

**GOVERNMENT OF MIZORAM  
PLANNING & PROGRAMME IMPLEMENTATION DEPARTMENT  
(RESEARCH & DEVELOPMENT BRANCH)**

...

**OFFICE ORDER**

Dated Aizawl, the 2<sup>nd</sup> July, 2021

**No. D.31013/1/06-PLG(RDB)**: In partial Modification of this Department's Office Order No. dated 08.04.2021 and in the interest of public service, distribution of works amongst the staff under Planning & Programme Implementation Department (RDB) is hereby made afresh as enclosed in Annexure-I with immediate effect and until further orders.

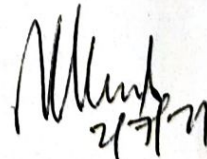
**Sd/-Dr.LALRINCHHANA**

Principal Adviser-cum-Additional Secretary,  
Planning & Prog. Implementation Deptt.

**Memo No.D.31013/1/06-PLG(RDB)/Pt. : Dated Aizawl, the 2<sup>nd</sup> July, 2021**

Copy to: -

1. PS to Principal Adviser cum Additional Secretary, Planning & Prog. Implementation Department (RDB).
2. All Officers and Staff, Planning & Prog. Implementation Department (RDB).
3. Guard file.



**(CHINGTHANMAWII GUTE)**

Deputy Adviser-cum-Deputy Secretary,  
Planning & Prog. Implementation Deptt.  
Government of Mizoram

Sl. No.	Name & Designation	Works allotted
1	R. Laldingliana, Assistant	<b>Functional</b> <ol style="list-style-type: none"> <li>1. Account matters</li> <li>2. MLALAD/MPLAD</li> <li>3. RTI</li> <li>4. Matters relating to Citizen's Charter &amp; RFD</li> <li>5. Maintenance &amp; repair of Office building</li> <li>6. Matter relating to Parliament/ Legislative Assembly</li> <li>7. Speech of Governor/Chief Minister etc.</li> <li>8. Matter relating to SPB/Co-terminus Staff</li> <li>9. MACP</li> <li>10. Meeting/Minutes of officers under PLG (RDB)</li> <li>11. Tour Programme of officers &amp; staffs under PLG (RDB)/SPB</li> <li>12. Post creation/Filling up of Non-Gazatted post under PLG (RDB)</li> <li>13. Office order/instructions</li> <li>14. Employment data</li> <li>15. Disciplinary proceedings/Court Cases</li> <li>16. Matter relating to Pay &amp; Allowances of staff</li> <li>17. Matter relating to Provisional Employees/Household Peon under PLG (RDB)</li> <li>18. Matter relating to medical reimbursement</li> <li>19. Guard File for Government OMs/Minutes/Orders etc.</li> </ol>
2	Zosangpuii, Assistant	<b>Functional</b> <ol style="list-style-type: none"> <li>1. Data &amp; Statistics</li> <li>2. Sectoral Surveillance/Review</li> <li>3. 20 Point Programme/15 Point</li> <li>4. Gender budgeting</li> <li>5. Matter relating to External Aided Projects</li> <li>6. DoNER/NLCPR/NESIDS</li> <li>7. Matters relating to 10% GBS</li> <li>8. NABARD</li> <li>9. Matter relating to training</li> </ol>
3	Lalfakzuala Colney, Assistant	<b>Functional</b> <ol style="list-style-type: none"> <li>1. Matter relating to TA/DA of Officials and Non Officials</li> <li>2. Payment of telephone, water &amp; electricity bills</li> <li>3. Loans &amp; Advance</li> <li>4. Machineries &amp; Equipment's</li> <li>5. Matter relating to procurement</li> <li>6. Matter relating to vehicle</li> </ol>



Sl. No.	Name & Designation	Works allotted
4	Lalrochhari, Assistant	<p><b>Establishment matters :</b></p> <ol style="list-style-type: none"> <li>1. Maintenance/Reconstruction of Service Books, Leave of Officers &amp; Staff</li> <li>2. Upgradation of posts, retention of posts</li> <li>3. Matter relating to Compassionate Appointment</li> <li>4. Work Distribution</li> <li>5. Promotion/ transfer &amp; posting/ deputation of Officers and Staff under PLG (RDB)</li> <li>6. Establishment of Cells under PLG</li> </ol> <p><b>Sectoral</b></p> <ol style="list-style-type: none"> <li>1. Printing &amp; Stationery</li> <li>2. Excise &amp; Narcotics</li> <li>3. Economics &amp; Statistics</li> <li>4. Transport</li> <li>5. Disaster Management &amp; Rehabilitation</li> <li>6. LAD</li> <li>7. SAD</li> <li>8. Home (incl. Fire &amp; Emergency Services, Jail, Forensic Science, Police Housing, Sainik Welfare &amp; Resettlement, Mizoram, Home Guards)</li> </ol>
5	Zosangzuali, Inspector of Statistics	<p><b>Functional</b></p> <ol style="list-style-type: none"> <li>1. Matter Relating to State Development Programme/Plan (SEDP)</li> <li>2. MSPB, PBM&amp;SC, SEDP Boards</li> <li>3. Matters relating to NITI Aayog</li> <li>4. Finance Commission</li> <li>5. All District Planning Committees including HPC (Lunglei)</li> </ol>
6	Lalrinawmi, UDC	<p><b>Functional</b></p> <ol style="list-style-type: none"> <li>1. Matter relating to GPF</li> </ol> <p><b>Sectoral</b></p> <ol style="list-style-type: none"> <li>1. Social Welfare</li> <li>2. Mizoram Scholarship Board</li> <li>3. Taxation</li> <li>4. Land Revenue &amp; Settlement</li> <li>5. Food, Civil Supplies &amp; Consumer Affairs(Including Legal Metrology)</li> </ol>

7	Lalrintluangi Ralte, UDC	<b>Functional</b> 1. Stationeries 2. Celebration of important days <b>Sectoral</b> 1. Irrigation & Water Resources 2. Law & Judicial 3. Fisheries 4. Environment, Forests & Climate Change 5. Land Resources, Soil & Water Conservation 6. PHE
8	H.C. Lalhmunthangi, UDC	<b>Functional</b> 1. Cashier
9	C. Lalrinzuala, LDC	<b>Functional</b> 1. All matters relating to NEC 2. PPP & Partnership with other Organizations  <b>3. Establishment matters :</b> a) Matter relating to Pension/NPS & other retirement benefits b) Confirmation of Non-Gazetted Staff c) Matter relating to Inter-se-seniority of staff under PLG (RDB) Retention of Posts  4. Any other establishment matters not assign to other staff
10	C. Lalhmachhuana, LDC	<b>Functional</b> 1. Bill Assistant 2. Maintenance of updating Loans & Advances 3. Monthly/Quarterly Expenditure Report 4. Reconciliation of Accounts  <b>Sectoral</b> 1. CSS & SMS Consolidation
11	H. Lalrindiki, LDC	<b>Functional</b> 1. File Movement
12	C. Lalrinliani, LDC	<b>Functional</b> 1. Issue & Receipt of Daks/Files 2. Stay back file 3. Maintenance of Casual Leave 4. Festival Advance



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13	Lalrohluia Hmar, LDC	<p><b>Functional</b></p> <ol style="list-style-type: none"> <li>1. Notification/Order/Circular/Advertisement from other Departments</li> <li>2. Property Returns</li> <li>3. Subscription of Newspapers/Magazine</li> <li>4. He will assist Bill Assistant in preparation of Bills etc.</li> </ol> <p><b>Sectoral</b></p> <ol style="list-style-type: none"> <li>1. Information &amp; Public Relations</li> <li>2. GAD (including Aviation and Sinlung Hills Dev. Council)</li> <li>3. DP&amp;AR (including ATI)</li> <li>4. Labour, Employment, Skill Development &amp; Entrepreneurship</li> <li>5. Science &amp; Technology</li> <li>6. ICT</li> <li>7. Animal Husbandry &amp; Vety.</li> <li>8. Cooperation</li> <li>9. Commerce &amp; Industries (including Sericulture, Geology &amp; Mineral Resources)</li> <li>10. School Education (including SCERT)</li> <li>11. Higher &amp; Technical Education</li> <li>12. Power &amp; Electricity</li> </ol>
14	Zohmingsangi, LDC	<p><b>Functional</b></p> <ol style="list-style-type: none"> <li>1. Computer Operator</li> <li>2. Hospitality</li> </ol> <p><b>Sectoral</b></p> <ol style="list-style-type: none"> <li>1. Agriculture (CH and R&amp;E)</li> <li>2. Horticulture</li> <li>3. PWD</li> <li>4. Tourism</li> <li>5. Health (DHS, H&amp;ME)</li> <li>6. UD&amp;PA (including T&amp;CP)</li> <li>7. Rural Development</li> <li>8. Art &amp; Music</li> <li>9. DC&amp;MA (All Autonomous District Council)</li> <li>10. Sports &amp; Youth Services</li> </ol>
15	Johan Lalchhuanawma, LDC	<p><b>Functional</b></p> <ol style="list-style-type: none"> <li>1. Computer Operator</li> </ol>
16	H. Lalhuhima, LDC	<p><b>Functional</b></p> <ol style="list-style-type: none"> <li>1. Computer Operator</li> <li>2. Maintenance &amp; Management of Conference Hall / Committee Room</li> <li>3. Reservation of Rooms/Halls</li> </ol>