

No.A.25020/1/2023-DTE(LESDE)
GOVERNMENT OF MIZORAM
DIRECTORATE OF LABOUR, EMPLOYMENT,
SKILL DEVELOPMENT & ENTREPRENEURSHIP
MIZORAM : AIZAWL

OFFICE ORDER

Dated Aizawl, the 28th August 2023

In pursuance of the Officer's Meeting held on 04.08.2023 and for better functioning of office works, the following Committees are hereby constituted to meet the Instructions issued time to time by the Government of Mizoram. These orders shall come into force with immediate effect.

1. Overall Stock & Property Committee :-

Chairperson : Pi Angela Zothanpuii, Director

Members : 1) Dr.JT Vanlalnggheta, Joint Labour Commissioner
2) Pu Lalmuanpuia, Fanai Deputy Director(L&E)
3) Pi Biakchhanthuami, Superintendent.
4) Pi Jordanthangi, Employment Officer
5) Pi Zoramthangi, UDC
6) Pu Donny C.Lallawmkima, Assistant, MBOCWBB
7) Pi Gayly Lalrinmawii, Office Assistant, ESI
8) Pi Saizampuii Sailo, Mission Manager, PMKVY.
9) Pi Malsawmkimi, DEO., ESDI
10) Pi Lalhmunsiami, DEO, STRIVE
11) Pu K.Lalhmangaihtluanga, Mission Manager, MIS,
SANKALP

Sub-Section Incharge :-

A. Establishment : 1)Pi Biakchhanthuami, Superintendent
2)Pi Zoramthangi, UDC.
B. MBOCWBB : Pu Donny C.Lallawmkima, Assistant
C. Skill : Pi Jordanthangi, Employment Officer
D. ESI : Pi Gayly Lalrinmawii, Assistant. *

The Committee shall scrutinize/ensure that all electrical equipments, furnitures and other office related items are properly placed and are well intact. Entries of stock/store register, issue of items shall be checked and verified. Reports shall be placed in a special folder with appropriate recommendation for Joint Director and Director, LESDE to consider advice and approve. No procurement shall be done without prior approval of the Director.

2.

Building Maintenance Committee :-

- Chairman : Pu T.Thangropianga, Joint Director
 Members : 1. Pu Lalmuanawma, Deputy Director(SDE)
 2. Pu Lalmuanpuia Fanai, Deputy Director(L&E)
 3. Pi Biakchhanthuami, Superintendent

The following staff will be in charge of these specified items/services :-

- | | |
|------------------------|--|
| 1. Water & Electricity | - Pu Donny Lallawmkima, Assistant, MBOCWWB |
| 2. Sanitation | - Pi Zoramthangi, UDC |
| 3. Intercom & Phone | - Pi Rosangliani, LDC |
| 4. Internet & CCT | - Pu H.Vanlalmangaiha, LDC |

The Committee shall ensure that any and all office furnitures, equipments needing repair/ replacement, including any area in and all around office premises that need repair/ refurbishing and submit a report for taking necessary action.

The Committee may submit a report to Director about the status of stock. It shall routinely make an assessment of all office furnitures, equipments etc, that the same is properly maintained and that all areas of the office and its premises needing repair and renovation etc. are identified and tended to at the earliest.

The Committee shall also inspect movable assets of the Department, conduct checking, verification and identification of surplus or obsolete or unserviceable goods and equipments. Recommendations for condemnation and auction will be prepared for disposal of unserviceable goods in appropriate manner in conformity with existing rules and instructions. The Committee shall also examine, scrutinize the quotations received for purposes of auction of movable assets/ conduct action.

This Committee may appoint a sub-committee to ensure that the grounds and buildings are properly looked after all times, especially for cleanliness and beautification.

3. **Local Purchase Committee** :-

- | | | | |
|---------------|------------------|---|-----------------------------|
| (a) LESDE | Chairman | = | Director |
| | Member | = | Joint Director |
| | Member Secretary | = | Superintendent |
| (b) MBOCWWB : | Chairman | = | Director/Secretary, MBOCWWB |
| | Member Secretary | = | Assistant Secretary |
| | Member | = | Dealing Assistant |

The Committee shall follow relevant provisions of the General Financial Rules 2017 for purchase of office stores, equipment etc. taking into account the specific Instructions of the Finance Department and other departments about special items, heavy items, computer hardware and software etc. The Committee shall suggest measures for streamlining and also adopting efficient systems of store purchase/ replenishment, condemnation, distribution etc. System of annual procurement of office stationery and items, AMCs etc. shall be re-examined by the Committee and appropriate advice given for Administrative Approval and Expenditure Sanction as per Delegation of Financial Powers. The Committee shall meet whenever the need arises for procurement of office materials.

4. Website Management Committee :-

(a) (LESDE)

Team Leader	:	T.Thangropianga, Joint Director
Web.Information Manager	:	Pu Lalmuanpuia Fanai, Dy.Director (L&E)
Member	:	Pi Biakchhanthuami, Superintendent
Member	:	Pi Helen Zochhingpuii Zote, Labour Officer.
Member	:	Pu Zothankhuma Kiangte, Inspector of Factories.
Member	:	Pi Jordanthangi, Employment Officer.
Web Managers	:	1) Lalchhuanmawia Ralte, Manager, MIS 2) H.Vanlalmangaiha, LDC. 3) H.Vanlalhruaitluanga, UDC, MBOCWBB 4) Henry Vanlalduhsaka, DEO, MBOCWBB.

(b) (MBOCWBB)

Chairman	:	Dr.JT Vanlalngheta, Dy. Labour Commissioner.
Web.Manager	:	Pu Lalmuanpuia Fanai, Deputy Director.
Member	:	Pu H.Vanlalhruaitluanga, UDC, MBOCWBB
Member	:	Pu Henry Vanlalduhsaka, DEO, MBOCWBB.

The role of Website Management Committee is to ensure that there is a proper flow of content to the site and that the content quality and user satisfaction issues are taken care of. The committee shall ensure that the various information by the department such as – notification issued, addition or deletion of information, uploading of Citizens Charter, RTI manuals, etc. are properly placed in the all the website maintained by the department.

5. Social Media (FB, Instagram, Youtube) & IT Committee :-

Chairman	:	Pi Helen Zochhingpuii Zote, Labour Officer
Members	:	1) Pu K.L.Lalnunpuia, LDC. 2) Pu H.Vanlalmangaiha, LDC. 3) Pu Lalchhuanmawia Ralte, Mission Manager, PMKVY. 4) Pu Henry Vanlalduhsaka, DEO, MBOCWBB 5) Pu Joseph Vanlalhruaia, Consultant, STRIVE. 6) Pi Lalramhlui, K&M Staff.

The committee shall ensure that all the functions & programmes organized by the Department are uploaded in the social media site (such as FB, Instagram, Youtube, etc). The committee shall also ensure that all the IT related matters viz. Internet, Computer and other related facilities are taken care of. It shall also ensure that the Press Release (PR) to be issued by the department are well scrutinized before placing in the public domain. All email received by the department should be monitored by the committee and the mail received should be despatched accordingly as soon as possible.

6. Disaster Management :-

Chairman	:	Dr.J.T.Vanlalnggheta, Joint Labour Commissioner
Member	:	1) Pu Lalmuanpuia Fanai, Deputy Director(L&E)
		2) Pu Lalbiakmuana Hauhna, Employment Officer
		3) Pu K.L.Lalnunpuia, LDC.
		3) Pu Z.L.Chhunga, DSAMC
		4) Pu Robert Lianthangpuia, Consultant, ESDI.

The Committee shall ensure that the department maintained proper discipline in times of crisis/disaster such as – earthquake, fire, landslide, electric shortages, etc. They should be well aware of the preparation, mitigation, after effect of the disaster that might happen. The Committee shall be responsible for intimating the Disaster Response Force if any such crisis/disaster happened or faced by the department.

7. Citizens Charter :-

Dr.J.T.Vanlalnggheta	:	Nodal Officer
Pu Lalmuanpuia Fanai, Deputy Director(L&E)	:	Member
Pi Jordanthangi, Employment Officer	:	Member
Pi Biakchhanthuami, Superintendent	:	Member Secretary

Since, Citizens Charter is to be published every year, the committee shall be responsible for updating new works/schemes/boards taken up under the department. They will be responsible for publication of the Citizens Charter.

8. Sexual Harassment :-

(a) LESDE

1. Pi Jordanthangi, Employment Officer	-	Presiding Officer
2. Pu Zothankhuma Khiangte, Inspector of Factories	-	Member
3. Pi Alex Zoramawii Khiangte, Asst.Labour Officer	-	Member
4. Pi Vanrammawii, P.A.to Director	-	Member
5. Pi Lalhlanthari, UDC	-	Member
6. Pi Zoramthangi, UDC	-	Member
7. Pi Rosangliani, LDC	-	Member
8. Pi Lairotluangi, LDC	-	Member
9. Representative of MHIP, Tuikhuahtlang, Aizawl	-	Member

(b)MBOCWWB

1. Pi Helen Zochhingpuii Zote, Labour Officer	-	Presiding Officer
2. Pi Alex Zoramawii Khiangte, Asst.Labour Officer	-	Member
3. Pu Donny C.Lallawmkima, Assistant	-	Member
4. Pi F.Lalnunziri, LDC	-	Member
5. Pi Laldinpuii, DEO	-	Member
6. Representative of MHIP, Tuikhuahtlang, Aizawl	-	Member

The Committee shall ensure to protect women against sexual harassment at work place. The committee shall be constituted in compliance with section 4(1) of 'The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and shall meet as and when any complaint is received.

9. Transgender Rights :-

- (a) LESDE : Pu Lalmuanpuia Fanai, Deputy Director(L&E) - Complaints Officer
(b) MBOCWBB : Pi Biakchhanthuami, Superintendent - Complaints Officer.

The committee shall ensure to create a MOU inclusive society for transgender person. They shall ensure to provide the right to self-perceived gender identity, occur to healthcare service, right to non- discrimination in employment and education and other welfare measures to transgender persons. The Chairman shall be as a Complaint officer, he/she shall deal with the complaints relation to violation of provision of the transgender Person (Protection of Rights) Act, 2019. The committee shall meet as and when any complaint is receive

Sd/- ANGELA ZOTHANPUII

Director

Labour, Employment, Skill Development
& Entrepreneurship Department.,
Mizoram : Aizawl.

Memo No.A.25020/1/2023-DTE(LESDE) : Dated Aizawl,the 28th August, 2023

Copy to :

1. All Officers under Directorate of LESDE for information.
2. All staff concerned for information.
3. Guard File.


Director

Labour, Employment, Skill Development
& Entrepreneurship Department.,
Mizoram : Aizawl.