

No.A.12032/1/2010-RCOOP(Estt)
GOVERNMENT OF MIZORAM
OFFICE OF THE REGISTRAR OF
COOPERATIVE SOCIETIES:MIZORAM:AIZAWL.

OFFICE ORDER

: Dated Aizawl, the March, 2013

In partial modification of this Directorate office order of even no dt. 3.8.2012 and for improving the functioning of this Directorate, the following works are hereby distributed among the following staff with immediate effect and until further orders.

ESTABLISHMENT/GENERAL :

1. **Pi Vankimi, Assistant** :
 1. Tour & Tour programmes of minister/Secretary/officers & staff.
 2. Matters relating to MLA Election.
 3. Matters relating to MLA/Assembly Question.
 4. Matters relating to Lok Sabha/Rajya Sabha.
 5. Maintenance of Service Book/Personal File of all ministerial staff.
 6. Leave of all ministerial staff.

2. **Pu VL Malsawma, Assistant** :
 1. Pension cases of all officers and staff.
 2. Court case/ Disciplinary Proceeding/ Vigilance case.
 3. Setting up & Maintenance of website.
 4. New Defined contributory Pension Scheme and NPS Lite.
 5. Employees and Pensioners Database.
 6. Miscellaneous Establishment matters.
 7. Allocation/Transaction of Business Rules.
 8. Administration Reforms.

3. **Pi Malsawmi, Assistant**
 1. Matters relating to MCAB/MUCO Bank including Court cases.
 2. All matters relating to Credit and Banking.
 3. All National Level Societies
 4. Governor's Speech/CM's speech
 5. R.T.I.
 6. SLBC/SLCC Meetings
 7. Revival Package for Handloom Sector
 8. Meeting of GEO Textiles & Agro Textiles in N.E. Region.
 9. Greening India Scheme.
 10. Meeting of MEDFI

4. **Pu Hranglawta, Assistant** :
 1. Preparation/Amendment of Mizoram coop. Societies Acts & Rules.
 2. Annual Plan/Five Year Plan
 3. Financial Assistance
 4. Land and Building
 5. Matters relating to STCCS
 6. Any other works allotted to him from time to time

5. **Pi Lalramthangi, Assistant** :
 1. Property Returns
 2. General correspondence of ACR/PAR.
 3. Adv. of posts
 4. Training
 5. MACP Scheme

6. **Pi Vanlalthuangi, UDC** :
 1. Matters relating to appointment/promotion/transfer & posting of all officers & field staff
 2. Maintenance of Service Book of all officers & field staff
 3. Leave of all officers & field staff.
 4. Creation/Retention/Conversion of post
 5. Report and Return on Man power strength/Employment and Establishment Return.
 6. Attendance/Punctuality.
 7. Pay & Allowance/ Revision of pay.
 8. Upgradation of posts
 9. Filling up of posts on deputation & delegations.
 10. Natural calamities
 11. NCUI matters
 12. Beautification of office building.

7. **Pi K. Lalthlamuani, UDC** :
 1. Engagement & regularization of M.R.
 2. Matters relating to appointment/ promotion/ transfer & posting of all ministerial staff.
 3. **Distribution of works.**
 4. **Telephone**
 5. **Supply of Books/Newspaper**
 6. **Celebration of Coop. Week/Seminar.**
 7. DPC and confirmation of all staff.
 8. Seniority of all staff
 9. Compassionate appointment.
 10. Departmental Examination.
 11. Reservation of post for disabled person.
 12. Government Notification/O.M., etc.
 13. Census
 14. Employment data
 15. Casual Leave of all staff/maintain of Casual Leave of officers & field staff.

8. **Pi Engthangpuii, LDC :**
Computer Operator
9. **Pi J. Laltanpuii, LDC :**
 1. Celebration of important days.
 2. Meeting of Secretary/HOD/officers & staff.
 3. Cleanliness Week.
 4. Green Mizoram.
 5. Maintenance of Issue register.
10. **Pi Rosangpuii, LDC :**
 1. Maintenance of Receipt/Newspaper Receipt.
 2. Maintenance of File movement register.
11. **Pu H. Lalnunfela :**
Computer Operator

SOCIETY SECTION :

12. **Pu Hranglura, Assistant :**
 1. Special rebate on Marketing incentive under DHPY.
 2. Registration of Societies
 3. Audit allotment under Aizawl East and Aizawl West District.
 4. Audited Balance Sheet under Aizawl East and Aizawl West District.
13. **Pi Chawngthantluangi, Assistant :**
 1. Arbitration
 2. Amendment of Bye-Laws of all State Level Coop. Societies.
 3. Audit of all State Level Cooperative Societies.
14. **Pi Biakmawii, Assistant :**
 1. Audit Allotment under Kolasib/ Champhai District.
 2. Audit Balance Sheet under Kolasib/ Champhai District.
 3. All loan matters except NCDC loans.
 4. Recovery of loans of all Districts.
15. **Pi Lalramengi, UDC :**
 1. Stationery
 2. Supply of Liveries
 3. Supply of Furniture/Equipment
 4. Conference Hall
 5. Matters relating to NCDC/Micromanagement/ICDP
 6. Vehicle.

16. **Pi Lalrinkimi, LDC** :
1. Audit Balance Sheet under Serchhip/ Lunglei/ Saiha District.
 2. Audit Allotment under Serchhip/ Lunglei/ Saiha District.
17. **Pi Lalnunmawii, LDC** :
1. All matters relating to all SLCS except MUCO & Apex Bank.
 2. Court Cases of all SLCS except MUCO & Apex Bank.

ACCOUNTS SECTION :

18. **Pi Lawmkimi Bawitlung, Accountant**
1. Preparation of BE/RE
 2. LOC
 3. Reconciliation of Expenditure
 4. Compilation of Expenditure
 5. Re-appropriation
 6. Control of Expenditure
 7. Delegation of Financial Powers
 8. Matters relating to 13th Finance Commission
 9. PAC/NFC
19. **Pi Lalliankimi, UDC, Cashier**
1. Drawing & Disbursing of Cash
 2. Proper maintenance of Cash books/Bill Register
 3. Pay Roll Savings
 4. Maintenance of Vouchers/Cash Memos
20. **Pi Lalrammawii, UDC**
1. Preparation of Pay bills of all officers & staff
 2. Medical Reimbursement/Treatment in respect of all officers/staff.
 3. Maintenance of personal ledgers in respect of all officers & staff of RCS.
 4. G.E.G.I.S.
21. **Pi Rualthankhumi, UDC** :
1. Expenditure Returns (Monthly and Quarterly)
 2. T.A. Bills
 3. LTC

22. **Pi S. Lalthangliani, LDC**

1. GPF-Advance/Withdrawal in respect of all officers/staff
2. LIC/HBA/SBI loans/Car & Scooter Advance in respect of all officers/staff
3. Contingent Bills
4. Revenue Receipt
5. Maintenance of personal ledgers of deputationist.

STATISTICS

23. **Pu Lalmalsawma, SICS**

1. Statistic
2. NAFSCOB (National Federation of State Cooperative Banks)
3. Nodal Officer for Result Framework Document

24. **Pu Zothanpara, JICS**

1. Liquidation

Sd/- AKASH MOHAPATRA, IAS
Registrar,
Cooperative Societies,
Mizoram, Aizawl.

Memo No.A.12032/1/2010-RCOOP(Estt)/ : Dated Aizawl, the March, 2013.

Copy to :-

1. Registrar of Cooperative Societies, Mizoram, Aizawl for information.
2. All Officers of the RCS Office for information.
3. All District ARCS for information.
4. All Staff of RCS for information & necessary action.
5. Office Order Book.

Sd/- Registrar,
Cooperative Societies,
Mizoram, Aizawl.