

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 'MEICHHER' 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 Centre 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, typing 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 ATL, 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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Sl. No.	Name of Post	Pay Level	Pay
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
2202 - General Education		
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

(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.

Public Information Officers	Appointed Officers	Remarks
Departmental Appellate Authority	Lalsangliana	To be notified
SPIO	Lalramthanga, Dy. Director (Admn), Directorate of School Education	
SAPIO	A. Vanlallungliana, 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

ANNEXURE-I

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

1. Lahmachhuana, Additional Director

- 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) All matters relating to Accounts & Budget
- 10) Assembly/ Parliamentary Question/Election Voter awareness forum
- 11) NFTW Fund/ Teacher's Day
- 12) Computer Aided Teaching/ICT
- 13) SCERT/ NEC/DONOR/ ERC
- 14) State Programme of Action (SPOA) NPE
- 15) SABE/ CABB
- 16) Good Governance/ E-Governance/E-Office/Public Grievances
- 17) All matter relating Samagra /All matter relating Departmental Proceedings/court case/corporal punishment
- 18) Framing and amendment of Recruitment Rules of various post under School Education Department
- 19) Modified Assured Career Progression Scheme (MACP)
- 20) Matters relating to Citizens Charter
- 21) Tour Programme / Tour notes of Officer & Staff/ Minister etc.

- 22) Public Information Campaign (Jan Swachna Abhiyan)
- 23) NITI Aayog
- 24) Matter relating to RTE
- 25) Talent Search Examinations/ Competitive Examination/
Painting Competition etc.
- 26) Beti Bachao Beti Padhao/ Suganya Bharat Abhyan/
Kalautsav
- 27) New Education Policy / Education Policy of Mizoram
- 28) Matter relating to Sainik School/RIMC/ Banasthali
Vidyapeth, Jaipur, Rajasthan
JNV
- 29) Eklavya Residential Model School
- 30) Legal Awareness Campaign in School/ Education
campaign/ Financial Campaign
- 31) Matter relating to Publication of Meichher Magazine
- 32) Matters relating to Information Technology, etc.
- 33) ECCE
- 34) Condonation of over-aged appointment/alteration of date
of all case/change of name
- 35) Matter relating to deputation of officer & Staff
- 36) National Campaign of Ayush (Yoga)
- 37) NISTHA/DIKSHA/INSPA
- 38) Provincialization
- 39) Himna Madat/Maan ki Baat/People Plan Campaign
- 40) School Bag Policy/Mind Wars/Pariksha Pe charcha
- 41) Change of name/Location of Government/Private
Schools
- 42) Reservation of Seats at Guest House/Rest House
- 43) Meeting Notice/ Minutes of Departmental officers/
Secretaries/ other
Department
- 44) Matter relating to MPSC
Training, Meeting, Seminar. Workshop for Primary &
Middle teacher under SCERT/ DIET
- 45) CLIX/TISS
- 46) Preparation of Speech for Governor/ Chief Minister etc.

- 47) Numerical Data
- 48) Matter relating to all Major Works
- 49) Matter relating to Education Bill/ Act/ Policy/ Rules etc.
- 50) Training and Seminar under ATI/ CCRT
- 51) Celebration of Important Days
- 52) Shala Shidi/ Shala Sarathi/ Wash Programme
- 53) Mission Antyodaya
- 54) Mizoram State Commission for Women/Women empowerment/sexual harassment
- 55) UDISE
- 56) Child Rights/Child Protection//NCPCR/Child line/Child health
- 57) Social Rehabilitation Board/Human Resource Development Board
- 58) Vehicles under School Education Department
- 59) Aspirational Districts
- 60) Intach heritage/Centa-TPO
- 61) DCRG (Adhoc/Deficit) under School Education Department
- 62) Pragati/A I for Youth
- 63) Opening Permission of Elementary to Higher Secondary Schools.
- 64) Land and building & License fee
- 65) Matters relating to Nepali/Gorkha School
- 66) Matters relating to Association and NGO
- 67) Matters relating to PwD
- 68) Application of Rules & Regulations
- 69) Departmental Jurisdiction
- 70) 150th Birth Anniversary of Mahatma Gandhi.
- 71) PM SHRI
- 72) New Globe School
- 73) Mind Wars/Pariksha pe charcha/Plan India/The Birds and the Bees Talk.
- 75) Jal Shakti
- 76) Any other works assigned to him by the Director from time to time

2. Zohmingthanga, Joint Director (S)

- 1) Matters relating to 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 National Awards /Teacher's Awards/Chief Minister's/ other Awards
- 6) Matters relating to ACRs/ PARs/Property Returns
- 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) Green Mizoram/Eco-Club, Fire Service week/fire prevention
- 14) Mizoram Science Technology/ Innovation Council
- 15) Children Science Congress/World Vision
- 16) Matter relating to Talented School Children
- 17) Matter relating all Universities including MZU
- 18) Herbal Garden/ Edusat/ Consumer Union/ School Advisory Committee
- 19) Financial Statistic
- 20) Shyam Prasad Mukherji
- 21) All India School Educational Survey (AISES)/ State Level Achievement Service/National Achievement Survey
- 22) Census of Govt. Employee
- 23) Building Statistics
- 24) Planting Amla

- 25) Youth Exchange Programme/ Youth Parliament Competition/ Mizoram Youth Commission
- 26) Establishment of Bio-Tech Labs in Senior Secondary School (BLISS)/ KISS/ PAA/ Udhan Programme/ NEIDA/ Maan Ki Baat/ PETA
- 27) Matter relating to Great Indian School
- 28) Strengthening of Science and Mathematics subject under NEC
- 29) Magic Bus India Foundation
- 30) National Consultation meet on leadership Academics
- 31) Training/ Meeting/ Seminar/ Workshop for High School and Higher Secondary School Teacher under SCERT and DIET
- 32) Surrender of Ration Card/Donation of water purifier to School
- 33) Adolescence Education Programme
- 34) NCC/ Bharat Scout & Guides/Student Police Cadet
- 35) Scholarship & Stipend including National Talent Search Scholarship,
- 36) Scholarship and Stipend to Children of Armed Forces.
- 37) Matters relating to B.Ed Course
- 38) Teachers Inn.
- 39) ENVIS
- 40) Cyber Jagrookta Diwas/Azadi ka Amrit Mahotsav
- 41) Interaction of Officers with School Studies
- 42) Swach Bharat/ Clean India/ Cleanliness/ Swach Vidyalay Purashkar
- 43) Sansad Adarsh Gram Yojana (Model Village)
- 44) Sahitya Academy Bhasa
- 45) Core Committee
- 46) Teacher/Student/Exposure outside & inside the state
- 47) Ek Bharat Shrestha Bharat
- 48) Public Information Campaign/Jan Swachna Abhiyan
- 49) Matters relating to all Minor Works
- 50) Matter relating to old person
- 51) Plan India/Matters relating to Census/Aadhaar

- 52) Vocationalisation/Universalization of Secondary Education
- 53) National Human Right Commission
- 54) Zirlaite Ni/Constitution Days
- 55) Road safety
- 56) Any other works assigned to him by the Director from time to time.

3. 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/Corporal punishment /Departmental proceeding
- 3) Matters relating to Officers and Staff under School Education Department.
- 4) RTI relating to general administration
- 5) Matters relating to training conducted by ATI
- 6) Tour Programme
- 7) Social Rehabilitation Board/ Human Resource Development Board
- 8) Matter relating to MPSC
- 9) Matters relating to Covid-19
- 10) Matters relating to Association /NGOs
- 11) Matters relating to Deputation of Officers and Staff
- 12) Meeting Notice/ Minutes of Departmental officers/ secretaries/ other department
- 13) Provincialization
- 14) Matters relating to Apprentice
- 15) Departmental Jurisdiction.
- 16) Condonation of over-aged appointment/ Alteration of Date of Birth of all cases
- 17) Engagement of Muster Roll under School Education Department/Change of name
- 18) Creation/ Retention/ Abolition/ Re-designation and Conversion of all posts
- 19) Pension Cases

- 20) MACP Scheme
- 21) Application of Rules and Regulations
- 22) Vehicles under School Education Department
- 23) Matters relating to property returns /ACR /PAR
- 24) Framing and amendment of Recruitment Rules of various posts under School Education Department
- 25) Placement of Teachers to the Senior and Selection Grade
- 26) Matters relating to Compassionate appointment of all kinds
- 27) Matter relating to Citizen's Charter
- 28) Assembly Questions/ Parliament Questions/Election/Voter Awareness Forum
- 29) Core Committee for simplification of Internal Procedure
- 30) Legal Awareness Campaign in School/ Education Campaign/ Financial Campaign
- 31) Good Governance/ E- Governance/E-Office/Public grievances
- 32) DCRG (Adhoc/Deficit) under School Education Deptt.
- 33) SPIO, RTI
- 34) Conference Hall of Directorate of School Education.
- 35) Any other works assigned to him by the Director from time to time.

4. Chawngsangliana, 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/Samagra Shiksha
- 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) Revision of Pay`
- 21) Any other works assigned to him by the Director from time to time.

5. Zoliani Hnamte, Deputy Director (S) & DDO

- 1) Drawing & Disbursing Officer
- 2) All matters relating to appointment and promotion including contract, transfer and posting, seniority, confirmation, regularization in respect of Govt. Higher Secondary School Lecturers and Govt. High School Teachers and W.E Teachers.

- 3) Matters relating to Deficit, Adhoc - Aided, Lump sum GIA in respect of Higher Secondary School/ High School
- 4) RTI relating to Secondary Education
- 5) PM-POSHAN
- 6) Matters relating to SCERT/ CCRT/ NUEPA/MBSE/NOIS/SABE/CABE/CBSE/NCERT/NERI/Samagra
- 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 Aspirational District
- 10) Aspirational District
- 11) Women Empowerment/ Mizoram State Commission for Women/Women Sexual Harassment
- 12) Teachers Inn
- 13) Statistics of School Education/Matter relating to Statistic/Publication/Documentation
- 14) Financial statistics
- 15) UDISE
- 16) Preparation of Speech for Governor/Chief Minister etc.
- 17) Numerical Data
- 18) Building Statistics
- 19) Strengthening of Science and Mathematics Subject under NEC
- 20) Pragati/ AI for youth
- 21) Peoples Plan Campaign
- 22) Himna Madat/Maan ki Baat/People Plan Campaign/Cyber Jagrookta Diwas/Azadi ka Amrit Mahotsav
- 23) Establishment of Bio Tech Labs in Sr. Secondary School (BLISS)/ KISS/ RAA/Udhan Programme/NEIDA/ Maan Ki Naat/ PETA
- 24) Bharat Scouts & Guides/NCC/Student Police Cadet
- 25) Matter relating to all universities including MZU

- 26) Mizoram Science Technology * Innovation Council
- 27) Tata Institute of Social Sciences (TISS)/ CLIX
- 28) Vocationalisation/ Universalization of Secondary Education
- 29) Annual Publication/ Achievement Reports/ Administrative Report
- 30) CENTA TPO
- 31) Matters relating to Census/Aadhaar
- 32) Census of Govt. Employees
- 33) Any other works assigned to her by the Director from time to time.

6. NG. Fanchun, Deputy Director (Adult Education)

- 1) All matters relating to Adult Education
- 2) DDO for Adult Education
- 3) Matters relating to B.Ed Course Training
- 4) Nodal Officer for Indian Institute of Charter Accountant
- 5) All India School Education Survey (AISES)/ State Level Achievement Service/National Achievement Survey
- 6) Adolescence Education Programme.
- 7) Fire Prevention/Fire Service Week/Eco-club
- 8) Celebration of Important days
- 9) New Globe School
- 10) National Award and State Award to Teachers/Chief Minister's/Other Awards
- 11) All matters relating to Meichher Magazine
- 12) Linguistic Minorities/Safeguarding minorities/OBC
- 13) National Human Rights Commission
- 14) INTACH Heritage
- 15) School Level Painting/Essay Competition/Financial Literacy
- 16) Any other works assigned to her by the Director from time to time

7. P.C.Lalngaizuala, Deputy Director (P)

- 1) All matters relating to appointment and promotion including contract, transfer and posting, seniority, confirmation, regularization of Govt. P/S Teachers including Autonomous District Council
- 2) Matters relating to Deficit, Adhoc - Aided, Lump sum GIA in respect of Primary School
- 3) NISHTHA/DIKSHA
- 4) World Vision
- 5) Performance Grading Index.
- 6) Matters relating to Child Line / Child Protection/ NCPCR Child Right/Child Health
- 7) Teachers'/Students' exposure outside and inside the state
- 8) Matters relating to Old Persons
- 9) Matters relating to persons with Disability (PwD)
- 10) Youth Parliament Competition/Youth Exchange Programme/Mizoram Youth Commission
- 11) Matters relating to Drug Abuse/ Anti- Tobacco/ HIV
- 12) Computer Aided Teaching /ICT
- 13) Result Framework Document (RFD)
- 14) Surrender of Ration Card/Donation of water purifier to School
- 15) Matters relating to RTE (Primary School)
- 16) Beti Bachao Beti Padhao scheme/sugamya Bharat Abhyan /Kala-utsav
- 17) Training, meeting, seminar, workshop for primary school teacher under SCERT & DIET
- 18) ECCE
- 19) New Education Policy/ Education Policy of Mizoram
- 20) Matters relating to Education Bill/ Act/ Policy/ Rules, etc.
- 21) RTI (Primary School)
- 22) Magic Bus India Foundation.
- 23) Mind Wars/Pariksha pe charcha/Plan India/The Birds and the Bees Talk.

- 24) PM SHRI
- 25) Jal Shakti
- 26) Matters relating to Information Technology etc.
- 27) Matters relating to Physical Education
- 28) Road Safety
- 34) Disaster Management.
- 29) Any others works assigned to her by the Director from time to time

8. 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 Teachers and W. E. Teachers including Autonomous District Council.
- 2) Matters relating to Deficit, Adhoc - Aided, Lump Sum GIA in respect of Middle School.
- 3) Matters relating to Major works and Minor works
- 4) Departmental land/Building & License Fee
- 5) Herbal Garden/Edusat/Consumer Union/School Advisory Committee
- 6) RTI relating to Middle School
- 7) Matters relating to Nepali/ Gorkha School
- 8) Matters relating to Great India school
- 9) Shyama Prasad Mukherjee Rurban Mission
- 10) Sansad Adarsh Gram Yojana (Model Village)/ Model school
- 11) Matters relating to Talented School Children
- 12) Children's Science Congress
- 13) Opening permission of Elementary to Higher secondary Schools
- 14) School Calendar
- 15) Matters relating to RTE (Middle School)
- 16) Constitution Day
- 17) Sustainable Development Goals
- 18) 150th Birth Anniversary of Mahatma Gandhi
- 19) Shala Shidi/Shara Sarathi/ wash Programme

- 20) Mission Antyodaya
- 21) Scholarship and Stipend including national Talent Search Scholarship, stipend children of Armed Forces
- 22) Interaction of officers with school students
- 23) Training, Meeting, Seminar, Workshop for Middle School Teacher under SCERT & DIET
- 24) Swatch Vidyalay Puraskar/ Swatch Bharat/Clean India/Cleanliness
- 25) ENVIS
- 26) Celebration of Teacher's Day/NFTW Fund
- 27) Zirlaite Ni
- 28) National Consultation Meet on Leadership Academics
- 29) Change of name/Location of Govt. & Private Schools.
- 30) NITI Aayog
- 31) Corporate Social Responsibility(CSR)
- 32) Any other works assigned to him by the Director from time to time.

9. S.C. Koner, 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/ Vidyaputh/Jaipur/Rajasthan/JNV
- 11) Eklavya Residential Model School
- 12) State Programme of Action (SPOA)
- 13) Bharat Scouts & Guides/NCC
- 14) Green Mizoram
- 15) Fire Prevention/Fire Service Week

- 16) Ek Bharat Shreshtha Bharat
- 17) Tour notes of Officer and Staff/Ministers etc.
- 18) Any other works assigned to him by the Director from time to time.

10. A. Vanlallungliana, 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/E-Office/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) Matters relating to Covid-19
- 17) Persons with Disability Act (PwD)
- 18) Results Framework Document (RFD)/ ERC

- 19) Parliament /Assembly questions
- 20) Citizen's Charter
- 21) Legal Awareness Campaign in School
- 22) Matters relating to B.Ed course training
- 23) National Human Rights Commission
- 24) Administration in the Department & in the Directorate in general
- 25) Vehicle under School Education Department
- 26) Engagement of Muster Roll & Proxy (Ai-kal)
- 27) Matters relating to Child line/ Child Protection/ NCPCR/Child health
- 28) Core Committee for simplification of Internal Procedure
- 29) Rules & Regulation for school Based Hostel
- 30) Alteration of Date of Birth /Change of name of all employees under School Education Department/Condonation of over-aged appointment
- 31) Matters relating to Association/NGOs
- 32) MACP
- 33) Celebration of important days
- 34) Matters relating to training of Newly Recruited/ Training on computer data/various courses conducted by ATI/SCERT/DIET
- 35) INTACH/Cultural Heritage
- 36) Teachers/Students exposure outside and inside
- 37) Matters relating to Election/Voter Awareness Forum (VAF)
- 38) CENTA – TPO/ENVIS/NISHTHA/DIKSHA/INSPA
- 39) Ek Bharat Shestra Bharat/CLIX/
- 40) Pragati/AI for youth/Peoples Plan Campaign
- 41) Adolescence Education Programme
- 42) Aspirational Districts
- 43) Social Rehabilitation Board/Human Resource Development Board
- 44) Matters relating to Deputation of Officers and Staff
- 45) Meeting Notice/Minutes of Department Officers/Secretaries/Other Departments

- 46) Matters relating to MPSC
- 47) Teachers Inn
- 48) RTI relating to general administration and Secondary
- 49) Framing and amendment of Recruitment Rules of various post under School Education Department
- 50) Surrender of Ration Card/Donation of water Purifier to School
- 51) Matters relating to Old Persons/ Public grievances
- 52) Preparation of speeches for Governor/ Chief Minister etc.
- 53) ASPIO, Directorate of School Education
- 54) Mizoram State Commission for Women/Women Empowerment/Women sexual harassment
- 55) Public Information Campaign/ Jan Swachna Abhiyan
- 56) National Awards / State Awards to Teacher and Students/Chief Minister's Award/Other Awards
- 57) Matters relating to all Universities including MZU
- 58) Provincialization.
- 59) Matters relating to Apprentice
- 60) Matters relating to Census/Aadhaar
- 61) Computer Aided Teaching/ICT
- 62) Shala Siddhi/Shara Sarathi/Wash Programme
- 63) Mission Antyodaya
- 64) Zirlaite Ni/Constitution Day/150th Birth Anniversary of Mahatma Gandhi
- 65) School Bag Policy/Cyber Jagrookta Diwas/Mind Wars
- 66) Azadi ka Amrit Mahotsav/Pariksha Pe charcha/Plan India/The Birds and the Bees Talk
- 67) Jal Shakti
- 68) Legal Awareness Campaign in School/Financial Campaign/Education Campaign
- 69) Any other works assigned to him by the Director from time to time.

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

12. PC.Biakhthansangi, 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

13. Hminglianzuali Sailo, Assistant Engineer (AE)

- 1) Bills and Estimates under Major Works
- 2) Supervision and monitoring of Major Works
- 3) Matters relating to Minor Works
- 4) Construction of Education Centre at Aizawl under SPA
- 5) All works under Article 275 (1), 2019-2020
- 6) Any other works assigned to her by Director from time to time

**14. TC.Lalremsiama, Assistant Director (Adult Education)
(He will take the charge of Assistant Publication Officer)**

- 1) All matters relating to Adult Education
- 2) Swatch Bharat/Clean India/Cleanliness/Swach Vidyalaya Puraskar
- 3) Matters relating to Drug Abuse
- 4) Green Mizoram
- 5) Sansad Adarsh Gram Yojana (Model village)
- 6) Mizoram Science Technology & Innovation Council
- 7) Fire Prevention/Fire Service Week
- 8) Mizoram State Commission for Women/Empowerment
- 9) Sahitya Academy Bhasa
- 10) Children Science Congress/World Vision
- 11) Matters relating to Drug Abuse/Anti-tobacco/HIV etc.

- 12) Matters relating to talented school children
- 13) Matters relating to all Universities including MZU
- 14) Herbal Garden/Edusat/Consumer Union
- 15) All matters relating to Publication of Meichher Magazine.
- 16) Any other works assigned to him by the Director from time to time.

15. V.L.Ruati, Hindi Education Officer (HEO)

- 1) Tour Programme/Tour Notes of Officers and Staff/Ministers etc.
- 2) Mizoram Education Act/ Policy/Rules/RTE
- 3) Scholarship & Stipend including National Talent Search Scholarship, Scholarship & Stipend to children of Armed Forces
- 4) Matters relating to School Inspection
- 5) Painting competition etc
- 6) Disaster management etc
- 7) School Advisory Committee/ Consumer Union
- 8) BetiBachaoBetiPadhao Scheme/Sugamy Bharat Abhijan/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) Magic Bus India Foundation
- 17) National Consultation Meet on Leadership Academics
- 18) Bharat Scouts & Guides, NCC/Students Police Cadet
- 19) Youth Parliament competition

- 20) Matters relating to KISS/
BLISS/RAA/UdhanProgramme/NEIDA/Maan Ki
Baat/PETA/TISS
- 21) Matters relating to Great India School
- 22) Any other works assigned to him by the Director from
time to time.

16. R.Laldawngliani , Research Officer(RO)

- 1) All Matters relating to Educational & Statistics
- 2) All India School Educational Survey (AISES)/State
Level Achievement Survey
- 3) Census of Govt. employees
- 4) Annual Publication/ Annual Administrative Report
- 5) Building Statistics
- 6) Sustainable Development Goals
- 7) NITI Ayogi
- 8) UDISE
- 9) Shyam Prasad Mukherjee
- 10) Numerical Data
- 11) Correspondences relating to NCCPR, NEDP, NEC,
SEDP/NISSIDS, PMJVK, 15th Finance Commission,
NABARD, JICA
- 12) Any other works assigned to her by the Director from
time to time

17. Nunsangi, OSD (Govt. High School Headmaster)

- 1) Matters relating to Socio-Economic Development Policy
(SEDP)
- 2) Any other works entrusted to her by the Director from
time to time.

18. Lalrozuala, OSD (Govt. High School Headmaster)

- 1) Nodal Officer for e-office Suite
- 2) Nodal Officer, Information Technology & Website
Manager
- 3) UDISE

- 4) Annual Publication (Elementary)
- 5) Educational & School Statistics
- 6) Matters relating to RTI
- 7) Development Service Support for State
- 8) Any other works entrusted to him by the Director from time to time.

19. Lalremliani, 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 other works assigned to her by Director from time to time

20. David Lalthanngura Sailo, CPEO

- 1) National School Games
- 2) Fit India Movement
- 3) National Campaign of Ayush (Yoga)
- 4) Mater relating to Physical Education
- 5) Sporting Club

- 6) Audit Objection/report under Physical Education
- 7) Any other works assigned to him by the Director of School Education from time to time.

21. C.Lalnunmawii, 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 of School Education 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 of School Education from time to time

DIRECTORATE OF SCHOOL EDUCATION
STAFF

ESTABLISHMENT :

1. Malsawmtluangi, Assistant :

- 1) Leave of Group A & B (Gazetted) Officers & Staff
- 2) All matters relating to Upgradation/Setting up of Higher Secondary Schools
- 3) Upgradation to Senior/Selection Grade of Principals /Headmasters/Lecturers & Teachers of Non-Govt. High Schools & Higher Secondary Schools.
- 4) Maintenance of Incumbency Registers of Staff under Non-Govt. High Schools & Higher Secondary Schools.
- 5) Matters relating to deputation of officers and staff
- 6) Introduction of new streams/additional/new subject in HSS.
- 7) Audit Query/Objection (Estab.)

- 8) CCRT
- 9) B.Ed Certificate (Trained pay for Deficit HS/HSS)
- 10) Specimen signature of Authorised Officer
- 11) Monthly Compliance Report in punctuality and attendance
- 12) Annexure 'A' & 'G – Passport and related matters
- 13) Alteration/Change of name of all employees under SED
- 14) Any other works entrusted to her by the higher authority.

2. R.Ramdinliani, Assistant :

- 1) Matters relating to Principal, Govt. Higher Secondary School
- 2) Matters relating to Lecturers, Govt. Higher Secondary School (Regular/Contract)
- 3) Pay Protection
- 4) Issue of ID to Officer & Staff under School Education Department.
- 5) Filling up of all Group A & B Gazetted Officers & Staff and maintenance of their Service Books & Incumbency Register
- 6) Matters relating to Recruitment Rules of all categories under School Education Deptt.
- 7) Departmental/Office Administration – Misc.
- 8) Administration/Discipline in Schools
- 9) Allotment of Rooms for Officers & Staff.
- 10) Any other works entrusted to her by the higher authority.

3. H.Lalmuankimi, Assistant:

- 1) Approval of appointment of Chairman, Managing Committee, Non-Govt. High School & Higher Secondary School.
- 2) Approval of recruitment/appointment of Teaching & Non-Teaching Staff of Non-Govt. High School & Higher Secondary School.
- 3) Matter related to SCERT/NCERT/CBSE/MBSE
- 4) Matters relating to School Inspection
- 5) DCRG of Non-Govt.
- 6) Road Safety
- 7) School Bag Policy

8) Any other works entrusted to her by the higher authority.

4. C.Saphmingthangi, UDC:

- 1) Matters relating to Vocational Education Teachers (Regular)
- 2) Matters relating to MR Teachers excluding posting & transfer.
- 3) All matters relating to disciplinary proceedings/Court cases.
- 4) Attachment & Deputation to other Department.
- 5) Retention of Posts
- 6) Upgradation of Existing Posts
- 7) Re-Designation of posts
- 8) General matters – compilation of post creation order of Gazetted Officers under DSE
- 9) Conversion of Temporary Posts into Permanent Posts
- 10) General Correspondence on Post/Grade Scale of Pay
- 11) Rehabilitation of PAMRA
- 12) No objection Certificate Group 'B' (NG) & Group C
- 13) Matters relating to Assistant/Steno/I.S./J.E.
- 14) Establishment – Misc.
- 15) Distribution of works among officers & staff
- 16) Handing over charge of DDO/Cashier
- 17) Any other works entrusted to her by the higher authority.

5. C.Lalnuntluangi, UDC:

- 1) Matters relating to UDC & LDC.
- 2) Matters relating to Pension cases of Group B & C under DSE
- 3) Service Book and Leave of attached staff
- 4) Service Books and Leaves of Drivers
- 5) Voluntary Pension cases of Group A, C & D under SED
- 6) Common Nomination of GIS, GPF & Gratuity
- 7) Annual increment of pay
- 8) Matters relating to NPS along with other correspondences relating to DDO Code.
- 9) Correspondence relating to pay and allowances
- 10) Matters relating to Assembly with its Sessions/Report on Govt. Assurance
- 11) Matters relating to Lok Sabha & Rajya Sabhav

- 12) Surrender of Ration Card/Review meeting on priority issue/EASE of Doing Business
- 13) Good Governance
- 14) Any other works entrusted to her by the higher authority.

6. C.Vanlalhruii, UDC:

- 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.

7. R.Lalsawmliana, Office Assistant (Headmaster, Govt. Middle School)

- 1) Service matters of High School W.E. Teachers
- 2) Matters relating to High School Headmasters.
- 3) Detailment of Driver and maintenance of Govt. Vehicles.
- 4) Issue of POL.
- 5) Tour Programmes/Tour Notes of Officers & Staff
- 6) Purchase/Condemnation of Vehicle
- 7) Service matters of Drivers
- 8) Surprise check
- 9) Financial Reforms & Economy Measures
- 10) Innovation & Best Practices of School Education Department
- 11) Departmental Examination for the post of Assistant
- 12) Departmental Examination for the post of Superintendent
- 13) Business Action Plan
- 14) Entitlement of Leave
- 15) Financial Education
- 16) National Human Rights Commission
- 17) Alteration of Date of Birth of all employees under SED
- 15) Maintenance of Filing system and Fie Index under DSE
- 16) Casual Leave

- 17) Matters relating to Caste Certificate & Residency (Domicile) Certificate
- 18) Matters relating to R.T.I.
- 19) Leave of Govt. School Teachers
- 20) Any other works entrusted to him by the higher authority.

8. Laltlankimi, Office Assistant (Voc. Education Teacher)

- 1) General matters relating to Deficit/Adhoc/Lumpsum/Aided High School & HSS and upgradation of Non-Govt. school to higher status
- 2) Lumpsum/Adhoc/Deficit rules
- 3) Matters related to Pension cases of Group 'D' under SED
- 4) Swachh Bharat Swachh Vidyalaya Puraskar/Clean India/Swachh Bharat/Cleanliness/WASH Programme in Schools
- 5) Matters relating to Scholarship/stipend including National Talent Search
- 6) Celebration of Important days/Constitution Day
- 7) Matters relating to Census/Adhaar
- 8) Magic Bus India Foundation
- 9) Atal Innovation Mission
- 10) Matters relating to Conference Hall.
- 11) Mizoram Education (Transfer & Posting of School Teachers) Rules
- 12) Women Sexual Harassment/Mizoram State Commission for Women (MSCW)/Women Empowerment
- 13) Matters relating to old person/Financial Assistance to Talented persons.
- 14) Matters relating to sport activity/Matters relating to Eco-Club
- 15) Energy Conservation
- 16) Adolescence Education Programme (MSACS)
- 17) Miscellaneous (Armed/Heroes)
- 18) Leave and Service matters of attached staff under DSE
- 19) Children Science Congress/STAM/Edusat for Science Channel (STAM)
- 20) Jal Shakti Mission.

21) Any other works entrusted to her by the higher authority.

9. R.Lalchhandami, Office Assistant (Voc. Education Teacher)

- 1) Matters relating to High School Teachers including attachment.
- 2) Compassionate appointment
- 3) Matters relating to Manpower assessment under School Education
- 4) Salary & Employment Data under School Education Department
- 5) Matters relating to Linguistic Minorities.
- 6) Delegation of Financial Powers
- 7) Transaction and allocation of business rules
- 8) Financial Education
- 9) Education Campaign/Public information Campaign
- 10) Educational & Legal Awareness Campaign
- 11) Departmental Jurisdiction
- 12) Upgradation/Provincialization of Aided School
- 13) Any other works entrusted to her by the higher authority.

10. K.Ramsangmawia, Office Assistant (Voc. Education Teacher)

- 1) Administrative set up/organizational structure of School Education Department.
- 2) Re-structuring of School Education Department
- 3) Matters relating to Vocational Education
- 4) Competition of School Students
- 5) Meeting Notice/Minutes – Departmental Officers/Secretaries/Other Department.
- 6) Matters relating to Covid 19
- 7) Ek Bharat Shrestha Bharat
- 8) Matters relating to Anti-Tobacco
- 9) Human Resource Development Board
- 10) NIHSTHA/DIKSHA
- 11) Responsible AI for youth
- 12) PRAGATI
- 13) Aspirational District
- 14) Matters relating to Apprenticeship.

- 15) Matters relating to CENTA TPO/ENVIS/SPEMM/SABE/CABE/SAGY/NEDFI
- 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) Strengthening of Science & Mathematics subject under NEC
- 19) National Consultation meet on leadership Academics
- 20) North East Regional Institute of Education (NERIE)
- 21) Right to Education (RTE)
- 22) Result Framework Document (RFD)
- 23) Public Information campaign Jan Soochna Abhiyan/Sahitya Akademy Bhasha
- 24) Youth Exchange Programme
- 25) Action Taken Reports (ATR) on various matters
- 26) Matters relating to All University including MZU
- 27) Video Tutorial on Science & Mathematics
- 28) New Globe School
- 29) B.Ed. Multimode Training
- 30) ERNET (Education & Research Network)
- 31) Matters relating to Refugee Students.
- 32) E-Learning Partnership with Rotary India Literacy Mission (RILM)
- 33) PM Cares for Children.
- 34) School Education Quality Index (SEQI)
- 35) Rules/Guidelines other than Recruitment Rules not assigned to any official.
- 36) Any other works entrusted to him by the higher authority.

11. Lalrinliani, Office Assistant (H/S Hindi Teacher)

- 1) Hostel Rules
- 2) RIMC, Dehradun
- 3) Sainik School, Chhingchhip/Sainik School, Impahl
- 4) Banasthali, Vidhyapith, Jaipur, Rajasthan/JNV
- 5) Matters relating to Association/NGOs
- 6) Eklavya Residential Model School/NIOS

- 7) Matters relating to CCE and ECCE
- 8) Children Health in Education/Child line/Child protection/Child welfare/NCPCR
- 9) Disaster Management
- 10) Sugamya Bharat Abhiyan/Beti Bachao Beti Padhao Scheme/Kala Utsav/
Shyam Prasad Mukherji.
- 11) Bharat Scouts & Guides/Student Police Cadet/NCC
- 12) Green Mizoram/Fire Prevention/Fire Service Week
- 13) Matters relating to Rastriya Aavishkar Saptah (RAS)
- 14) Matters relating to YUVA Tourism Club
- 15) Matters relating to United School Organisation of India.
- 16) Any other works entrusted to her by the higher authority.

12. K.Zohlupuii, Office Assistant (M/S Teacher)

- 1) Achievement/Budget Speech
- 2) Youth Parliament Competition
- 3) Interaction of Officers with School Students
- 4) HIMNA – MADAT/INTACH HERITAGE/Mission Antyodaya
- 5) Pariksha Pe Charcha
- 6) Social Rehabilitation Board
- 7) Shaala Sarathi
- 8) Matters relating to National Education Policy (NEP)
- 9) Indian Institute of Chartered Accountant.
- 10) PM Shri School.
- 11) All India Survey of Education Administration in all States/National Survey
- 12) Mizoram Youth Commission.
- 13) Plan India
- 14) Cyber Jagrookta Diwas
- 15) Citizens' Charter
- 16) Teachers/Students exposure Outside & Inside the State.
- 17) Matters relating to CSR
- 18) Matters relating to BLISS/CLIX/KISS/RAA/UDAAN Programme/Shaalaa Siddhi/ NEIDA/Maan Ki Baat/PETA/NUEPA/NIEPA/World Vision

- 19) Herbal Garden
- 20) She will assist Media Cell in media coverage and related matters in addition to her duty.
- 21) Any other works entrusted to her by the higher authority.

13. Lalrinpuii, Office Assistant, (Headmaster, Govt. Primary School)

- 1) Transfer of Group 'A' & 'B' (Gazetted) Officers
- 2) Maintenance of Personal File of all Gazetted Officers
- 3) Correspondences relating to Pension/GIA
- 4) Matters relating to Pension cases of Group 'A' under SED
- 5) Matters relating to Persons with Disabilities (PwD)
- 6) Voluntary Pension cases of Group 'B' under SED
- 7) Family Declaration under CS (MA) Rules
- 8) Important Govt.'s Notifications/O.M./Circulars, etc. on all subject.
- 9) Matters relating to MPSC/MSSSB
- 10) General matter on Condonation of over-aged appointment
- 11) Samagra Shiksha/Special Scheme for Samagra
- 12) Any other works entrusted to her by the higher authority.

ACCOUNTS WING

1. Dr. Jennie Malsawmdawngkimi, AHEO:

- 1) General correspondence to the Government & other agencies.
- 2) LoC for all expenditure to be drawn and disbursed by all DDOs under Directorate.
- 3) Procurements through GeM (Government e-Marketplace).
- 4) Any other works assigned by the authority.

2. Rosemary Zoramengi, Assistant:

- 1) Sanction of Medical Treatment bills to be drawn by the Directorate.
- 2) Sanction of Medical TA/DA bills to be drawn by the Directorate.

- 3) Sorting & Checking of all Medical Bills to be drawn by all subordinate offices under Directorate
- 4) Any other works assigned by the authority.

3. Lalzuiliana, UDC:

- 1) GPF (General Provident Fund).
- 2) Sanction & preparation of bill for GIA to MBSE & Mizoram Hindi Prachar Sabha.
- 3) Sanction & preparation of bill for Human Resource Development Board & Mizo Language Development Board.
- 4) Implementation of State's flagship programmes.
- 5) PFMS (Public Financial Management System).
- 6) Implementation of new projects or schemes relating to finance.
- 7) Any other works assigned by the authority.

4. Lalsawmliani, UDC:

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

5. 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.

6. P.C.Malsawmtluanga, UDC:

- 1) Budgeting.

- 2) Finance Accounts & Appropriation Accounts.
- 3) Procurements through LPAB, DPAB & SPAB & preparation of the bills.
- 4) Revenue Receipt, Reports etc.
- 5) Reconciliation with A.G and Quarterly Reconciliation of all DDOs.
- 6) Any other works assigned by the authority.

7. Lalrintluanga, UDC:

- 1) AG Audit & PAC/Assembly Questions.
- 2) Preparation of bills for all Major & Minor Works to be drawn by the Directorate.
- 3) Sanction & preparation of bills for GIA to Samagra Shiksha Abhiyan & POSHAN.
- 4) Sanction GIA to Non-Govt. Schools (Deficit, Adhoc & Lumpsum).
- 5) GIA to Sainik School, Chhingchhip.
- 6) Monthly Expenditure Report (MER).
- 7) Matters relating to K-Deposit.
- 8) Any other works assigned by the authority.

8. Andy L.Sailo, LDC:

- 1) Sanction & preparation any contingent bills such as electricity, water, telephone, internet, POL, rent, newspaper, magazine, etc.
- 2) Sanction & preparation of bills such as Advertisement, publication & sponsorship etc.
- 3) IFMIS (Integrated Financial Management Information System).
- 4) Preparation of bills as arranged by DDO.
- 5) Preparation of bills withdrawal from K-Deposit.
- 6) Filing of TDS, labour cess and other returns, etc.
- 7) Any other works assigned by the authority.

9. 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) IFMIS (Integrated Financial Management Information System).
- 4) Preparation of bills as arranged by DDO.
- 5) Payment of professional tax.
- 6) Any other works assigned by the authority.

10. **Lalremruata Zote, Office Assistant (H/S Hindi Teacher):**

- 1) Guarantor for bank loans.
- 2) Provisional/Final/Ex-post Facto Permission for medical reimbursement.
- 3) HBA, Advances/Loans including Demand/No Demand Certificates.
- 4) Any other works assigned by the authority.

ELEMENTARY WING & PAY CELL:

1. **Rosangpuui, UDC:**

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

2. **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) Sanction Order of Arrear in respect of H/S/S Lecturers, H/S Teachers, GIA & Deficit Teachers.
- 6) Any other works entrusted to her by the higher authority.

3. Annie Lalrinawmi, LDC

- 1) All matters relating to appointment/leave/Transfer & Attachment of M/S Teachers
Including M/S Muster Roll Teachers and maintenance of incumbency register
- 2) Transfer, Posting & Attachment of M/S MR Teachers
- 3) Middle School W.E. Teachers.
- 4) Matters relating to Operation Blackboard (OB) of M/S Teachers
- 5) Teachers Inn
- 6) Matters relating to Autonomous District Councils
- 8) Any other works assigned to her by the higher authority.

4. 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) Sanction Order of Arrear in respect of P/S Teachers & M/S Teachers
- 6) Any other works entrusted to him by the higher authority.

5. Janet Remtluangpuui, Office Assistant (Headmaster, Govt. Middle School)

- 1) All matters relating to appointment/leave/transfer& Attachment of P/S Teachers including P/S Muster Roll Teachers and maintenance of incumbency register.

- 2) Matters relating to Teachers' State/National Award
- 3) Matters relating to Chief Ministers' Award
- 4) Matters relating to all other Awards.
- 5) National Education Policy (NEP)
- 6) Dress Code
- 7) School Timing
- 8) School Fees
- 9) Confirmation & Inter-se-seniority of P/S Teachers
- 10) Engagement & Regularisation of Contract P/S Teachers.
- 11) Matters relating to Operation Blackboard (OB) of P/S Teachers
- 12) She will assist Media Cell in media coverage and related matters in addition to her duty.
- 13) Any other works entrusted to her by the higher authority.

6. P.C.Lalthanhkira, Office Assistant (Voc. Education Teacher)

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

7. Melody K.Zonunsangi, Computer Operator

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

STATISTIC, IT & MEDIA 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 him 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. **Lalawmpuia, Computer Operator**

- 1) Data Entry Operator
- 2) Any other works entrusted to him by the higher authority.

PHYSICAL WING:

1. **K.Laldawngliani, UDC**

- 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, Office Assistant (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) Celebration of Teachers Day
- 9) NFTW Fund
- 10) School Calendar/School Syllabus & Curriculum/Text Book
- 11) Miscellaneous correspondences/Teachers' Association & MZP under Hindi Wing
- 12) Any other works entrusted to her by the higher authority.

2. H.Lalkinlova, LDC

- 1) Leave of Hindi Teachers
- 2) Matters relating to MHPS

- 3) Transfer & Posting of H/S Hindi Teachers (Regular & CSS)
- 4) RTI under Hindi Wing
- 5) Computer Operator
- 6) Any other works entrusted to him by the higher authority.

3. C.Laldinpuia, Office Assistant (H/S Hindi Teacher)

- 1) Creation, Conversion and Retention of Hindi Post/Confirmation of Hindi Post
- 2) Seniority List of Hindi Teachers both H/S & M/S
- 3) Transfer and Posting of M/S Hindi Teachers (Regular & CSS)
- 4) Assembly Matters
- 5) Computer Operator
- 6) Any other works entrusted to him by the higher authority.

4. C.Lalrosanga, Office Assistant (H/S Hindi Teacher)

- 1) Translation of Official Language
- 2) Hindi Committee
- 3) Text Book/Library
- 4) Deputation of Hindi Teachers (both H/S & M/S) training
- 5) 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) Headmaster, Govt. High Schools
 - (b) Lecturer, Govt. Higher Secondary Schools.
 - (c) Hindi Teacher, Govt. Middle Schools
- 2) Maintenance of P.A.R in respect of :-
 - (a) All Gazetted Employees under School Education Department.
 - (b) Ministerial/Non-Ministerial Staff of this Directorate.
 - (c) Headmaster, Govt. Middle Schools
- 3) Any other works entrusted to her by the higher authority.

2. Lianhlupuii, Office Assistant (Voc. Education Teacher)

- 1) Upgradation to Senior and Selection Grade in respect of :-
 - (a) Headmaster, Govt. Middle Schools.
 - (b) Hindi Teacher, Govt. High Schools
- 2) Maintenance of P.A.R in respect of
 - (a) Hindi Teacher, Govt. High Schools
- 3) Any other works entrusted to her by the higher authority

3. P.C.Vanlalthara, Office Assistant (Headmaster, Primary School)

- 1) Upgradation to Senior and Selection Grade in respect of:-
 - (a) Teachers Govt. High Schools
 - (b) W.E. Teachers, Govt. High School and Middle School Teachers.
- 2) Maintenance of ACR in respect of :-
 - (a) Govt. High School Teachers
 - (b) High School W.E. Teachers
 - (c) Middle School W.E. Teachers
- 3) Any other works entrusted to him by the higher authority.

4. B.Lalmuanpuii. Office Assistant (Middle School Teacher)

- 1) Upgradation to Senior and Selection Grade in respect of Headmaster and Teacher, Govt. Primary Schools
- 2) Maintenance of ACR in respect of P/S Teachers
- 3) Any other works entrusted to her by the higher authority.

5. Laltlankimi, Office Assistant (Special Educator)

- 1) Upgradation to Senior and Selection Grade in respect of Teacher, Govt. Middle Schools.
- 2) Correspondence on Property Returns.
- 3) Maintenance of ACR in respect Middle School Teachers.
- 3) Any other works entrusted to her by the higher authority.

6. J. David Lalremtluanga, Computer Operator:

- 1) Property Returns.

- 2) Computer Operator/System analyst in Confidential Cell.
- 3) Any other works entrusted to him by the higher authority.

PM-POSHAN CELL:

1. H.T.Roluti, Programme Assistant (Assistant):

- 1) All Establishment matter relating to PM POSHAN.
- 2) Matter relating to Bank, etc.
- 3) Matter relating to Kitchen Shed.
- 4) Training / workshop
- 5) Meeting/Seminar report
- 6) MME
- 7) Tour programme
- 8) Inspection/ spot verification report
- 9) Matter relating to Cook-cum-Helper
- 10) Engagement of staff, PM POSHAN
- 11) Advertisement for PM POSHAN
- 12) Any other work entrusted to her by higher authority.

2. Lalringgheta, Programme Assistant (H/S Hindi Teacher):

- 1) Transportation of food grains
- 2) Utilization of fund from GoI
- 3) Cost of food grains
- 4) State Level steering monitoring
- 5) Misc. correspondence to PM POSHAN
- 6) Convergence meeting with other Department.
- 7) Awareness campaign of PM POSHAN
- 8) Govt. E-Market place
- 9) Matters relating to Planning/Finance Dept.
- 10) Biometric Enrolment of students
- 11) Matter relating to water supply / toilet, etc.
- 12) Annual work plan & Budget
- 13) Any other work entrusted to him by higher authority.

3. HC Zirtluanga, Programme Assistant (M/S Teacher):

- 1) Proposal for allocation & sanction
- 2) Annual work plan & Budget
- 3) Monitoring & Supervision/ Social Audit
- 4) Matter relating to Kitchen devices
- 5) Open defecation free
- 6) Kitchen garden
- 7) School health programme
- 8) Parliamentary questions/AQ
- 9) Complain & redressal in PM POSHAN
- 10) Audit object, Local/ AG
- 11) Court cases
- 12) Matter relating to DEC, BRCC, SMC
- 13) Matter relating to Right to information
- 14) Any other work entrusted to him by the higher authority

4. Lalremruata, Programme Assistant (MIS):

- 1) Quarterly progress report/Performance Report
- 2) Utilization Certificate
- 3) Allocation of food grain
- 4) Cooking cost
- 5) Status report on implementation of MDM
- 6) Computer operator/system analyst on PM POSHAN and other PM POSHAN online related work.
- 7) Any other work entrusted to him by higher authority.
(*To be assist by Vanlalnunpuii, Data Entry Operator*)

5. Vanlalnunpuii, Data Entry Operator:

- 1) Report on flagship programme
- 2) Inclusion of new school
- 3) Enrolment of children
- 4) Initiative activities
- 5) Circular

- 6) Programme implementation with NGO.
- 7) Matter relating to Management information system, AMS, MIS Web Portal and other PM POSHAN online related work.
- 8) Any other work entrusted to her by higher authority.
(*To be assist by Lalremruata, Programme Assistant, MIS*)

TECHNICAL CELL:

1. K.Lahlupaia, Office Assistant (H/S Teacher)

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

2. L.M.Zuali, Office Assistant (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.

3. Zoramawii Colney, Office Assistant (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

4. C.Lalsangliana, Office Assistant (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.

Technical Staff

1. Timothy Lallawmzuala, Junior Engineer
2. V.Lahlimpua, Technical Support Staff
3. Isak Remmawia, Technical Support Staff
4. Lallianzuala, Technical Support Staff
5. Vanlalchhuanga, Technical Support Staff
6. Manisha Laldinmawii, Technical Support Staff

ADULT WING:

1. Laltanpuia Renthlei, Assistant

- 1) Distribution of Works
- 2) Deputation
- 3) Inter Se. Seniority under Adult Education
- 4) Seminar/Training/Conference/Campaign etc.
- 5) ACP Scheme
- 6) Appointment Posting & Transfer (Gazetted/Non-Gazetted)
- 7) Rules, Orders, Notification, etc.
- 8) R/R, Creation, Classification, Retention of Post, Vacant Post, Upgradation of Pay and Post
- 9) Transfer of Charge
- 10) International Literacy Day
- 11) NEP, PLA, SLMA, Result Framework Document
- 12) Vigilance Administration/Disciplinary Proceeding
- 13) Audit of accounts
- 14) Parliamentary & Assembly Questions

2. Miranda Lalmuanthangi, LDC

- 1) Medical Re-imburement
- 2) Pay & Allowances
- 3) Delegation of Financial Power
- 4) General Provident Fund
- 5) Govt. Employees Group Insurance Scheme
- 6) Office equipments including Electrical and Mechanical Appliance
- 7) Notice of Auction (Disposal of Furniture/Equipment), Quotation
- 8) Telephone and other Communications
- 9) Indent/Local Purchase of Stationery
- 10) Matters relating Meichher Magazine
- 11) Furniture & Equipment
- 12) HBA/LIC/MCA, Festival Advance.
- 13) Quarterly Reconciliation & Monthly Expenditure
- 14) LOC, Professional Tax, Distribution of Fund, Budget and Increment

3. Vanlalrawni Sailo, L.D.C

- 1) Miscellaneous on Service Book
- 2) Personal File of Officers & Staff under Adult Education Wing
- 3) Service Book of Officers & Staff under Adult Education Wing
- 4) Voluntary Retirement/Retirement, Pension/New Pension Scheme
- 5) Census
- 6) A.C.R, Performance Report of Group D Staff
- 7) Leave
- 8) Literacy Drive
- 9) Foundational Literacy and Numeracy
- 10) Model Centre for Adult Literacy on Occupation Skill Development
- 11) New India Literacy Programme
- 12) Advertisement/Newspaper/ Magazine

- 13) Promotion of MIL
- 14) Allotment of Lands/Departmental Lands
- 15) Mizoram Education Act

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

Sl No.	Name of Incumbent	Designation	Residential Address	Contact Nos
1	2	3	5	6
1	Lalsangliana	Director	Ramhlun Vengthar	2323233 (O) 9436143012
2	Lalmachhuana	Joint Director	Chanmari	2315268 (O) 9436151026
3	Zohmingthanga	Joint Director	Chanmari	2306787 (O) 9436153027
4	Lalramthanga	DD (Admn)	Tlangnuam	2347304 (O) 9436196849
5	Chawngsangliana	DD (Accounts)	Dawrpui	2344801 (O) 8575675007
6	PC Lalngaizuala	DD (P)	Khatla East	2324844 (O) 9436151813
7	NG.Fanchun	DD (AE)	Khatla	2305277 (O) 9862463708
8	R.Lalthanmawia	DD (M)	Ramhlun North Basic Mual	2324798 (O) 9436145416
9	Vanlalruati	DD (H)	Tlangnuam	
10	PC.Biakthansangi	Supdt (H)	Durtlang Kawn Veng	9862310302

11	A. Vanlallungliana	Supdt (S)	Republic Vengthlang	8131825811
12	Hminglianzuali Sailo	AE	Durtlang Mual Veng	9862300550
13	K. Laldanmawia	Supdt (E)	Bungkawn	9862655234
14	R. Laldawngliani	Research Officer	Zemabawk	8132830428
15	Lalrozuala	IT Nodal Officer	New Secretariat	9436155010
16	Nunsangi	Nodal Officer (SEDP)	Thuampui	7005588792
17	TC.Lalremsiama	Assistant Director	Chawnpui	9862646151
18	Lalremliani	PEO	Armed Veng North	8794877582
19	David Lalthanngura Sailo	CPEO	Tuikual South	9436146303
20	C.Lalnunmawii	CPEO	Bawngkawn	7005962471
21	Ramngaihzuala	CPEO	Zemabawk	9612588052

DIRECTORATE OF SCHOOL EDUCATION
(List of Staff)

<u>Establishment Wing:</u>				
Sl No.	Name of Staff	Designation	Residential Address	Contact No
1	Malsawmtluangi	Asst.	Ramthar Veng	9862878003
2	R. Ramdinliani	Asst.	Ramthar North	9612027350
3	H. Lalmuankimi	Asst.		
3	C. Saphmingthangi	UDC	Venghnuai	9862360301
4	C.Lalnuntluangi	UDC	Venghnuai	8118911272
5	C. Vanlalhruaii	UDC	Bungkawn	9862040272
6	R.Lalsawmliana	Headmaster M/S	Edenthar	9856605458
7	Laltlankimi	Voc Teacher	Chanmari West	9612322563
8	K.Ramsangmawia	Voc Teacher	ITI	9862363458
9	R.Lalchhandami	Voc Teacher	Republic	9436145508
10	Lalrinliani	Hindi Teacher (H/S)	Tlangnuam	8794204755
11	K. Zohlupuii	MS Teacher	Zemabawk	9774657671
12	Lalchhuanpuii Khangte	Project Assistant	Govt. Complex	9436141881
13	Laldinthari	Apprentice	Mission Veng	9856132093
14	Rakil Lalrinawmi	Computer Operator	Ramhlun Vengthar	9615534375
15	C.Lalawmpuii	Apprentice	Ramthar Veng	7085925001
16	Laldinpuii	Apprentice	Bawngkawn Chhim Veng	8118314573
17	PC Lalrindiki	Apprentice	Salem Veng	6009005341
18	Lalfakawmi	Apprentice	Chaltlang Mual Veng	7005301651

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	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:

SI No.	Name of Staff	Designation	Residential Address	Contact No
1	Lucy Lalruatkimi	Steno	Tuikual North	9612592592
2	Lucy Vanlalhriati	Comp Ope	ITI	9774381178
3	Aron M.Lalchhuangliana	IV Grade	Zonuam	9774284411
4	Lalmuankimi	IV Grade	Bethlehem Vengthlang	9862502678
PA to AD				
1	Vanlalnguri	IV Grade	Bawngkawn South	9862906487

PA to JD (S)

SI No.	Name of Staff	Designation	Residential Address	Contact No
1	Vanlalhriati	PA to JD (E)	Tanhril	9615141253

Account & Budget:

SI No.	Name of Staff	Designation	Residential Address	Contact No
1	Dr.Jennie Malsawmdawngkimi	AHEO	Chhinga Veng	9856833372
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	Lalnuntharmawii	Comp.Ope	Tlangnuam	8974772270
15	Vanlalmuana	IV Grade	Ramhlun North	9612178324
16	Vanlalnguri	IV Grade	Bawngkawn South	9862906487
17	Vanhangpuia	IV Grade	Bawngkawn South	9862021858

18	Rualthansanga	IV Grade	Ramhlun Venglai	8132802299
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Confidential Cell:

SI No.	Name of Staff	Designation	Residential Address	Contact No
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1	Zohmingliani	UDC	Venghloi	8794741257
2	B.Lalmuanpuii	MST	Mission Vengthlang	9436365414
4	Laltlankimi Khiangte	Spl.Edu	Bungkawn	9862792330
5	J.David Lalremtuanga	DEO	Electric Veng	9862388666
6	Lianhlpuii	Voc.Teacher	Mission Vengthlang	9612369391

PM Poshan:

Sl No.	Name of Staff	Designation	Residential Address	Contact No
1	HT.Roluti	Assistant	Salem Veng	9436154748 7005231322
2	Lalringgheta Sailo	HHT	Hunthar	7005648865
3	HC.Zirtluanga	MST	Upper Republic	9612366216
4	Lalremruata	MIS Coor	Sihphir	9862495132
5	Vanlalnunpuii	DEO	Chanmari	8731042062
6	Lalrintluangi	IV Grade	Salem Veng	8575183616
7	R.Lalrinchhana	IV Grade	Ramthar Veng	8794132291

Elementary & Pay Cell :

Sl No.	Name of Staff	Designation	Residential Address	Contact No
1	Janet Remtluangpuii	MST (Hdm)	Nursery Veng	8575257828
2	Annie Lalrinawmi	LDC	Chanmari	9862303034
3	PC. Lalthanhkira	Voc.Teacher	Chawnpui	9436375548
4	H. Lalkinlova	LDC	Lungleng	9862968180
5	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:

Sl No.	Name of Staff	Designation	Residential Address	Contact No
1	Vanlalhlani	AHEO	Zemabawk	9366093659
2	Rebec LR Ruati	LDC	Bungkawn Tlang Veng	8974343511
3	Lalmuansangi Sailo	LDC	Chanmari	9774633685
4	H.Laldinpuia	HHT(CSS)	Chhinga Veng	8731995173
5	C.Lalrosanga	HHT(CSS)	Thuampui	9862312979
6	Hruaitluangpuii	IV Grade	Bethehem Vengthlang	9774638367

TECHNICAL & ENGINEERING:

Sl No.	Name of Staff	Designation	Residential Address	Contact No
1	Timothy Lallawmzualla	JE		
2	C.Lalsangliana	MST	Luangmual	9862078189
3	LM.Zuali	H/S HT	Zemabawk	9863465943

4	Lahlupuia	H/ST	Chaltlang	9856566550
5	Zorammawii Colney	H/ST	Laipuitlang	9615721068
6	Isak Lalremmawia	TSS	Ramhlun Sports Complex	8132832831
7	Vanlalchhuanga	TSS	Durtlang	9774963690
8	V.Lahlhlimpuia	TSS	Bethlehem Vengthlang	7837005267
9	Lallianzuala	TSS	Dinthar	9615347450
10	Manisha Laldinmawii	TSS	Sihphir	9612668779
11	Zonuntluanga	IV Grade	Maubawk	9366725968

STATISTICS & IT CELL :

SI No.	Name of Staff	Designation	Residential Address	Contact No
1	Lallianzuala	Inspector of Statistics (I.S)	Bethlehem Veng	7005340066
2	K. Lalmuankimi	Inspector of Statistics (I.S)	Sihphir	7005408945
3	B.Lalngaihawmi	Hindi Teacher (H/S)	Chanmari	9862482669
4	Lalawmpuia	DEO	Mission Vengthlang	9856859630
5	Lalchhanchhuaha	IV Grade	Ramhlun South	9862944212
6	Maria Laldinmawii	IV Grade	Armed Veng	6380949844

DUFTRY CELL:

SI No.	Name of Staff	Designation	Residential Address	Contact No
1	Laltlankima	IV Grade	Mission Vengthlang	9862372395
2	Lalsangzuala Colney	IV Grade	Bethlehem Vengthlang	7085913961

PHYSICAL WING

1	K.Laldawngliani	UDC	Venghlui	9862356768
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2	Joseph Lalmalsawma	IV Grade	Armed Veng	8794810931
3	Lalrinawmi Sailo	H/ST		

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	Edenthar	8014149148
13	Lalhmingmawia	Driver	Chaltlang Ruamveng	9862055322
14	C.Lalremruata	Driver	Thakthing	9612080731

DEPARTMENT OF SCHOOL EDUCATION

