

NO. D.21019/3/2023 – DTE (LESDE)
GOVERNMENT OF MIZORAM
DIRECTORATE OF LABOUR, EMPLOYMENT, SKILL DEVELOPMENT & ENTREPRENEURSHIP
MIZORAM, AIZAWL

Dated Aizawl, the 16th January, 2025

OFFICE ORDER

In partial modification of the office order no. A.33018/65/2019-DTE(LESDE), dated 21st December 2022 & D.21019/2/2023-DTE (LESDE), dated 15th September 2023 and in compliance with OM No. D.25016/3/2016-ICT, dated 4th February 2019 issued by Department of the Information & Communication Technology, IT Management Committee for Labour, Employment, Skill Development & Entrepreneurship Department main website and social media platforms to operate, monitor and manage as per the Government guidelines is hereby reconstituted as follows:

Sn	Title	Name / Designation	Roles & Responsibility
1	Chairman	Director	Holds overall authority over website and social media activities, provides approvals to ensures smooth functioning of all tasks.
2	Web Manager	Helen Zochhingpuii Zote, LESO (L)	Supervises the Content Managers and ensures that website and social media updates are managed efficiently and meet organizational standards.
3	Activity Report Manager	1. Deputy Director (L) 2. Deputy Director (S) 3. Deputy Director (Admin)	Oversees the collection, verification, and timely uploading of activity reports to the website and social media platforms for their respective sections.
4	Member	All Officers under Directorate of LESDE	Provides accurate and up-to-date information on their respective sections for publishing on the website and social media platforms.
5	Content Manager	1. Joseph Vanlalhrauia Consultant, STRIVE	Manages public relations for the Labour, Employment, Skill Development, and Entrepreneurship (LESDE) department by ensuring appropriate content is shared with the public.
		2. Lalchhuanawma Ralte Mission Manager, PMKVY	Handles website updates and manages social media platforms, including YouTube, specifically for Skill Development and Entrepreneurship programs.
		3. Lalhmangaihtluanga Mission Manager, SANKALP	Manages social media content for Skill Development and Entrepreneurship initiatives under the SANKALP program, ensuring consistent engagement and updates.

		4. H. Vanlalmangaiha LDC, Estd. Section	Provides relevant information related to Establishment matters and Government ITI (Industrial Training Institutes) for website and social media content.
		5. Lalngaihawma Pachuau Consultant, MBOCWVB	Provides updates and information related to MBOCWVB's skill development initiatives for publishing on the website and social media platforms.
		6. Henry Vanlaldusaka DEO, MBOCWVB	Manages the website and social media accounts for Labour & Employment and MBOCWVB, ensuring timely updates and accurate content distribution across all platforms.
		7. Paul Lalhrualtuanga, MTS, SANKALP	He is entrusted to take still image of functions organised by Directorate of LESDE

- Note :
1. Dy. Director in each sections will prepare activity report to be posted in LESDE Social Media page and website.
 2. After receiving activity report from each section and after obtaining prior approval from the authority, Web Manager and Content Managers are detailed to upload post at LESDE social media page and website.
 3. All sections are informed to post at least 1 (one) activity every week.


Sd/-
(JOHN TANPUIA)
Director
Labour, Employment,
Skill Dev. & Entrepreneurship Deptt.
Mizoram, Aizawl

Memo No.D.21019/3/2024 – DTE (LESDE)

Dated Aizawl, the 14th January 2025

Copy to:

1. The Director, Labour, Employment, Skill Development & Entrepreneurship Department for information.
2. All members of IT Management Committee, LESDE Department for information.
3. Office Copy / Guard File.


Director
Labour, Employment,
Skill Dev. & Entrepreneurship Deptt.
Mizoram, Aizawl