

GOVERNMENT OF MIZORAM  
GENERAL ADMINISTRATION DEPARTMENT  
(PROTOCOL & HOSPITALITY WING)

No. C. 31015/1/99-Protocol (GAD)

Dated Aizawl, the 10th June 2019

**OFFICE ORDER**

**Subject : Computer Operator/Staff lehkha chhu te tana hriat tur pawimawh te.**

Computer Opetator emaw Computer chhu thin Staff zawng zawng ten hma kan sawn zelna turin heng a hnuaia tarlante hi an zawm theuh turin kan inhriattir a ni.

1) Computer Operator te hi Department-in hna tul hrang hrang thawktu tura a lak te kan nih angin, hmun pawimawh tak kan luah a ni tih kan hriat reng a pawimawh. Chuvangin taima leh rinawm takin kan hna theuh te kan thawk tur a ni.

2) Computer Operator ten an Computer atangin Games zawng zawng an paih (delete) / uninstall vek tur a ni. Games khelh hi Mizoram Sawrkar pawhin a phal loh a nih avangin, Games kan lo dah zawng zawng te paih bo vek tur a ni ang a. Computer Operator ten an Games an paih bo report hi ni 15<sup>th</sup> Aug 2013 hma ngeiin JD (Adm) ah an report ang. Tin, music ring tak takin an play tur a ni lo.

3) Computer te hi khawl thil, dim ngai tak a ni a. Office ban veleh off ngei ngei tur a ni. Computer Operator ten off loh a an haw san anih a, ruahsur leh tek vanga chhia a awm anih chuan a mawh an phur ang. Printer, UPS, Modem leh Scanner te pawh off vek a haw san thin tur a ni.

4) Computer Operator ten paper hi an ren hle tur a ni ang. Drafft chhut/print chhuah nan lehkha hnung lam la hman theih te hman ngei ngei tur a ni ang.

5) Office chhunga lehkha den (playing card) phal a ni lo a. Ti lui an awm chuan an chungah action lak a ni ang. Drivers Room ah Driver ni ve lo ten lehkha an deng tur a ni lo

Sd/-V LALENGMAWIA  
State Protocol Officer  
&

Deputy Secretary  
General Administration Department  
(Protocol & Hospitality Wing)

Memo No.....Dated Aizawl, the 10th June 2019

Copy to:

1. Commissioner & Secretary, GAD

2. Deputy Manager, State Guest House for information and necessary action
3. Receptionist, All India Service Transit Accommodation for information and necessary action
4. All Clerks/Dealing Assistants/DEO/Computer Operators for compliance

(FLORENCE LALRINPUII MILLER)  
Protocol Officer  
&  
Under Secretary  
Protocol & Hospitality Wing  
General Administration Department