

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

OFFICE ORDER

Dated Aizawl, the 18<sup>th</sup> October 2024

In continuation of previous order dated 28<sup>th</sup> August 2023, and for better functioning of office works, the following Committees are hereby re-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 : Director

Members : 1) Joint Labour Commissioner  
2) Deputy Director(L&E)  
3) Deputy Director ( Admn)  
4) Finance & Accounts Officer  
5) LESO (Skill-II)  
6) LESO (E)  
7) Pi Zoramthangi, UDC  
8) Pu Donny C.Lallawmkima, Assistant, MBOCWWB  
9) Pi Gayly Lalrinmawii, Office Assistant, ESI

Sub-Section Incharge :-

A. Establishment : 1) Superintendent  
2)Pi Zoramthangi, UDC.  
B. MBOCWWB : Pu Donny C.Lallawmkima, Assistant  
C. Skill : LESO(Skill II)  
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	:	Joint Director
Members	:	1) Deputy Director(SDE)
		2) Deputy Director(L&E)
		3) Deputy Director (Admn)
		4) Superintendent

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

1. Electricity	- Pu Donny Lallawmkima, Assistant, MBOCWWB
2. Sanitation	- Pi Zoramthangi, UDC
3. Intercom, Phone & Water	- Pi Rosangliani, LDC
4. Internet & CCTV	- Pu H.Vanlahmangaiha, 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
		Member	=	Finance & Accounts Officer

(Co-opted Member to be appointed if the procurement is made for specific schemes)

(b) MBOCWWB :	Chairman	=	Director/Secretary, MBOCWWB
	Member Secretary	=	Assistant Secretary, MBOCWWB
	Member	=	Finance & Accounts Officer
	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 : Joint Director  
Web.Information Manager : Deputy Director (L&E)  
Member : 1) LESO (L)  
2) LESO (Skill-I)  
3) LESO (Skill-II)  
4) Finance & Accounts Officer

Web Managers : 1) Pu Lalchhuanmawia Ralte, Manager, MIS  
2) K.Lalmangaihtluanga, SANKALP  
3) Pu H.Vanlalmangaiha, LDC.  
4) Pu H.Vanlalhruihtluanga, UDC, MBOCWBB  
5) Pu Henry Vanlalduhsaka, DEO, MBOCWBB.

(b) (MBOCWBB)

Chairman : Joint Labour Commissioner.  
Web.Manager : Deputy Director (L&E).  
Member : 1) Pu H.Vanlalhruihtluanga, UDC, MBOCWBB  
2) 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 : LESO (L)  
Members : 1) Pu K.L.Lalnunpuia, LDC.  
2) Pu H.Vanlalmangaiha, LDC.  
3) Pu Lalchhuanmawia Ralte, Mission Manager, PMKVY.  
4) Pu Henry Vanlalduhsaka, DEO, MBOCWW  
5) K.Lalmangaihtluanga, SANKALP  
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 sites (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	:	Joint Labour Commissioner
Member	:	1) Deputy Director (L&E)
		2) Deputy Director (Admn)
		3) LESO (L)
		4) Pu K.L.Lalnunpuia, LDC.

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 :-

Joint Labour Commissioner	:	Nodal Officer
Deputy Director (L&E)	:	Member
Deputy Director (Admn)	:	Member
LESO (Skill-II)	:	Member
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. Deputy Director (Admn)	-	Presiding Officer
2. LESO (Skill-I)	-	Member
3. LESO (Skill-II)	-	Member
4. Asst.LESO (L)	-	Member
5. Pi Vanrammawii, P.A.to Director	-	Member
6. Pi Lalhlanthari, UDC	-	Member
7. Pi Zoramthangi, UDC	-	Member
8. Pi Rosangliani, LDC	-	Member
9. Pi J.Lahlunchhungi, LDC	-	Member
10. Representative of MHIP, MINECO	-	Member

- |                                      |   |                   |
|--------------------------------------|---|-------------------|
| (b)MBOCWWB                           | - | Presiding Officer |
| 1. LESO (L)                          | - | Member            |
| 2 Asst.LESO (L)                      | - | Member            |
| 3. Pu Donny C.Lallawmkima, Assistant | - | Member            |
| 4. Pi B. Laldinpuii, DEO             | - | Member            |
| 5. Pi V.L Remruati Colney, DEO       | - | Member            |
| 6. Representative of MHIP, MINECO    | - | 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 :   | Superintendent        | - | Complaints Officer  |
| (b) MBOCWWB : | Deputy Director (L&E) | - | 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 received.


  
ANGELA ZOTHANPUII  
Director

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

Memo No.A.25020/1/2023-DTE(LESDE) : Dated Aizawl, the 18<sup>th</sup> October, 2024

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.