

No.A.35035/1/2024-DTE(TRP)

Dated Aizawl, the 6th Dec., 2024

OFFICE ORDER

The following Officers and staff under Transport Department are hereby instructed to give basic training on Office Procedure, Accounts and Technical matters to the newly recruited LDCs (PE) and ESIs as per table shown below:-

Dt. 9.12.2024 (Monday)

10:00 AM – 10:30 AM Training inauguration
Chairman : **Pu Zothangzuala Chhangte,**
Joint Director (Hqrs)

Speech : **Er. R. Lalrammawia,**
Director, Transport Department

Period	Venue	Time	Faculty	Subject
9.12.2024 (Monday)	Committee Room, Directorate of Transport	10:30 AM – 12:00 Noon	Pi Biakchhanthuami, Supdt. (Theory)	1) Responsibilities of Gov't Servant 2) Conduct Rules 3) Functional Filing System 4) File Docketing
		1:30 PM – 4:00 PM	Pi Lalthanzuali, Assistant (Practical)	
10.12.2024 (Tuesday)	Committee Room, Directorate of Transport	10:30 AM – 12:00 Noon	Pi Biakchhanthuami, Supdt. (Theory)	1) O.M & O.P – Forms of Communication 2) Receipt & Issue 3) Service Book – nominations etc 4) Leave Rules 5) MA Rules – Family declaration
		1:30 PM – 4:00 PM	Pi C. Lalhriatpuii, Assistant (Practical)	
11.12.2024 (Wednesday)	Committee Room, Directorate of Transport	10:30 AM – 12:00 Noon	Pi Biakchhanthuami, Supdt. (Theory)	1) Pension – OPS/ NPS 2) PAR/ ACR 3) Procurement/ Local Purchase 4) DFP Rules

Period	Venue	Time	Faculty	Subject
		1:30 PM – 4:00 PM	Pi Zothankimi, UDC Pi Lallawmkimi, LDC Pi Teresa Lalduhawmi, LDC (Practical)	5) GPF Rules 6) RTI ACT 7) Stationeries
12 – 13. 12.2024 (Thurs & Fri)	Committee Room, Directorate of Transport	Pi Lalmalsawmi Dy. Dir (Accts)		Training in Accounts section
16- 31. 12.2024		Pu R. Lalnuntluanga, DTO (LA)		Training in the office of DTO (LA)
03 – 15. 01.2025		Pu B. Lalchuangkima, DTO (RA)		Training in the office of DTO (RA)


 (R. LALRAMMAWIA)
 Director
 Transport Department
 Mizoram : Aizawl

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Copy to :-

1. The Joint Director (OP) for information and necessary action.
2. The Deputy Director (Accts) for information and necessary action.
3. The District Transport Officer, (R/A) / (L/A) for information and necessary action
4. All persons concerned.
5. Office Order Book.


 Director
 Transport Department
 Mizoram : Aizawl