

DIRECTORATE OF FISHERIES

MIZORAM: AIZAWL

No. A. 46011/1/21 – DTE(FS) Estb/

Dated Aizawl, the 5th Aug, 2024

OFFICE ORDER

In supersession of this Directorate Office Order Even No. dt 18th July, 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">1. Court Cases.2. Suspension/Departmental proceedings.3. Office Procedure/ Discipline.4. Personal Files & Leave of Non – Gazetted Staff.5. Departmental Purchase Advisory Board. (Non – Technical Goods)6. Matters relating to Recruitment Rules.7. Allocation & Transaction of Business8. Provisional/Contract Employees9. Transfer and Posting of Group A, B, C and D10. Assembly & Parliamentary Matters11. Election to MP/MLA/Local bodies12. HBA/MCA/SA13. Training other than Technical14. General Correspondence on Important days15. Advertisement16. Single use plastic.17. PARs/ACRs/Performance Report18. Property Return19. Tour Programme
2.	Pu Vanneihluanga UDC	<ol style="list-style-type: none">1. Functioning/ Opening of Offices under Fisheries Department.2. Distribution of Works.3. Charge report of officers4. Seniority of Officers & Staff5. Confirmation6. Appointment & Promotion (Technical)7. Appointment/Promotion/Upgradation of Drivers

		8.Reservation of Posts for Persons with Disabilities/Roster 9. Increment & Pay Fixation. 10. Personal Files & Leave of Gazetted Officers 11. E - leave 12. Digital File Tracking System 13. Purchasing of stationaries & furniture
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 13. Service Association and Conference 14. Departmental Sports
4.	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
5.	Pu Lalthanga, IV Grade	To function as Dispatch Rider
6.	Pu K. Lalfakzuala LDC(PE)	Computer Operator
7.	Pi Catherine Lalfakzuali(MR LDC)	Issue and Receipt
8.	Pi Lalruatsangi Fanai(MR LDC)	Issue and Receipt
9.	Pu R. Lalchhuana, IV Grade & Pu David Laldinpuia, MTS	To look after Establishment Section.

B. Accounts Branch

1.	Pu R. Lalthantluanga Assistant	<ol style="list-style-type: none"> 1. Budget 2. LOC 3. Rules & O/M to Accounts matters 4. Reconciliation of Accounts 5. CAG Report and PAC 6. Audit 7. Correspondence with Finance Department 8. Correspondence with Banks & Finance Institution
2.	Pu Laltlanzova Assistant	<ol style="list-style-type: none"> 1. Cashier 2. Maintenance of Telephone & Electricity Bill 3. Distribution of bank Draft 4. Pay roll/small savings 5. Revenue Receipt 6. Quarterly & Monthly Expenditure Report 7. Professional Tax and Income Tax 9. GIS 10. License fee 11. Vehicle with POL
3.	Pi Vanlalsiami, UDC	Expenditure Sanction under New Districts i.e DFDO Saitual, Khawzawl & Hnahthial
4.	Pi C. Lalrinkimi LDC	<ol style="list-style-type: none"> 1. Pay and Allowances 2. Medical re - imbursement & Referred cases 3. G.P.F & Festival Advances 4. ND CPS - 2010 5. TA of Officers & Staff 6. Bill Assistant

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 Vanneihtluanga UDC	Pi Lalruatdiki UDC
4.	Pi Lalruatsangi Fanai (MR LDC)	Pi Catherine Lalfakzuali (MR LDC)
5.	Pu R. Lalthantluanga Assistant	Pu K. Laltlanzova Assistant
6.	Pu K. Laltlanzova Assistant	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/- LALTLEIPUII
Director
Fisheries Department
Mizoram, Aizawl

Memo No. A. 46011/1/21 - DTE(FS) Estb/46-49 Dated Aizawl, the 5th Aug, 2024

Copy to:-

1. All Officers and Staff under this Directorate for information and necessary action.
2. All DFDOs for information.
3. Website i/c.


Director
Fisheries Department
Mizoram, Aizawl