

GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
Mizoram Secretariat, New Secretariat Complex, Aizawl.

NOTIFICATION

Dated Aizawl, the 17th July, 2018.

No.D.14016/1/2015/GAD : In supersession of Finance Department's letter No. FMC.44/88, dt 16.5.1988 and as per the approval of the Council of Ministers vide Memo No.J.11011/1/2018-POL., dt.18.6.2018, the Governor of Mizoram is pleased to revise **Entitlement of Office Furniture and Equipments** of Dignitaries, Officers and different categories of employees under the Government of Mizoram with immediate effect as appended herewith at Annexure-I to XI.

All Departments / Offices under Government of Mizoram are hereby informed to comply with the following instructions:-

- 1) Stationery / miscellaneous items shall include items like file tray, paper cutting knife / scissors, pen-stand, staplers, and any other stationery items deemed necessary by the officials in the discharge of official works.
- 2) Keeping in mind the need for strict economy in the Government due to persistent fiscal constraints, all Government Departments and Offices should try to manage their requirements with utmost economy in respect of furnitures and equipments. They are expected to avoid all kinds of extravagance.
- 3) Every attempt shall be made to avoid superfluous and ostentatious expenditures with an emphasis to enhancing the longevity of items.
- 4) Every attempt shall be made by all concerned to avoid purchase of any items not mentioned in the lists at Annexures. Purchase of any furnitures / equipments other than those in the lists at Annexure shall be done only after obtaining specific clearance of General Administration Department.
- 5) Items shall continue to be used so long as it is fit for use, and replacement shall be considered only when they become unserviceable / unusable.
- 6) Records shall be kept by each Office to maintain an inventory of items furnished to the dignitaries / officials. It shall be the duty of the Head of Department / Head of Office to ensure that items provided to the dignitaries / officials are available when new incumbents occupy the seats.
- 7) With the increasing use of computers, there are various items that are provided to the government employees connected with the use of computers. Every attempt shall be made to economize the use of various computer items, along with the use of papers for printing. Draft printing should always be done on used papers that have blank side. Use of computers not related to official works shall be discouraged at all times. Provision of computer shall not be claimed as a matter of entitlement, but as functional requirement.

- 8) Computer printers should be shared by all the staff working in a Branch/Cell by internal connection system – Local Area Network (LAN). Xerox machines, or other printers provided to the Branch shall be connected to computers of all the staff so that they may make use of the common printing station.
- 9) Price range of items included in the entitlement like tables, chairs, etc. shall be separately notified by the General Administration Department
- 10) Items provided to the dignitaries and officials and other common office items shall be disposed off when they are no longer fit for use. A separate procedure for disposal of equipments and furniture shall be separately notified by Government.

Sd/-ASHISH KUNDRA


Commissioner & Secretary to the Govt. of Mizoram
General Administration Department

Memo.No.D.14016/1/2015/GAD

: Dated Aizawl, the 17th July, 2018.

Copy to:

1. Secretary to Governor of Mizoram
2. P.S to Hon'ble Chief Minister, Mizoram
3. P.S to Speaker/Ministers/Deputy Speaker/Ministers of State/ Vice-Chairman, State Planning Board
4. Sr.P.P.S to Chief Secretary, Govt. of Mizoram
5. All Principal Secretaries/Commissioners/Secretaries, Govt. of Mizoram
6. Secretary, MPSC/ MSIC/SEC
7. All Heads of Departments/Deputy Commissioners, Govt. of Mizoram
8. The Controller, Printing & Stationery with 5 (five) spare copies for publication in the official Gazette of Mizoram
9. Website Manager, GAD
10. Guard File.


(MARGARET LALRINAWMI FANAI)
Under Secretary to the Govt. of Mizoram
General Administration Department

Annexure-I**CHIEF MINISTER / MINISTER / MINISTERS OF STATE /
PARLIAMENTARY SECRETARIES / CHIEF SECRETARY**

| Sl. No. | Description | Number |
|---------|--|--|
| 1. | Executive Secretariat Table | 1 |
| 2. | Executive Revolving Chair (with high back) | 1 |
| 3. | Side Board/Credenza | 1 |
| 4. | Foot Rest | 1 |
| 5. | Partition Screen | 1 |
| 7. | Woolen Carpet | 2 (according to the size of room) |
| 8. | Sofa Set | 2 sets (5 seater x 2 + 1 centre table + 2 side tables) |
| 9. | File Racks | 2 |
| 10. | Executive Visitors Chairs | 10 |
| 11. | Steel Almirah (Branded) | 1 |
| 12. | Book Shelf (4 shelves) | 1 |
| 15. | Glass Top | 1 |
| 16. | Water Filter | 1 |
| 17. | Glass Tumbler set | 1 |
| 18. | Tea Set | 2 sets (1 dozen, with kettle & tray) |
| 19. | Wall Clock | 1 |
| 20. | Calling Bell | 1 |
| 21. | Wastepaper basket (with Garbage bags) | 3 |
| 22. | Briefcase | 1 |
| 23. | Towel(Cotton) | 4 |
| 24. | Attached bathroom (with required items) | 1 |
| 25. | Table-top Writing Board | 1 |
| 26. | Photocopier | 1 |
| 27. | Facsimile (Fax) w/dedicated line | 1 |
| 28. | Television (Flat screen, 42" - 44") (with cable connection) | 1 |
| 29. | Room Heater | 1 |
| 30. | Air Conditioner | 2 |
| 31. | Refrigerator (Single door, up to 200 L) | 1 |
| 32. | Desktop Computer (with printer) | 1 set |
| 33. | Internet/Broadband Connection | 1 line |
| 34. | Extra Chairs | 20 |
| 35. | Stationery Items | As required |
| 36. | Side Tables | 4 Nos. |

Annexure-II**PRINCIPAL SECRETARIES/ COMMISSIONERS/ SECRETARIES**

| Sl. No. | Description | Number |
|---------|--|--|
| 1. | Executive Secretariat Table | 1 |
| 2. | Executive Revolving Chair (with high back) | 1 |
| 3. | Side Board/Credenza | 1 |
| 4. | Foot Rest | 1 |
| 5. | Partition Screen | 1 |
| 6. | Woolen Carpet | According to the size of room |
| 7. | Sofa Set | 2 sets (5 seater x 2 + 1 centre table + 2 side tables) |
| 8. | File Racks | 2 |
| 9. | Visitors Chairs | 8 |
| 10. | Steel Almirah (Branded) | 1 |
| 11. | Book Shelf (4 racks) | 1 |
| 14. | Glass Top | 1 |
| 15. | Water Filter | 1 |
| 16. | Tea Set | 2 sets (dozen with kettle + tray) |
| 17. | Wall Clock | 1 |
| 18. | Calling Bell | 1 |
| 19. | Waste paper Basket | 2 |
| 20. | Briefcase | 1 |
| 21. | Towel(Cotton) | 3 |
| 22. | Attached bathroom (with required items) | 1 |
| 23. | Table-top Writing Board | 1 |
| 24. | Photocopier | 1 |
| 25. | Facsimile (Fax) (with dedicated line) | 1 |
| 26. | Desktop Computer w/printer | 1 set |
| 27. | Internet/Broadband Connection | 1 line |
| 28. | Extra Chairs | 20 |
| 29. | Television (Flat screen, 32") (with 1 cable connection) | 1 |
| 30. | Refrigerator (Single Door, up to 200 L) | 1 |
| 31. | Room Heater | 1 |
| 32. | Air Conditioner | 1 |
| 33. | Stationery Items | As required |
| 34. | Conference Table (8 seater) | |

Annexure-III**ADDITIONAL SECRETARIES/SPECIAL SECRETARIES/JOINT SECRETARIES &
EQUIVALENT OFFICERS**

| Sl. No. | Description | Number |
|---------|--|---|
| 1. | Executive Secretariat Table | 1 |
| 2. | Executive Revolving Chair (with high back) | 1 |
| 3. | Side Board/Credenza | 1 |
| 4. | Foot Rest | 1 |
| 5. | Partition Screen | 1 |
| 6. | Woolen Carpet | Acc to size of the room |
| 7. | Sofa Set | 1 set (5 seater + 1 center table + 2 side tables) |
| 8. | File Rack | 1 |
| 9. | Visitors Chairs | 6 |
| 10. | Steel Almirah (Branded) | 1 |
| 11. | Book Shelf (4 shelves) | 1 |
| 12. | Glass Top | 1 |
| 13. | Tea Set | 1 set (half dozen with kettle & tray) |
| 14. | Wall Clock | 1 |
| 15. | Calling Bell | 1 |
| 16. | Waste paper Basket | 2 |
| 17. | Brief Case | 1 |
| 18. | Towel (Cotton) | 3 |
| 19. | Attached bathroom (with required items) | 1 |
| 20. | Table-top Writing Board | 1 |
| 21. | Photocopier | 1 |
| 22. | Desktop Computer (with printer) | 1 |
| 23. | Internet/broadband connection | 1 line |
| 24. | Television (32") (with cable connection) | 1 |
| 25. | Refrigerator (Small size) | 1 |
| 26. | Extra Chairs (Plastic) | 10 |
| 27. | Room Heater | 1 |
| 28. | Air Conditioner | 1 |
| 29. | Stationery Items | As required |

Annexure-IV**DEPUTY COMMISSIONERS/HEADS OF DEPARTMENTS**

| Sl. No. | Description | Number |
|---------|---|--|
| 1. | Executive Secretariat Table | 1 |
| 2. | Executive Revolving Chair (with high back) | 1 |
| 3. | Side Board/Credenza | 1 |
| 4. | Foot Rest | 1 |
| 5. | Partition Screen | 1 |
| 6. | Woolen Carpet | Acc. to size of the room |
| 7. | Sofa Set | 2 sets (5 seater x 2 + 1 center table + 2 side tables) |
| 8. | File Racks | 2 |
| 9. | Visitors Chairs | 8 |
| 10. | Steel Almirah | 1 |
| 11. | Book Shelf (4 shelves) | 1 |
| 12. | Glass Top | 1 |
| 13. | Tea Set | 2 sets (1 dozen with kettle & tray) |
| 14. | Wall Clock | 1 |
| 15. | Calling Bell | 1 |
| 16. | Waste paper Basket | 2 |
| 17. | Briefcase | 1 |
| 18. | Towels (Cotton) | 2 |
| 19. | Attached bathroom (with required items) | 1 |
| 20. | Table-top Writing Board | 1 |
| 21. | Television (Flat screen 32") (with 1 cable connection) | 1 |
| 22. | Refrigerator (single door up to 200L) | 1 |
| 23. | Facsimile (fax) (with dedicated line) | 1 |
| 24. | Desktop Computer (with printer) | 1 set |
| 25. | Internet/broadband Connection | 1 line |
| 26. | Photocopier | 1 |
| 27. | Room Heater | 1 |
| 28. | Air Conditioner | 1 |
| 29. | Extra Chairs (Plastic) | 20 |
| 30. | Stationery Items | As required |
| 31. | Conference Room | As required |

Annexure-V**DEPUTY SECRETARIES / JOINT DIRECTORS & OTHER EQUIVALENT OFFICERS**

| Sl. No. | Description | Number |
|---------|--|--|
| 1. | Executive Secretariat Table | 1 |
| 2. | Executive Revolving Chair (with high back) | 1 |
| 3. | Foot Rest | 1 |
| 4. | Partition Screen | 1 |
| 5. | Linoleum/Coir/Jute carpet | Acc. to the size of the room |
| 6. | Sofa Set | 1 set (5 seater w/ 1 center table + 2 side tables) |
| 7. | Pedestal Fan | 1 |
| 8. | File Rack | 1 |
| 9. | Steel Almirah (Branded) | 1 |
| 10. | Visitors Chairs (Plastic) | 4 |
| 11. | Glass Top | 1 |
| 12. | Room Heater | 1 |
| 13. | Tea Set with Kettle | 1 set (half dozen) |
| 14. | Waste paper Basket(with garbage bags) | 2 |
| 15. | Calling Bell | 1 |
| 16. | Attached Bathroom w/ required items | |
| 17. | Writing Board | 1 |
| 18. | Desktop Computer w/ printer | 1 set |
| 19. | Cable Connection to Computer (TV Tuner) | 1 |
| 20. | Internet/Broadband Connection | 1 |
| 21. | Stationery Items | As required |
| 22. | Hand Towel (Cotton) | 1 |
| 23. | Wall Clock | 1 |
| 24. | Book Shelf (4 Racks) | 1 |

Annexure-VI**UNDER SECRETARIES & OTHER GROUP 'A' OFFICERS**

| Sl. No. | Description | Number |
|----------------|-------------------------------|-------------------------------|
| 1. | Officer's Table | 1 |
| 2. | Revolving Chair | 1 |
| 3. | Foot Rest | 1 |
| 4. | File Rack | 1 |
| 5. | Visitors Chair | 3 |
| 6. | Glass Top | 1 |
| 7. | Pedestal Fan/Ceiling Fan | 1 |
| 8. | Steel Almirah | 1 |
| 9. | Room Heater | 1 |
| 10. | Tea Set | 1 set (w/ kettle) |
| 11. | Waste paper Basket | 2 |
| 12. | Linoleum Carpet | According to size of the room |
| 13. | Desktop Computer with printer | 1 set |
| 14. | Stationery | As required |
| 15. | Bookshelf (4 shelves) | 1 |
| 16. | Hand Towel (Cotton) | 1 |
| 17. | Wall Clock | 1 |

Annexure-VII**OTHER GROUP 'B' GAZETTED OFFICERS**

| Sl. No. | Description | Number |
|----------------|------------------------------------|--------------------------|
| 1. | Officer's Table | 1 |
| 2. | Officers Chair (without revolving) | 1 |
| 3. | Foot Rest | 1 |
| 4. | File Rack | 1 |
| 5. | Visitors Chair | 2 |
| 6. | Glass Top | 1 |
| 7. | Waste paper Basket | 1 |
| 8. | Steel Almirah (Branded-small) | 1 |
| 9. | Linolium Carpet | Acc. To size of the room |
| 10. | Desktop Computer with printer | 1 set |
| 11. | Hand Towel | 1 |

Annexure-VIII**ASSISTANTS/COMPUTER OPERATORS OR EQUIVALENT RANK**

| Sl. No. | Description | Number |
|---------|-------------------------|-------------|
| 1. | Office Table | 1 |
| 2. | Office Chair w/ cushion | 1 |
| 3. | File Rack | 1 |
| 4. | Steel Almirah (Branded) | 1 |
| 5. | Glass Top (small) | 1 |
| 6. | Waste paper Basket | 1 |
| 7. | Stationery Items | As required |
| 8. | Hand Towel (Cotton) | 1 |

UDC/LDC/DEO OR EQUIVALENT RANK

| Sl. No. | Description | Number |
|---------|-------------------------|-------------|
| 1. | Office Table | 1 |
| 2. | Office Chair w/ cushion | 1 |
| 3. | Waste paper Basket | 1 |
| 4. | Glass Top (Small) | 1 |
| 5. | Steel Almirah | 1 |
| 6. | File rack | 1 |
| 7. | Stationery Items | As required |
| 8. | Hand Towel | 1 |

IV GRADE

| Sl. No. | Description | Number |
|---------|--|--------|
| 1. | Stool or Bench | 1 |
| 2. | Ordinary Table will be supplied to Duftry for sorting paper and other work | |

ANNEXURE-IX**PRIVATE SECRETARIES**

| PS to CM / Ministers / Ministers of State / Parliamentary Secretaries / Chief Secretary | | |
|--|-----------------------------|--|
| Sl. No. | Description | Number |
| 1. | Officer's Table | 1 |
| 2. | Officer's Chair | 1 |
| 3. | Foot Rest | 1 |
| 4. | File Rack | 1 |
| 5. | Visitors Chair | 3 |
| 6. | Glass Top | 1 |
| 7. | Pedestal Fan/Ceiling Fan | 1 |
| 8. | Steel Almirah | 1 |
| 9. | Room Heater | 1 |
| 10. | Tea Set | 1 set (w/ kettle) |
| 11. | Waste paper Basket | 2 |
| 12. | Linolium Carpet | Acc. To size of the room |
| 13. | Desktop Computer w/ printer | 1 set |
| 14. | Sofa Set | 1 set (5 seater w/ 1 center table + 2 side tables) |
| 15. | Stationery | As required |
| 16. | Photocopier | 1 |
| 17. | Hand Towel (Cotton) | 1 |
| 18. | Electric Kettle | 1 |

ANNEXURE-X

| PS to PRINCIPAL SECRETARIES / COMMISSIONERS / SECRETARIES | | |
|--|---|--------------------------|
| Sl. No. | Description | Number |
| 1. | Officer's Table | 1 |
| 2. | Officer's Chair | 1 |
| 3. | Foot Rest | 1 |
| 4. | File Rack | 1 |
| 5. | Visitors Chair | 2 |
| 6. | Glass Top | 1 |
| 7. | Waste paper Basket | 1 |
| 8. | Water Filter (for whole Deptt./Section) | 1 |
| 9. | Steel Almirah (Branded-small) | 1 |
| 10. | Lenolium Carpet | Acc. To size of the room |
| 11. | Desktop Computer w/ printer | 1 set |
| 12. | Stationery items | As required |
| 13. | Thermo-flask in all personal branches | 1 |
| 14. | Hand Towel (Cotton) | 1 |
| 15. | Electric Kettle | 1 |

| PA of ADDL. SECRETARIES / SPECIAL SECRETARIES / JOINT SECRETARIES / EQUIVALENT OFFICERS | | |
|--|-----------------------------|---------------|
| Sl. No. | Description | Number |
| 1. | Office Table | 1 |
| 2. | Office Chair w/ cushion | 1 |
| 3. | File Rack | 1 |
| 4. | Steel Almirah (Branded) | 1 |
| 5. | Glass Top (small) | 1 |
| 6. | Waste paper Basket | 1 |
| 7. | Stationery Items | As required |
| 8. | Desktop Computer w/ printer | 1 set |

| PS/PA to HEADS OF DEPARTMENT / DEPUTY COMMISSIONERS | | |
|--|-----------------------------|---------------|
| Sl. No. | Description | Number |
| 1. | Office Table | 1 |
| 2. | Office Chair w/ cushion | 1 |
| 3. | File Rack | 1 |
| 4. | Steel Almirah (Branded) | 1 |
| 5. | Glass Top (small) | 1 |
| 6. | Waste paper Basket | 1 |
| 7. | Stationery Items | As required |
| 8. | Desktop Computer w/ printer | 1 set |

| PA to DEPUTY SECRETARIES/JOINT DIRECTORS/EQUIVALENT OFFICERS | | |
|---|-----------------------------|---------------|
| Sl. No. | Description | Number |
| 1. | Office Table | 1 |
| 2. | Office Chair w/ cushion | 1 |
| 3. | File Rack | 1 |
| 4. | Steel Almirah (Branded) | 1 |
| 5. | Glass Top (small) | 1 |
| 6. | Waste paper Basket | 1 |
| 7. | Stationery Items | As required |
| 8. | Desktop Computer w/ printer | 1 set |