

DIRECTORATE OF FISHERIES

MIZORAM: AIZAWL

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No. A. 46011/1/21 – DTE(FS) Estb/

Dated Aizawl, the 25<sup>th</sup> March, 2025

**OFFICE ORDER**

In supersession of this Directorate Office Order No. Even dt 2<sup>nd</sup> Aug, 2024, and in the 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.	Pu Vannehtluanga 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> <li>11. E – leave</li> <li>12. Digital File Tracking System</li> <li>13. Purchasing of stationaries &amp; furniture</li> <li>14. Court Cases</li> <li>15. Suspension/ Departmental proceedings.</li> <li>16. Office Procedure/ Discipline.</li> <li>17. Personal Files &amp; Leave of Non – Gazetted Staff.</li> <li>18. Departmental Purchase Advisory Board. (Non – Technical Goods)</li> <li>19. Matters relating to Recruitment Rules.</li> </ol>
2.	Pi Lalruatdiki UDC	<ol style="list-style-type: none"> <li>1. Creation and Retention of Posts</li> <li>2. Upgradation of Posts</li> <li>3. Establishment of Dist. Officers etc.</li> <li>5. Appointment &amp; Promotion of Ministerial</li> <li>6. Position of Officers and Staff</li> <li>7. Census of Govt. Employees</li> <li>8. Compassionate Appointment</li> </ol>

		<ul style="list-style-type: none"> <li>9. Pension Cases</li> <li>10. MACP Scheme and Fixation of Pay</li> <li>11. Appointment and Promotion of IV Grade</li> <li>12. New Pension Scheme</li> <li>13. Service Association and Conference</li> <li>14. Departmental Sports</li> <li>15. Allocation &amp; Transaction of Business.</li> <li>16. Transfer &amp; Posting of Group A, B, C and D</li> <li>17. Assembly &amp; Parliamentary Matters.</li> <li>18. Election to MP/MLA/ Local bodies.</li> <li>19. Training other than Technical.</li> <li>20. PAR/ACRs/ Performance Report.</li> <li>21. Property Return.</li> <li>22. Sexual Harassment.</li> </ul>
3.	Pi PC. Lalremsangi LDC	<ul style="list-style-type: none"> <li>1. Departmental Land &amp; Building</li> <li>2. Secretaries Meeting Minutes</li> <li>3. Misc. Correspondence on meeting</li> <li>4. Deputation</li> <li>5. Matter relating to Disaster/Pandemic</li> <li>6. Misc. on Establishment</li> <li>7. Establishment report and return.</li> <li>8. Various constitution of committees.</li> <li>9. Public Service</li> <li>10. General Correspondence on Important days</li> <li>11. Single Use Plastic.</li> <li>12. Tour Programme.</li> </ul>
4.	Pu K. Lalfakzuala LDC(PE)	Computer Operator
5.	Pu Lalthanga, IV Grade	To function as Dispatch Rider
6.	Pi Catherine Lalfakzuali(MR LDC)	Issue and Receipt
7.	Pu C. Lallawmsawma IV Grade(PE) & Pu David Laldinpuia, MTS	To look after Establishment Section.

### **B. Accounts Branch**

1.	Pu R. Lalthantluanga Assistant	<ul 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> </ul>
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2.	Pu Laltlanzova Assistant	<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> <li>11. Vehicle with POL</li> </ol>
3.	Pi Vanlalsiami, UDC	<ol style="list-style-type: none"> <li>1. Expenditure Sanction under New Districts i.e DFDO Saitual, Khawzawl &amp; Hnahthial</li> <li>2. Provisional/ Contract Employees.</li> <li>3. HBA/ MCA/ SA.</li> <li>4. Advertisement.</li> </ol>
4.	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. Vanlalsiami UDC	Pi PC. Lalremsangi LDC
2.	Pu Vanneihtluanga UDC	Pi Lalruatdiki UDC
3.	Pu R. Lalthantluanga Assistant	Pu K. Laltlanzova Assistant
4.	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/5457 Dated Aizawl, the 25<sup>th</sup> March, 2025

Copy to:-

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

*Approved*  
*25/3/25*  
Director

Fisheries Department  
✓ Mizoram, Aizawl

