

Dated Aizawl, the 1st April, 2026

OFFICE ORDER

In supersession of all previous orders issued from time to time and for the smooth functioning of Directorate of School Education, distribution of works among the staff under Directorate of School Education is hereby made as shown below with immediate effect and until further orders.

ESTABLISHMENT

1. R.Ramdinliani. Assistant :

- 1) Service matters of Lab. Assistant/Bearers
- 2) B.Ed Certificate (Trained pay for Aided HS/HSS) etc.
- 3) Pay Protection of Staff under Directorate
- 4) Departmental/Office Administration - Misc.
- 5) Important Govt's Notifications/O.M./Circular. Etc. on all subject.
- 6) Issue of ID to Officer & Staff under School Education Department.
- 7) Administration/Discipline in Schools
- 8) Allotment of Rooms for Officers & Staff.
- 9) Matters relating to Security Guard
- 10) Alteration of Date of Birth of all employees under DSE
- 11) Departmental Examination for the post of Assistant
- 12) Departmental Examination for the post of Superintendent
- 13) Issue of Pensioner I.D. under School Education Department.
- 14) Any other works entrusted to her by the higher authority.

2. C.Saphmingthangi. Assistant:

- 1) Matters relating to Vocational Education Teachers(Regular)
- 2) Matters relating to MDM(PM Poshan) Staff
- 3) Attachment & Deputation to other Department.
- 4) MACP (Group 'D')
- 5) Retention of Posts
- 6) Upgradation of Existing Posts
- 7) Re-Designation of posts
- 8) Post creation under DSE
- 9) Conversion of Temporary Posts into Permanent Posts
- 10) General Correspondence on Post/Grade Scale of Pay
- 11) Rehabilitation of PAMRA
- 13) Distribution of works among officers & staff
- 14) Handing over charge of DDO/Cashier
- 15) Any other works entrusted to her by the higher authority.

3. C.Lalnuntluangi. UDC:

- 1) Matters relating to LDC and filling up of post of LDC
- 2) Maintenance of Service Book of Group 'B' & 'C' under this Directorate
- 3) Leave and Service matters of attached staff under DSE
- 4) Matters relating to Pension cases of Group B & C under DSE
- 5) Common Nomination of GIS, GPF & Gratuity
- 6) Annual increment of pay
- 8) Any other works entrusted to her by the higher authority.

4. C.Vanlalhruali. UDC:

- 1) Service Matters of Group D Staff and maintenance of Service Books & Incumbency Register thereof.
- 2) Matters relating to Provisional Employees of Group 'D' & LDC

- 3) Voluntary Pension Cases of Group 'D'
- 4) Matters relating to NPS along with other correspondences relating to DDO Code.
- 5) Any other works entrusted to her by the higher authority.

5. Lalnunpuii. UDC

- 1) Matters relating to Principal, Govt. Higher Secondary School
- 2) Matters relating to Lecturers, Govt. Higher Secondary School(Regular/Contract)
- 3) MACP (Group 'C')
- 4) Matters relating to Special Teachers
- 5) Matters relating to Persons with Disabilities (PwD)
- 6) Matters relating to Anti-Tobacco
- 7) School Bag Policy
- 8) Innovation & Best Practices of School Education Department
- 9) Disaster Management
- 10) Road Safety
- 11) Miscellaneous Drug Awareness
- 12) Pariksha Pe Charcha
- 13) Awards
- 14) Fire Prevention/Fire Service Week
- 15) School Calendar/School Syllabus and Curriculum/Text Book/ School Timing/School Fee/Uniform etc.
- 16) Women Sexual Harassment/Mizoram State Commission for Women (MSCW)/Women Empowerment
- 17) Sugamya Bharat Abhiyan/Beti Bachao Beti Padhao Scheme/Kala Utsav/Shyam Prasad Mukherji.
- 18) Matters relating to LGBTQ
- 19) Youth Parliamentary Competition
- 20) Matter related to CBSE/MBSE
- 21) Inspire Manak
- 22) Matters relating to Social Media and Public Relations
- 23) Miscellaneous Girls Child
- 24) National/International Math Olympiad/Cyber Olympiad etc.
- 25) Any other works entrusted to her by the higher authority.
- 26) She will assist in implementation of NEP 2020

6. Betsy Lalremtluangi. UDC

- 1) Filling up of all Group A & B Gazetted Officers & Staff and maintenance of their Personal Files etc.
- 2) Matters relating to Recruitment Rules and other Rules under DSE.
- 3) Matters relating to UDC and filling up of post of UDC.
- 4) MACP (Group 'B')
- 5) Matters relating to Assembly with its Sessions/Report on Govt. Assurance
- 6) Leave of Group 'B' (Gazetted) Officers & Staff
- 7) Correspondence relating to pay and allowances
- 8) National Human Rights Commission/National Commission for Scheduled Tribe
- 9) Celebration of Important days/Constitution Day
- 10) Atal Innovation Mission
- 11) Adolescence Education Programme (MSACS)
- 12) Matters relating to Rastriya Aavishkar Saptah (RAS)
- 13) Transfer of Group 'A' & 'B' (Gazetted) Officer.
- 14) Matters relating to Maan Ki Baat
- 15) Matters relating to Lok Sabha & Rajya Sabha
- 16) Swachh Bharat Swachh Vidyalaya Puraskar/Clean India/Swachh-Bharat/Cleanliness/WASH Programme in Schools.
- 17) Monthly Compliance Report in punctuality and attendance
- 18) Zirlaite Ni
- 19) Energy Conservation
- 20) Matters relating to MPSC
- 21) Magic Bus India Foundation
- 22) National Yoga Olympiad etc.
- 23) Green Mizoram
- 24) Matters relating to Syllabus for recruitment.
- 25) Any other works entrusted to her by the higher authority.

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

- 1) Matters relating to R.T.I.
- 2) Service Books and Leaves of Drivers
- 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) Business Action Plan
- 11) Financial Education
- 12) Maintenance of Filing system and Fie Index under DSE
- 13) Casual Leave
- 14) Matters relating to Caste Certificate & Residency (Domicile) Certificate
- 15) Leave of Govt. School Teachers
- 16) Any other works entrusted to him by the higher authority.

8. Laltlankimi, Office Assistant (Vocational Teacher)

- 1) General matters relating to Deficit/Adhoc/Lumpsum/Aided High School & HSS.
- 2) Lumpsum/Adhoc/Deficit rules.
- 3) Approval of appointment of Chairman, Managing Committee, Non-Govt. High School & Higher Secondary School.
- 4) Approval of recruitment/appointment of Teaching & Non Teaching Staff of Non-Govt. High School & Higher Secondary School.
- 5) Matters relating to Conference Hall.
- 6) DCRG of Non-Govt.
- 7) Correspondences relating to Pension/GIA
- 8) Matters relating to Pension Cases of Group 'A' & 'D' under SED
- 9) Family Declaration under CS(MA) Rules.
- 10) Establishment Miscellaneous.
- 11) Matters relating to old person/Financial Assistance to Talented persons
- 12) Any other works entrusted to her by the higher authority.

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

- 1) Matters relating to High School Headmasters
- 2) Matters relating to High School Teacher including attachment
- 3) Matters relating to High School Casual Teacher
- 4) Compassionate appointment
- 5) Matters relating to Manpower assessment under School Education
- 6) Salary & Employment Data under School Education Department
- 7) Upgradations of Non-Government School
- 8) Provincialization of Grant in Aid (GIA)
- 9) Provincialization Rules
- 10) Matters relating to Linguistic Minorities.
- 11) Transaction and allocation of business rules
- 12) Departmental Jurisdiction
- 13) Deligation of Financial Power Rules
- 14) Project Approval Board (PAB) on Central Scheme.
- 15) Establishment Data collection.
- 16) Linguistic Minorities
- 17) Samagra Shiksha establishment matters
- 18) Any other works entrusted to her by the higher authority.

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

- 1) Service matters of High School W.E. Teachers
- 2) All matters relating to disciplinary proceedings/Court cases.
- 3) Matter related to SCERT/NCERT
- 4) Administrative set up/organizational structure of School Education Department.
- 5) Re-structuring of School Education Department
- 6) Right to Education(RTE)
- 7) Matters relating to Vocational Education & Skill development
- 8) Meeting Notice/Minutes – Departmental Officers/Secretaries/Council of Minister/ G-20 Business Meeting /Other Department.

- 9) Matters relating to Training -Induction Training of Newly Recruited/Training on Computer Data/Various courses conducted by ATI/SCERT/DIET etc.
- 10) Matters relating to Apprenticeship.
- 11) E-Leave (Leave Application Management System)
- 12) General correspondence on Leave
- 13) Human Resource Development Board – HRDB
- 14) Good Governance/iGOT Karmayogi
- 15) SAFES.
- 16) Matters relating to Election/Voters Awareness Forum (VAF)
- 17) PM eVIDYA (Digital/Online teaching-Learning)
- 18) Matters relating to All University including MZU
- 19) New Globe School
- 20) E-Learning Partnership with Rotary India Literacy Mission(RILM)
- 21) ERNET (Education & Research Network)
- 22) Matters relating to Mizo Language Development Board (MLDB)
- 23) Task Group to Examine various issues under School Education.
- 24) CCRT
- 25) Matters relating to Refugee Students.
- 26) Mizoram Education(Transfer & Posting of School Teachers) Rules
- 27) Matters relating to Covid 19
- 28) PM Cares for Children
- 29) North East Regional Institute of Education (NERIE)
- 30) Competition of Schools
- 31) NIHSTHA/DIKSHA
- 32) Action Taken Reports (ATR) on various matters
- 33) Matters relating to PRAGATI/CENTA TPO/ENVIS/SPEMM/SABE/CABE/SAGY
- 34) Responsible AI for youth
- 35) Strengthening of Science & Mathematics/STAM
- 36) National Consultation meet on leadership Academics
- 37) Result Framework Document (RFD)
- 38) Public Information campaign Jan Soochna Abhiyan/Sahitya Akademy Bhasha
- 39) Youth Exchange Programme
- 40) School Education Quality Index (SEQI)
- 41) Matters relating to standardization cells
- 42) Peoples Plan Campaign
- 43) InSPA
- 44) Matters relating to Census.
- 45) Regularisation of CSS Employee
- 46) Matters relating to Stem Lab./ New Edge Technology Skills Lab/Project Samarth
- 47) Matters relating to United School Organisation of India
- 48) Miscellaneous on B.Ed
- 49) Reducing Compliance Burden (RCB)
- 50) E-Office
- 51) First Information Report(FIR)
- 52) Compilation of School Inspection
- 53) Any other works entrusted to him by the higher authority.

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

- 1) Banasthali, Vidhyapith, Jaipur, Rajasthan/JNV
- 2) Bharat Scouts & Guides/Student Police Cadet/NCC
- 3) Sainik School, Chhingchhip/Sainik School, Imphal.
- 4) Eklavya Residential Model School/NIOS
- 5) RIMC, Hostel
- 6) Matters relating to YUVA Tourism Club
- 7) Children Science Congress/STAM/Edusat for Science Channel(STAM)
- 8) Matters relating sport activity/Matters relating to Eco-Club
- 9) Mizoram State Animal Welfare Board
- 10) Army Recruitment Rally
- 11) Matters relating to Association/NGOs.
- 12) No Objection Certificate Group 'B' (NG) & Group 'C'
- 13) Annexure 'A' & 'G – Passport and related matters
- 14) Matters relating to KGB

- 15) Miscellaneous on NOC/Permission
- 16) Miscellaneous NOC, Passport & VISA
- 17) Matters relating to Study Tour
- 18) Any other works entrusted to her by the higher authorities

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

- 1) Miscellaneous
- 2) National Education Policy 2020/Misc on NEP
- 3) Co-Location of Anganwadi (NEP)
- 4) Meeting on NEP
- 5) Foundational Literacy and Numeracy (FLN)
- 6) Vidyanjali/Shikshak Parv
- 7) NIPUN BHARAT
- 8) Pariksha Pe Charcha
- 9) Achievement/Budget Speech
- 10) Child line/Child protection/Child welfare
- 11) NCPCR/ Misc on NCPCR
- 12) School Health/ Matters relating to Mental Health/ Vector Borne Disease
- 13) School Herbal Garden Project
- 14) Samagra Shiksha in connection with NEP
- 15) Reports on Studies/Research relating to School Education
- 16) INTACH HERITAGE
- 17) Social Rehabilitation Board
- 18) Indian Institute of Chartered Accountant.
- 19) PM Shri School.
- 20) Mizoram Youth Commission.
- 21) Plan India
- 22) Citizens' Charter
- 23) Teachers/Students exposure Outside & Inside the State.
- 24) Matters relating to CSR
- 25) Matters relating to BLISS/CLIX/KISS/RAA/UDAAN Programme/NIEPA/World Vision/NEDfi
- 26) Matters relating to CCE and ECCE
- 27) Miscellaneous Correspondence from Private Agencies
- 28) Financial Literacy
- 29) Tour Reports on Educational Planning and Policies
- 30) Performance Grading Index
- 31) Planning & Programme Implementation/Niti Aayog
- 32) Interaction of Officers with School Students.
- 33) Matter Relating Standard in Educational Institution
- 34) Aspirational District
- 35) NEEPCO (Tuirial Hydel Project)
- 36) Correspondences on MoS/VIP Visits
- 37) PRERANA
- 38) Matters Relating to CS Conference
- 39) Skill Development Project.
- 40) Awards/National/State Award
- 41) Ek Bharat Shrestha Bharat
- 42) Matter relating to Continuous & Comprehensive Evaluation (CCE)
- 43) Scholarship
- 44) Events & Functions
- 45) Mizoram Education Reforms Committee (MERC)
- 46) She will assists Media Cell in media coverage and related matters in addition to her duty
- 47) Any other works entrusted to her by the higher authority.

ACCOUNTS WING

1. Dr. Jennie Malsawmdawngkimi, AHEO:

- 1) LoC for all expenditure to be drawn and disbursed by all DDOs, Directorate.
- 2) Maintenance of Expenditure Register for LoCs issued to all DDOs.
- 3) Any other works assigned by the authority.

2. H. Lalnunringi. Assistant:

- 1) Sanction of Medical Treatment bills.
- 2) Sanction of Medical TA/DA bills.
- 3) Provisional/Final/Ex-post Facto Permission for medical reimbursement.
- 4) HBA, Advances/Loans including Demand/No Demand Certificates.
- 5) House Rent of Departmental Office and Buildings
- 6) Payment of Revenue taxes on departmental Land & Buildings.
- 7) Any other works assigned by the authority.

3. C. Lalsangmuana. Assistant:

- 1) General correspondence to the Government & other agencies.
- 2) Implementation of State's flagship programmes, new projects or schemes relating to finance.
- 3) GPF (General Provident Fund).
- 4) Financial matters relating to MBSE, Mizo Language Development Board & Mizoram Hindi Prachar Sabha.
- 5) Any other works assigned by the authority.

4. Zohmingliani. UDC:

- 1) Supply/indent of stationery items, furniture, machinery & equipment, books, calendars, etc. and sanction of the same.
- 2) Inventory Management System.
- 3) Sanction of any contingent bills such as electricity, water, telephone, internet, newspaper, magazine, etc.
- 4) Installation/repair of telephone/fax, intercom, photocopier, uniforms etc.
- 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) Matters relating to K-Deposit.
- 3) Finance Accounts & Appropriation Accounts.
- 4) AG Audit & PAC/Assembly Questions.
- 5) Reconciliation with A.G and Quarterly Reconciliation of all DDOs.
- 6) Procurements through LPAB.
- 7) Procurements through DPAB & SPAB.
- 8) Any other works assigned by the authority.

7. Lalrintluanga. UDC:

- 1) Sanction of GIA to Non-Govt. Schools (Deficit, Adhoc & Lumpsum).
- 2) Sanction of GIA to Samagra Shiksha Abhiyan & P.M POSHAN.
- 3) Sanction of expenditure for Provisional Employees.
- 4) Check & verification for all Major & Minor Works to be drawn by the Directorate.
- 5) Re-appropriation of fund and final surrender of saving.
- 6) Procurements through GeM (Government e-Marketplace).
- 7) Revenue Receipt, Reports etc.
- 8) School Inspection (Accounts matters)
- 9) Any other works assigned by the authority.
- 10)

8. 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 and Pension benefits.
- 3) Matter relating to IFMIS (Integrated Financial Management Information System).
- 4) Professional tax.
- 5) Any other works assigned by the authority.

9. Andy L. Sailo. LDC:

- 1) Preparation of all contingent bills and withdrawal from K-Deposit.
- 2) Preparation of Medical Bills under Directorate.
- 3) Filling of TDS, labour cess and other returns, etc.
- 4) Any other works assigned by the authority.
- 5)

10. H.K.Lalhruaitluanga. LDC:

- 1) Guarantor for bank loans.
- 2) Monthly Expenditure Report (MER).
- 3) GIA to Sainik School, Chhingchhip.
- 4) Sanction of TA/DA for training/transfer/pension of subordinate offices.
- 5) He will assist Dr. Jennie during quarterly distribution of LOC.
- 6) Any other works assigned by the authority.

ELEMENTARY WING & PAY CELL:

1. P.C.Lalmangaihsangi. Assistant:

- 1) General matters relating to Elementary Schools.
- 2) Opening permission for P/S, M/S, H/S & HSS and related Rules.
- 3) Issue of School opening Permission Form.
- 4) Defunct/Amalgamation of Government Schools.
- 5) Change of name & location of Govt. and Private Schools.
- 6) Closing down of Private Primary, Middle, High & Higher Sec. Schools
- 7) Matters relating to Autonomous District Councils.
- 8) Middle School W.E Teachers.
- 9) Matters relating to Nepali & Bengali Schools.
- 10) Any other works assigned to her by the higher authority.

2. Irene Lalrinsangi. UDC:

- 1) All matters relating to appointment/Leave/Transfer & posting/Attachment of Middle School Teachers.
- 2) All matters relating to Muster Roll Teachers & Casual Teachers of Middle School.
- 3) Maintenance of incumbency register for Middle School Teachers.
- 4) Sanction of Expenditure for Muster Roll Teachers & Casual Teachers of Middle School.
- 5) Confirmation & Inter-se-seniority of Govt. Middle School Teachers.
- 6) Engagement & Regularisation of Contract Middle School Teachers.
- 7) Fixation of Pay/Pay Anomaly in respect of all staffs under Govt. H/S & Govt. HSS
- 8) Sanction Order of Arrear in respect of HSS Principals/Lecturers, H/S Headmasters/Teachers.
- 9) Any other works entrusted to her by the higher authority.

3. H.Lalkinlova. LDC

- 1) General matters relating to Govt. Middle Schools.
- 2) Matters relating to transfer & posting of Govt. Middle School Headmasters including attachment.
- 3) Maintenance of incumbency register for Middle School Headmasters.
- 4) Invalid & Voluntary retirement of Headmasters & regular Teachers of Govt. Middle School.
- 5) Matters relating to Non-Govt. Primary & Middle School Teachers.
- 6) Upgradation to Senior/Selection & Trained Scale of Non-Govt. M/S Teachers
- 7) Approval of GIA Board/Committee of Primary School & Middle School
- 8) Any other works assigned to him by the higher authority.

4. Lalduhsaka. LDC:

- 1) General matters relating to Pay & Allowances.
- 2) Revision of Pay and other related matters.
- 3) Pay & Allowances relating to Officers & Staffs under Directorate.
- 4) Fixation of Pay under MACP Scheme.
- 5) Fixation of Pay/Pay Anomaly in respect of all staffs under Govt. M/S & P/S.
- 6) Fixation of Pay in respect of all staffs under Non-Govt. School.
- 7) Sanction Order of Arrear in respect of P/S Teachers & M/S Teachers.

- 8) Sanction Order of Arrear in respect of all staffs under Non-Govt. School.
- 9) Any other works entrusted to him by the higher authority.

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

- 1) All matters relating to appointment/Leave/transfer & posting/Attachment of Primary School Teachers.
- 2) All matters relating to Muster Roll Teachers & Casual Teachers of Primary School.
- 3) Maintenance of incumbency register for Primary School Teachers
- 4) Sanction of Expenditure for Muster Roll Teachers & Casual Teachers of Primary School
- 5) Confirmation & Inter-se-seniority of Govt. Primary School Teachers
- 6) Engagement & Regularisation of Contract Primary School Teachers.
- 7) She will assist Media Cell in media coverage and related matters in addition to her duty.
- 8) Any other works entrusted to her by the higher authority.

6. P.C.Lalthanhliira. Office Assistant (Voc. Education Teacher)

- 1) General matters relating to Govt. Primary Schools
- 2) Matters relating to transfer & posting of Headmasters, Govt. Primary School including attachment.
- 3) Maintenance of incumbency register for Primary School Headmasters
- 4) Invalid & Voluntary retirement of Headmasters & regular Teachers of Govt. Primary School.
- 5) Conversion of Mizo Medium Schools to English Medium Schools
- 6) Teachers Inn.
- 7) Deputation of P/S & M/S Teachers for training at DIETs/IGNOU
- 8) 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.

CONFIDENTIAL CELL:

1. Zohmingliani. UDC:

- 1) Upgradation to Senior and Selection Grade in respect of Lecturer, Govt. Higher Secondary 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.
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) Hindi Teacher, Govt. High Schools
 - (b) Hindi Teacher, Govt. Middle 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. Zothanpara. Office Assistant (Lecturer, Govt. H.S.S.)

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

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

- 1) Upgradation to Senior and Selection Grade in respect of Headmaster and Teacher, Govt. Primary Schools & Govt. Middle Schools
- 2) Maintenance of PAR/ACR in respect of :-
 - (a) Headmaster, Govt. Middle Schools &
 - (b) Primary School 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 & Govt. Middle School W.E. Teachers.
- 2) Correspondence on Property Returns.
- 3) Maintenance of ACR in respect Middle School Teachers & Middle School W.E. Teachers.
- 3) Any other works entrusted to her by the higher authority.

6. Laldingzeli Darkim. Office Assistant (Special Educator)

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

7. I. David Lalremtluanga. Data Entry Operator

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

PLANNING & PROJECT CELL

1. Zorammawii Colney (Pi Tei). Office Assistant (High School Teacher)

- 1) CSR.
- 2) NESIDS (OTRI)
- 3) Matters Relating to Project Proposals and Monitoring.
- 4) Matters Relating to shelf off Project.
- 5) Annual Administrative/Publication Reports.
- 6) Matters Relating to Planning and Finance.
- 7) Statistics of School Education.
- 8) UDISE.
- 9) Any other works entrusted to her by the higher authority.

2. K.C. Lalmuankimi Inspector of Statistics

- 1) Registration of Births and Deaths.
- 2) Jal Shakti Abhiyan.
- 3) Any other works entrusted to her by the higher authority.

3. Jeremy Sapkhuma. LDC

- 1) NABARD.
- 2) 10% GBS.
- 3) SASCI.
- 4) School Inspection (Major Works)
- 5) General Correspondence (Compilation of application etc.).
- 6) General Correspondence of Vikshit Bharat.
- 7) Niti Aayog.
- 8) NEC/DONER.
- 9) VVP II
- 10) Census of India 2026
- 11) Any other works entrusted to him by the Higher authority.

4. Lalrempuii. LDC

- 1) Sustainable Developmental Goals.
- 2) Economic Survey.

- 3) Border Schools of Mizoram.
- 4) Hand Holding
- 5) Census of Govt. Employees.
- 6) PDNA.
- 7) Building Statistics.
- 8) DAJGUA
- 9) Any other works entrusted to her by the higher authority.

INFORMATION TECHNOLOGY (I.T.) CELL :

1. Lalawmpuia. Computer Operator

- 1) Management Information System
- 2) Quarterly Establishment Returns
- 3) Teachers' Profile
- 4) Information Technology
- 5) Matters relating to incumbency
- 6) Virtual Classroom Project in 220 Schools.
- 7) Any other works entrusted to her by the higher authority.
- 8) Data Entry Operator
- 9) Any other works entrusted to him by the higher authority.

Note : I.T.Cell will assist Research Officer in preparation of statistical data.

PM-POSHAN CELL:

1. **Lalmuankimi Rokhum. Assistant Programme Manager (APM)** shall supervise the overall delegation of responsibilities i/r of PM POSHAN Wing, Directorate of School Education.

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

- 1) Transportation of Food grains
- 2) Utilization of fund from Govt. of India
- 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) Matters relating to Aadhaar
- 12) Matter relating to water supply/toilet etc
- 13) Annual Work Plan & Budget
- 14) 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 Management formation system, AMS, MIS Web Portal and other PM POSHAN online related work.
- 8) All Establishment matter relating to PM POSHAN.
- 9) Matter relating to Bank, etc.
- 10) Matter relating to Kitchen Shed.
- 11) Training/Workshop.
- 12) Meeting/Seminar report
- 13) MME
- 14) Tour programme.
- 15) Inspection/Spot verification report
- 16) Matter relating to Cook-cum-Helper.
- 17) Engagement of Staff, PM POSHAN
- 18) Advertisement for PM POSHAN
- 19) Any other work entrusted to her by higher authority.
(To be assist by Lalremruata, Programme Assistant, MIS)

HINDI WING

1. Lalmuansangi Sailo. LDC

- 1) Matters relating to Celebration of Teachers' Day
- 2) NFTW Fund
- 3) Transfer & Posting of H/S Hindi Teachers (Regular & CSS)
- 4) Maintenance of Records regarding Posting/Transfer Register of H/S Hindi Teacher
- 5) Seniority List of H/S Hindi Teachers
- 6) Appointment of Staff other than Gazetted under Hindi wing
- 7) Matters relating to DPC of all categories of Hindi Teachers & staff under Hindi Wing
- 8) Recruitment Rules of Hindi Post
- 9) Departmental cases/complaints of Hindi Teachers (Regular & CSS)
- 10) Maintenance of Records regarding important Notification, Office Memorandum, Circular, etc pertaining to Hindi Wing/Hindi Teacher
- 11) Appointment of pay & allowances of H/S Hindi Teachers Regular & CSS
- 12) Reservation of Seats at Guest House/Rest House
- 13) Computer Operator
- 14) Any other works entrusted to her by the higher authority.

2. Rebec LR Ruati. LDC

- 1) Transfer & Posting of M/S Hindi Teachers (Regular & CSS)
- 2) Translation of Official Language
- 3) Matters relating to MHPS
- 4) Matters relating to Teachers' Day Celebration.
- 5) Miscellaneous correspondences/Teachers' Association & MZP under Hindi Wing
- 6) Maintenance of Records regarding Posting/Transfer Register of M/S Hindi Teachers

- 7) Hindi Committee
- 8) Seniority List of M/S Hindi Teachers
- 9) Proposal, Plan & Scheme (CSS)
- 10) Computer Operator
- 11) Any other works entrusted to her by the higher authority

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

- 1) Appointment of Pay & Allowances of M/S Hindi Teachers (Regular & CSS)
- 2) Creation/Conversion and Retention of Hindi Post/Confirmation of Hindi Post
- 3) Seniority List of M/S Hindi Teachers
- 4) Proposal, Plan & Scheme (CSS)
- 5) Allocation of Fund under CSS
- 6) Assembly Matters
- 7) RTI under Hindi Wing
- 8) Computer Operator
- 9) Any other works entrusted to him by the higher authority

4. **R.Zalawra. Office Assistant (H/S. Hindi Teacher)**

- 1) Deputation of Hindi Teachers (both H/S & M/S) training
- 2) Leave of Hindi Teachers
- 3) Any other works entrusted to him by the higher authority.

TECHNICAL WING

1. **Paul Lalhmingmawia. Assistant**

- 1) Minor works of Primary Schools
- 2) Minor works of Middle Schools
- 3) Minor works of High Schools & Higher Secondary Schools
- 4) Minor works of Departmental Office Buildings (excluding DSE office bldg.)
- 5) SASCI (Teachers Quarters)
- 6) CESS on POL
- 7) Bills relating to the above Projects
- 8) Any other work entrusted to him by the higher authority.

2. **Ruth L.Malsawmzuali (UDC)**

- 1) SASCI (Thenzawl Higher Secondary School & High School)
- 2) Cyclone Remal and other Disaster Management Fund
- 3) PMJVK
- 4) IDMI
- 5) Article 275(1)
- 6) School inspection (Minor Works)
- 7) Bills relating to the above Projects.
- 8) Works under SRDF/NRDF
- 9) Any other work entrusted to her by the higher authority.

3. **Lahlupuia. Office Assistant (High School Teacher)**

- 1) NABARD (XXIV-XXIX)
- 2) OTIS (Maintenance of Office Elevator/Lift)
- 3) SEDP
- 4) Correspondence of Technical Supporting Staffs
- 5) Matters relating to Electrification of Schools
- 6) Technical sanction of major works
- 7) Monitoring and Supervision of Works
- 8) Supervision and Maintenance of Directorate of School Education Building
- 9) Bills relating to the above Projects.
- 10) Contingencies for the Major Works.
- 11) Any other work entrusted to him by the higher authority.

4. LM Zuali. Office Assistant (High School Teacher)

- 1) Land & Building (Land Record)
- 2) Renewal of Land Lease Certificate.
- 3) Miscellaneous Correspondence on land and building of Department
- 4) Correspondence of Land dispute
- 5) Handing over and Taking over of buildings.
- 6) Allotment of Departmental Quarters.
- 7) Any other work entrusted to her by the higher authority.

5. Lalsangliana. Office Assistant (Middle School Teacher)

- 1) Correspondence of National Highways.
- 2) Departmental land lease of Primary Schools.
- 3) Departmental land lease of Middle Schools.
- 4) Departmental land lease of High Schools.
- 5) Departmental land lease of Higher Secondary Schools.
- 6) Inspection regarding Land dispute.
- 7) Diversion / conversion of Departmental Land Lease.
- 8) Any other work entrusted to him by the higher authority.

Technical Staff

1. Isak Remmawia, Technical Support Staff
2. Lallianzuala, Technical Support Staff
3. Vanlalchhuanga, Technical Support Staff
4. Manisha Laldinmawii, Technical Support Staff
5. Isaac Lalmangaihzualla, Technical Support Staff
6. Zosangliana, Technical Support Staff

ADULT EDUCATION WING

1. Vanlalruata. CAEO

- 1) ULLAS
- 2) Skill Training/Continuing Education
- 3) Audit Objection
- 4) Any other matters relating to Adult Education
- 5) Any other works entrusted to him by the higher authority.

2. R.Lalnunziri. Assistant

- 1) Deputation
- 2) Recruitment Rules
- 3) Creation of Posts, Vacant Posts
- 4) Classification and Retention of Posts
- 5) Any other works entrusted to her by the higher authority

3. Miranda Lalmuanthangi. LDC

- 1) Pay & Allowances
- 2) Cash handling for Adult Education Wing
- 3) Delegation of Financial Power
- 4) Govt. Employees Group Insurance Scheme
- 5) Office equipment including Electrical and Mechanical Appliance
- 6) Notice of Auction (Disposal of Furniture/Equipment), Quotation
- 7) Telephone and other Communications
- 8) Matters relating for publication of Meichher Magazine including Meichher subscriptions, circulations, advertisement and bills
- 9) HBA/LIC/MCA, Festival Advance.
- 10) Professional Tax, Distribution of Fund, etc.
- 11) Any other works entrusted to her by the higher authority

4. Vanlalrawni Sailo, L.D.C

- 1) Critical Life Skills & Occupational Skill Development Programme
- 2) Miscellaneous on Service Book
- 3) Personal File of Officers & Staff under Adult Education Wing
- 4) Service Book of Officers & Staff under Adult Education Wing
- 5) Pension/Voluntary Retirement/Invalid Pension/NPS/Special Pension Scheme
- 6) Performance Report of Group D Staff
- 7) Leave
- 8) Advertisement/Newspaper/Magazine
- 9) Promotion of MIL
- 10) Tour of Officers and staff
- 11) Indent/Local Purchase of Stationery
- 12) Furniture & Equipment
- 13) Any other works entrusted to her by the higher authority

5. I.Vanlalruati, LDC

- 1) Distribution of Works
- 2) Cash Handling for DAEO 'W' Office
- 3) Service Matters
- 4) Inter-se-Seniority under Adult Education
- 5) Leave of all incumbent for DAEO 'W'
- 6) PAR and ACR
- 7) MACP Scheme, Upgradation of Pay & Post
- 8) Appointment, Transfer & Posting (Gazetted/Non-Gazetted)
- 9) Gov't. Rules, Orders, Notifications, etc.
- 10) Transfer of Charge
- 11) Medical Re-imbursement
- 12) General Provident Fund
- 13) Quarterly Reconciliation & Monthly Expenditure
- 14) LOC and Increment
- 15) Budget Estimates and Revised Estimates
- 16) Any other works entrusted to her by the higher authority.

DAEO'S OFFICE, AIZAWL EAST

1. R. Kawldingluaia, CAEO

- 1) Implementation with inspection & verification of Skill Development Programme
- 2) Other Adult Education Programmes under Adult Education Wing
- 3) Result Framework Document and Achievement Reports under Adult Education Wing,
- 4) Directorate of School Education
- 5) Vigilance Administration/Disciplinary Proceeding
- 6) Census, Literacy Survey, etc.
- 7) Audit objection of the account of DAEO, Aizawl East District
- 8) Election under DAEO's Office, Aizawl East District
- 9) Budget Estimates and Revised Estimates
- 10) Implementation with inspection & verification of Skill Development Programme
- 11) Other Adult Education Programmes under Adult Education Wing
- 12) Audit of accounts of Adult Education Wing, Directorate of School Education and
- 13) DAEO's Office, Aizawl West District
- 14) RTI under Adult Education Wing, Directorate of School Education and
- 15) DAEO's Office, Aizawl West District
- 16) Parliamentary & Assembly Questions under Adult Education Wing,
- 17) Directorate of School Education
- 18) Any other works entrusted to him by the higher authority.

2. C. Lalnunmawii. CAEO

- 1) Foundational Literacy and Numeracy (FLN)
- 2) NEP, PLA, ULLAS, SLMA
- 3) Literacy Drive
- 4) Implementation with inspection & verification of Skill Development Programme
- 5) Other Adult Education Programmes under Adult Education Wing
- 6) International Literacy Day (ILD)
- 7) RTI under DAEO's Office, Aizawl East District
- 8) Seminar/Training/Conference/Campaign etc. under Adult Education Wing
- 9) Allotment of Lands/Departmental Lands under Adult Education Wing,
- 10) Directorate of School Education
- 11) Mizoram Education Act under Adult Education Wing, Directorate of School Education
- 12) Pension/Voluntary Retirement/Invalid Pension/NPS/Special Pension Scheme
- 13) Budget Estimate and Revised Estimates
- 14) Election under Adult Education Wing, Directorate of School Education and
- 15) DAEO's Office, Aizawl West District
- 16) Any other works entrusted to her by the higher authority

3. Mangchhuani. UDC

- 1) Posting/Transfer/Appointment/Joining report/release order
- 2) Service book of all incumbents
- 3) Pension/Voluntary Retirement/Invalid Pension/NPS/Special Pension Scheme
- 4) MACP Scheme
- 5) PAR/ACR/Performance Report of Group D Staff
- 6) Leave of all incumbents under DAEO 'E'
- 7) Confirmation
- 8) Government Circular/Notification
- 9) Department and Other meetings
- 10) Matters relating to seniority/interse-seniority
- 11) Punctuality and regularity
- 12) Tour programme
- 13) Election
- 14) Meeting/Seminar
- 15) Last Pay Certificate
- 16) Establishment and Office Accommodation
- 17) GIS
- 18) Leaves
- 19) Miscellaneous
- 20) Any other works entrusted to her by the higher authority

4. C. Lalbiakzuali. LDC

- 1) Pay and allowances of all incumbents
- 2) Cash handling for DAEO 'E' Office
- 3) Maintenances of cash book
- 4) Allotment of fund
- 5) Monthly expenditure statement
- 6) Medical Re-imbursements
- 7) General Provident Fund
- 8) Budget estimate
- 9) Professional Tax
- 10) Quarterly Employee return
- 11) Issue and receive
- 12) Office Expense
- 13) HBA/HUDCO and other loans, Professional Tax
- 14) Census of Govt. Employees/Govt.
- 15) Office Attendance/Punctuality/Surprise Check/Explanation
- 16) Property Returns
- 17) Any other entrusted to her 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
- 20) Any other works entrusted to her by the higher authority

2. Lalrinawmi Sailo, Office Assistant (H/S Teacher)

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

Sd/-ANGELA ZOTHANPUII

Director
School Education
Mizoram : Aizawl

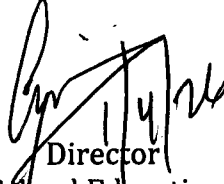
Memo No.F. 23012/1/2024-DSE(Estt)

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Dated Aizawl, the 1st April, 2026

Copy to:

- 1) All Officers & Staff of this Directorate for information.
- 2) Persons concerned for information & necessary action
- 3) Guard File.


Director
School Education
Mizoram : Aizawl