

**GOVERNMENT OF MIZORAM
OFFICE OF THE CHIEF CONTROLLER OF ACCOUNTS
ACCOUNTS & TREASURIES
MIZORAM:AIZAWL**

Dated Aizawl, the 13 DEC 2021

OFFICE ORDER

No.A.48011/2/2014-CCA(EST)/ : In partial modification of this Office Order of even no.dt.22.06.2021 and in the interest of office works, distribution of works amongst the staff of ESTABLISHMENT and ACCOUNTS SECTION is hereby made afresh as indicated below with immediate effect and until further orders.

Sl. No.	Name	Works allotted
ESTABLISHMENT		
1.	Pi Zothanghliri, Assistant	<ol style="list-style-type: none">1. All matters relating to MF&AS Officers, Supdt.2. All matters relating to A&AO/Steno Grade I-III.3. PAR of all A&AO/Steno I-III.4. Distribution of works among the Staff of Establishment/Accounts.5. All matters relating to Provisional Employees.6. Extension of Service/Condonation of overage Appointment.7. All matters relating to NPS Scheme.8. Miscellaneous correspondences on Pension benefits.9. Charge Report of MFAS Officers/ A&AO.10. Defalcation and Loses.11. Rents relating to CCA & Treasuries.12. Any other works assigned to her from time to time.
2.	Pi Lalmuanpuii, Assistant	<ol style="list-style-type: none">1. All matters relating to AA&AO/AO (Try)/AAO (Try).2. Disciplinary proceedings, office discipline, attendance etc.3. Meeting of officers under CCA.4. Meeting of officers with Treasury Officers.5. Meeting minutes of Commissioners/ Secretaries/ Consultative meeting with Finance Department.6. Internal transfer of A&AO/AA&AO, Ministerial/DEO/Group D/PE.7. Residential Accommodation/Allotment of quarter, License fee etc.8. Alteration of Date of birth, Change of name of Govt. servant.9. Miscellaneous on Establishment matters.10. Matter relating to Staff Welfare, MAASA, FESA etc.11. Any other works assigned to her from time to time.

3.	Pi Roluahpuii, Assistant	<ol style="list-style-type: none"> 1. All matters relating to Ministerial Staff & DEO. 2. Filling up of Vacant Post of Non – Gazette staff. 3. Fixation of Seniority of all Staff. 4. Court Cases. 5. MACP of all Officers & staff. 6. Confirmation of staff under CCA office. 7. Compassionate Appointment. 8. Recruitment of Persons with Disabilities. 9. Property Returns. 10. Issue of Departmental ID Card. 11. Good Governance/ Government/ IFMIS etc. 12. Any other works assigned to her from time to time.
4.	Pi Lahmunpuii Sailo, UDC	<ol style="list-style-type: none"> 1. Stores (i.e Stationeries) 2. Printing of Registers, Forms etc. 3. ACR of AO/AAO(Treasury and Division)/AA&AO /Asst./UDC/LDC/DEO/Gr.D/All PE. 4. Reservation & Accommodation in Mizoram House etc. 5. CL & RH/ Special CL in respect of all Officers and Staff. 6. Deputation of officers and staff. 7. Any other works assigned to her from time to time.
5.	Lalduhzuala Hnamte, LDC	<ol style="list-style-type: none"> 1. All matters relating to AO (Division), AAO (Division). 2. Creation and Retention of Post. 3. Contract and Provisional Employees General files. 4. Pay fixation/Revision of Pay/Pay Commission. 5. RTI Matters. 6. Election matter relating to Mizoram State Legislative Assembly/Parliament. 7. Disaster Management. 8. Notification of various Vacancies etc. 9. Inter-Departmental instruction/order. 10. Census operation and statistics. 11. Mizoram Right to public service Act 2015. 12. Formation of Committee/Commissions. 13. Any other works assigned to him from time to time.
6.	Pu Kroshlimpuia, LDC	<ol style="list-style-type: none"> 1. Sanctioning and maintenance of Registers pertaining to Water & electricity, Telephones, Intercom, Bills & complaints thereof. 2. Departmental vehicles - purchase, repair, maintenance, condemnation, etc, 3. Deployment of Drivers. 4. Correspondence/Maintenance of Departmental Website. 5. Tour Programme/Notes of officers under CCA office. 6. Opening of Treasuries in Mizoram. 7. Games & Sport, Inter-Departmental Sport. 9. Any other works assigned to her from time to time.

7.	Pu B Verona, LDC	<ol style="list-style-type: none"> 1. All matters relating to Drivers & Group D staff. 2. Training, Seminar, Conference, Workshop of Officers & Staff. 3. Notification, Office memorandum, Order. 4. MPSC reports. 5. Issue of NOC for posts in MPSC/registration under Employment Exchange. 6. Purchase of Books/ Office Library/ News Paper and Magazines. 7. Mizoram Gazette. 8. Citizen Charter. 9. Green Mizoram. 10. Monthly work performance report and staff position report from various Treasuries. 11. Any other works assigned to her from time to time.
8.	Pi T.Malsawmtluangi, LDC(PE)	<ol style="list-style-type: none"> 1. Issue and Despatch. 2. Any other works assigned to her from time to time.
9.	Pi Lalchhuanawmi Khiangte LDC(PE)	<ol style="list-style-type: none"> 1. Issue and Despatch. 2. Any other works assigned to her from time to time.
10.	Pu Vanlalmangaihzuala, DEO(PE)	<ol style="list-style-type: none"> 1. Data entry and typing of Establishment. 2. Receipt of all correspondences – Establishment, Accounts, Diarist. 3. Any other works assigned to him from time to time
11.	Pi Lalrammawii, LDC(PE)	<ol style="list-style-type: none"> 1. Receipt of all correspondences – Pension, L&M & Bank Draft. 2. Any other works assigned to her from time to time.
12.	Pu Lalhmingmawia, Group D	<ol style="list-style-type: none"> 1. Receipt of all correspondences – Entitlement, NPS. 2. Any other works assigned to her from time to time.
13.	Ruth Lalmuanpuii LDC(PE)	<ol style="list-style-type: none"> 1. Receipt of all correspondences – Audit, GPF. 2. Any other works assigned to her from time to time.

ESTABLISHMENT (ACCOUNTS)

1.	Pu Remlalngbaka, Assistant	<ol style="list-style-type: none"> 1. Budget and all related matters/subjects. 2. Issue of LOC. 3. Audit Inspection Report. 4. Reconciliation of Accounts. 5. RBI Standing Advisory Meeting. 6. Salary and Employment Data. 7. Delegation of financial powers under CCA office.(DPF) 8. Fin. Commission (13th/15th) 9. PDMS Project. 10. DPAB/SPAB/Local Purchase Board. 11. Purchase and maintenance of office Furniture and fixtures(CCA Office & Treasuries) 12. Purchase and maintenance of office machinery & equipment, viz;-Computer & Peripherals, Xerox etc. 13. Departmental Land. 14. Construction and Maintenance of CCA Office building and Treasury Offices and Quarters. 15. Any other works assigned to him from time to time.
2.	Pi Lalramhluni, UDC	<ol style="list-style-type: none"> 1. Handlings of Cash and Maintenance of Cash Book. 2. Maintenance of Challan Register/Bank Draft. 3. Specimen Signature. 4. Grant of Honorarium/Fees/Overtime Allowances. 5. Pay and Allowances. 6. Any other works assigned to her from time to time.
3.	P.B Ramthlanthangi, LDC	<ol style="list-style-type: none"> 1. All matters relating to Stamp. 2. Medical Reimbursement Bills. 3. Medical Treatment outside Mizoram 4. Advance Medical Expenses & Medical T.A. 5. Maintenance of Registers & Correspondences on Long Term Loans (HBA, MCA, LIC etc) in respect of A&T. 6. All matters relating to cheques. 7. Any other works assigned to her from time to time.
3.	Pi C.T. Rammawii, LDC	<ol style="list-style-type: none"> 1. GPF Advance and NRW. 2. Reports on GPF/GIS. 3. TA of Officers & Staff under CCA 4. Last Pay Certificate. 5. Any other works assigned to her from time to time.
4.	Pi Lalrampari Sailo, LDC	<ol style="list-style-type: none"> 1. Preparation of Pay Bills. 2. Preparation of Establishment Bills. 3. Matter relating to increment/advance increment/stepping up of pay etc, 4. Correspondence involving Bank Drafts/K. Deposit, etc. 5. Professional Tax, Income Tax 6. Miscellaneous Account Matters 7. Any other works assigned to her from time to time.

5.	Pu Malsawmtluanga, Despatch Rider(PE)	<ol style="list-style-type: none"> 1. Data Entry Operating (Accounts) 2. Maintenance of Departmental Website. 3. Any other works assigned to him from time to time.
6.	Pu Zairemmawia LDC(PE)	<ol style="list-style-type: none"> 1. Monthly Collection & Maintenance of Treasury Schedules, compilation of MER, Revenue Receipt, Result of framework Document (RFD) etc. 2. Uploading of MER, Submission of Revenue Receipt & RFD to Finance Department. 3. Correspondences on various types of Loans. 4. Any other works assigned to him from time to time.

Sd/-H.VANLALHUMA
Chief Controller of Accounts
Accounts & Treasuries

Memo No. A.48011/2/2014 – CCA (EST)/

Dated Aizawl, the 13 DEC 2021

Copy to:

1. All Officers and Section in-charge for information.
2. Persons concerned for information and necessary action.
3. Guard File.


(V.LALZAMLOVA)
Joint Director (Admn)
Accounts & Treasuries