

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

Dated Aizawl, the **21 JUN 2023**

OFFICE ORDER

No.A.48011/2/2014-CCA(EST)/ : In the interest of public service and for the smooth functioning 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 order.

Sl. No.	Name	Works allotted
ESTABLISHMENT		
1.	Pi Peggy Lalrampari Poonte Assistant	<ol style="list-style-type: none"> 1. All matters relating to A&AO/Steno Grade I-III. 2. Miscellaneous correspondences on Pension Cases. 3. Miscellaneous correspondences on Pension (Passover) 4. Miscellaneous correspondences of A&AO. 5. Extension of Service/Condonation of overage Appointment. 6. All matters relating to NPS Scheme. 7. Defalcation and Loses. 8. Any other works assigned to her from time to time.
2.	Pi Lalmuanpuui, Assistant	<ol style="list-style-type: none"> 1. All matters relating to AA&AO/AO (Try). 2. Transfer and Posting of AAO (Treasury). 3. GPF Advance and NRW. 4. Distribution of works among the Staff of Establishment/Accounts. 5. Meeting of officers under CCA. 6. Meeting of officers with Treasury Officers. 7. Meeting minutes of Commissioners/ Secretaries/ Consultative meeting with Finance Department. 8. Internal transfer of A&AO/AA&AO, Ministerial/DEO/Group D/PE. 9. Matter relating to Staff Welfare, MAASA, FESA etc. 10. 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. MACP of all Officers & staff. 5. Confirmation of staff under CCA office. 6. Compassionate Appointment. 7. Recruitment of Persons with Disabilities. 8. Issue of Departmental ID Card. 9. Good Governance/ Government/ IFMIS etc. 10. Any other works assigned to her from time to time.
4.	Pi C.Lalherliani, Assitant	<ol style="list-style-type: none"> 1. All matters relating to MF&AS Officers, Supdt. 2. Personal file of all Provisioal Employees. 3. Distribution of works amongst MF&AS under A&T. 4. Charge Report of MFAS Officers/ A&AO. 5. Disciplinary proceedings, office discipline, attendance etc. 6. Alteration of Date of birth, Change of name of Govt. servant. 7. Court Cases. 8. Property Returns. 9. Issue of NOC for posts in MPSC/registration under Employment Exchange. 10. Residential Accommodation/Allotment of quarter, License fee etc. 11. Any other works assigned to her from time to time.
5.	Pi Lalhmunpuii Sailo, UDC	<ol style="list-style-type: none"> 1. Stores (i.e Stationeries) 2. Printing of Registers, Forms etc. 3. All matters relating to Drivers & Group ‘D’ staff under A&T. 4. ACR of AO/AAO(Treasury and Division)/AA&AO /Asst./UDC/LDC/DEO/Drivers/Gr.D and PE. 5. PAR of all A&AO and Steno-III. 6. Reservation & Accommodation in Mizoram House etc. 7. Deputation of officers and staff. 8. CL & RH/ Special CL in respect of all Officers and Staff. 9. Any other works assigned to her from time to time.
6.	Lalduhzuala Hnamte, LDC	<ol style="list-style-type: none"> 1. Establishment and Accounts matters of all District Treasuries. 2. Matters relating to Establishment under CCA. 3. Miscellaneous on Establishment matters. 4. Statement of Salary & Employment Data. 5. Employment Exchange (EmpEx) Portal. 6. Matters relating to consultation of MSeGS. 7. Allocation of Business Rules and Transaction of Business Rules. 8. Creation and Retention of Post. 9. Pay fixation/Revision of Pay/Pay Commission. 10. RTI Matters. 11. Election matter relating to Mizoram State Legislative 12. Assembly/Parliament. 13. Disaster Management. 14. Notification of various Vacancies etc. 16. Inter-Departmental instruction/order. 17. Census operation and statistics. 18. Mizoram Right to public service Act 2015.

		<p>19. Formation of Committee/Commissions.</p> <p>20. Any other works assigned to him from time to time.</p>
7.	Pu Lalbiakzuala, LDC (PE)	<p>1. All matters relating to AO (Division), AAO (Division).</p> <p>2. Transfer and Posting of AAO (Works).</p> <p>3. Sanctioning and maintenance of Registers pertaining to Water & electricity, Telephones, Intercom, Bills & complaints thereof.</p> <p>4. Departmental vehicles - purchase, repair, maintenance, condemnation, etc,</p> <p>5. Deployment of Drivers.</p> <p>6. Tour Programme/Notes of officers under CCA office.</p> <p>7. Opening of Treasuries in Mizoram.</p> <p>8. Leave Application Mangement System.</p> <p>9. GOM Vehicle Outsourcing Policy, 2019.</p> <p>10. Outsourcing of Vehicle for entitled Officers.</p> <p>11. Outsourcing of Vehicle of all Treasuries.</p> <p>12. Insurance of Government vehicle.</p> <p>13. Matters relating to PE under GOM.</p> <p>14. Extension/Engagement of PE under A&T.</p> <p>15. Floating Advertisement of Employees PE basis.</p> <p>16. Contract and Provisional Employees General File.</p> <p>17. Games & Sport, Inter-Departmental Sport.</p> <p>18. Any other works assigned to him from time to time.</p>
8.	Pu Vanlalmangaihzuala, DEO (PE)	<p>1. Rent relating to all Treasuries.</p> <p>2. Training, Seminar, Conference, Workshop of Officers & Staff.</p> <p>3. RBI Standing Advisory Committee.</p> <p>4. Notification, Office memorandum, Order.</p> <p>5. MPSC reports.</p> <p>6. Purchase of Books/ Office Library/ Newspapers and Magazines.</p> <p>7. Mizoram Gazette.</p> <p>8. Citizen Charter.</p> <p>9. Green Mizoram.</p> <p>10. Monthly work performance report and staff position report from various Treasuries.</p> <p>11. Department Land/Building.</p> <p>12. Data entry and typing.</p> <p>13. Any other works assigned to him from time to time.</p>
9.	Pi T. Malsawmtluangi, LDC(PE)	<p>1. Issue and Despatch.</p> <p>2. Any other works assigned to her from time to time.</p>
10.	Pi Lalchhuanawmi Khiangte LDC(PE)	<p>1. Issue and Despatch.</p> <p>2. Any other works assigned to him from time to time.</p>
12.	Pu Lalhmingmawia, LDC	<p>1. Receipt of all correspondences – Entitlements, GPF, NPS.</p> <p>2. Any other works assigned to him from time to time.</p>
13.	Ruth Lalmuanpuii LDC(PE)	<p>1. Receipt of all correspondences – Establishment, Accounts, L&M, Diarist.</p> <p>2. Any other works assigned to her from time to time.</p>