

**No.B.14015/10/2021-GAD/Pt-II**  
**GOVERNMENT OF MIZORAM**  
**GENERAL ADMINISTRATION DEPARTMENT**

-----

*Dated Aizawl, 23<sup>rd</sup> December, 2021*

**OFFICE MEMORANDUM**

**Subject : Instruction on proper vigilance of Government offices/buildings and properties**

It has come to the knowledge of the Government that there are instances of loss of Office properties arising out of theft, outbreak of fire, etc. after closure of Government Offices. Such incidents can be prevented by proper vigilance especially after Office hours.

In view of the above, all Administrative Departments/Heads of Departments/Offices are requested to be vigilant for prevention of such incidents particularly during the festive period of Christmas and New Year.

Proper instruction on maintaining vigilance shall be given by the concerned authority to Officials in charge of maintenance of Govt. building and Offices i.e chowkidars, sweepers, private security, night duty, night watchmen, etc. These Officials may be provided with the phone number of the nearest Fire Station and Police Station.

The contents of this Office Memorandum shall be brought to the notice of all sub-ordinate Offices for necessary action and strict compliance.

**Sd/- J.C. Ramthanga**

Addl. Chief Secretary to the Govt. of Mizoram  
General Administration Department

**Memo No.B.14015/10/2021-GAD/Pt-II : Dated Aizawl, the 23<sup>rd</sup> December, 2021**

Copy to:-

1. Secretary to Hon'ble Governor of Mizoram.
2. P.S. to Hon'ble Chief Minister, Mizoram.
3. P.S. to Deputy Chief Minister, Mizoram
4. P.S. to Speaker/Ministers/Deputy Speaker/Govt. Deputy Chief Whip/Vice Chairman, State Planning Board./Vice Chairmen, SEDP Boards.
5. Sr. P.P.S to Chief Secretary, Govt. of Mizoram.
6. All Principal Secretaries/Commissioners & Secretaries/Secretaries, Govt. of Mizoram.
7. All Administrative Departments.
8. Secretary, MPSC/MSIC/SEC/MSCPCR/MSWC/MSSSB/MYC/Lokayukta, Mizoram.
9. All Heads of Departments, Govt. of Mizoram.
10. Website Manager, GAD.
11. Guard File.



**(ST. LALVENSANGI)**

Under Secretary to the Govt. of Mizoram  
General Administration Department