

GOVERNMENT OF MIZORAM
DIRECTORATE OF FISHERIES
MIZORAM: AIZAWL



No. A. 46011/1/21 – DTE(FS) Estb/

Dated Aizawl, the 10th Sept, 2026

OFFICE ORDER

In supersession of this Directorate Office Order No. Even dt 17th November, 2025, and in the interest of public service, the work of this Directorate is distributed to the following staff as shown against each with immediate effect.

A. Establishment Branch

Sl. No.	Name with designation	Work assigned
1.	Pu Vanneihluanga, Assistant	1. Distribution of Works. 2. Appointment & Promotion (Technical) 3. Appointment & Promotion of Ministerial 4. Appointment and Promotion of IV Grade 5. Appointment/Promotion/Upgradation of Drivers 6. Matters relating to Recruitment Rules. 7. Preparation and Submission of Salary Employment Data 8. Creation of Posts. 9. Retention of Temporary Posts 10. Upgradation of Posts 11. Rationalisation of Sanctioned Posts. 12. Compassionate Appointment 13. E – leave (LAMS) 14. PAR & ACR through SPARTAN. 15. Court Cases. 16. Suspension/ Departmental proceedings. 17. Office Procedure/ Discipline. 18. Departmental Purchase Advisory Board. (Non – Technical Goods) 19. Reservation of Posts for Persons with Disabilities/Roster 20. Digital File Tracking System.
2.	Pi Vanlalsiami, UDC	1. Expenditure Sanction under New Districts i.e DFDO Saitual, Khawzawl & Hnahthial 2. Engagement & Continuation of Provisional & Contract Employees. 3. Seniority of Officers & Staff. 4. Charge Report of officers. 5. HBA/ MCA/ SA. 6. Advertisement. (MPSC etc) 7. Property Return. 8. Functioning/ Opening of Offices under Fisheries Department. 9. Position of Officers and Staff 10. Service Association and Conference 11. Allocation & Transaction of Business.

3.	Pi Vanlalmangaihi Khalhang, UDC	1. Vigilance Matters (Clearance, Quarterly Report etc) 2. All Pension cases including NPS. 3. MACP Scheme and Fixation of Pay 4. Personal Files & Leave of Gazetted & Non - Gazetted. 5. Increment & Pay Fixation. 6. ACRs & Performance Report (Group C, D & Provisional Employees). 7. Training other than Technical. 8. Confirmation. 9. Assembly & Parliamentary Matters. 10. Election to MP/MLA/ Local bodies. 11. Right to Public Services Act.
4.	Pi PC. Lalremsangi LDC	1. Departmental Land & Building. 2. Misc. on Establishment matters. 3. Tour Programme. 4. Purchasing of stationaries & furniture. 5. Establishment report and return. 6. Transfer & Posting of Group A, B, C and D. 7. Misc. on appointment of Nodal Officers. 7. Secretaries Meeting Minutes. 8. Misc. Correspondence on meeting. 9. Deputation. 10. Matter relating to Disaster/Pandemic 11. Various constitution of committees. 12. Sexual Harassment. 14. General Correspondence on Important days. 15. Single Use Plastic. 16. Departmental Sports. 17. Census of Govt. Employees.
5.	Pu K. Lalfakzuala LDC(PE)	1. Computer Operator 2. General Correspondence i.e. notification/OM/Order etc
6.	Pu David Laldinpuia, MTS	To function as Dispatch Rider.
7.	Pi Catherine Lalfakzuali(MR LDC)	Issue and Receipt.
8.	Pu Lalthanga, IV Grade, Pi Lalruatsangi Fanai, IV Grade & Pi Lalramnghaki IV Grade	To look after Establishment Section.

B. Accounts Branch

1.	Pu R. Lalthantluanga Assistant	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
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		8. Correspondence with Banks & Finance Institution
2.	Pu Laltlanzova Assistant	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
4.	Pi C. Lalrinkimi LDC	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.	Pu R. Lalthantluanga Assistant	Pu K. Laltlanzova Assistant
2.	Pu K. Laltlanzova Assistant	Pi C. Lalrinkimi LDC
3.	Pu Vanneihtluanga Assistant	Pi Vanlalmangaihi Khalthang
4.	Pi. Vanlalsiami UDC	Pi PC. Lalremsangi LDC
5.	Pi PC. Lalremsangi LDC	Pu K. Lalfakzuala LDC(PE)

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/-ZONUNTLUANGI
Director
Fisheries Department
Mizoram, Aizawl

Memo No. A. 46011/1/21 - DTE(FS) Estb/76-78

Dated Aizawl, the 10th Sept, 2026

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