

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

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

Dated Aizawl, the 10th June 2019

OFFICE ORDER

Subject : Group 'D' staff te tana hriat tur pawimawh te.

Group 'D' (Chowkidar, Peon, etc) ten kan nitin hnathawhna kawnga hmasawwna kan lo neih chhoh zelna atan heng a hnuoia tarlante hi zawm theuh turin kan inhriattir a ni:

I. Chowkidar mawhphurhna te:

1. Office hi him takin a vawng tur a ni. Office ah a riak tur a ni a, office hun pawna thilbo a awm reng rengin a mawhphurhna a ni.
2. Office bungrua leh hmanraw chhia a awm chuan a enfelin, siam that thuai dan tur a ruahman tur a ni.

II. Peon mawhphurhna:

1. Peon te hi office vawngtu leh enkawltu kan nih avangin office hi thlen hma tur a ni a. Office tan hun tak tak hma minute 15 a a la rik loh ah 9 office an thleng tur a ni.
2. Office thlen veleh kan duty-na hmuna officer leh staff te dawhkan hruk fai vek thin tur a ni. Room-a thil rem fel ngai leh tihfel ngaite an lo tifel tur a ni.
3. Kan duty na hmuna officer leh staff toilet tihfai hi peon duty leh mawhphurhna a ni tih hriat tur a ni. Office toilet te fai leh thianghlim taka vawn reng tur a ni.
4. Kan duty na hmuna officer leh staff te tana duty kan nih ang ngeiin a tul dan anga koh theihin kan awm reng tur a ni. Office chhuahsan emaw, duty-na hmun chhuahsan zawk a tul chuan officer leh staff te hriattir thin tur a ni. Thiante/thawhpuite kep reng ngaih hi a puitling zia lova, mahni chanvo theuh tlin taka thawh thin a tha. Tlawmngaih a hunah pawh kan duty piah lam pawh nise phunnawi lova penchhuah fo thin hi chindan tha leh mawi a ni.
5. Mahni duty-na hmuna khawl chi hrang leh hmanrua awm te enkawl, vawn fel leh vawn him te hi kan mawhphurhna zinga mi a ni.
6. Kan duty-na room chu felfai leh zahawm takin kan enkawl tur a ni.
7. Personal Branch-a duty te'n pi/pu te chawlh/zin hlanin an inthlahdah mai tur a ni lova, kan duty na hmun tur a siamah tha takin duty thin tur a ni.

8. 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 to the Govt. of Mizoram
General Administration Department
(Protocol & Hospitality Wing)

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

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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 Group D Staff for compliance

(FLORENCE LALRINPUII MILLER)
Protocol Officer
General Administration Department