



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

Dated Aizawl, the 14th July, 2025

OFFICE ORDER NO. 118 OF 2025

In continuation of this Office Order No. 103 of 2025 dated 23.6.2025 the work distribution amongst staff under Establishment Branch of this Directorate is hereby made with immediate effect and until further order.

1. Pu Zothantluanga, Assistant:

1. Creation of posts.
2. Recruitment Rules.
3. Transfer and Posting of Group B, C & D.
4. Inter-se-seniority of Group 'A' Officers.
5. Inter-se-seniority of B, C & D.
6. Compassionate appointment.
7. Service Matter relating to all Officers & Staff.
8. Deputation.
9. Appointment of Group 'A' Officers.
10. Disciplinary proceedings.
11. Matters relating to Property Returns.
12. Pension case of Group 'A'.
13. PAR.
14. Fixation of Pay.
15. Implementation of 7th Pay.
16. MACP.
17. Complaints.
18. Opening of District Offices/Matter relating to District Offices etc.
19. Allotment of site for District Offices.
20. Court case.
21. District Planning Committee.

Link- Pu PC Lalhuliana, UDC

2. 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. Mizoram State Litigation Policy.
6. Matters relating to MSDA..
7. Filling up of posts.
8. Retention of posts.

9. Provisional Employee.
10. Rationalization of Statistical posts.
11. Reservation of posts.
12. Compound viltu Committee.

Link- Pu David Lallawmkima, LDC

3. Pu David Lallawmkima, LDC:

1. Pension case of Group B, C & D.
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. Personal File of Group 'A' Officers.
7. Purchase of Vehicles.
8. Matters relating to Conference Hall, Video Conferencing Hall, Guest Room.
9. Purchase of Stationery Articles.
10. Purchase and Maintenance of Xerox Machine.
11. Purchase of Books.
12. DPAB.
13. Local Purchase Committee.
14. Office Machinery & Equipment, Repair/Renovation
15. Office Furnitures.
16. Computer- Maintenance/Purchase & Accessories.
17. Office Accommodation/Accommodation of Govt. Quarters.
18. Detailment of Group D.

Link- Pu PC Lalhuliana, UDC

4. 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

5. Pu Immanuel Ramnunmawia, LDC:

1. Information Technology.
2. Website Management.
3. RTI
4. Citizen's Charter.
5. Parliament/Assembly Question.
6. EODB/KAI etc.

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6. EODB/KAI etc.
7. Media concerning Department activities.
8. Leave, Service Book & Personal File of Staff.
9. Award.
10. Meeting of Head of Department/ Secretaries.
11. Central Valuation Committee.
12. Consultative Committee.
13. High Powered Committee.
14. Green Mizoram.
15. Training File/ Seminar/Workshop/Intership.
16. Matters relating to Election.
17. SMG Meeting/Committee.
18. I.D.
19. NPS Matters.

Link- Pi Lalthanzuali, LDC

6. Pu Lalchhankima:

1. Library/PB of Director & Joint Director.
2. Scanning/Xerox

7. Pi Lalchhanhimi:

1. Issue & Receipt.

Sd/- B. LALRINHLUA

Director

Economics & Statistics

Mizoram : Aizawl

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

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Dated Aizawl, the 14th July, 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.

[Signature] 14.07.2025
Director

Economics & Statistics

Mizoram : Aizawl