

DIRECTORATE OF FISHERIES  
MIZORAM: AIZAWL

\*\*\*

No. A. 46011/1/21 - DTE(FS) Estb/

Dated Aizawl, the 18<sup>th</sup> July, 2023

**OFFICE ORDER No 7 of 2023 - 2024**

In supersession of this Directorate Office Order even No. dt 6<sup>th</sup> April, 2023, and the in interest of public service, the work of this Directorate are distributed to the following staff as shown against each with immediate effect.

**A. Establishment Branch**

Sl. No.	Name with designation	Work assigned
1.	Pi Zoherliani Assistant	<ol style="list-style-type: none"><li>1. Court Cases.</li><li>2. Suspension/Departmental proceedings.</li><li>3. Office Procedure/ Discipline.</li><li>4. Personal Files &amp; Leave of Non - Gazetted Staff.</li><li>5. Departmental Purchase Advisory Board. (Non - Technical Goods)</li><li>6. Matters relating to Recruitment Rules.</li><li>7. Allocation &amp; Transaction of Business</li><li>8. Provisional/Contract Employees</li><li>9. Transfer and Posting of Group A, B, C and D</li><li>10. Assembly &amp; Parliamentary Matters</li><li>11. Election to MP/MLA/Local bodies</li><li>12. HBA/MCA/SA</li><li>13. Training other than Technical</li><li>14. General Correspondence on Important days</li><li>15. Advertisement</li><li>16. Single use plastic.</li></ol>
2.	Pu Vanneihluanga UDC	<ol style="list-style-type: none"><li>1. Functioning/ Opening of Offices under Fisheries Department.</li><li>2. Distribution of Works.</li><li>3. Charge report of officers</li><li>4. Seniority of Officers &amp; Staff</li><li>5. Confirmation</li><li>6. Appointment &amp; Promotion (Technical)</li><li>7. Appointment/Promotion/Upgradation of Drivers</li><li>8. Reservation of Posts for Persons with Disabilities/Roster</li><li>9. Increment &amp; Pay Fixation.</li><li>10. Personal Files &amp; Leave of Gazetted Officers</li></ol>

		11. E - leave 12. Digital File Tracking System
3.	Pi Lalruatdiki UDC	1. Creation and Retention of Posts 2. Upgradation of Posts 3. Establishment of Dist. Officers etc. 5. Appointment & Promotion of Ministerial 6. Position of Officers and Staff 7. Census of Govt. Employees 8. Compassionate Appointment 9. Pension Cases 10. MACP Scheme and Fixation of Pay 11. Appointment and Promotion of IV Grade 12. New Pension Scheme
4.	Pu Rohlupaia UDC	1. PARs/ACRs/Performance Report 2. Vehicles with POL 3. Property Return 4. Tour Programme 5. Service Association and Conference 6. Departmental Sports 7. Purchasing of stationaries & furniture 8. Supply of uniforms
6.	Pi PC. Lalremsangi LDC	1. Departmental Land & Building 2. Secretaries Meeting Minutes 3. Misc. Correspondence on meeting 4. Deputation 5. Matter relating to Disaster/Pandemic 6. Misc. on establishment 7. Establishment report and return. 8. Various constitution of committees. 9. Public Service
7.	Pu. Lalhriatrenga LDC(PE)	1. Oms/Notifications/Circulars etc other than Fisheries Department 2. Casual leave/Special Casual leave
8.	Pu K. Lalfakzuala LDC(PE)	Computer Operator
9.	Pi Catherine Lalfakzuali(MR LDC)	Issue and Receipt
9.	Pi Lalruatsangi Fanai(MR LDC)	Issue and Receipt

## B. Accounts Branch

1.	Pu R. Lalthantluanga Assistant	<ol style="list-style-type: none"> <li>1. Budget</li> <li>2. LOC</li> <li>3. Rules &amp; O/M to Accounts matters</li> <li>4. Reconciliation of Accounts</li> <li>5. CAG Report and PAC</li> <li>6. Audit</li> <li>7. Correspondence with Finance Department</li> <li>8. Correspondence with Banks &amp; Finance Institution</li> </ol>
2.	Pu Laltlanzova UDC	<ol style="list-style-type: none"> <li>1. Cashier</li> <li>2. Maintenance of Telephone &amp; Electricity Bill</li> <li>3. Distribution of bank Draft</li> <li>4. Pay roll/small savings</li> <li>5. Revenue Receipt</li> <li>6. Quarterly &amp; Monthly Expenditure Report</li> <li>7. Professional Tax and Income Tax</li> <li>9. GIS</li> <li>10. License fee</li> </ol>
3.	Pi C. Lalrinkimi LDC	<ol style="list-style-type: none"> <li>1. Pay and Allowances</li> <li>2. Medical re - imbursement &amp; Referred cases</li> <li>3. G.P.F &amp; Festival Advances</li> <li>4. ND CPS - 2010</li> <li>5. TA of Officers &amp; Staff</li> <li>6. Bill Assistant</li> </ol>

It is further order that, the work not mentioned above, shall be allotted to the above employees as and when necessary.

Sl. No.	Column - I	Column - II
1.	Pi. Zoherliani Assistant	Pi PC. Lalremsangi LDC
2.	Pu Vanneihluanga UDC	Pi Lalruatdiki UDC
3.	Pu Rohlupaia UDC	Pi Zoherliani Assistant
4.	Pu Lalhriatrenga LDC(PE) Pi Lalruatsangi Fanai (MR LDC)	Pi Catherine Lalfakzuali i/c Issue & Received
5.	Pu R. Lalthantluanga Assistant	Pu K. Laltlanzova UDC
6.	Pu K. Laltlanzova UDC	Pi C. Lalrinkimi LDC

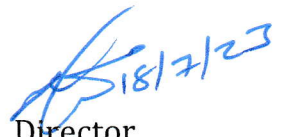
In the absence of any officials in Column - I, the officials against the same serial number under Column - II, shall take charge of the former and vice versa.

Sd/- F. VANLALLAWMA  
Director  
Fisheries Department  
Mizoram, Aizawl

Memo No. A. 46011/1/21 - DTE(FS) Estb/35-38 Dated Aizawl, the 18<sup>th</sup> July 2023

Copy to:-

1. The Secretary to the Govt. of Mizoram, Fisheries Department for information.
  2. All Officers and Staff under this Directorate for information and necessary action.
  3. DFDOAizawl/Lunglei/Siaha/Lawngtlai/Champhai/Kolasib/Serchhip/Mamit/Saitual/Khawzawl/Hnahthial for information.
- ✓ Website i/c.

  
Director  
Fisheries Department  
✓ Mizoram, Aizawl