

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

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No. C. 11011/1/90-Protocol (GAD)

Dated Aizawl, the 15th Oct 2019

OFFICE ORDER

In supersession of all the Office Orders issued by this Office, Work Distribution among Staff is hereby issued with immediate effect and until further orders.

Sl.No	Name of Staff	Designation	Files/works assigned
ESTABLISHMENT BRANCH			
1	Pu Vanlalliana	Head Assistant I	1.Department Colour 2.National Anthem 3.National Flag 4.Protocol Manual 3.State Guest Rules 4.Matter relating to PwD Act/PwDs 5.
2	Pu Jonathan C Lalrintluanga	Head Assistant - II	1. All Establishment Matters 2. RTI/Assembly Questions/Court Cases 3. Office Administration & Discipline 4.Appointment/Promotion/Transfer & Posting/Engagement of MR/Contract 5.Regularization of Staff 6. Creation of Post 7. Stationeries 8. Work Distribution 9. Personal Files/Service Books 10. Leave 11.Pension Cases 12. Publication 13. Website/IT/Social Media 14. Disciplinary Proceeding & Office Discipline 15.MACP 16. SGH & AISTC Matters 17. Liveries/Uniforms 18. Training/Tours of Officers 19. Lands & Buildings/Maintenance & Management of Old Sectt Building 20.Stationeries 21. Any other files that assigned to him
3	Pi Lalramchhuani	LDC/ Receptionist	1. Visit of VIPs 2. Republic Day/Independence Day I 3. Important Days I 4.Declaration of Guests as State Guests 5.Protected Persons & related Files 6.Visit of Foreign

			Dignitaries/Ambassadors/High Commissioner 7.Foreigner Issues in Mizoram 8.Visit of Prime Minister/President/Union Ministers, Union MoS 9. Visit of Finance Commission 10. Visit of Planning Commission 11. Any other files that assigned to her
4	Pi Lalfakzuali Tochwawng	MR LDC	1. Visit of VIPs 2. Republic Day/Independence Day II 3. Important Days II 4.Visit of SPG Protectees Other than Officials 5.Warrant of Precedence 6. Any other files that assigned to her
5	Pi Lalengfiahi		1.Receptionist at AISTA 2. Any other files that assigned to her
6	Pu PC Lalsangkuma	Driver	1. Issue & Receipt 2. Any other files that assigned to him
ACCOUNTS SECTION			
7	Pu R Lalthlamuana	LDC	1. Cashier/Bill Assistant 2. Allocation of Fund/Budget/LOC 3. Medical Treatment 4. TA/DA 5.Loans & Advances 6. Any other files that assigned to him
8	Pu Zoramthanga	Driver	1. Pay Bill 2. Local Purchase Committee/DPAB 3. Maintenance of Vehicles 4. Supervision of Vehicle Branch 5. Any other files that assigned to him
9	Pi Zaithangpuui	MR LDC	She will assist Cashier/Bill Assistant
VEHICLE BRANCH			
10	Pu K Lalnunzira	Driver	Asst Supervision of Drivers
11	Pu Vanlalthanga	Driver	1.Supervision of Drivers 2.Defect Report of Drivers 3.Detailment of Drivers/Vehicles 4.Maintenance of Old Secretariat Building
12	Pu Lalhmingmawia	MR Driver	State Protocol Officer
13	Pu Lalhmuakliana	MR Driver	Pool
14	Pu Lalthanthuama	MR Driver	VIP
15	SK Roy	MR Driver	Protocol Officer
16	Robert Lalmalsawma	MR Driver	PS to Commissioner GAD
17	Lalbiaktluanga	MR Driver	VIP
18	Robert Tlanglawma	MR Driver	Despatch Rider
19	Kawlhmingliana	MR Driver	VIP
20	Vanlalchhuanga	MR Driver	VIP

PEON/MULTI TASKING			
21	Pu Vanlalhlana	Peon	Peon Duty at Accounts Branch
22	Pi C Lalbiakdiki	MR Peon	Peon Duty at Establishment Branch
23	Pu Lalmangaiha	Peon	Peon Duty at Protocol Officer
24	Pu Lalremruata	Despatch Rider	Despatch Rider
PB OF SPO			
25	Pi C Lalhmunsiami	Steno II	1.P.A to SPO 2.Allotment of Room in the SGH 3.Allotment of Conference Hall 4.Allotment of Cultural Hall 5.Overtime Allowances/Honorarium 6.Maintenance of CL Register of P & HW
26	Pu Lalrinmawia	MR Peon	Peon Duty at SPO
27	Pi F Lalrindiki	MR Peon	Peon Duty at SPO
AISTA			
28	Pu Laithangvunga	MR Peon	Receptionist cum Peon Duty at AISTA
29	Pu Lalramchhuana	Sweeper	Sweeper Duty at AISTA
30	Pi Lianchhingpuii	Sweeper	Sweeper Duty at AISTA

Work Distribution for Pu Vanlalhlana, Head Assistant- I, will be dealt by Pu Jonathan C Lalringluanga, Head Assistant II during the Leave period of Pu Vanlalhlana, Head Assistant I. All files shall be routed through Head Assistant I with immediate effect and until further orders.


Sd/-V LALENGMAWIA
State Protocol Officer &
Deputy Secretary to the Govt. of Mizoram
General Administration Department
(Protocol & Hospitality Wing)

Memo No. C. 11011/1/90-Protocol (GAD):

Dated Aizawl, the 15th Oct 2019

Copy to:

1. Deputy Manager, State Guest House for information and necessary action
2. Receptionist, All India Service Transit Accommodation for information and necessary action
3. All Staff for information and necessary action.


State Protocol Officer &
Deputy Secretary
General Administration Department