

NO.A.60011/4/2020 -DES (E)/37-41
GOVERNMENT OF MIZORAM
DIRECTORATE OF ECONOMICS & STATISTICS
MIZORAM : AIZAWL

Dated Aizawl, the 4th April, 2024

OFFICE ORDER NO. 226 OF 2024

In the interest of public service and for smooth running of Office works, work distribution amongst Staff under Establishment Branch of this Directorate is hereby made with immediate effect and until further order.

ESTABLISHMENT & ACCOUNTS BRANCH

1. Pi Lalbiaksiami, Assistant

1. Allocation of Fund.
2. LOC.
3. Delegation of Financial Power Rules.
4. Appropriation Account.
5. Reconciliation of Accounts.
6. Monthly expenditure Reports.
7. PFMS.
8. Re-appropriation & Surrender of Fund.
9. Agriculture Census (Accounts).
10. Agriculture Census (EAT).
11. NSS (CSS).
12. NSS (EAT).
13. Expenditure Sanction.
14. Payment of Interest earned under CSS/CS/STATE.
15. Economic Census (Accounts).
16. Consumer Price Index (Accounts).
17. Salary & Employment Data.
18. IFMIS.
19. Finance Commission.
20. Matters relating to Tax other than Professional Tax.
21. Budget.
22. All matters relating to CSS.
23. Account Misc. Reports/ Sanction.
24. MSGEGIS.
25. Matter relating to Finance Accounts.
26. Monthly Report on Revenue Receipts.

4. **Pi H. Lalvulmawii, UDC**

1. Preparation of Bills.
2. Payment of Bill (Electric telephone, Water Bill, Internet etc).
3. Last Pay Certificate.
4. Medical Re-imburement bill.

Link-Pi Rualliani, UDC.

5. **PC Lalhuliana, UDC**

1. Creation of posts.
2. Recruitment Rules.
3. Reservation of posts.
4. Information Technology.
5. Office Accommodation/ Accommodation of Govt. Quarters.
6. Website Management.
7. RTI
8. Complaints.
9. Citizen's Charter.
10. Materials for VIP Speech.
11. Administrative Reports/ Speech for important days/Annual Reports/Achievement Reports.
12. Certificate of Charge Report under the Department.
13. Opening of District Offices.
14. Allotment of site for District Offices.
15. Land Lease.
16. Distribution of Works amongst Staff.
17. Strengthening of Statistical Set up.
18. Parliament/Assembly Question.
19. Matters relating to Property Returns.
20. GPF.
21. EODB
22. Celebration of Important Days
23. Celebration of Statistics Day
24. Fixation of Pay.
25. Implementation of 7th Pay.
26. MACP.
27. Court case.
28. Disciplinary proceedings
29. Mizoram State Litigation Policy.
30. Appointment of Group 'A' Officers.
31. Deputation.
32. Matters relating to Covid-19.
33. Media concerning Department activities.
34. Matters relating to MSDA.
35. All matters relating to TA/DA/Honorarium.

Link- Pu David Lallawmkima, LDC

6. **Pu Lalhlimpaia, SIS**

Typing

7. **Pu David Lallawmkima, LDC**

1. Leave.
2. Personal File of Staff.
3. Pension case.
4. Prohibition of Tobacco.
5. Award.
6. Meeting of Head of Department/ Secretaries.
7. District Planning Committee.
8. Central Valuation Committee.
9. Consultative Committee.
10. High Powered Committee.
11. Green Mizoram.
12. Matters relating to Civil Service Sports.
13. Training File/ Seminar/Workshop.
14. Matters relating to Election.
15. SMG Meeting/Committee.
16. All matters relating to Departmental Vehicle with POL.
17. Hiring of Private Vehicles.
18. Transfer & Posting of Group 'A' Officers.
19. Inter-se-seniority of Group 'A' Officers.
20. Personal File of Group 'A' Officers.
21. Matters relating to Pension case.
22. Purchase of Vehicles.
23. PAR.
24. Matters relating to Conference Hall, Video Conferencing Hall, Guest Room.

Link- Pu PC Lalhuliana, UDC

8. **Pi Lalthanzuali, LDC**

1. Issue & Receipt.
2. Maintenance of Guard File & Office Order Book.
3. ACR.
4. DOC Meeting.
5. Subscription of Newspaper.
6. Notification.
7. Office Memorandum.
8. Office Intercom/ Telephone connection/ Water connection/ Electric connection.

27. Challan etc.
28. Small Family Norms.
29. Direct Benefit Transfer.
30. Economy Measures.
31. Matters relating to Bank Account.
32. Sanction & Proposal of Minor/Major Works.
33. Increment.
34. Pay & Allowances.
35. Payment of DA/Addl. DA.
36. Honorarium (As prescribed by Central Ministries and as per Norms).
37. Correspondence of Local Audit.

Link-Pi Rualliani, UDC.

2. Pi A. Laltanpuui, Assistant

1. Service Matter relating to all Officers & Staff.
2. Filling up of posts.
3. Transfer and Posting of Group B,C & D.
4. Compassionate appointment.
5. Retention of posts.
6. Provisional Employee.
7. Purchase of Stationery Articles.
8. Purchase and Maintenance of Xerox Machine.
9. Purchase of Books.
10. Advertisement.
11. GeM.
12. DPAB.
13. Local Purchase Committee.
14. Office Machinery & Equipment, Repair/Renovation.
15. Office Furnitures.
16. Computer- Maintenance/Purchase & Accessories.
17. Inter-se-seniority.
18. Rationalization of Statistical posts.

Link-Pu PC Lalhuliana, UDC

3. Pi Rualliani, UDC

1. Handling of cash.
2. Professional Tax.
3. Long term loan/ Loan & Advances.
4. Application for Provisional/Final Permission of Medical referred.
5. Service stamp and postal articles.

Link-Pi Lalbiaksiami, Assistant.

9. **Lalchhankima**

1. Library.
2. Typing.
3. Xerox.

10. **Lalhmailha**

1. Issue & Receipt.

Sd/- B. LALRINHLUA
Director
Economics & Statistics
Mizoram : Aizawl

Memo No.A.60011/4/2020-DES (E)/37-41 : Dated Aizawl, the 4th March, 2024

Copy to:-

- 1) Senior P.A to Director, for information.
- 2) P.A to Joint Director, for information.
- 3) All Officers under this Directorate, for information.
- 4) All Staff under Establishments & Accounts Branch.
- 5) Website Manager for uploading in the Deptt. Website.
- 6) Office Order Book.
- 7) Guard File No. 1.



(TAWNTHANZAUVA)
Deputy Director (Admn.)
Economics & Statistics
Mizoram : Aizawl