

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

OFFICE ORDER

Dated Aizawl, the 24th November, 2020

No.C.31011/1/2012-PLG(RDB): Planning & Programme Implementation Department(RDB) hi Mizoram sorkara hmasawna lam ruhrel buaipuitu a nih angin, heng kan department hna hrang hrangte khawtlai lova chak tak leh awmze neia thawh zung zung a nih theihna turin a thawktute hian mawhphurhna pawimawh tak kan nei theuh a, heng kan mawhphurhna theuh hi kan hriat nawn/thar fo a tul a ni. Kan Office kalphung leh hnathawhte a lo mumal zawk theihna turin a hnuaia tarlante hi kan zawm tlan theuh turin chhuah thar leh a ni e.

1. Sorkarin Office kal hun leh haw hun a duan (Thlasikah-9:00 a.m-4:00p.m; Nipuihah-9:00a.m-5:00pm) hi zawm tur a ni. Office working hour chungin mahni hnathawhna hmunah awm tur a ni a, tul bik thila Office chhuahsan ngai anih chuan Officers in Principal Adviser hnenah, Staff-in Superintendent hriattir hmasak thin tur a ni.
2. Kum khatah Casual Leave hi Regular employee ten ni 8 leh Provisional employee ten ni 4 kan nei a. Heng casual leave kan neih te hi balance kan neih zat ngaihtuah chungin daihzai takin tul bikah hman tur a ni a. Casual Leave balance kan nei tawh lova chawh kan mamawh a nih chuan Leave dang kan la neih theih -Earned Leave/Commuted Leave etc dil thin tur a ni. Tin, Casual Leave dilna hi Officers in Principal Adviser hnenah, Staff-in Superintendent address in ziah tawh tur a ni a, dilna hi hriat lawk thilah chuan a hma niin ziah thin tur a ni.
3. Sorkar dan dinglai angin Office chungah ruihtheih thil khap tlat a ni a, kan meizial zuk khu hian midang tan harsatna siamin an hriselna a khawih pawih theih avangin office chungah meizial zuk khap tlat a ni.
4. CCS (Conduct) Rules, 1964 in a sawi angin Office chungah kan thawhpui hmeichhiate an zahawmna ti hmelhem/bawrhbang thei zawngin tawngkam emaw kut thawha fiam hi khap tlat a ni.
5. Office chung leh a vel vawnfai hi mitin mawhphurhna a ni a, kan bawhlawhte fel taka thliarin a bawmah paih/senghawi thin tur a ni.

7. Department hna hrang hrang confidential thilte thuneitute remtihna la hmasa lovin pawnlam mite hnenah pek/thawn chhuah loh tur a ni.
8. Department chhunga File chet vel dan (File movement) a felfai zawkna tur leh File Cover te a tlo zawk theihna turin *File Movement Slip* hman tawh tur a ni a, hei hi Dealing Assistant ten File put-up rualin dah tel thin tur a ni.
9. Sorkar hna hi kan eizawna ber a ni tih hriain, kan ngai pawimawh tur a ni. Mahni hna chanpual theuh tha taka hlen chhuah hi kan mawhphurhna a ni a. Min dawrtute hawihhawm takin lo chhawn thin ila, kan tih theih chinah chuan min dawrtute mamawh tih hlawhtlinsak tum tur a ni.
10. Tun lain khawvel pumah COVID-19 hrileng avangin harsatna a thleng mek a, he hrileng laka kan him theihna tura sorkarin thupek a chhuah hrang hrang-mask vuah, kut silfai ngun, Social distancing vawn that etc hi tha takin zawm theuh tur a ni.

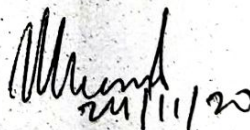
Sd/-LALRIKHUMA SAILO

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

Memo No.C.31011/1/2012-PLG(RDB): Dated Aizawl, the 24th Nov,2020

Copy to:

1. PS to Vice Chairman, State Planning Board, Mizoram
2. PPS to Commissioner & Secretary, Planning & Programme Implementation Department.
3. PS to Principal Adviser cum Additional Secretary, Planning & Programme Implementation Department.
- ✓ 4. All Officers & Staff for information & compliance.
5. Guard File


24/11/20

(CHINGTHANMAWII GUITE)

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

To avoid
infection

WEAR MASK, OBSERVE PHYSICAL DISTANCING OF 6 FEET, MAINTAIN HAND HYGIENE COVID-19