

No.A.60012/1/18-DTE(LESDE)
GOVERNMENT OF MIZORAM
LABOUR, EMPLOYMENT, SKILL DEV. & ENTREPRENEURSHIP DEPARTMENT
AIZAWL:MIZORAM

Dated Aizawl the 21st August, 2023.

OFFICE ORDER

In the interest of public service, the distribution of works among Officers and staffs to deal with matters relating to Skill Development & Entrepreneurship is made herewith immediate effect and until further order as under:-

| SL. No | NAME & DESIGNATION | SUBJECT ALLOCATED |
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| 1 | Pu T.Thangropianga Joint Director | - All files relating to Establishment, Administration, Accounts, Skill Development and Entrepreneurship matters shall be routed through him and submitted to Director, LESDE. |
| 2 | Pu Chalhuala JD Accounts | - All files relating to Financial matters requiring vetting shall be routed through Joint Director of Accounts. |
| 3 | Pu Lalmuanawma Deputy Director | - All files relating to Establishment, Administration, Accounts and Skill Development and Entrepreneurship matters. He shall be the Nodal Contact Officer for MCVT, all Skill Development Schemes and matter related to ITIs. |
| 4 | Pi Biakchhanthuami Superintendent | - All files relating to Establishment, Administration, Accounts, Remuneration and Service matters of Scheme Staff, under Directorate, Skill Dev. and Welfare Board matters. She shall submit files directly to the Deputy Director. |
| 5 | Pu ZothankhumaKhangte Inspector of Factories | - All matters relating to different Central Schemes & Skill Dev. Under MSDE & NSDC. He shall be the Nodal Contact Officer for all Entrepreneurship Schemes and activities and submit files directly to the Deputy Director. |
| 6 | Pi Jordanthangi Employment Officer (Skill) | - All matters relating to different Central Schemes, Skill Dev. under MSDE & NSDC & Entrepreneurship. She shall submit files to Inspector of Factories (direct scheme matters) and Superintendent (matters related to Finance and Service matters of Scheme staff) |
| 7 | Pu LalbiakmuanaHauhna Employment Officer (Labour) | - All matters relating to Employment Exchange and all matters related to Model Career Centre. |

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| 8 | John LalduhawmaSailo Assistant | <ol style="list-style-type: none"> 1 Disiplinary/Suspension Cases 2 Representation submitted by Officers & Staff 3 Matter relating to Administrative Reforms. 4 Matter relating to Isolated Post. 5 Matter relating to ITI 6 Creation of Post 7 Filling up of Post 8 Recruitment Rules 9 Upgradation of Post 10 Matter relating to MPSC. 11 Regularization of LESDE Staff 12 DPC General Aspects 13 Continous/Abolotion/Retension of Post 14 Conversion of temporary post into permanent 15 Court Case 16 Application for various post/ Establishment Returns 17 Vigilance Administration 18 Complains/Explanation/Investigation 19 Transfer &Posting 20 Inter-se-seniority 21 Confirmation 22 Matters relating to Joint staff welfare. 23 Any other works assigned to Him/Her by the Supdt. |
| 9 | R.Lalchhanhimi Assistant | <ol style="list-style-type: none"> 1 Training 2 Green Mizoram Day 3 Mizoram Youth Commission 4 Matter relating to Persons with Disability 5 Office Accomodation 6 Employment Exchange, General Aspect 7 Change of name of Govt. servants 8 Forwarding of Application 9 Departmental Sports 10 Matter relating to Welfare Board 11 Allocation of Business 12 Submission of EMI statement Return (Q & Monthly) 13 Any other works assigned to Him/Her by the Supdt. |
| 10 | C.Vanrammawii P.A to Director | <ol style="list-style-type: none"> 1 Tour programme of Officer 2 Persional File of Director 3 PAR of Gazetted Officer 4 Any other works assigned to Him/Her by the Supdt. |

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| 11 | Zoramthangi UDC | <ol style="list-style-type: none"> 1 RTI 2 Stationery 3 Service Book & Personal File 4 Leave 5 Speech(Independence/RepublicDay/Budget etc.) 6 Assembly matter 7 Election/Census 8 Advertisement 9 GPF 10 HBA etc. 11 ACR 12 Maintenance of Discipline & Attendance 13 Property Return 14 National/State Level Awards 15 Any other works assigned to Him/Her by the Supdt. |
| 12 | J.Lahlunchhungi LDC | <ol style="list-style-type: none"> 1 Sustainable Development Goals 2 Citizen Charter 3 Mizoram Right to Public Service 4 Saansad Adarsh Gram Yojana (SAGY) 5 Sexual Harassment of Women at workplace |
| 13 | KL. Lalnunpuia LDC | <ol style="list-style-type: none"> 1 Parliamentary matter (Lok Sabha & Rajya Sabha) 2 EMPEX Portal 3 Any other works assigned to Him/Her by the Supdt. |
| 14 | Lairotluangi LDC | <ol style="list-style-type: none"> 1 Conversion/Isolated Post 2 Matter relating to Contract Employees 3 Compassionate Appointment 4 Matter relating to Departmental exam. 5 Correspondence of Muster Roll 6 Meeting/Seminar/Workshop/Conference 7 Minutes of the meeting of Officers & Staff (LESDE) 8 Notification 9 MACP Scheme 2010 & 2020 10 Pension Case 11 New Pension scheme 12 Minutes of the meeting of Secretary. 13 Any other works assigned to Him/Her by the Supdt. |

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| 15 | H.Vanlalmangaiha LDC | <ol style="list-style-type: none"> 1 Craftsmen Training Scheme 2 E Governance/IT related Programme 3 Quarterly Report on Manpower strength. 4 Manpower Development Board. 5 Correspondence on Disaster 6 Statistical Data ITI 7 Matter relating to Passport/Visa etc. 8 Obituary 9 Deputation of Officers/Staff 10 SDIS 11 Handling & Taking over Charge, Pay slip. 12 Recruitment & Remuneration and Service matters of Skill Scheme viz. ESDI/STRIVE/SANKALP & PMKVY 13 Covid-19-General Aspect. 14 All matters relating to MCVT 15 All matters relating to ITI(General, excluding STRIVE and ESDI) 16 Any other works assigned to Him/Her by the Supdt. |
| 16 | B.Vanlalruati Accountant | <ol style="list-style-type: none"> 1 BE/RE 2 Appropriation/Re-App of Account 3 LOC 4 Expenditure 5 Revenue 6 Audit 7 Medical/ TA 8 Conversion of Plan post to Non-plan post. 9 Fixation of Pay 10 Finance Commission 11 Any other works assigned to Him/Her by the Supdt. |
| 17 | Rosangliani LDC Cashier | <ol style="list-style-type: none"> 1 Cashier 2 Pay & Allowance. 3 Employee Data Collection under IFMIS Project 4 Delegation of Financial Power 5 Preparation of Pay/ Contingent Bill 6 Procurement of Furniture & Equipment 7 Pay Slip 8 Maintenance of Cash Book including MCVT Cashbook 9 Electric/Water/Internet/Telephone Connection 10 POL 11 Department Vehicle 12 Deptt. Land & Building 13 Any other works assigned to Him/Her by the Supdt. |

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| 18 | ZodingnghetiRalte P.E | - Diaries |
| 19 | Laltlanchhunga IV Grade | - Despatch Rider |
| 20 | Lalthianghlina | - Attached to Secretariat LESDE. |
| 21 | Zonunsiana P.E | - Peon/Chowkider Works |
| 22 | Henry Ch.Thangliana P.E | - Peon/Chowkider Works |
| 23 | Lalsangpuii P.E | - Peon/Chowkider Works |
| 24 | LalhminglianiSailo P.E | - Peon/Chowkider Works |
| 25 | C.Lalhmunmawia P.E | - Peon/Chowkider Works |
| 26 | Lalfakawma P.E | - To assist Cashier in Accounts matters. |
| 27 | Lalrosanga Office Assistant, ESI | <ol style="list-style-type: none"> 1 ESIC Local Purchase Committee 2 ESIC Correspondence File 3 ESIC General Correspondence of Pay 4 Funds Allocation of ESI under SEDP 5 ESIC Budget 6 Mizoram Employees' State Insurance Society 7 Out-reach/Awareness Programme under ESIC 8 Reports on Expenditure 9 Audit under ESI Dispensary 10 Funds Allocation File 11 Office Disiplinary proceedings under ESI |
| 28 | Gayly Lalrinmawii Office Assistant, ESI | <ol style="list-style-type: none"> 1 Monthly Reports under ESI Scheme 2 Reports & Returns under ESI Scheme 3 Reimbursement of Pharmacy under ESI 4 M.R Bill for insured persons under ESI 5 ESIC O.E (Office Expenditure) 6 Reimbursement of Diagnostic Centre under ESI (Trinity & Genesis) 7 Stationary File under ESIC 8 ESIC Cheque Requisition 9 ESIC Staff Posting & Transfer |

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| 29 | Pi SaizampuiiSailo Manager Finance, PMKVY | <ol style="list-style-type: none"> 1. UC of PMKVY 2. PMKVY Misc. Exp File 3. KCIT Expenditure 4. FK Edutech Expenditure 5. Mission Foundation Movement Expenditure 6. Divine Computer Centre Expenditure 7. DSCS Misc Exp-PMKVY 3.0 8. Accent Plus Expenditure 9. VSE Expenditure 10. VTR Expenditure 11. Accent Plus Expenditure 12. Big Concept Expenditure 13. Divine Computer Centre Expenditure (3.0) 14. JRS Expenditure 15. KABOD Expenditure 16. Mizoram Computer Centre Expenditure 17. Mission Foundation Movement Expenditure 18. SIRD Expenditure 19. SJ&DI Expenditure 20. VSE Expenditure (3.0) 21. VTR Expenditure (3.0) 22. Big Concept Foundation Private Limited- Expenditure 23. Indianeers Media Private Limited- Expenditure 24. Govt. ITI Aizawl- Expenditure 25. Skills Art and Beyond Social Welfare Society- Expenditure 26. Best First Step Education Pvt. Ltd.- Expenditure 27. KABOD Computer Institute- Expenditure 28. AscenciveEducare Pvt. Ltd- Expenditure 29. AM Hotel Management -Expenditure 30. JRS Technology Pvt. Ltd.-Expenditure 31. State Institute of Rural Development & panchayati Raj- Expenditure 32. Matters Relating to G20 33. Expenditure on Stationeries & Office Equipment. 34. Any other works assigned to her by higher authority, |
| 30 | Pi Romawizuali Manager Training Provider, PMKVY | <ol style="list-style-type: none"> 1. General-PMKVY 4.0 2. O.M – PMKVY 4.0 3. Meeting/Tour – PMKVY 4.0 4. TP Application – PMKVY 4.0 5. TP Inspection – PMKVY 4.0 6. RPL (CSSM) – PMKVY 4.0 7. RPL (CSCM) – PMKVY 4.0 8. Skill Hub Initiative (CSSM) – PMKVY 4.0 9. Skill Hub Initiative (CSCM) – PMKVY 4.0 10. DSCs – PMKVY 4.0 11. Miscellaneous – PMKVY 4.0 12. Recommendation of TP/TC – PMKVY 4.0 |

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| | | 53. Khawlhing Computer Institute of Technology – TP of PMKVY |
| | | 54. Any other works assigned to her by higher authority, |
| 31 | Pu LaichhuanmawiaRalte Manager MIS, PMKVY | 1. Accent Plus – TP of PMKVY 2. Big Concept Foundation Private Limited (JCRE) – TP of PMKVY 3. Divine Computer Centre – TP of PMKVY 4. Mission Foundation Movement – TP of PMKVY 5. Indianeers Media Private Limited – TP of PMKVY 6. Govt. ITI Aizawl – TP of PMKVY 7. Vocational School of Education – TP OF PMKVY 8. VTR Computer Centre – TP of PMKVY 9. Skills Art and Beyond Social Welfare Society – TP of PMKVY 10. Best First Step Education Pvt.Ltd. – TP of PMKVY 11. Emporium Training & Counsultancy Pvt.Ltd – TP of PMKVY 12. KABOD Computer Institute – TP of PMKVY 13. Social Justice & Development India (SJ&DI) – TP of PMKVY 14. Visan Hospitality Pvt.Ltd. – TP of PMKVY 15. Ascencive Educare Pvt.Ltd – TP of PMKVY 16. Hindustan Latex Family Planning Promotion Trust – TP of PMKVY 17. Kavya Skills Private Limited – TP of PMKVY 18. Mizoram Food Processing Research & Training Centre – TP of PMKVY 19. SMD Technologies – TP of PMKVY 20. The George Telegraph Training Institute – TP of PMKVY 21. AM Hotel Management – TP of PMKVY 22. C & M Computer Centre – TP of PMKVY 23. Mizoram Agro & Allied Products – TP of PMKVY 24. Mizoram Computer Centre – TP of PMKVY 25. O2Spa Salon Private Limited – TP of PMKVY 26. Pizz Azz Beauty Salon – TP of PMKVY 27. ZRDC Plumbing Works & Training Centre – TP of PMKVY 28. JRS Technology Pvt.Ltd. – TP of PMKVY 29. State Institute of Rural Development & Panchayati Raj – TP of PMKVY 30. IHR 31. Matters relating to E-Governance/ITs 32. FK Edutech – TP of PMKVY 33. India Skills and World Skills 34. Khawlhing Computer Institute of Technology – TP of PMKVY 35. Single Use Plastic Related 36. Website Management Team |

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| | | <p>13. SII Network-Correspondences</p> <p>14. Entrepreneurship- Correspondences</p> <p>15. Skill Policy Mizoram</p> <p>16. NITI Aayog (Ease of Living)</p> <p>17. EGSA (Aspiration District)</p> <p>18. Tailoring Training (JK Trust)</p> <p>19. Govt. ITI PMKVY 3.0</p> <p>20. Jan Shikshansansthan</p> <p>21. Customized crash course for COVID Warriors- PMKVY 3.0 General</p> <p>22. Accent Plus- TP of PMKVY</p> <p>23. Big Concept Foundation Private Limited(JCRE) – TP of PMKVY</p> <p>24. Divine Computer Centre – TP of PMKVY</p> <p>25. Mission Foundation Movement – TP of PMKVY</p> <p>26. Indianeers Media Private Limited – TP of PMKVY</p> <p>27. Govt. ITI Aizawl – TP of PMKVY</p> <p>28. Vocational School Of Education – TP of PMKVY</p> <p>29. VTR Computer Centre – TP of PMKVY</p> <p>30. Skills Art and Beyond Social Welfare Society – TP of PMKVY</p> <p>31. Best First Step Education Pvt.Ltd. – TP of PMKVY</p> <p>32. Emporium Training & Counsultancy Pvt.Ltd- TP of PMKVY</p> <p>33. KABOD Computer Institute – TP of PMKVY</p> <p>34. Social Justice & Development India (SJ&DI) – TP of PMKVY</p> <p>35. Visan Hospitality Pvt.Ltd. – TP of PMKVY</p> <p>36. Ascencive Educare Pvt.Ltd- TP of PMKVY</p> <p>37. Hindustan Latex Family Planning Promotion Trust – TP of PMKVY</p> <p>38. Kavya Skills Private Limited – TP of PMKVY</p> <p>39. Mizoram Food Processing Research & Training Centre – TP of PMKVY</p> <p>40. SMD Technologies – TP OF PMKVY</p> <p>41. The George Telegraph Training Institute – TP of PMKVY</p> <p>42. AM Hotel Management – TP OF PMKVY</p> <p>43. C & M Computer Centre – TP OF PMKVY</p> <p>44. LF Enterprise – ACCTS. OF PMKVY</p> <p>45. Mizoram Agro & Allied Products – TP of PMKVY</p> <p>46. Mizoram Computer Centre – TP of PMKVY</p> <p>47. O2Spa Salon Private Limited – TP of PMKVY</p> <p>48. Pizz Azz Beauty Salon – TP of PMKVY</p> <p>49. ZRDC Plumbing Works & Training Centre – TP of PMKVY</p> <p>50. JRS Technology Pvt.Ltd. – TP of PMKVY</p> <p>51. State Institute of Rural Development & Panchayati Raj – TP of PMKVY</p> <p>52. FK Edutech- TP of PMKVY</p> |
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| | | <p>37. PM Award for Excellence in Public Administration</p> <p>38. Matters relating to PM-DAKSH</p> <p>39. Any other works assigned to him by higher authority.</p> |
| 32 | Jimmy Zodinsanga Multitasking Staff, PMKVY | - Multitasking duties including peon works. |
| 33 | Vancy Lalthanpuui Multitasking Staff, PMKVY | - Multitasking Duties including peon works in Personal Branch of Director. |
| 34 | Pu Robert Lianthangpuia Consultant, ESDI | <ol style="list-style-type: none"> 1. Setting up of ITI Serchhip. 2. Setting up of ITI Champhai. 3. Setting up of New ITI Lawngtlai/Chawngte 4. "Setting up of New ITI (West Phaileng, Mamit District)" 5. Enhancing Skill Development Infrastructure in N.E States & Sikkim 6. Enhancing Skill Development Infrastructure in N.E. State & Sikkim (ESDI) (General Correspondence) 7. Grant-in-Aid on Enhancing Skill Development infrastructure in N.E States & Sikkim (ESDI) 8. Opening of 2 New ITI in Mizoram (Serchhip&Champhai) under ESDI in N.E State & Sikkim. 9. Opening of 2 New ITI in Mizoram (Serchhip&Champhai) (ESDI) 10. Progress Reports on three upgradation (Aizawl, Lunglei, Saiha) under ESDI. 11. Progress Reports on 2 New ITI (Serchhip&Champhai) under ESDI 12. Auditor's Report on ESDI. 13. "Setting up of ITI Kolasib under ESDI in N.E State & Sikkim." 14. "Directorate of LESDE (MCVT) ESDI-1 (212.80)" 15. "Establishment of 2 New ITI Serchhip&Champhai" 16. "Establishment of New ITI Kolasib District.Under ESDI scheme." 17. Purchase of Tools & Equipment for SPMU. 18. "State Project Monitoring Unit (Travel Expenses)." 19. Administrative Building New ITI, Serchhip. 20. "Class Room Cum Workshop New ITI,Serchhip." 21. "New ITI at Thingdawl, Kolasib District(Tender)" 22. New ITI at Thingdawl, Kolasib District. 23. New ITI at Thingdawl, Kolasib District. 24. "Administrative Building New ITI, Champhai" |

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| | | <p>25. "Class Room Cum Workshop New ITI, Champhai." 26. Main file (Supply). 27. Backer & Confectioner Trade. 28. Mechanical (Diesel) Trade. 29. Plumber Trade. 30. Mechanical Auto Electrical & Electronics. 31. Sheet Metal Worker Trade. 32. Mechanical Computer Hardware. 33. Main File (Construction). 34. Boys Hostel ITI, Saiha. 35. Boys Hostel ITI, Lunglei. 36. Extension of Workshop ITI, Aizawl. 37. Retaining Wall ITI, Aizawl. 38. Boys Hostel ITI, Aizawl. 39. Supervisor ITI, Aizawl. 40. Water Tank ITI, Lunglei. 41. Vertical Extension of CEO Building. 42. Expenditure, W.E.F.1.4.2014. 43. "Revised Proposal for Estt. Of 2 New ITI (Serchhip & Champhai)" 44. "Correspondence on Revised IDP for Estt of 3 ITIs." 45. "Electricity & Sanitary Works (Boys Hostel at ITI, Saiha)" 46. "Electricity & Sanitary Works (Extension of Workshop at ITI, Aizawl)" 47. State Project Monitoring Unit (ESDI) 48. MCVT Meeting General Aspect 49. Mizoram Council For Vocational Training 50. Quarterly Progress Report on Radation of 1396 Govt. ITIS Through PPP 51. Misc. Matter on ITI, Siaha 52. Any other works assigned to him by Higher Authority.</p> |
| 35 | Malsawmkimi Data Entry Operator, ESDI | All matters relating to data entry of ESDI. |
| 36 | Lalchenpuia Multitasking Staff, ESDI | Multitasking duties including peon works. |

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| 37 | Pu Z.L Chhunga Sr. Consultant, STRIVE | <ol style="list-style-type: none"> 1. STRIVE (SAMC) 2. Matters Related to RA- 4 3. Matters Relating to PAP Reports 4. Industrial Cluster 5. Matter Relating to Environmental & Social System (ESS) 6. Matters Related to Tracer Study (ITI) 7. Any other works assigned to him from time to time |
| 38 | Pu Joseph Vanlalhrauaia Consultant, STRIVE | <ol style="list-style-type: none"> 1. STRIVE (SSC) 2. STRIVE (SPIU) 3. STRIVE Main File 4. Accounts Relating to STRIVE 5. STRIVE Audit 6. Procurement under STRIVE 7. Matter Relating to RA-2 8. Matters Relating to Training of Staff's 9. Matters Relating to World Skill Competition 10. India Skills & World Skills Accounts 11. Any other works assigned to him from time to time |
| 39 | Samuel F. Lalremruata, Consultant, STRIVE | <ol style="list-style-type: none"> 1. Matters Related to Apprenticeship 2. SAMC Correspondence 3. Matters Relating to NAPS 4. Matters Relating to Apprenticeship Mela 5. Matters Relating to CS Conference 6. Matters Relating to Entrepreneurship 7. Any other works assigned to him from time to time |
| 40 | Pu Jimmy Rinsangzuala Consultant, STRIVE | <ol style="list-style-type: none"> 1. Matter Relating to RA-1 2. Matters Relating to Government ITI 3. Matters Relating to Training of Trainers (TOT) 4. Inspection Report on STRIVE 5. Matters Relating to National Credit Framework (NCrF) 6. Matters Relating to Upgradation + Supplementing 7. Any other works assigned to him from time to time |
| 41 | F.Lalnunsiami Data Entry Operator, STRIVE | All matters relating to data entry of skill development wing. |
| 42 | Lalbiakdika Multitasking Staff, STRIVE | Multitasking duties including peon works. |
| 43 | Pi Regina MalsawmdawngzeliRalte Mission Manager Policy & planning, SANKALP | <ol style="list-style-type: none"> 1. SANKALP Main File 2. Meeting : Notice & Minutes 3. Matters relating to SSDP & DSDP 4. Matters relating District Skill Committee 5. Matters relating to PM-DAKSH YOJANA 6. Matters relating to SANKALP Awareness |

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| | | 7. Azadi Ka Amrut Mahotsav 8. Matters relating to MSED 9. Matters relating to Miscellaneous 10. SANKALP NSDCI Related 11. Skill University Related 12. Skill Special Project 13. Any other works assigned to her from time to time |
| 44 | Pu Vanlalzarzova Mission Manager Finance, SANKALP | 1. SANKALP: Financial Matters 2. Matters relating to Advertisement 3. SANKALP Sponsorship Related 4. Mega International Job Mela 5. Matters relating to Miscellaneous 6. Any other works assigned to him from time to time |
| 45 | Pu K.Lahmangaihtluanga Mission Manager MIS, SANKALP | 1. Matters relating to Correspondence 2. Matters relating to Office Stationery 3. MGNF related matters. 4. Matters relating to Tracer Study 5. Matters relating to MIS Portal 6. Matters Related to Data Collection 7. Report Related 8. Any other works assigned to him from time to time |
| 46 | ZorinmawiaPachau Multitasking Staff, SANKALP | Multitasking duties including peon works. |
| 47 | Paul Lalhruihtluanga Multitasking Staff, SANKALP | Attached to Secretary LESDE, as Driver. |

The following Staff mention below are requested to monitor and manage the official Email of the Department:-

| SL. No | NAME & DESIGNATION | SUBJECT ALLOCATED |
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| 1 | H.Vanlalhmangaiha LDC | General correspondence & Skill related Email. (to be checked and printed out everyday by 11:00 AM.) |
| 2 | Lalchhuanmawia Ralte Manager MIS, PMKVY | General correspondence & Skill related Email. (to be checked and printed out everyday by 3:00 PM.) |
| 3 | Henry Vanlalduhsaka DEO , MBOCWVB | Welfare Board related Email. (to be checked and printed out everyday) |
| 4. | Lalhlanthari UDC, | Labour matter related Email (to be checked and printed out everyday) |


(ANGELA ZOTHANPUII)

Director

Labour, Employment, Skill Dev. & Entrepreneurship Department
Aizawl, Mizoram.

Memo. No.A.60012/1/18-DTE(LESDE)

: Dated Aizawl the 21st August, 2023.

Copy to:

1. Director, LESDE Department for information.
2. All persons concerned.
3. Office File


Director

Labour, Employment, Skill Dev. & Entrepreneurship Department
Aizawl, Mizoram.