

Discloser of  
Section 4(1)(b)  
of RTI ACT. 2005

Publish within one hundred and twenty days from the enactment of this Act,-

(i) The particulars of its organization, functions and duties;

= School Education Department

Sl. No.	Name of Post	Role of Post
1	Director	He is the Head of Deptt. and the administrator of the Deptt. He exercises all the powers delegated to him.
2	Addl. Director	He acts as the head of Deptt. when Director is absent or on tour, etc. He assists the Director in all administrative and financial matters.
3	Joint Director (Secondary)	He looks after Secondary education like High Schools & Higher Sec. School and supervises the works of Establishment Cell, Adult Wings, Physical Edn., Confidential Cell. He also assists the Director in the performance of his duties & responsibilities.
4	Joint Director (Elementary)	He looks after Elementary education like Primary Schools & Middle School and supervises the works of Pay Cell, Accounts Wings, Physical Edn., Technical Cell, Statistical Cell, Budget Branch, Mid Day Meal, SSA & RMSA
5	Deputy Director of School Education	They assist Joint Directors and take responsibility in supervision and administration in Elementary & Secondary Schools/Institutions.
6	Deputy Director of School Education (Hindi)	He is responsible in Hindi Education on implementation and monitoring of various schemes and programmes for effective propagation of Hindi in Mizoram.
7	Deputy Director of Accounts	Looks after all accounts matter of the Department like budgeting, monthly

		expenditure, sanction order, etc.
8	Deputy Directors of Administration	He is responsible in all establishment matters, post filling up, retention of post, Court case, pension case etc.
9	Deputy Directors of Adult	He is responsible in monitoring various schemes and programmes to promote literacy in the State.
10	Superintendent	Training, helping & advising the Staff, maintenance of order & discipline in the Section/Wing.
11	Dist. Adult Education Officer	Monitoring various Schemes & Programmes to promote literary within the 3 Adult Educational Districts.
12	Assistant Director of Adult	He assists Deputy Director of Adult in all matters relating to Adult Education.
13	Assistant Engineer	He maintains land and building owned by the Department. Visit sites, prepare construction drawings & develop samples.
14	Research Officer	Supervise research projects and work with staff to ensure that the project remains on schedule.
15	Hindi Education Officer	Monitoring & promoting Hindi Education within The District
16	Circle Education Officer	To assist SDEO in looking after and controlling over all Elementary Education that i.e. below CI-VII standard within the respective Sub-Division and inspecting the schools.
17	Physical Education Officer	He looks after Physical Education such as Games & Sport right from Primary to Higher Sec.Schools. Participation in the National Level and Zonal & Annual School Games & Sports at State Level was organized under his guidance.
18	Senior Field Assistant	He assist Physical Edn.Officer in all kinds of activities taken by Physical Edn.Wing.

19	Circle Physical Education Officer	Besides organizing Zonal & Annual School Games and participation in the National level, they used to conduct training on Physical Education for selected School Teachers.
20	Asst. Publication Officer	Looking after Monthly Magazine 'MEICHER' which publish by Adult Wing.
21	Circle Adult Education Officer	Supervising various Adult Education Officer Centre in the State.
22	Assistant Hindi Education Officer	Monitoring & Promoting Hindi Education within the Educational Subdivision.
23	Assistant	He works under the supervision of Superintendent and is responsible for the works entrusted to him
24	Inspector of Statistics	Statistics & Census of employees of the Department, collecting data and publishing Annual Census & Publication Book.
25	Steno-II	Writing in short hand & Typing for concerned Officers
26	Junior Engineer	To assist Asst. Engineer in all kinds of activities.
27	UDC	He works under the supervision of Superintendent and is responsible for the works entrusted to him.
28	Steno-III	Writing in short hand & typing for concerned Officers
29	Supervisor (RFLP)	To assist CAEO in supervising various Adult Education Centyre in the State
30	Physical Education Teacher	They assist CPEOs in training activities.
31	Data Entry Operator	Operating Computer/System analyzing in the Department
32	LDC	LDCs are entrusted with registration of Dak, file register, file movement, maintenance of section diary, typinf etc.

33	Cinema Operator	To act as Photographer
34	Lab.Bearer	Helping Lab.Assistant in activities of Science Laboratory
35	Driver	Driving Departmental vehicles
36	Conductor	To assist Drivers
37	Duftry	Operating & maintaining photocopier machine. Placing of papers in relevant files. Maintaining records in proper order.
38	Group 'D'	Attending the bell of the Officers, ensuring that sitting arrangement in the staff's room and officer's room is clean and hygienic. Carrying files & Daks etc. to officers/Staff concerned.

(ii) The powers and duties of its officers and employees;

= Officers & Staff Work distribution, Enclosed in Annexure-I

(iii) The procedure followed in the decision making process including channels of supervision and accountability.

= All decisions are made in files, All Guidelines, Office Memorandum, Instructions issued by the Government are followed by all officials under Directorate of School Education. Training of staff are done many times at office and at ATI, Aizawl. All Questions asked under RTI Acts and Assembly Questions are attended promptly.

(iv) The norms set by it for the discharge of its functions;

= Followed Guidelines issued by Govt. of Mizoram from time to time.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

= As per rules followed by the Govt. of Mizoram under State Govt. Employees and as per guidelines issued by the Govt. of India under Schemes

(vi) A statement of the categories of documents that are held by it or under its control;

= As per rules and regulations instructed by the Govt. of India followed by the Govt. of Mizoram.

(vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;

= As per rules and regulations instructed by the Govt. of India followed by the Govt. of Mizoram.

(viii) A statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part of the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

= No Boards, Councils, Committees of its own.

(ix) A directory of its officers and employees;

= Enclosed in Annexure-II

(x) The monthly remuneration received by each of its officers and employees;

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<b>Sl. No.</b>	<b>Name of Post</b>	<b>Pay Level</b>	<b>Pay</b>
1	Director	13A	123100
2	Additional Director	13	131100
3	Joint Director	12	78800
4	Deputy Director	11	67700
5	A.E.	10	56100

6	Superintendent	10	56100
7	PEO	10	56100
8	CPEO	8	44900
9	HEO	10	56100
10	AHEO	8	44900
11	Steno	7	39100
12	I.S.	7	39100
13	Assistant	7	39100
14	UDC	6	35400
15	LDC	4	25500
16	Driver	4	25500
17	Govt. H/S Teacher	8	44900
18	Govt. Hindi Teacher	8	44900
19	Govt. M/S Headmaster	9	47600
20	Govt. M/S Teacher	8	44900
21	Govt. P/S Headmaster	8	44900
22	Govt. P/S Teacher	7	39100
23	Govt. Vocational Teacher	8	44900
24	IV Grade	1	17400
25	MIS (Fixed)		14920
26	Data Entry Operator		19936
27	Driver (PE) (Fixed)		16439
28	IV Grade (PE) (Fixed)		12470

(xi) The budget allocated under Directorate of School education during 2022-2023;

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Sl. No.	Name of Organisation	Amount
<b>2202 - General Education</b>		
1	Elementary Direction	4591000
2	Govt. Primary School	2714552000
3	Govt. Middle School	3439365000
4	Asst. to Non-Govt Middle School	441494000
5	Elementary Inspection	94841000
6	Govt. Elementary	3000000
7	SMS for MDM	190400000
8	Secondary Inspection	54480000
9	Teacher Welfare Scheme	100000
10	Govt. High School	1779530000
11	Govt. Special Model School	7991000
12	Govt. Higher Secondary School	660917000
13	Asst. to Non-Govt High School	682208000
14	Asst. to Non-Govt Higher Sec. School	425324000
15	Adult Direction	9022000
16	State Administration	6026000
17	District Administration	23289000
18	Rural Functional Literacy Programme	2250000
19	Padhna Likhna Abhiyan (PLA)	40000
20	Vocational School for Adult	80000
21	Promotion of Modern Indian Language and Literature	1300000
22	Appointment of Modern Language Teachers	861541000
23	Mizoram Hindi Prachar Sabha	4450000
24	Mizoram Institute of Comprehensive Education	51197000



25	General Direction & Administration	66444000
26	Physical Education	22084000
27	Sainik School, Chhingchhip (State contribution)	10000000
28	Statistical and Educational Survey	2943000
29	MBSE	90472000

(xii) The manner of execution of subsidy programmes, including the amounts all allocated and the details of beneficiaries of such programmes;

= Not applicable for the Department.

(xiii) Particulars of recipients of concessions, permits or authorisations granted by it;

= Not applicable for the Department.

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;

= In the Department Website : [schooleducation.mizoram.gov.in](http://schooleducation.mizoram.gov.in)

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

= The citizens can obtain information from the office through correspondence, accessibility its website and through e-mail.

(xvi) The names, designations and other particulars of the Public Information Officers;

= Under Directorate of School Education.

<b>Public Information Officers</b>	<b>Appointed Officers</b>	<b>Remarks</b>
Departmental Appellate Authority	Dr.H.Lalthlangliana	To be notified
SPIO	Lalramthanga, Dy.Director (Admn), Directorate of School Education	
SAPIO	K.Lallianmawii, Superintendent (S), Directorate of School Education	

(xvii) Such other information as may be prescribed; and thereafter update these publications every year;

= As and when necessary.

**THE WORKS ALLOTTED TO ALL OFFICERS AND STAFF UNDER  
DIRECTORATE OF SCHOOL EDUCATION**

**1. Lalthanzama, Additional Director**

He will assist Director, School Education in overall works

**2. Lalhmachhuana, Joint Director (E)**

- 1) All matters relating to Administration and Establishment
- 2) All matters relating to Elementary Education
- 3) All matters relating to Adult Education
- 4) Matters relating to Physical Education
- 5) All matters relating to Hindi Education
- 6) School Calendar/School timing/Hostel Rules
- 7) Mid-Day-Meal Scheme
- 8) Programme/ Implementation including Minor works
- 9) Budget and Accounts matters/ GPF/ Finance Commission
- 10) Assembly/ Parliamentary Question/Election
- 11) NFTW Fund/ Teacher's Day
- 12) Promotion of Science Education, Computer Education & I.T/Edusat/  
Educational Awareness Campaign/ Computer Aided Training/ICT
- 13) SCERT/ NEC/DONOR/ ERC
- 14) State Programme of Action (SPOA) NPE
- 15) SABE/ CABE
- 16) Good Governance/ Public Grievances
- 17) All matter relating Samagra / All matter relating Departmental  
Proceedings, court case corporal punishment
- 18) Framing of Recruitment Rules
- 19) Modified Assured Career Progression Scheme (MACP)
- 20) Matters relating to Citizen Charter
- 21) Tour Programme / Tour notes of Officer & Staff/ Minister etc.
- 22) Fire Service Week/ Fire Service

- 23) Public Information Campaign ( Jan SwachnaAbhiyan)
- 24) NitiAayog
- 25) Matter relating to RTE
- 26) Talent Search Examinations/ Competitive Examination/Painting Competition etc.
- 27) BetiBachaoBetiPadhao/ Suganya Bharat Abhyan/ Kalautsav
- 28) New education Policy / education Policy of Mizoram
- 29) Matter relating to Sainik School/RIMC/ Banasthalividya peth, Jaipur, Rajasthan JNV
- 30) Eklavya Residential Model School
- 31) Legal Awareness Campaign in School/ Education campaign/ Financial Campaign
- 32) Matter relating to Publication of Meichher Magazine
- 33) Matter relating to deputation of officer & Staff
- 34) Meeting Notice/ Minutes of Departmental officers/ Secretaries/ other Department
- 35) Matter relating to MPSC
- 36) Training, Meeting, Seminar. Workshop for Primary & Middle teacher under SCERT/ DIET/ CLIX/TISS
- 37) Preparation of Speech for Governor/ Chief Minister etc.
- 38) Numerical Data
- 39) Matter relating to NLCPR, NEDP, NEC, SEDP, NABARD, NISSIDS, PMJVK, Finance Commission , JICA, NBC, Article 275
- 40) Matter relating to Education Bill/ Act/ Policy/ Rules etc.
- 41) Child Health in School
- 42) Training and Seminar under ATI/ CCRT
- 43) Celebration of Important Days
- 44) ShalaShidi/ Shala Sarathi/ Wash Programme
- 45) Mission Antyodaya
- 46) Mizoram State Commission for Women
- 47) Zirlaite Ni/Constitution Days
- 48) UDISE
- 49) Child Rights/Child Protection//NCPCR

- 50) Social Rehabilitation Board/Human Resource Development Board
- 51) Vehicles under School Education Department
- 52) Aspirational Districts
- 53) Intach heritage/Centa-TPO
- 54) Vocationalisation
- 55) DCRG (Adhoc/Deficit) under School Education Department
- 56) Ek Bharat Shrestha Bharat/Pragati/A I for Youth
- 57) Opening Permission of Elementary to Higher Secondary Schools.
- 58) Land and building
- 59) Any other works assigned to him by the Director from time to time

### **3. Zohmingthanga, Joint Director (S)**

- 1) Secondary and Higher secondary education
- 2) National School safety Programme
- 3) Matters relating to placement of Teachers to Senior/ Selection Grade
- 4) Disaster Management/Sustainable Development Goals
- 5) Matters relating to Inspire Awards /Teacher's Awards/Awards relating of Secondary Schools
- 6) Monitoring of ACRs/ PARs/Property Returns in respect of Secondary and Higher Secondary Education
- 7) School Inspection
- 8) MBSE /AISE/DIET
- 9) National Commission for Safeguarding minorities/ Linguistic Minorities/ OBC
- 10) Matters relating to Education Statistics / Publication/ Documentation
- 11) Result framework Document (RFD)
- 12) Matters relating to Drugs Abuse/ Anti Tobacco/ HIV etc
- 13) Dress code
- 14) Green Mizoram
- 15) Mizoram Science Technology/ Innovation Council
- 16) Children Science Congress
- 17) World Vision
- 18) Matter relating to Talented School Children
- 19) Matter relating all Universities including MZU
- 20) Herbal Garden/ Edusat/ Consumer Union/ School advisory committee
- 21) Financial Statistic

- 22) Shyam Prasad Mukherji
- 23) All India School Educational Survey (AISES)/ State Level Achievement Service
- 24) Census of Govt. Employee
- 25) Building Statistics
- 26) Planting Amla
- 27) Youth Exchange Programme/ Youth Parliament Competition/ Mizoram Youth Commission
- 28) Establishment of Bio-Tech Labs in Senior Secondary School (BLISS)/ KISS/ PAA/ UdhanProgramme/ NEIDA/ Maan Ki Baat/ PETA
- 29) Matter relating to Great Indian School
- 30) Strengthening of Science and Mathematics subject under NEC
- 31) Magic Bus India Foundation
- 32) National Consultation meet on leadership Academics
- 33) Training/ Meeting/ Seminar/ Workshop for High School and Higher Secondary School Teacher under SCERT and DIET
- 34) Surrender of Ration Card
- 35) Donation of Water Purifier to School
- 36) Eco-Club
- 37) National Achievement Survey/ State Level Achievement Survey
- 38) Adolescence Education Programme
- 39) Matter relating to Drug Abuse/ Anti –Tobacco/ HIV
- 40) NCC/ Bharat Scout & Guides
- 41) Scholarship & Stipend including National Talent Search Scholarship,
- 42) Scholarship and Stipend to Children of Armed Forces.
- 43) Matters relating to B.Ed Course
- 44) Teachers Inn.
- 45) ENVIS/NISTHA
- 46) Interaction of Officers with School Studies
- 47) Swachh Bharat/ Clean India/ Cleanliness/ Swachh Vidyalay Purashkar
- 48) Sansad Adarsh Gram Yojana (Model Village)
- 49) Sahitya Academy Bhasa
- 50) Matter relating to old person
- 51) Any other works assigned to him by the Director from time to time.

#### **4. Lalramthanga, Deputy Director (Administration)**

- 1) Administration and control of Staff under Directorate of School Education and subordinate officers
- 2) All matters relating to Court Cases including Supreme Court Cases
- 3) All matters relating to departmental cases/ disciplinary proceedings under School Education Department
- 4) Service matters of Gazette Officers/ Group- B (Gazette & Non-Gazette)/ Group- C & D
- 5) Recruitment and filling up of posts other than teaching and non-teaching staff under School Education Department
- 6) Appointment, regularization and confirmation of all non-teaching staff under School Education Department
- 7) Census of Government Employees
- 8) RTI relating to general administration
- 9) Matters relating to training conducted by ATI
- 10) Linguistic Minorities
- 11) Tour Programme / Tour notes of Officer and Staff/ Ministers etc.
- 12) Social Rehabilitation Board/ Human Resource Development Board
- 13) Matter relating to MPSE
- 14) National Human Rights Commission
- 15) Matters relating to Association /NGOs
- 16) Matters relating to Deputation of Officers and Staff
- 17) Meeting Notice/ Minutes of Departmental officers/ secretaries/ other department
- 18) Condonation of over-aged appointment/ Alteration of Date of Birth of all cases
- 19) Engagement of Muster Roll under School Education Department
- 20) Creation/ Retention/ Abolition/ Re-designation and Conversion of all posts
- 21) Pension Cases
- 22) MACP Scheme
- 23) Revision of Pay`
- 24) Application of Rules and Regulations
- 25) Vehicles under School Education
- 26) Matters relating to property returns /ACR /PAR
- 27) Framing and amendment of Recruitment Rules of various posts under School Education Department

- 28) Placement of Teachers to the Senior and Selection Grade
- 29) Matters relating to Compassionate appointment of all kinds
- 30) Matter relating to Citizen's Charter
- 31) Matters relating to corporal punishment
- 32) Assembly Questions/ Parliament Questions
- 33) Core Committee for simplification of Internal Procedure
- 34) Legal Awareness Campaign in School/ Education Campaign/ Financial Campaign
- 35) All matters relating to Vigilance
- 36) Fire Prevention/Fire Service Week
- 37) All matters relating to Election/ Voters Awareness Forum
- 38) Good Governance/ E- Governance
- 39) DCRG (Adhoc/Deficit) under School Education Deptt.
- 40) SPIO, RTI
- 41) Conference Hall of Directorate of School Education.
- 42) Any other works assigned to him by the Director from time to time.

#### **5. R.Lalthanmawia, Deputy Director (M)**

- 1) All matters relating to appointment and promotion including contract, transfer and posting, seniority, confirmation, regularization in respect of Govt. Higher Secondary School Lecturer and Govt. High School Teachers and W.E Teacher
- 2) Matters relating to Deficit, Adhoc- Aided, Lump sum GIA in respect of Higher Secondary School/ High School
- 3) RTI relating to Secondary Education
- 4) Matters relating to B.Ed . Course Training
- 5) Matters relating to Physical Education
- 6) Matters relating to SCERT/ CCRT/ NUEPA/MBSE/NOIS
- 7) School Timing/Hostel Rules
- 8) Training, meeting, seminar, workshop for High School and Higher Secondary School teachers under SCERT & DIET
- 9) Correspondences relating to HSLC/HSSLC Examination
- 10) Aspirational District
- 11) INTACH Heritage
- 12) Teachers Inn
- 13) Statistics of School Education
- 14) NitiAayog
- 15) Financial statistics



- 16) UDISE
- 17) Numerical Data
- 18) All India School Education Survey (AISES)/ State Level Achievement Service
- 19) Building Statistics
- 20) Strengthening of Science and Mathematics Subject under NEC
- 21) Ek Bharat Shrestha Bharat
- 22) Pragati/ AI for youth
- 23) Peoples Plan Campaign
- 24) Adolescence Education Programme
- 25) Himna Bharat
- 26) Establishment of Bio Tech Labs in Sr. Secondary School (BLISS)/ KISS/ RAA/Udhanprogramme/ NEIDA/ Maan Ki Naat/ PETA
- 27) Road Safety
- 28) Bharat Scouts & Guides/NCC/Student Police Cadet
- 29) Matters relating to School Inspection.
- 30) Matter relating to all universities including MZU
- 31) Mizoram Science Technology \* Innovation Council
- 32) Tata Institute of Social Sciences (TISS)/ CLIX
- 33) Sustainable Development Goals
- 34) Vocationalisation/ Universalization of Secondary Education
- 35) Annual Publication/ Achievement Reports/ Administrative Report
- 36) CENTA TPO
- 37) Disaster Management.
- 38) Matters relating to Major works
- 39) Census of Govt. Employees
- 40) Any other works assigned to him by the Director from time to time.

## **6. LallianzualiBawitlung, Deputy Director (P)**

- 1) Drawing and Disbursing Officers
- 2) All matters relating to appointment and promotion including contract, transfer and posting, seniority, confirmation, regularization of Govt. P/S Teacher including Autonomous District Council
- 3) Matters relating to Deficit, Adhoc Aided, Lump sum GIA in respect of Primary School
- 4) Matters relating to Mid Day Meal (Assistant Nodal Officer)
- 5) National Award and State Award to teachers/other Awards

- 6) Teacher Training at DIET
- 7) World Vision
- 8) Women Empowerment/ Mizoram State Commission for Women
- 9) Matters relating to Child Line / Child Protection/ Women Sexual Harassment
- 10) Teachers'/ Students' exposure outside and inside the state
- 11) Matters relating to Old Persons
- 12) Matters relating to persons with Disability (PwD)
- 13) Adolescence Education Programme
- 14) Youth Parliament Competition/Youth Exchange Programme/Mizoram Youth Commission
- 15) Matters relating to Drug Abuse/ Anti- Tobacco/ HIV
- 16) Computer Aided Teaching /ICT
- 17) Reserve Framework Document (RFD)
- 18) Surrender of Ration Card
- 19) Matters relating to RTE (Primary School)
- 20) BetiBachaoBetiPadhao scheme/sugamyabharatAbhyan /Kala----
- 21) Training, meeting, seminar, workshop for primary school teacher under SCERT & DIET
- 22) ECCE
- 23) Donation of water purifier to school
- 24) New Education Policy/ Education Policy of Mizoram
- 25) Matters relating to Education Bill/ Act/ Policy/ Rules, etc.
- 26) Matters relating to educational administration/boundaries.
- 27) RTI (Primary School)
- 28) Magic Bus India Foundation.
- 29) Any others works assigned to her by the Director from time to time

## **7. Dr.Lalzahawma, Deputy Director (Accounts)**

- 1) Replies to Audit objection/ para, appropriation of accounts, reports of the PAC
- 2) Reconciliation of Accounts with Treasury and Accountant general
- 3) Preparation of compilation of monthly and quarterly return relating to Revenue Receipt and Departmental expenditure
- 4) Preparation of Annual Budget (BE) and Revised Budget (RE)
- 5) Revision of Pay, Fixation of Pay
- 6) Expenditure return and issue of LOC
- 7) Stationery, furniture, equipment, books, inventory management etc.

- 8) Office Rent with telephone fax machine /computer/photo copies  
Group 'D' uniform
- 9) Audit Objection
- 10) Local Purchase DPAB, SPAB
- 11) Sanction of GIA to MBSE/SamagraShiksha
- 12) Bills and estimate under NLCPR, NEDP, NEC, SEDP, NISSIDS,  
PMJVK, Art 275, NABARD
- 13) To examine and vetting of proposal for expenditure requiring Govt.  
sanction as well as sanction by HOD and authentication thereof
- 14) Preservation of account Record, sanctioning order, etc.
- 15) Medical Reimbursement and issue of provisional/ final permission on  
referred cases
- 16) Matters relating to issue of NDC/ Demand Certificate and  
Guarantorship on Bank Loan
- 17) Approval of pay fixation statement of non-gazette staff on account of  
placement of teachers into Senior/ Selection Grade, etc.
- 18) Matters relating to Finance Commission as Nodal Officer for the  
Department
- 19) GPF, Loans and Advances, etc
- 20) Any other works assigned to him by the Director from time to time.

#### **8. NG. Fanchun, Deputy Director (Adult Education)**

- 1) All matters relating to Adult Education
- 2) DDO for Adult education
- 3) All matters relating to Meichher Magazine
- 4) Any other works assigned to her by the Director from time to time

#### **9. Lalhmingthangi, Deputy Director (H)**

- 1) All matters relating to Hindi Education
- 2) Talent search Examinations/ Competitive Examination/ Painting  
Competition, etc.
- 3) Matters relating to School Inspection
- 4) Public Information Campaign/ Jan SwachnaAbhiyan
- 5) National Campaign of Ayush (YOGA)
- 6) Sahitya Academy Bhasha
- 7) Matters relating to Sainik School
- 8) Planting Amla Campaign

- 9) Reservation of seats at Guest House/Rest House
- 10) Matters relating to RIMC/Banasthali/Vidyapith/Jaipur/Rajasthan/JNV
- 11) Eklavya Residential Model School
- 12) State Programme of Action (SPOA)
- 13) Any other works assigned to her by the Director from time to time.

**10. R.Lalthanmawia, Deputy Director (M)**

- 1) All matters relating to appointment and promotion including contract, transfer and posting, seniority, confirmation, regularization of Govt. M/S and W. E Teacher including Autonomous Council
- 2) Matters relating to deficit, Adhoc Aided, Limp Sum GIA in respect of Middle School
- 3) Departmental land/Building & License Fee
- 4) Herbal Garden/ Edusat/ Consumer Union/ School Advisory Committee
- 5) RTI relating to Middle School
- 6) Matters relating to Nepali/ Gorkha School
- 7) Matters relating to Great India school
- 8) Shyama Prasad Mukherjee Rurban Mission
- 9) SansadAdarsh Gram Yojana (Model Village)/ Model school
- 10) Matters relating to Talented School Children
- 11) Children Science Congress
- 12) Opening permission of Elementary to Higher Secondary Schools
- 13) School Calendar
- 14) Matters relating to RTE (Middle School)
- 15) Constitution Day
- 16) 150<sup>th</sup> Birth Anniversary of Mahatma Gandhi
- 17) ShalaShidi/SharaSarathi/ wash Programme
- 18) Mission Antyodaya
- 19) Scholarship and Stipend including national Talent Search Scholarship, stipen children of Armed Forces
- 20) Interaction of officers with school students
- 21) Training, meeting, seminar, workshop for middle school teacher under SCERT & DIET
- 22) Swatch VidyalayPuraskar/ Swatch Bharat/Clean India/ Cleanliness
- 23) ENVIS
- 24) Celebration of Teacher's Day/NFTW Fund
- 25) Zirlaite Ni
- 26) National Consultation Meet on Leadership Academics

- 27) Matters relating to Minor Works
- 28) Change of name/Location of Govt. & Private Schools.
- 29) Any other works assigned to him by the Director from time to time.

#### **11. K.Lallianmawii, Superintendent (S)**

- 1) Service matters of Gazetted Officers/ Group- B ( Gazetted and Non-Gazetted)/Staff under School Education Department. PGT/ High School Teacher & H/S, W. E Teacher (Govt. and Non- Govt)/DCRG of Non-Govt
- 2) Matters relating to Adhoc GIA/Deficit/Lumsump of secondary schools
- 3) Recruitment & Filling up of posts of Secondary School Teachers and Non Teaching Staff
- 4) Creation/ Retention/ Abolition/ Re-designation and Conversion of all posts
- 5) All matters relating to Court Cases including Supreme Court cases/ Corporal Punishment/Departmental proceedings
- 6) Vocationalization/ Universalization of Secondary Education
- 7) Good Governance/ e- Governance/Public grievances
- 8) Matters relating to placement of teachers to Senior and Selection Grade
- 9) Property return/ PAR/ ACR
- 10) Compassionate Appointment
- 11) APPLICATION of Rules & Regulation
- 12) Pension Cases
- 13) Linguistic minorities/OBC/Safeguarding minorities
- 14) Departmental Jurisdiction
- 15) Road safety
- 16) Persons with Disability Act (PwD)
- 17) Results Framework Document (RFD)/ ERC
- 18) Parliament /Assembly questions
- 19) Swach Bharat/Clean India/Cleanliness/Swach Vidhyalaya Purashkar
- 20) Citizen's Charter
- 21) Matters relating to B.Ed. course training
- 22) National Human Rights Commission
- 23) Administration in the Department & in the Directorate in general
- 24) Vehicle under School Education Department
- 25) Engagement of Muster Roll& Proxy (Ai-kal)
- 26) Matters relating to Child line/ Child Protection/ NCPCR/Child health
- 27) Core Committee for simplification of Internal Procedure

- 28) Rules & Regulation for school Based Hostel
- 29) Alteration of Date of Birth /Change of name of all employees under School Education Department/Condonation of over-aged appointment
- 30) Matters relating to Association/NGOs
- 31) MACP
- 32) Celebration of important days
- 33) Matters relating to training of Newly Recruited/ Training on computer data/various courses conducted by ATI/SCERT/DIET
- 34) INTACH/Cultural Heritage
- 35) Teachers/Students exposure outside and inside
- 36) Matters relating to Election/Voter Awareness Forum(VAF)
- 37) CENTA – TPO/ENVIS/NISHTHA/ DIKSHA/ INSPA
- 38) Ek Bharat Shestra Bharat/CLIX/Sahitya Academy Bhasa
- 39) Pragati/AI for youth/Peoples Plan Campaign
- 40) Adolescence Education Programme
- 41) Aspirational Districts
- 42) Social Rehabilitation Board/Human Resource Development Board
- 43) Matters relating to Deputation of Officers and Staff
- 44) Meeting Notice/Minutes of Department Officers/Secretaries/Other Departments
- 45) Matters relating to MPSC
- 46) Teachers Inn
- 47) RTI relating to general administration and Secondary
- 48) Framing and amendment of Recruitment Rules of various post under School Education Department
- 49) Surrender of Ration Card/Donation of water Purifier to School
- 50) Matters relating to Old Persons/ Public grievances
- 51) Financial Campaign
- 52) Preparation of speeches for Governor/ Chief Minister etc.
- 53) ASPIO, Directorate of School Education
- 54) Matters relating to Drug Abuse/Anti-tobacco/HIV etc.
- 55) Sansad Adarsh Gram Yojana (Model Village)
- 56) Mizoram Science Technology & Innovation Council
- 57) Fire Prevention/ Fire Service Week/Green Mizoram/Eco- club
- 58) Mizoram State Commission for Women/Women Empowerment/Women sexual harassment
- 59) Children's Science Congress/World Vision
- 60) Public Information Campaign/ Jan Swachna Abhiyan

- 61) National Awards / State Awards to Teacher and Students/Chief Minister's Award/Other Awards
- 62) Matters relating to talented school children
- 63) Matters relating to all Universities including MZU
- 64) Provincialization.
- 65) Matters relating to Apprentice
- 66) Management Information System (MIS)
- 67) Matters relating to Census/Adhaar
- 68) Himna Madat/Maan Ki Baat
- 69) Computer Aided Teaching/ICT
- 70) Shala Siddhi/Shara Sarathi/Wash Programme
- 71) Mission Antyodaya
- 72) Zirlaite Ni
- 73) Constitution Day
- 74) 150<sup>th</sup> Birth Anniversary of Mahatma Gandhi.
- 75) People Plan Complain
- 76) School Bag Policy
- 77) Cyber Jagrookta Diwas
- 78) Mind War
- 79) Azadi ka Amriat Mahotsav
- 80) Pariksha Pa charcha
- 81) Plan India
- 82) Any other works assigned to her by the Director from time to time.

## **12. A.Vanlallungliana, Superintendent (E)**

- 1) Service matters of Primary/ Middle School Teachers including Non-Govt. and W. E Teachers
- 2) Service matters to P/S & M/S Teacher under Autonomous District Councils
- 3) Recruitment and filling up of posts of Elementary School teachers
- 4) Matters relating to GIA/ Adhoc GIA of Elementary Schools
- 5) Matters relating to Nepali/ Gorkha School
- 6) Matters relating to Education Bill/Act/Policy/Rules etc.
- 7) New Education Policy/Education Policy of Mizoram
- 8) Revision of Pay/Fixation of Pay
- 9) Matters relating to accounts like GPF, Medical Reimbursement, Travelling Allowances, Medical refer case
- 10) Loans and Advances (HBA, MCA, SCA, & CA)

- 11) Matters relating to Guarantor for Bank Loan
- 12) Expenditure return and issue of LOC
- 13) Budget Estimate (BE)
- 14) Audit objection
- 15) Departmental land/ building & License Fee
- 16) Local Purchase, DPAB,SPAB
- 17) Sanction of GIA to MBSE/Samagra Shiksha
- 18) Stationery, Furniture, Equipments, Books, Inventory Management etc.
- 19) Office Rent with telephone/ Fax Machine, Intercom/ Computers/ Photo Copier/Group D uniform
- 20) Mid-Day-Meal Scheme
- 21) Any other works assigned to him by the Director from time to time.

**13. PC.Biakthansangi, Superintendent (H)**

- 1) Matters relating to Hindi Education
- 2) Matters relating to SCERT/CCRT/NIOS/NUEPA/SABE/CABE & MBSE/CBSE/NCERT/NIEPA/NERIE/Samagra
- 3) School Calendar/ School Syllabus and Curriculum/ Text Book/ School Timing/ School Fee
- 4) Reservation of seats at Guest House / Rest House
- 5) Opening permission of Elementary School to H.S.S
- 6) Teachers Day / NFTW fund
- 7) Change of name/location of Govt. & Private Schools
- 8) Any other works assigned to her by the Director from time to time

**14. Ruth Lalrinsangi, Research Officer(RO)**

- 1) All Matters relating to Educational Statistics
- 2) All India School Educational Survey (AISES)/State Level Achievement Survey/ National Achievement Survey
- 3) Census of Govt. employees
- 4) Annual Publication/ Annual Administrative Report
- 5) Building Statistics
- 6) Statistics of School Education
- 7) Sustainable Development Goals
- 8) NITI Ayogi
- 9) Financial Statistics



- 10) UDISE
- 11) Shyam Prasad Mukherjee
- 12) Numerical Data
- 13) Matters relating to Major works
- 14) Any other works assigned to her by the Director from time to time

#### **15. Dr.C.Lalrampana, Hindi Education Officer (HEO)**

- 1) Tour Programme/Tour Notes of Officers and Staff/Ministers etc.
- 2) Scholarship & Stipend including National Talent Search Scholarship, Scholarship & stipend to children of Armed Forces
- 3) Matters relating to School Inspection
- 4) Competition examination/ Painting competition etc./Talent Search Examination
- 5) Disaster management etc
- 6) School Advisory Committee/ Consumer Union/Edusat/Herbal Garden
- 7) Planting Amla campaign
- 8) BetiBachaoBetiPadhao Scheme/Sugamya Bharat Abhiyan/Kala Utsav
- 9) Youth Exchange Programme/ Mizoram Youth Commission
- 10) Matters relating to RIMC/BanasthaliVidyapath, Jaipur, Rajasthan/JNV
- 11) Sainik School, Imphal/Chhingchhip
- 12) Eklavya Residential Model School
- 13) Interaction of officers with School student
- 14) Matters relating to RTE
- 15) ECCE
- 16) Strengthening of Science and Mathematics subject under NEC
- 17) Magic Bus India Foundation
- 18) National Consultation Meet on Leadership Academics
- 19) Bharat Scouts & Guides, NCC/Students Police Cadet
- 20) Youth Parliament competition
- 21) Legal Awareness Campaign in School
- 22) Matters relating to KISS/ BLISS/RAA/UdhanProgramme/NEIDA/Maan Ki Baat/PETA/TISS
- 23) Matters relating to Great India School
- 24) Any other works assigned to him by the Director from time to time.

**16. Hminglianzuali Sailo, Assistant Engineer (AE)**

- 1) Bills and Estimates under NLCPR, NEDP, NEC, SEDP, NISSIDS, PMJVK, Article 275, NABARD, 15<sup>th</sup> Finance Commission, JICA
- 2) Correspondence on various works under Minor Work and Major Works.
- 3) Construction of Education Centre at Aizawl under SPA
- 4) Implementation of works under Article 275 (1), 2019-2020
- 5) Any others works assigned to her by Director from time to time

**17. H.Sanglura, Physical Education Officer (PEO)**

- 1) Miscellaneous Training
- 2) Training inside
- 3) Training outside
- 4) Fit India Movement
- 5) Miscellaneous
- 6) Mizoram School Games
- 7) Matters relating to Physical Education
- 8) Mizoram School Games Meeting Notice & Minutes
- 9) Incentive Cash Awards
- 10) National School Games
- 11) National Campaign of Ayush (Yoga)
- 12) Tournament & Competition
- 13) Zonal Sports
- 14) Advertisement
- 15) Miscellaneous Sports materials
- 16) Purchase of sports materials
- 17) Sporting club
- 18) Staff meeting notice & minutes
- 19) Audit objection/report under Physical Education
- 20) Any others works assigned to him by Director from time to time.

**18. TC.Lalremsiama, Assistant Publication Officer (APO)**

- 1) All matters relating to Publication of Meichher Magazine.
- 2) Any others works assigned to him by the Director from time to time.

**19. Lalremliani, CPEO**

- 1) Mizoram School Games
- 2) Mizoram School Games Meeting Notice & Minutes
- 3) Staff Meeting Notice & Minutes
- 4) Any other works assigned to her by the Director from time to time.

**20. David LalthannguraSailo, CPEO**

- 1) National School Games
- 2) Fit India Movement.
- 3) National Campaign of Ayush (Yoga)
- 4) Advertisement
- 5) Audit Objection/report under Physical Education
- 6) Sporting Club
- 7) Any other works assigned to him by the Director from time to time.

**21. C.Lalnunmawii, CPEO**

- 1) Training Inside
- 2) Training Outside
- 3) Miscellaneous Training
- 4) Any other works assigned to her by the Director from time to time.

**22. Ramngaihzuala, CPEO**

- 1) Purchase of Sports Materials
- 2) Zonal Sports
- 3) Miscellaneous Sports Materials
- 4) Any other works assigned to him by the Director from time to time.

# **DIRECTORATE OF SCHOOL EDUCATION STAFF**

## **ESTABLISHMENT**

### **1. Lalchhuanawma, Assistant:**

- 1) All matters relating to disciplinary proceedings/Court cases.
- 2) Approval of appointment of Chairman, Managing Committee
- 3) Approval of appointment made by Managing Committee
- 4) Matters relating to Deficit/Adhoc Aided High School & HSS
- 5) Administrative set up/organizational structure of School Education Department.
- 6) Re-structuring of School Education Department
- 7) Matters relating to Persons with Disabilities (PwD)
- 8) Upgradation to Senior/Selection Grade of Principals/ Headmasters/ Lecturers & Teachers of Non-Govt. High Schools & Higher Secondary Schools.
- 9) Maintenance of Incumbency Registers of Staff under Non-Govt. High Schools & Higher Secondary Schools.
- 10) Regularization of Adhoc appointment (Group 'C')
- 11) Issue of POL
- 12) Road Safety
- 13) Departmental/Office Administration – Misc.
- 14) Administration/Discipline in Schools
- 15) Allotment of Rooms for Officers & Staff.
- 16) Citizens' Charter
- 17) Matters relating to Teachers State/National Award
- 18) Matters relating to Chief Ministers' Award
- 19) Matters relating to all Awards
- 20) Any other works entrusted to him by the higher authority.

### **2. Lalbiakthangi, Assistant:**

- 1) Matters relating to Pension cases of Group B & C under DSE
- 2) Voluntary Pension cases of Group B under SED
- 3) Service Book and Leave of attached staff
- 4) Family Declaration under CS (MA) Rules
- 5) Annual increment of pay
- 6) Strengthening of Science & Mathematics subject under NEC

- 7) Magic Bus India Foundation
- 8) National Consultation meet on leadership Academics
- 9) Matter related to SCERT/NCERT/CBSE/MBSE/SamagraShiksha
- 10) Any other works entrusted to her by the higher authority.

### **3. Malsawmtluangi, Assistant :**

- 1) Transfer & Leave of Group A & B (Gazetted) Officers & Staff
- 2) Transfer & Leave of Lecturers/Contract Lecturers Govt. HSS
- 3) All matters relating to Upgradation/Setting up of Higher Secondary Schools
- 4) Introduction of new streams/additional/new subject in HSS.
- 5) Pay Protection
- 6) Condonation of over-aged appointment
- 7) Audit Query/Objection (Estab.)
- 8) Specimen signature of Authorised Officer
- 9) Matters relating to Recruitment Rules of all categories under School Education Deptt.
- 10) Any other works entrusted to her by the higher authority.

### **4. C.Saphmingthangi, UDC :**

- 1) Posting & Transfer of M.R. Teachers
- 2) Wages & Sanction of M.R. Teachers
- 3) Leaves of M.R. Teachers
- 4) Joining Report & Release Order of M.R. Teachers
- 5) Resignation/Death Report of M.R. Teachers
- 6) Seniority & particulars of M.R. Teachers
- 7) Retention of Posts
- 8) Upgradation of Existing Posts
- 9) Re-Designation of posts
- 10) Creation of Posts other than Account Service
- 11) Creation of Posts – DD(Accounts) & Other Account Service
- 12) Conversion of Temporary Posts into Permanent Posts
- 13) Conversion of Plan Posts into Non-plan Posts
- 14) General Correspondence on Post/Grade Scale of Pay
- 15) Filling up of all Group A & B Gazetted Officers & Staff and maintenance of their Service Books & Incumbency Register
- 16) Filling up of Post – Rehabilitation of PAMRA
- 17) No objection Certificate Group 'B' (NG) & Group C

- 18) Matters relating to Attachment of Employees
- 19) Matters relating to Assistant/Steno/I.S./J.E.
- 20) Establishment – Misc.
- 21) Distribution of works among officers & staff
- 22) Handing over charge of Cashier
- 23) Any other works entrusted to her by the higher authority.

**5. K.Lalremchhungi, UDC :**

- 1) Matters relating to Pension cases of Group A & D under SED
- 2) Service Books and Leaves of Drivers
- 3) Voluntary Pension cases of Group A, C & D under SED
- 4) Important Govt.'s Notifications/O.M./Circulars, etc on all subject.
- 5) Common Nomination of GIS, GPF & Gratuity
- 6) Matters relating to NPS alongwith other correspondences relating to DDO Code.
- 7) Correspondences relating to Pension/GIA
- 8) B.Ed. Certificate (Trained pay for Deficit HS/HSS)
- 9) B.Ed. Multimode Training
- 10) Any other works entrusted to her by the higher authority.

**6. C.Lalnuntluangi, UDC :**

- 1) Matters relating to Group 'B' (NG) & Group 'C'
- 2) Matters relating to Assembly with its Sessions
- 3) Matters relating to Lok Sabha & Rajya Sabha
- 4) Matters relating to Continuous & Comprehensive Education, ECCE
- 5) Tour Programmes/Tour Notes of Officers & Staff
- 6) Atal Innovation Mission
- 7) School Education Quality Index (SEQI)
- 8) Sugamya Bharat Abhiyan/Beti Bachao Beti Padhao Scheme/Kala Utsav.
- 9) Surrender of Ration Card/Review meeting on priority issue/EASE of Doing
- 10) Business
- 11) Issue of ID to Directorate staff and Annexure 'A' & 'G'
- 12) Disaster Management
- 13) Women Sexual Harassment/Mizoram State Commission for Women(MSCW)/Women Empowerment
- 14) Good Governance
- 15) Any other works entrusted to her by the higher authority.

**7. C.Vanlalhruii, LDC :**

- 1) Service matters of Lab. Assistant/Bearers
- 2) Matters relating to Lab. Assistant (Contract)
- 3) Service Matters of Group D Staff and maintenance of Service Books & Incumbency Register thereof.
- 4) Matters relating to Provisional Employees of Group 'D' & LDC
- 5) Any other works entrusted to her by the higher authority.

**8. R.Lalsawmliana, Headmaster, Govt. Middle School :**

- 1) Service matters of High School W.E. Teachers
- 2) Matters relating to High School Headmasters.
- 3) Detailment/maintenance of Govt. Vehicles/Drivers.
- 4) Service matters of Drivers
- 5) Surprise check
- 6) Alteration/Change of name of all employees under SED
- 7) Financial Reforms & Economy Measures
- 8) Innovation & Best Practices of School Education Department
- 9) Departmental Examination for the post of Assistant
- 10) Departmental Examination for the post of Superintendent
- 11) Business Action Plan
- 12) Entitlement of Leave
- 13) Financial Education
- 14) National Human Rights Commission
- 15) Alteration of Date of Birth of all employees under SED
- 16) Quarterly Employment Return
- 17) Maintenance of Filing system and Fie Index under DSE
- 18) Casual Leave
- 19) Matters relating to MPSC
- 20) Matters relating to Caste Certificate & Residency (Domicile) Certificate
- 21) Matters relating to R.T.I.
- 22) Leave of Govt. School Teachers
- 23) Any other works entrusted to him by the higher authority.

**9. Lalflankimi, Voc. Teacher :**

- 1) Swachh Bharat Swachh Vidyalaya Puraskar/Clean India/Swachh Bharat/Cleanliness
- 2) Matters relating to old person/Financial Assistance to Talented persons.
- 3) Matters relating to Scholarship/stipend including National Talent Search

- 4) Bharat Scouts & Guides/Student Police Cadet/NCC
- 5) Celebration of Important days
- 6) Achievement/Budget Speech
- 7) Green Mizoram/Fire Prevention/Fire Service Week
- 8) Matters relating to sport activity
- 9) Matters relating to Eco-Club
- 10) Energy Conservation
- 11) Zirlaite Ni
- 12) Youth Parliament Competition
- 13) Interaction of Officers with School Students
- 14) World Vision
- 15) Matters relating to BLISS/ CLIX/ KISS/ RAA/ UDAAN Programme/  
Shaala Siddhi/ NEIDA/ Maan Ki Baat/ PETA/ NUEPA/ NIEPA
- 16) HIMNA – MADAT/ INTACH HERITAGE/ Mission Antyodaya
- 17) Matters relating to Census/Adhaar
- 18) Adolescence Education Programme (MSACS)
- 19) Miscellaneous (Armed/Heroes)
- 20) Children Science Congress/STAM
- 21) Constitution Day
- 22) Edusat for Science Channel (STAM)
- 23) Pariksha Pe Charcha
- 24) Social Rehabilitation Board
- 25) Shaala Sarathi
- 26) WASH Programme in Schools
- 27) All India Survey of Education Administration in all States/National  
Survey
- 28) Mizoram Youth Commission.
- 29) Any other works entrusted to her by the higher authority.

**10. R.Lalchandami Voc. Teacher:**

- 1) Matters relating to High School Teachers
- 2) Compassionate appointment
- 3) Matters relating to Manpower assessment under School Education
- 4) Salary & Employment Data under School Education Department
- 5) DCRG of Non-Govt.
- 6) Matters relating to Linguistic Minorities.
- 7) Delegation of Financial Powers
- 8) Transaction and allocation of business rules



- 9) Financial Education
- 10) Education Campaign/Public information Campaign
- 11) Educational & Legal Awareness Campaign
- 12) Departmental Jurisdiction
- 13) Any other works entrusted to her by the higher authority.

**11. K.Ramsangmawia, Voc.Teacher:**

- 1) Matters relating to Vocational Education
- 2) Competition of School Students
- 3) Meeting Notice/Minutes – Departmental Officers/Secretaries/ Other Department.
- 4) Matters relating to Covid 19
- 5) Ek Bharat Shrestha Bharat
- 6) Matters relating to Anti-Tobacco
- 7) Human Resource Development Board
- 8) NIHSTHA
- 9) DIKSHA
- 10) Responsible AI for youth
- 11) PRAGATI
- 12) Aspirational District
- 13) Matters relating to Apprenticeship.
- 14) Matters relating to CENTA TPO/ENVIS/SPEMM/SABE/CABE/SAGY/NEDF
- 15) Matters relating to deputation of officers and staff
- 16) Matters relating to Training -Induction Training of Newly Recruited/ Training on Computer Data/ Various courses conducted by ATI/ SCERT/ DIET etc.
- 17) Matters relating to Election/Voters Awareness Forum (VAF)
- 18) Teachers/Students exposure Outside& Inside the State.
- 19) Matters relating to School Inspection.
- 20) Children Health in Education/Child line/ Child protection/ Child welfare
- 21) North East Regional Institute of Education (NERIE)
- 22) Mizoram Education Act/Bill/Policy/RTE
- 23) Result Framework Document (RFD)
- 24) Public Information campaign Jan Soochna Abhiyan/Sahitya Akademy Bhasha
- 25) Youth Exchange Programme
- 26) Action Taken Reports (ATR) on various matters

- 27) Matters relating to All University including MZU
- 28) Correspondence relating to pay and allowances
- 29) Video Tutorial on Science & Mathematics
- 30) Management Information System (MIS)
- 31) Computer Peripherals(MIS)
- 32) Any other works entrusted to him by the higher authority.

**12. Lalrinliani, H/S Hindi Teacher**

- 1) Appointment/Regularisation of Lecturers of Govt. HSS
- 2) Extension of Contract Lecturers, HSS
- 3) Hostel Rules
- 4) RIMC, Dehradun
- 5) Sainik School, Chhingchhip
- 6) Banasthali, Vidhyapith, Jaipur, Rajasthan
- 7) JNV
- 8) Sainik School, Imphal
- 9) Matters relating to Association/NGOs
- 10) Eklavya Residential Model School
- 11) Any other works entrusted to her by the higher authority.

**13. B.Lalngaihawmi, H/S Hindi Teacher & Lalchhuanpuii Khiangte, LDC (RMSA):**

- 1) Receipt of all Daks
- 2) Any other works entrusted to them by the higher authority.

**14. Laldinthari Apprentice & C.Lalawmpuii, Apprentice:**

- 1) Issue of correspondences
- 2) Any other works entrusted to them by the higher authority.

**15. B.Lalmuanpuii, M/S Teacher & Rakil Lalrinawmi Computer Operator**

- 1) Computer Operator/System analyst in Establishment Section
- 2) Any other works entrusted to them by the higher authority.

## **ELEMENTARY WING & PAY CELL:**

### **1. Rosangpuii, UDC:**

- 1) All matters relating to appointment/leave/transfer of M/S Teachers and maintenance of incumbency register.
- 2) Confirmation & Inter-se-seniority of M/S Teachers
- 3) Engagement & Regularization of Contract M/S Teachers
- 4) Matters relating to Operation Blackboard (OB)
- 5) Any other works entrusted to her by the higher authority.

### **2. K.Laldawngliani, UDC:**

- 1) Matters relating to Govt. Middle School Headmaster
- 2) Matters relating to Non-Govt. Primary & Middle School Teachers
- 3) Upgradation/Selection/Trained Scale of Non-Govt. P/S & M/S Teachers
- 4) Amalgamation of School
- 5) Approval of GIA Board/Committee of Primary School & Middle School
- 6) Matters relating to Nepali & Bengali Schools.
- 7) Any other works assigned to her by the higher authority.

### **3. Irene Lalrinsangi, UDC:**

- 1) Pay & allowances and other related matters
- 2) Revision of Pay and other related matters
- 3) Fixation of Pay/Pay Anomaly in respect of all staff under Govt. H/S & Govt. HSS
- 4) Fixation of Pay in respect of all staff under Non-Govt. Schools
- 5) Any other works entrusted to her by the higher authority.

### **4. Annie Lalrinawmi, LDC**

- 1) All matters relating to appointment/leave/Transfer of P/S Teachers and Maintenance of incumbency register
- 2) Confirmation & Inter-se-seniority of P/S Teachers
- 3) Engagement & Regularisation of Contract P/S Teachers.
- 4) Matters relating to Autonomous District Councils
- 5) Any other works assigned to her by the higher authority.

### **5. Lalsangzela, LDC:**

- 1) Service matters of Govt. M/S W.E. Teachers
- 2) Celebration of Teachers Day

- 3) NFTW Fund
- 4) Teachers Inn
- 5) School Calendar/School Syllabus & Curriculum/Text Book
- 6) Engagement of Proxy (Aikal)
- 7) Dress Code
- 8) School timing
- 9) School fees
- 10) Any other works entrusted to him by the higher authority

**6. Lalduhsaka, LDC:**

- 1) MACP Scheme 2010 (Group B, C & D)
- 2) Pay Anomaly in respect of all staff under Govt. M/S & P/S
- 3) Fixation of Pay in respect of all staff under M/S & P/S
- 4) Revision of Pay and other related matters
- 5) Any other works entrusted to him by the higher authority.

**7. P.C.Lalthanhkira, Voc. Teacher**

- 1) Matters relating to Headmaster, Govt. P/S
- 2) Opening permission for P/S, M/S, H/S & HSS
- 3) Issue of School opening Permission Form
- 4) Conversion of Mizo Medium Schools to English Medium Schools
- 5) Closing down of Private Primary, Middle, High & Higher Sec. Schools
- 6) Change of name & location of Govt. and Private Schools
- 7) Deputation of P/S & M/S Teachers for training at DIETs/IGNOU
- 8) Computer Operator/System analyst in Elementary Section
- 9) Any other works entrusted to him by the higher authority.

**8. Melody K.Zonunsangi, Computer Operator**

- 1) Computer Operator/System analyst in Elementary Section
- 2) Any other works entrusted to her by the higher authority.

**ACCOUNTS WING**

**1. Dr. Jennie Malsawmdawngkimi, AHEO:**

- 1) The Education Policy of Mizoram/New Education Policy
- 2) Monthly Expenditure Report (MER).
- 3) Procurements through GeM (Government e-Marketplace).
- 4) GIA to Sainik School, Chhingchhip & Hindi Prachar Sabha.

- 5) Sanction & LoC of pay for Principal offices, Govt. Higher Secondary Schools.
- 6) IFMIS (Integrated Financial Management Information System).
- 7) PFMS (Public Financial Management System).
- 8) Implementation of new projects or schemes relating to finance.
- 9) Preparation of bills as arranged by DDO.
- 10) Any other works assigned by the authority.

**2. K.Laldanmawia, Assistant**

- 1) Budgeting.
- 2) Finance Accounts & Appropriation Accounts.
- 3) AG Audit & PAC/Assembly Questions.
- 4) Revenue Receipt, Reports etc.
- 5) Expenditure and budgetary control of all DDOs.
- 6) Internal audit of subordinate offices.
- 7) General correspondence to the Government & other agencies.
- 8) Entitlements & welfare measures to the employees.
- 9) Preparation of bills as arranged by DDO.
- 10) Any other works assigned by the authority.

**3. Rosemary Zoramengi, UDC:**

- 1) Sanction of Medical Treatment bills.
- 2) Sanction of Medical TA/DA bills.
- 3) Any other works assigned by the authority.

**4. Lalzuiliana, UDC:**

- 1) GPF (General Provident Fund).
- 2) Sanction & preparation of bill for Human Resource Development Board.
- 3) Sanction & preparation of bill for GIA to MBSE.
- 4) Implementation of State's flagship programmes.
- 5) Sale & printing of Forms, Books & Certificates.  
(Funds collected shall be deposited into Govt. accounts immediately upon receipt).
- 6) Advertisement, publication & sponsorship etc.
- 7) Preparation of bills as arranged by DDO.
- 8) Any other works assigned by the authority.

**5. Lalsawmliani, UDC:**

- 1) TA/DA of subordinate offices.
- 2) Supply/indent of stationery items, furniture, machinery & equipment, books, calendars etc and sanction of the same.
- 3) Inventory Management System.
- 4) Installation/repair of telephone/fax, intercom, photocopier, uniforms etc.
- 5) Water/power/internet connections.
- 6) Preparation of bills as arranged by DDO.
- 7) Any other works assigned by the authority.

**6. Laltluangi Colney, UDC:**

- 1) Sanction & preparation any contingent bills such as electricity, water, telephone, internet, POL, rent, newspaper, magazine, etc.
- 2) K-Deposit.
- 3) Any other works assigned by the authority.

**7. T.Laltlanchhungi, UDC:**

- 1) Cashier.
- 2) Maintenance of Cash Book & other mandatory registers, etc.
- 3) Deposit of any revenue or receipts into Govt's accounts.
- 4) Payment of dues & bills, fees & fines etc.
- 5) Any other works assigned by the authority.

**8. Andy L.Sailo, LDC:**

- 1) Sanction & LoC of pay for regular staff under SDEOs & DEOs.
- 2) LoC of all expenditure sanctions to be drawn by the Directorate.
- 3) Preparation of bills as arranged by DDO.
- 4) Filing of TDS, labour cess and other returns, etc.
- 5) Any other works entrusted to him by the authority.

**9. PC. Malsawmtluanga, LDC:**

- 1) Sanction & LOC of GIA to Non-Govt. Schools (Deficit, Adhoc & Lumpsum).
- 2) Procurements through LPAB, DPAB & SPAB & preparation of the bills.
- 3) Sanction & preparation of bills for GIA to Samagra Shiksha Abhiyan.
- 4) Reconciliation with A.G and Quarterly Reconciliation of all DDOs.
- 5) Preparation of bills as arranged by DDO.
- 6) Any other works assigned by the authority.

**10. M.S.Dawngliani, LDC:**

- 1) Preparation of all the pay bills of Directorate staff.
- 2) Preparation of bills for personal claims of Directorate staff such as TA/DA, GPF, Pension benefits, etc.
- 3) Preparation of bills as arranged by DDO.
- 4) Payment of professional tax.
- 5) Any other works entrusted to her by the authority.

**11. Lalremruata Zote, H/S Hindi Teacher:**

- 1) Guarantor approval for bank loans.
- 2) Provisional/Final/Ex-post Facto Permission for medical reimbursement.
- 3) HBA, Advances/Loans including Demand/No Demand Certificates.
- 4) Preparation of bills as arranged by DDO
- 5) Any other works assigned to him by the authority

**STATISTICAL CELL**

**1. H. Lallianzuala, Inspector of Statistics**

- 1) UDISE
- 2) Annual Publication (Secondary)
- 3) Sustainable Development Goals
- 4) Ease of Doing Business (EoDB)
- 5) NITI Aayog
- 6) Statistics of School Education
- 7) Census of Govt. Employees
- 8) Any other works entrusted to her by the higher authority

**2. K.C. Lalmuankimi, Inspector of Statistics**

- 1) Annual Administrative Report
- 2) Shyama Prasad Mukherji R urban Mission
- 3) All India School Educational Survey/State Level Achievement Survey
- 4) General Correspondence
- 5) Any other works entrusted to her by the higher authority

**3. Lalrozuala H/S Teacher**

- 1) UDISE
- 2) Annual Publication (Elementary)
- 3) Numerical Data

- 4) Building Statistics
- 5) Financial Statistics
- 6) Matters relating to RTI
- 7) Development Service Support for State
- 8) Any other works entrusted to him by the higher authority

**4. Zoramawii Colney, H/S Teacher**

- 1) NABARD
- 2) NEDP/SEDP
- 3) Article 275(1) – 2016-17
- 4) Any other works entrusted to her by the higher authority

**5. Lalrintluanga, LDC**

- 1) NLCPR
- 2) NESSIDS
- 3) PMJVK
- 4) 15<sup>th</sup> Finance Commission
- 5) NEC Funding
- 6) Monitoring & Supervision of Works
- 7) Any other works entrusted to him by the higher authority

**PHYSICAL WING:**

**1. Lalmangaihi, Assistant**

- 1) Miscellaneous Training
- 2) Training inside
- 3) Training outside
- 4) Fit India Movement
- 5) Miscellaneous
- 6) Mizoram School Games
- 7) Matters relating to Physical Education
- 8) Mizoram School Games Meeting Notice & Minutes
- 9) Incentive Cash Awards
- 10) National School Games
- 11) National Campaign of Ayush (Yoga)
- 12) Tournament & Competition
- 13) Zonal Sports
- 14) Advertisement



- 15) Miscellaneous Sports materials
- 16) Purchase of sports materials
- 17) Sporting club
- 18) Staff meeting notice & minutes
- 19) Audit objection/report

**2. Lalrinawmi Sailo, H/S Teacher:**

- 1) Computer Operator/System analyst in Physical Wing
- 2) Any other works entrusted to her.

**HINDI WING:**

**1. Vanlalhlani, AHEO:**

- 1) Appointment of staff other than Gazetted under Hindi Wing
- 2) Appointment of pay & allowances of H/S & M/S Hindi Teachers Regular & CSS
- 3) Matters relating to DPC of all categories of Hindi Teachers & staff under Hindi Wing
- 4) Recruitment Rules of Hindi post
- 5) Departmental cases/complaints of Hindi teachers (regular & CSS)
- 6) Proposal, Plan and Scheme (CSS)
- 7) Allocation of Fund under CSS
- 8) Translation of official language
- 9) Any other works entrusted to her by the higher authority.

**2. F.Dengngura, Assistant:**

- 1) Leave of Hindi Teachers
- 2) Matters relating to MHPS
- 3) Grants of Award/Scholarship
- 4) Hindi Committee
- 5) Text Book/Library
- 6) Any other works entrusted to him by the higher authority.

**3. J.Lalinpuui, Assistant**

- 1) Creation, Conversion and retention of Hindi Post/Confirmation of Hindi Post.
- 2) Seniority List of Hindi Teachers both H/S & M/S
- 3) Deputation of Hindi Teachers (both M/S & H/S) Training

**4. H.Lalkinlova, LDC**

- 1) Transfer & posting of H/S Hindi Teachers (Regular & CSS)
- 2) RTI under Hindi Wing
- 3) Miscellaneous correspondences/Teacher's Association & MZP under Hindi Wing
- 4) Computer Operator
- 5) Any other works entrusted to him by the higher authority.

**5. C.Laldinpuia, H/S Hindi Teacher**

- 1) Transfer & Posting of Middle School Hindi Teacher (Regular & CSS)
- 2) Assembly matters
- 3) Computer Operator
- 4) Any other works entrusted to him by the higher authority.

**CONFIDENTIAL CELL**

**1. Zohmingliani, LDC:**

- 1) Upgradation to Senior and Selection Grade in respect of –
  - (a) Lecturers Govt. HSS
  - (b) Headmaster, Govt. H/S
  - (c) Headmasters, Govt. M/S
  - (d) Govt. P/S Headmaster & Govt. P/S Teachers
  - (e) Any other works entrusted to her by the higher authority.

**2. P.C.Vanlalthara, P/S Teacher:**

- 1) Upgradation to Senior and Selection Grade in respect of
  - (a) Teachers Govt. H/S
  - (b) Teachers, Govt. M/S
  - (c) Govt. H/S Hindi Teacher/W.E. Teachers
  - (d) Middle School Hindi Teachers/W.E. Teachers
- 2) Property Returns
- 3) Any other works entrusted to him by the higher authority.

**3. Laltlankimi, Special Educator:**

- 1) Maintenance of PAR in respect of all Gazetted Employees
- 2) under School Education Department.
- 3) Maintenance of ACR in respect of Govt. H/S Teachers

- 4) Maintenance of ACR in respect of Hindi Teachers/ HS W.E.Teachers
- 5) Maintenance of ACR in respect of Ministerial/Non Ministerial Staff of this Directorate
- 6) Maintenance of ACR in respect of Middle School Hindi Teachers/W.E Teachers
- 7) Any other works entrusted to her by the higher authority.

**4. J. David Lalremtluanga, Computer Operator:**

- 1) Computer operator/system analyst in Confidential Cell
- 2) Any other works entrusted to him by the higher authority.

**MID-DAY MEAL CELL:**

**1. H.T.Roluti, Assistant**

- 1) Matters relating to Samagra Shiksha
- 2) Matters relating to Bank,etc
- 3) Matters relating to K/S under MDM
- 4) Parliamentary Questions/AQ
- 5) Status report on implementation of MDM
- 6) State level steering monitoring
- 7) Training/workshop
- 8) Monitoring, Supervision
- 9) Meeting/Seminar Report
- 10) Kitchen Devices for MDM
- 11) Cooking/Conversion Cost.
- 12) Misc correspondence on MDM
- 13) MME
- 14) Convergence meeting with other department
- 15) Engagement of Staff, MDM
- 16) Misc Performance Report
- 17) Advertisement for MDM Scheme
- 18) Matters relating to Cook-cum-Helpers
- 19) Any other works entrusted to him by the higher authority

**2. Lalringheta, H/S Hindi Teacher**

- 1) Report on flagship programme
- 2) Transportation of Food grains
- 3) Utilization of Fund from GoI

- 4) Cost of Food grain
- 5) Awareness campaign of MDM
- 6) Govt. E-Market place
- 7) Allocation of Foodgrain.
- 8) Inclusion of New School
- 9) Matters relating to Planning/Finance Dept.
- 10) Quarterly report/return
- 11) Enrolment of children
- 12) Management information Sytem
- 13) Initiative Activities
- 14) Biometric Enrolment of students
- 15) Annual work plan & Budget
- 16) Any other work entrusted to him by the higher authority

### **3. HC Zirtluanga, M/S Teacher**

- 1) Proposal for allocation & Sanction
- 2) Annual work plan & Budget
- 3) Circular
- 4) Menu for Service of MDM
- 5) Open defecation free
- 6) Kitchen Garden
- 7) Tour Programme
- 8) Programme Implementation with NGO
- 9) School Health Programme,MDM
- 10) Mattres relating to Water Supply /toilet,etc
- 11) Sanction Order (other than MDM)
- 12) Insoection/Spot Verification reports
- 13) Complain & Redressal in MDM
- 14) Audit Objection ,Local/AG.
- 15) Court Cases
- 16) Matter Relating to DEC,BRCC,SMC
- 17) RTI
- 18) Any other works entrusted to him by the higher authority

### **3. Lalremruata, Computer Operator**

- 1) Computer operator/system analyst on Mid-Day Meal Cell
- 2) Any other works entrusted to him by the higher authority.

## **TECHNICAL WING:**

### **1. L.M.Zuali, H/S Hindi Teacher :**

- 1) Correspondence on various works under Minor Work.
- 2) Construction of Education Centre at Aizawl under SPA.
- 3) Implementation of works under Article 275(1), 2019 – 2020.
- 4) Any other works entrusted to her by the higher authority.

### **2. C.Lalsangliana M/S Teacher :**

- 1) Departmental Land lease regarding.
- 2) House Rent of Departmental office and buildings.
- 3) Miscellaneous Correspondence on Land and building of Department.
- 4) Handing and taking over of buildings.
- 5) Any other works entrusted to him by the higher authority.

## **ADULT WING:**

### **1. Laltanpuia, Assistant:**

- 1) Annual Confidential Report
- 2) Property Return
- 3) Assembly Question
- 4) Census of Govt. Employees
- 5) Professional Tax
- 6) Delegation of Financial Power
- 7) Loan HBA/LIC/MCA
- 8) Govt. Employees, Group Insurance.
- 9) Any other works entrusted to him by the higher authority.

### **2. Lalrammuani, Assistant:**

- 1) Total Literacy Drive
- 2) Result Frame Works Document
- 3) Tour programme& Diary Gazetted
- 4) TA of Non-Gazetted
- 5) Meeting File
- 6) Appointment & Transfer & Posting of Non-Gazetted.
- 7) SAGY
- 8) Any other works entrusted to her by the higher authority.

### **3. Laltanpuia, LDC:**

- 1) Telecom and other communication
- 2) Preservation of office works

- 3) Quarterly Expenditure
- 4) Pay Roll Saving
- 5) GPF
- 6) Receipt & Issue
- 7) Record of Meichher Magazine
- 8) Any other works entrusted to him by the higher authority.

**4. Miranda Lalmuanthangi, LDC:**

- 1) Handling of cash
- 2) Pay Slip of officers
- 3) Distribution of fund
- 4) LOC
- 5) Pay & Allowances
- 6) Medical Re-imburement
- 7) Monthly Expenditure
- 8) Budget
- 9) Audit
- 10) Any other works entrusted to her by the higher authority.

**5. Vanlalrawni Sailo, LDC:**

- 1) Service Book & Personal File
- 2) Pension & Retirement
- 3) Handling over charge of officer
- 4) Indent/Local Purchase
- 5) Work Distribution
- 6) Miscellaneous
- 7) Training
- 8) Any other works entrusted to her by the higher authority.

**MIS CELL:**

**1. Lalawmpuia, Computer Operator**

- 1) All works related to MIS Cell
- 2) Any other works entrusted to him by the higher authority.

**2. Vanlalnunpuii, Data Entry Operator:**

- 1) All works related to MIS Cell
- 2) Any other works entrusted to her by the higher authority

**ANNEXURE-II****DIRECTORATE OF SCHOOL EDUCATION  
(List of Officer)**

<b>Sl No.</b>	<b>Name of Incumbent</b>	<b>Designation</b>	<b>Residential Address</b>	<b>Contact Nos</b>
1	2	3	5	6
1	Dr.H.Lalthlangliana	Director	Bungkawn Vengthar	2323233 (O) 9436154739
2	Lalthanzama	Addl.Director	Ramthar Veng	2341325 (O) 813281185
3	Lalmachhuana	Joint Director	Chanmari	2315268 (O) 9436151026
4	Zohmingthanga	Joint Director	Chanmari	2306787 (O) 9436153027
5	Lalramthanga	DD (Admn)	Tlangnuam	2347304 (O) 9436196849
6	Dr.Lalzahawma	DD (Accounts)	New Capital Complex	2344801 (O) 9862041246
7	Lallianzuali Bawitlung	DD (P)	Mission Vengthlang	2324844 (O) 9436153460
8	NG.Fanchun	DD (AE)	Khatla	2305277 (O) 9862463708
9	R.Lalthanmawia	DD (M)	Ramhlun North Basic Mual	2324798 (O) 9436145416
10	Dr.C.Lalrampana	DD (H)	Zotlang	9862355960
11	PC.Biakthansangi	Supdt (H)	Durtlang Kawn Veng	9862310302

12	K.Lallianmawii	Supdt (S)	Bethlehem Vengthlang	7085265750
13	Hminglianzuali Sailo	AE	Durtlang Mual Veng	9862300550
14	A.Vanlallungliana	Supdt (E)	Republic Vengthlang	8131825811
15	TC.Lalremsiama	APO	Chawnpui	9862646151
16	H.Sanglura	PEO	Khatla	9436142781
17	Lalremliani	CPEO	Armed Veng North	8794877582
18	David Lalthanngura Sailo	CPEO	Tuikual South	9436146303
19	C.Lalnunmawii	CPEO	Bawngkawn	7005962471
20	Ramngaihzuala	CPEO	Zemabawk	9612588052



**DIRECTORATE OF SCHOOL EDUCATION**  
**(List of Staff)**

<b><u>Establishment Wing:</u></b>				
<b>Sl No.</b>	<b>Name of Staff</b>	<b>Designation</b>	<b>Residential Address</b>	<b>Contact No</b>
1	Lalchhuanawma	Asst.	Sakawrtuichhun	9862363546
2	Lalbiakthangi	Asst.	Nursery	9862172821
3	Malsawmtluangi	Asst.	Ramthar Veng	9862878003
4	R. Ramdinliani	Asst.	Ramthar North	9612027350
5	C. Saphmingthangi	UDC	Venghnuai	9862360301
6	K.Lalremchhungi	UDC	Venghlu	7005837938
7	C.Lalnuntluangi	UDC	Venghnuai	8118911272
8	C. Vanlalhruaii	UDC	Bungkawn	9862040272
9	R.Lalsawmliana	Headmaster M/S	Edenthar	9856605458
10	Lalflankimi	Voc Teacher	Chanmari West	9612322563
11	K.Ramsangmawia	Voc Teacher	ITI	9862363458
12	R.Lalchhandami	Voc Teacher	Republic	9436145508
13	Lalrinliani	Hindi Teacher (H/S)	Tlangnuam	8794204755
14	B.Lalngaihawmi	Hindi Teacher (H/S)	Chanmari	9862482669
15	Lalchhuanpuii Khangte	Project Assistant	Govt. Complex	9436141881
16	Laldinthari	Apprentice	Mission Veng	9856132093
17	Rakil Lalrinawmi	Computer Operator	Ramhlun Vengthar	9615534375
18	C.Lalawmpuii	Apprentice	Ramthar Veng	7085925001
19	J.Lalramchhani	Apprentice	Mission Vengthlang	6909716121
20	Vanlalnunpuii	Data Entry Operator	Chanmari	8731042062

21	K. Lalawmpuia	IV Grade (Despatch Rider)	Sairang	9436191814
22	Lalbiakmawia	IV Grade (Despatch Rider)	Ramhlun North	9862145207
23	Laltlansanga	IV Grade	ITI	9612413281
24	Lallawmkimi	IV Grade	Republic	8731007798
25	Laithantluangi	IV Grade	Tlangnuam	8416077591
26	Nicky Zomuankima	IV Grade	Ramhlun North	9612389004
27	Joseph Lalmalsawma	IV Grade	Armed Veng	8794810931
28	R. Lalmuanpuia	IV Grade	Thuampui	9862454323

MST = Middle School  
Teacher

VET = Vocational Education

HHT = H/S Hindi Teacher

Comp.Ope = Computer operator

DEO = Data Entry Operator  
System

MIS = Management Information

**Director Personal Branch:**

Sl No.	Name of Staff	Designation	Residential Address	Contact No
1	Janet Remtluangpuii	MST (Hdm)	Nursery Veng	8575257828
2	Lucy Vanlalhriati	Comp Ope	ITI	9774381178
3	Aron M.Lalchhuangliana	IV Grade	Zonuam	9774284411
4	Lalmuankimi	IV Grade	Bethlehem Vengthlang	9862502678

**PA to Officers:**

SI No.	Name of Staff	Designation	Residential Address	Contact No
1	Vanramnghaki	PA to AD	Chhinga Veng	9436360264
2	Vanlalhriati	PA to JD (E)	Tanhrii	9615141253

**Account & Budget:**

SI No.	Name of Staff	Designation	Residential Address	Contact No
1	Dr.Jennie Malsawmdawngkim i	AHEO	Chhinga Veng	9856833372
2	K.Laldanmawia	Assistant	Bungkawn Tlangveng	9832655234
3	Lalsawmliani	UDC	Electric Veng	9862399743
4	Lalzuiliana	UDC	Bethlehem Vengthlang	9856834425
5	Laltluangi Colney	UDC	Ramhlun Vengthar	8730029425
6	Rosemary Zoramengi	UDC	Upper Republic	9612113493
7	T.Laltlanchhungi	UDC	Bethlehem Vengthlang	7005041225
8	PC.Malsawmtluanga	LDC	Aizawl Venglai	8575460753
9	Andy L.Sailo	LDC	Chawnpui	8575187794
10	MS. Dawngliani	LDC	Durtlang Leitan	8014364709
11	Lalremruata Zote	HHT	Durtlang Leitan	9436721204
12	Vanlalngilneii	Apprentice	Selesih	8974964015
13	V.Lalrintluangi	Comp.Ope	Khatla	9774738063
14	Lalrinpuui	Comp.Ope	Tlangnuam	7005242295
15	Vanlalmuana	IV Grade	Ramhlun North	9612178324
16	Vanlalnguri	IV Grade	Bawngkawn South	9862906487
17	Vanthangpuia	IV Grade	Bawngkawn So	9862021858

18	Rualthansanga	IV Grade	Ramhlun Venglai	8132802299
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**Confidential Cell:**

Sl No.	Name of Staff	Designation	Residential Address	Contact No
1	Zohmingliani	UDC	Venghlui	8794741257
2	B.Lalmuanpuii	MST	Mission Vengthlang	9436365414
3	PC.Vanlalthara	PST	Bawngkawn	9862027082
4	Laltlankimi Khangte	Spl.Edu	Bungkawn	9862792330
5	J.David Lalremtluanga	DEO	Electric Veng	9862388666
6	Lianhlupuii	Voc.Teacher	Mission Vengthlang	9612369391
7	Lalsangzuala Colney	IV Grade	Bethlehem Vengthlang	7085913961

**Middday Meal Cell:**

Sl No.	Name of Staff	Designation	Residential Address	Contact No
1	HT.Roluti	Assistant	Salem Veng	9436154748 7005231322 (w)
2	Lalringheta Sailo	HHT	Hunthar	7005648865
3	HC.Zirtluanga	MST	Upper Republic	9612366216
4	Lalremruata	MIS Coor	Sihphir	9862495132
5	Lalrintluangi	IV Grade	Salem Veng	8575183616

**Elementary & Pay Cell :**

<b>Sl No.</b>	<b>Name of Staff</b>	<b>Designation</b>	<b>Residential Address</b>	<b>Contact No</b>
1	Rosangpuii	UDC	Armed Veng South	6909135780
2	K.Laldawngliani	UDC	Venghlui	9862356768
3	Annie Lalrinawmi	LDC	Chanmari	9862303034
4	Lalsangzela	LDC	Chawnpui	8014334472
5	PC.Lalthanhkira	Voc.Teacher	Chawnpui	9436375548
6	Melody K.Zonunsangi	Computer Operator	Venghlui	9862121825

**PAY CELL :**

1	Irene Lalrinsangi	UDC	ITI	9862031845
2	Lalduhsaka	LDC	ITI	7085205861
3	Lalnunsanga	IV Grade	Venghlui	8415094001

**HINDI WING:**

<b>Sl No.</b>	<b>Name of Staff</b>	<b>Designation</b>	<b>Residential Address</b>	<b>Contact No</b>
1	Vanlalhlani	AHEO	Zemabawk	9366093659
2	H.Lalkinlova	LDC	Lungleng	9862968180
3	H.Laldinpuia	HHT(CSS)	Chhinga Veng	8731995173
4	C.Lalrosanga	HHT(CSS)	Thuampui	9862312979
5	Hruaitluangpuii	IV Grade	Bethehem Vengthlang	9774638367

**TECHNICAL & ENGINEERING:**

<b>Sl No.</b>	<b>Name of Staff</b>	<b>Designation</b>	<b>Residential Address</b>	<b>Contact No</b>
1	Saizikpuia Sailo	JE	Laipuitlang	8730926701
2	C.Lalsangliana	MST	Luangmual	9862078189
3	LM.Zuali	H/S HT	Zemabawk	9863465943

4	Lahlupuia	H/ST	Chaltlang	9856566550
5	Isak Lalremmawia	TSS	Ramhlun Sports Complex	8132832831
6	Vanlalchhuanga	TSS	Durtlang	9774963690
7	V.Lahlimpuia	TSS	Bethlehem Vengthlang	7837005267
8	Lallianzuala	TSS	Dinthar	9615347450
9	Ricky Lalremruata	TSS	Bethlehem	8414890018
10	Manisha Laldinmawii	TSS	Sihphir	9612668779
11	Maria Laldinmawii	IV Grade	Armed Veng	6380949844
12	Zonuntluanga	IV Grade	Maubawk	9366725968

**MIS CELL :**

SI No.	Name of Staff	Designation	Residential Address	Contact No
1	Lalawmpuia	DEO	Mission Vengthlang	9856859630
2	Lalchhanchhuaha	IV Grade	Ramhlun South	9862944212

**DUFTRY CELL:**

SI No.	Name of Staff	Designation	Residential Address	Contact No
1	Laltlankima	IV Grade	Mission Vengthlang	9862372395

**DRIVERS:**

SI No.	Name of Staff	Designation	Residential Address	Contact No
1	H.Lalbiakdawla	Driver	Chanmari	9862355379
2	C.Lalsawma	Driver	Melthum	8731004967
3	H.Lalroenga	Driver	Ramthar Tlangveng	9862283528

4	Biakhmingthanga	Driver	Ramthar Tlangveng	9612587582
5	K.Rammuana	Driver	Kulikawn	9862873018
6	Lalrintluanga	Driver	Venghlui	9436143241
7	Hrangchuana	Driver	Republic	8730098729
8	PC.Lalhmingpuia	Driver	Zotlang	9862484843
9	C.Lalfakawma	Driver	Mission Vengthlang	9862355629
10	HV.Lalthazuala	Driver	Venghnuai	7085136476
11	K.Lalengmawia	Driver	Chawnpui	9862385476
12	C.Lalliantluanga	Driver	Edentharr	8014149148
13	Lalhmingmawia	Driver	Chaltlang Ruamveng	9862055322
14	C.Lalremruata	Driver	Thakthing	9612080731

**ORGANISATION CHART**

