

No.C.14019/1/2010-RCOOP(Estt)/44
GOVERNMENT OF MIZORAM
OFFICE OF THE REGISTRAR OF
COOPERATIVE SOCIETIES : MIZORAM : AIZAWL.

CIRCULAR

: Dated Aizawl, the June, 2013

RCS office hnuai a thawkten kan hnathawh danah hma kan lo sawn theih deuh na turin a hnuai ami ang hian officers leh staff ten kan zawm theuh tur han tarlan a ni e.

1. Office tan hun hi zing lamah dar 9:00 AM a ni a, dar 9:30 AM ah Attendance Register put-up ziah a ni ang. Tlai lamah office ban hun dar 5:00 PM hma in tumah hawn phal a ni lo.
2. Mizoram Sorkar hnuai a thawkte tana dan awmsa angin Peon leh Peon anga chhawr te chu zing lamah dar 9:00 AM hmaa thleng hman ngei tura hriattir kan ni a, office tan hun hmain kan duty na hmun theuhah dawhkan, thutthleng, etc hrukfai te an lo ti thin tur a ni.
3. Harsatna avanga office tlai tur, thil tula chhuak tur leh haw hma tur reng rengin an Controlling Officer hnenah emaw, Superintendent hnenah emaw phalna an la hmasa tur a ni.
4. Attendance Register-ah tumah in sign sak (signature dahsak) phal a ni lo.
5. Receipt & Issue khawitu pawhin Dâk hmanhmawhthlakte 'flag' zel anih angin Dâk hmanhmawh/pawimawh chu a Dealing Assistant hnenah a hma thei ang berin a pe thin tur a ni.
6. Dealing Assistant ten Dâk an pending reng reng tur a ni lova. An Dâk dawn te chu a pawimawh/hmanhmawh dan indawt a rang taka put-up thin tur a ni. Dâk pending avanga Department-in harsatna a tawh chuan a Concerned Dealing Assistant mawhphurhna a ni ang.
7. Leave engmah dil/la lova office kal loh ringawt hi **unauthorized absence** ani a, an kal loh ni kha E.O.L pek bak ah disciplinary proceeding lak theih a ni.
8. Earned Leave la tur reng reng in an avail tur hma ni 5 chhungin application an theh lut tur a ni.
9. Casual Leave hi kum khat chhungin ni 8 kan nei a, chumi aia tam lak anih chuan Earned Leave atanga cut zel tur a ni.
10. Leave lak hman zawh tawh hnuah 'extension' dil si lova kal lo (overstayal of leave) te chu 'Dan' angin an chungah action lak a ni ang.
11. Office chhung ah Zu in emaw ruih emaw ruihtheih thil dang lakluh khap tlat a ni.
12. Office chhungah meizial zuk khap tlat a ni.
13. Office hour chhungin tumah phalna la hmasa lo a chhuah leh haw hma phal a ni lo.

Yours faithfully,

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

Memo No.A.20018/9/85-RCOOP(Estt) : Dated Aizawl, the June, 2013

Copy to :

1. All officers & staff for strict compliance.
2. Office Order Book

Registrar,
Cooperative Societies,
Mizoram, Aizawl.

