

GOVERNMENT OF MIZORAM  
DIRECTORATE OF COMMERCE & INDUSTRIES  
KHAJLA, AIZAWL, MIZORAM

Aizawl, the 12<sup>th</sup> October, 2022

OFFICE ORDER

No. B. 12011/1/2021-DTE-C&I : Directorate of Commerce & Industries hnuai thawk zawng zawng (district office hrang hrang huam vekin)-te inthununna tur leh inkaihhraina thil hrang hrang a hnuai hian tarlan a ni a, ngai thutak turin kan inhriattir a ni.

1. **HUN BITUK NGAIH PAWIMAWH :**

- a. Kan hna/eizawna hi kan zah (respect) tur a ni a, a ruaitu mittlunga mi tin kan invawn that reng a pawimawh hmasa.
- b. Office-a hna thawh hun chhung (office timing) ngaih pawimawh tur a ni.
- c. Thil pawimawh leh hmanhmawhthlak bik a nih loh chuan a theih chen chenah office hun chhunga mahni hna chanpual ching fel hman ngei tura inruahman thin tur a ni.
- d. Hna a tam emaw a tam vak lo emaw pawh ni se hun bituk chhungah hi chuan mahni thutnaah tha taka awm tur a ni a; hlawh lakna nena inkaihhnawih thil ni lovah chuan mahni thuthmun chhuahsan fo loh tur a ni.
- e. Koh/zawn fo ngaia awm loh tur a ni a; pi leh pute an awm lai phei chuan chin hriat loha len chhuah emaw hmun danga lo tei chhuah daih emaw chin hauh loh tur a ni.
- f. Tul bik thila office chhuahsan a ngaih pawhin Controlling Officer/Branch Officer phalna lak hmasak ngei tur a ni a; phalsak nih loh chang a awm a nih pawhin phunnawi tur a ni lo ang.

2. **ATTENDANCE REGISTER-A HMING ZIAH :**

- a. Office kai leh kai loh chhinchhiahna bu-ah dar 9:45 aia tlai lovah hming ziah hman vek tur a ni.
- b. Hming inziahsak phal a ni lo a, chutianga a awm a, finfiah a nih chuan ziahsaktirtu leh a ziahsaktu chungah hma lak a ni ang.
- c. Hun bituk chhunga hming ziah hman lo tur chuan Superintendent an hriattir ngei ngei tur a ni.
- d. A bu chu Superintendent/Controlling Officer endik turin a dawhkanah dar 10:00-ah dah thin tur a ni.
- e. Dar 9:45-a hming ziah hman lo chu Superintendent-in a tul a tih angin JD(Admin) hnenah insawifiah turin a hriattir thin ang.
- f. Superintendent/Controlling Officer-in hming ziah hman lo pen-tui-sena '?' a chhinchhiah hnuah hming ziah hnan awih a ni lo.
- g. Attendance chungchang hi kar tawpah endik ziah tur a ni a, inkaihhraina ngai pawimawh lo fo chu umzui tur an ni ang.

3. **LEHKHA LEH HMACHHAWP UMZUI :**

- a. Lehkha lo thleng reng reng Dealing Assistant-in a chettir nghal tur a ni.
- b. Thiam loh deuh vang emaw hriat tawh loh avang emawa lehkha chettir loha dah veng veng awm lo se.
- c. Parliament/Legislative Assembly atanga lehkha dawn leh a kaihhnawih thil reng reng chu ngaih pawimawh hmasak ber zingah a tel ngei ngei thin tur a ni.
- d. Fixed Date/Urgent chi ngat phei chu tikhawtlai miah lo tur a ni.
- e. Dealing Assistant ten Log Book an nei vek tur a ni a, lehkha/file tihkal dan pawh chiang taka chhinchhiah thlap tur a ni.

14/10/2022  
Baiter



- f. Kum khat chungga hun bituk neia chet lak ngaihna chi, kalphung panggaia tih reng tur chi te pawh a hun taka file chettir a nih theih nan kum tir atangin ruahmanna mumal tak (plan/calendar) siam thin tur a ni.
- g. Lehkha/file bo thin hian mi tan harsaina namen lo a thlen thin avangin tihbo awm miah lo tura fel taka chet tur a ni.
- h. Lehkha chhuak tur hi department/office hmel lanna tak a nih avangin draft-stage atangin uluk taka enchian ni zel se; layout pawh zahawm tak, uluk taka duan tih hriat tak, hmelhmang inang tlang ni thin se.

4. **CHAWLH CHUNGCHANG :**

- a. Chawlh hi 'right' anga ngaih tur a nih loh thu Leave Rules-ah chiang taka tarlan a ni.
- b. Casual Leave (CL) lak theih chin bithliah ngaih pawimawh tur a ni.
- c. CL lak a ngaih pawhin a hma ni-ah Controlling Officer phalna lak ngei ngei tur a ni a; hriat lawk loh thil a nih pawhin dilna dah / dahtir mawl tawp lovin Superintendent hnenah phone-a hriattir tel ngei ngei tur a ni.
- d. Superintendent/DA ten mumal takin CL register an vawng ang a, bituk chin pel tawh list chu Controlling Officer hnenah felfai takin an thehlut thin ang.
- e. Chawlh dilna hi branch/section officer ten an lo 'recommend' thei ang a; chawlh lak tawh zat nena en mil zel a ngaih avangin JD (Admin)-in a ching fel thin ang.
- f. Provisional Employee (PE) te pawhin chawlh an neih theih (4+12 days) chungah an insiamrem/inrel fel tur a ni.
- g. Leave dang la tur chuan an lak duh hma ni 5 hma lamah tal Controlling Officer / Branch Officer hriatpuina nen dilna an thehlut ang a, chawlh phalsakna awm lovin chawlh ngawt loh tur a ni.
- h. Leave lak theih bithliah chin aia tam la chu a tul anga chin fel tur a ni ang.

5. **HAWIHHAWMNA :**

- a. Hotute leh an hna chelh chungga zahderna lantir kawngah tan lak sauh sauh tur a ni a; ni khata inhmuh wawi khatna a nih pheih chuan chibai buk (greet/wish) ngei thin tur a ni.
- b. Officer room-a luh dawn reng rengin an phalna dil thlap hi a mawiin tih tur reng a ni a; thutna min kawhhmuh hmaa lo thut te hi awmdan mawi a ni lo.
- c. Hotu ten branch/section hrang hrang an tlawh kual changin dinga lo dawn sawn thin hi a mawi a, laklawh bik thil a nih loh chuan ding chungah inchhan thin tur a ni.
- d. Senior zawkte chungah inzhaderna lantir hi a mawi a; senior zawkte pawh zah tlak leh entawntlaka awm tum ve tur a ni.
- e. Mipui rawng bawl tura a bika rawih kan nih angin tu mah thlei bik nei lovin, mi tu pawh tha taka dawn sawn vek tur a ni a, hawihhawm leh dawhtheih taka lo chiauw ngei ngei tur a ni.
- f. Office-a rawn kalte hi kan puihna mamawhtute an ni thin a; mahni chungga thleng tura kan duh ang taka lo ngaihven a, lungawi taka siam tum tlat tur a ni.
- g. Reception hi office hmel lanna hmasa ber a nih avangin office tlawhtu leh dawrtute chu hmel hlim sarhin lo chhawn thin tur a ni a; an mamawhnaah phur taka lo tanpui thin tur a ni.

6. **OFFICE INRELBAWLNA LEH A ZAHAWMNA VAWNHIM :**

- a. Office hming tichhetu/tihliautu nih bik loh tur a ni.
- b. Mi dangte nena thawk ho thei tura rilru put reng tur a ni a; thawhpui barsa ni lo tura insiamrem thiam a pawimawh.
- c. Mahni hna leh dinhmun hriat chian a, chumi zawna rinawm, rin tlak leh zahawm taka thawh tum tlat reng tur a ni.
- d. Mahni hna chanpual piah lama intirh/chet a ngaih changin tlanche bik emaw, phunnawi ching emaw nih loh tur.



- e. Hnathawhna hmunah ruilh a thiang lo a office hmunhma buam chungah ruiltheihthil leh a kalihhawih thil reng reng tih khap flat a ni.
- f. Office chawih (holiday) reng rengah office hawnga thil huathawt emaw thil tih ho emaw a rem lo a; tul bik thilah chuan hotute phalna lak hmasak tur a ni.
- g. Thawhpuite mitmei veng reng chungah mahni inthunun theuh a tul a, mi mai zalenna changhawia pawlawh taka nun bik loh tur a ni.
- h. Office leh thawhpuite mualpho leh hmangchhiat theihna tur thil invensaktawn tur a ni a; dik lohna leh fel lohna erawh inthupsak lovin, hotute hnenah hriattir vat thin tur a ni.
- i. Chhungkaw boruak nuam leh zangkhai siamtu nih tum theuh tur a ni a, office chungah intihbikna ze rawngkai a awm thiing lo.
- j. Sawrkar, department leh office thuruk vawn kawngah inzilh ngaia awm loh tur a ni.
- k. Kan inchei/inthuam dan hian thil kan lak thutak leh tak loh dan a lantir avangin mahni neih ang tawka fai leh zahawma inthuam thin tur a ni.
- l. Hnathawhna hmunah hmeichhe zahawmna tibawrhbang zawnga chhah/fiam a thiing lo.

#### 7. HMUNHMA VAWNFAI LEH THIANGHLIMNA

- a. Hnathawhna hmun tizahawm turin hmunhma zawng zawng vawn fai that reng tur a ni.
- b. Kan 'input' leh a vel tibaltu nih aiin a tifaitu leh vawngfaitu nih tum theuh tur a ni.
- c. Mahni branch/section leh thutna bawr theuh pawh hahdamthlak taka vawn fel tur a ni a; mahni dawhkan leh a velah file leh lehkha darh nuaia dah lovin mumal taka rem fel thlap thin ni se, tangkai lo leh hnawkhna thil reng reng chu thenfai/paih zung zung thin ni se.
- d. Chowkidar/sweeper/cleaner ten room tin leh kil tin kil tang chikin, hmunhma tawp leh bal lai apiang tihfai thin tur a ni a, kawhhmuh/tirh ngai loa tan lak reng tur a ni.
- e. Tihfai hna thawk tura a bika ruatte chuan Zirtawpniah nilengin office tihfai hna an thawk thin ang a, Superintendent/DA ten tih tur an kawhhmuh thin ang.
- f. Group 'D'/Peon te pawhin an room vil bik enkawl fai leh fel hna an thawk tel reng tur a ni.
- g. Hun thawl remchangah 'intihfai hnatlangpui' koh thin a ni ang a, chutiang huaihawt chu a rem mai loh pawhin branch/section bil ang pawhin mahni awmna bawr tifaia chet ho dan zawn thin tur a ni.

#### 8. LIRTHEI ENKAWL CHUNGCHANG

- a. Sawrkar lirtheite hi mahni ta anga dimdawi taka enkawla vawn thin tur an ni.
- b. A enkawl na atana sum kal ral nasa lutuk thin titem turin tan lak theuh tur a ni.
- c. Lirthei pawn lam leh chung lam chu fai leh hnum taka vawn reng tur a ni.
- d. A khalhtute pawh zahawm tawka taka inthuam thin tur a ni.
- e. Sawrkar lirthei hmangin dan phal loh thil reng reng tih loh tur a ni.
- f. Hotute kawngkhar lo hawnsak theih hi a mawi a, a rem lo a nih pawhin a chungah lo thut sa vung loh tur a ni a, engine lo tihnun sa phei chu thil mawi a ni lo.
- g. Hmanhmawhthlak bik a nih loh chuan horn hman chin loh a tha; sawrkar hnathawk, intilal deuh ni awm taka lirthei khalh thin hi tih loh tawp tur a ni.
- h. Directorate-a Vehicle in-charge leh Supervisor ten parking mumal a awm theih nan hma an la thin ang.

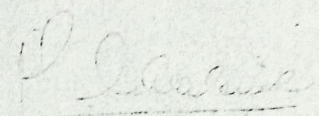
sd/- FLORENCE ZOTLUANGPUII  
Director



Copy to -

1. PA to Director, Commerce & Industries Department
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4. General Manager, Bamboo Development Agency
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No. 4



**(HENRY C. LALRAWNKIMA)**  
**Joint Director (Admin)**