

**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 : Dealing Assitant/Clerk te tana hriat tur pawimawh te.**

Dealing Assistant/Clerk te kan hnathawhna kawng hrang hranga hma kan sawn zelna turin heng a hnuai tarlan te hi officer leh staff ten zawm theuh turin kan in ngen a ni:

**I. Filing System:**

1) File hi kan hnathawhna hmanrua ber a nih avangin mawi mam leh felfai takin kan vawng theuh tur a ni. File kan vawn dan hi kan mimal hnathawh dan mai bakah kan office hmel lanna a ni tih hriat a pawimawh hle. File ah hian a kaihnawih lekhate chu kim takin kan vawng tur a ni. File felfai leh kim tha taka kan vawn chuan kan hnathawh dan a felfaiin a tha tihna a ni. File a tawp a, a kim that mang loh chuan kan hnathawh dan a buar chuar hle tihna a ni ang.

2) Lehkha kan dawn te reng reng hi mahni Diary-ah chhinchhiah vek tur a ni a, lehkha kan la attend loh pawh fel taka dah that thlap thin tur a ni. Dak chhinchhiahna atan Dealing Assistant ten Log Book kan vawng theuh tur a ni.

3) File phek number hi kan pek hmaih fo thin a, hei hi chhinchhiah a, phek number pek ngei thin tur a ni.

4) File kan put-up in notesheet blank rin sa phek 5 tal kan dah ngei thin tur a ni.

5) File a kal mek laia lehkha dang a lo kalin loose/part file hawn a tul thin a. Loose file kan hawnin tihdan phung pangngai ang zawm theuh ni sela, pencil marking tih a, a hnu ah main file nen amalgamate leh nghal zel thin tur a ni.

6) File kalitlanga kan correspondence (lehkha dawn leh lehkha thawnchhuah) te hi file ah kim tha taka dah tur a ni a, hei hian e-mail hmanga dawn leh thawnchhuahte pawh a huam bawk a ni.

7) Lehkha kan dawnin a concerned file ah rang taka put-up thin tur a ni a. Action lak ngai lem lo lehkha pawh a awmna tur file ah hian dah a, put up vek thin tur a ni. Heti hian file record ah thil engkim kan vawng tha tihna a ni bawk ang.

8) Lehkha kan dawn te hi action lak dan tur tihfel sa ngai chi (Assembly Question, RTI etc.) te a nih chuan chhanna siam hmasaka submit thin tur a ni a. Chhanna siam hmaa hotute thutlukna lak phawt tur chi te chu hotute rawn vat a, file ah submit zung zung thin tur a ni. Hunbi tiam nei thila kan tlai fo chuan Dealing Assistant fel loh entirna a ni a, tul hauh lovah Office pawh a mualpho thei thin a ni.

9) File-a record kan dah bakah han Officer leh Staff ten kan hnathawhna leh mahni mimal record atana a copy kan duh a nih chuan kan personal record atan folder hrang siamin kawl that zawk hi a tha a, file ah docket si loh paper hlawnm lian pui pui dah vak chin hi tih loh tur a ni. Tin, kan office tana record pawimawh bik te chu file- a dah bakah a copy hi a kawm siama vawn that thin a tha hle. Tin, Guard File siama, lehkha pawimawh vawn chin hi Dealing Assistant ten tih theuh atan a tha hle bawk.

10) File-a hnathawh hian level tindh decision siamna tur emaw, chutiang atana examination ti thei turin a connected document a kim vek a tul a. Chutiang turin Dealing Assistant ten file kan chhawpchuah theuh a tul a ni. Reference te flag thin bawk tur a ni.

11) Office hna kan thawhna kawngah kan thiam tawh loh thil anih avanga lehkha te kawl reng hi thil tihdan tha a ni lova, action la vat thei tura biak rawn ngaite be rawna hmalak vat thin tur a ni.

12) File thar kan hawn dawnin Officer te nen a theih chin chinah inrawn tlan thin ni sela. File hming leh subject inang tak tak a awm dul te hian file vawn a ti buar chuar thin a, ngun taka ngaihtuah hnua file hawn a, subject thliar fel thin tur a ni. File hawn thar leh close te File Index Register-ah ziahluh thin tur a ni.

## **II. Office hna dangte :**

1) Meeting neih a nihin a theih hram chuan meeting agenda note felfai tak siam thin ni sela. Meeting hun tur fix fel hnua hun kan neih loh palh thulhah meeting tura rawtna kan siam atangin agenda note hi lo buatsaih lawk thin nise.

2) Meeting neih hnua, meeting minutes tihchhuah a nih hnua meeting neihna file changtu in follow-up action lak thin tur a ni. Action point thenkhat chu Dealing Assistant dangte file atanga tih tul a nih chuan minutes copy pein kan inhlanchhawng tur a ni. Meeting minutes a chhuah tawh hnua action lak chhonzawm lohva a awm reng hian Office hming chhiatna a ni tih hriat a tul hle.

3) Staff/Computer Operator ten Draft an chhut in, ngun taka en tur a ni a. Draft anih lai chuan paper hman tlak tawh loh, a lehlam la hman theih si te hmang a, Draft hi print thin tur a ni a. Hei hi file changtu zawng zawngin mahni Branch a Computer Operator te en ngun pui theuh tur a ni.

4) Sawrkar hnathawk kan ni a, mipuite tan a thawk kan ni tih in hre thar leh ila. Min dawrtu te tawngkam tha tak leh zawl dawh takin kan 'deal' hram hram thin tur a ni.

5) A chungah tarlante khi kaihruaina ang a ni a, Dealing Assistant ten zawm theuh turin kan in ngen a ni. Hriat chian loh leh harsatna kan neihin Officer te leh kan Superior te kan rawn vat thin tur a ni.

6) Staff 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. Tin, music ring tak takin an play tur a ni lo.

7) Computer te hi khawl thil, dim ngai tak a ni a. Office ban veleh off ngei ngei tur a ni. Staff, Computer khawih tu 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.

8) Staff zawng zawng ten paper hi an ren hle tur a ni ang. Draft chhut/print chhuah nan lehkha hnung lam la hman theih te hman ngei ngei tur a ni ang.

9) Office chhungah lehkha den (playing card) phal a ni lo a. Ti lui an awm chuan an chungah action lak a ni ang. Tin, Office chhungah ruih theih thil, zu leh damdawi te tih khap bur a ni a. Sawrkar phal loh ani tih hre reng a ti lui chu an chungah na taka ACTION lak a ni ang. Tin, Drivers Room ah Driver ni ve lo ten lehkha an deng tur ani 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):

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 for compliance

**(FLORENCE LALRINPUII MILLER)**  
**Protocol Officer**  
**General Administration Department**