

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

Dated Aizawl, the 23rd June, 2025

OFFICE ORDER NO. 103 OF 2025

In the interest of public service and for smooth running of Office works, work distribution amongst Staff under Establishment and Accounts 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.
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.
38. GeM.

Link-Pi Rualliani, UDC.

2. 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.

3. 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-imbursement bill.
5. All matters relating to TA/DA/Honorarium

Link-Pi Rualliani, UDC.

4. Pu PC Lalhuliana, UDC

1. Certificate of Charge Report under the Department.
2. Land Lease.
3. Distribution of Works amongst Staff.
4. Strengthening of Statistical Set up.
5. Matters relating to Property Returns.
6. Disciplinary proceedings
7. Mizoram State Litigation Policy.
8. Appointment of Group 'A' Officers.
9. Deputation.
10. Matters relating to MSDA..
11. Service Matter relating to all Officers & Staff.
12. Filling up of posts.
13. Compassionate appointment.
14. Retention of posts.
15. Provisional Employee.
16. Inter-se-seniority.
17. Rationalization of Statistical posts.
18. Transfer and Posting of Group B,C & D.
19. Creation of posts.
20. Recruitment Rules.
21. Reservation of posts.
22. Compound viltu Committee.

Link- Pu David Lallawmkima, LDC

5. Pu David Lallawmkima, LDC

1. Pension case.
2. Matters relating to Civil Service Sports.
3. All matters relating to Departmental Vehicle with POL.
4. Hiring of Private Vehicles.
5. Transfer & Posting of Group 'A' Officers.
6. Inter-se-seniority of Group 'A' Officers.
7. Personal File of Group 'A' Officers.
8. Purchase of Vehicles.
9. PAR.
10. Matters relating to Conference Hall, Video Conferencing Hall, Guest Room.
11. Purchase of Stationery Articles.
12. Purchase and Maintenance of Xerox Machine.
13. Purchase of Books.
14. DPAB.
15. Local Purchase Committee.
16. Office Machinery & Equipment, Repair/Renovation
17. Office Furnitures.
18. Computer- Maintenance/Purchase & Accessories.
19. Office Accommodation/ Accommodation of Govt. Quarters.
20. Fixation of Pay.
21. Implementation of 7th Pay.
22. MACP.

Link- Pu PC Lalhuliana, UDC

6. Pi Lalthanzuali, LDC

1. PA to Joint Director.
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.
9. Materials for VIP Speech
10. Administrative Reports/ Speech for important days/Annual Reports/Achievement Reports.
11. GPF.
12. Celebration of Important Days/ Celebration of Statistics Day.
13. Prohibition of Tobacco.
14. Advertisement.

Link- Pu Immanuel Ramnunmawia, LDC

7. Pu Immanuel Ramnunmawia, LDC

1. Information Technology.
2. Website Management.
3. RTI
4. Complaints.
5. Citizen's Charter.
6. Opening of District Offices/Matter relating to District Offices etc.
7. Allotment of site for District Offices.
8. Parliament/Assembly Question.
9. EODB/KAI etc.

10. Court case.
11. Media concerning Department activities.
12. Leave.
13. Personal File of Staff.
14. Award.
15. Meeting of Head of Department/ Secretaries.
16. District Planning Committee.
17. Central Valuation Committee.
18. Consultative Committee.
19. High Powered Committee.
20. Green Mizoram.
21. Training File/ Seminar/Workshop/Internship.
22. Matters relating to Election.
23. SMG Meeting/Committee.
24. I.D.
25. NPS Matters.

Link- Pi Lalthanzuali, LDC

8. Pu Lalchhankima

1. Library.
2. Scanning/ Xerox

9. Pi Lalthanhimi

1. Issue & Receipt.

Sd/- B. LALRINHLUA

Director

Economics & Statistics

Mizoram : Aizawl

Memo No.A.60011/4/2020-DES (E)

: Dated Aizawl, the 23rd June, 2025

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.


(MARY LALRINCHHUNGI)

Joint Director

Economics & Statistics

Mizoram : Aizawl