case/Para wise comments 3. Governor's /CM's Speech 4. RTI Act 5. GPF 6. Purchase & Maintenance of Vehicle 7. Purchase of Office Stationeries/furniture 8. Loans & Advances 9. ACP Scheme/Time bound promotion 10. All establishment matters of MSeGS 11. Vigilance Administration/Conduct Rules 12. Office accommodation/Rent 13. Land & Building 14. Recruitment Rules 15. Parliament/Assembly matters 16. Matter relating to Departmental Sports 17. Any other works assigned by concerned officer
3.	Pi Mary Lalruatdiki, 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. ACR/PAR 7. Annual Property Return 8. Pension & Retirement 9. Appointment/Promotion/Filling up of post 10. Work Distribution 11. Annual Plan/Budget 12. Revision/Fixation of Pay 13. Inter-se-seniority 14. Creation/retention/re-designation of Post 15. Transfer of charge 16. Any other works assigned by concerned officer

4.	Pi Lalenkawli Ralte, LDC	1. Receipt & Despatch 2. File movement 3. Maintenance of Guard File/Office Order Book 4. Display Advertisement 5. Conduct of Computer Exam etc. 6. Subscription of Journal/newspapers 7. Matter relating to Census Operation 8. Matter relating to training of Govt. employees 9. Tour Programme/Diaries 10. Matter relating to Election 11. Meeting of Secretaries 12. Census of Govt. Employees 13. Any other works assigned by concerned officer
5.	Pu P.C. Lalnunmawia	Driver – Pool Vehicle
6.	Pi H. Zothanpari	Peon / Chowkidar
7.	Pu John Lalrinfela	Peon Duty – CIO PB
8.	Pi M.C. Lalmangaihi	Peon Duty – Establishment
9.	Pu Victor Lalimanuela	Peon Duty –Technical
10.	Pu Lalremruata	Peon Duty – Establishment
11.	Pi Lalnuntluangi	Peon Duty – Technical
12.	Pu T. Lalmalsawma	Despatch Rider

All Establishment and Administration files / proposals shall route through Deputy Director (Admin).

During the absence of any dealing hand, the concerned officer will assign any works to other dealing staff in addition to their own duties and vice versa

III. FINANCE & ACCOUNT BRANCH

S/N	Name & Designation	Works allotted
1.	Pi Lalzarzovi Khawlhiring, Assistant	1. All Accounts Matter of ICT (external) 2. Reconciliation of accounts 3. Expenditure reports and returns 4. Audit notes & Objections 5. Financial rules related eg DFP/Power delegation rules 6. IFMIS 7. ZENICS 8. POL 9. TA/DA 10. K-deposit 11. PFMS etc 12. Any other works assigned by concerned officer
2.	Pi Vanlalhruii Sailo, UDC.	1. Cash Handling and book-keeping 2. Professional tax 3. Sanction orders/ LOC release after approval 4. Any other works assigned by concerned officer
3.	Pi H. Lalramsangi, UDC	1. All accounts matter of ICT eg Office expenditures (internal) etc 2. Monthly/Quarterly progress 3. Preparation of bills including MSeGS 4. IFMIS 5. Any other works assigned by concerned officer

All Finance and Account files / proposals shall route through Finance & Account Officer

During the absence of any dealing hand, the concerned officer will assign any works to other dealing staff in addition to their own duties and vice versa

Sd/-JAMES LALNUNMAWIA
Chief Informatics Officer,
Information & Communication Technology

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

Dated Aizawl, the 1st July, 2024

Copy to:-

1. Under 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.