



# राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम

NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM

(An Institute of National Importance under Ministry of Education, Govt. of India)

CHALTLANG, AIZAWL, MIZORAM – 796012

Tele Fax: 0389-2391236/ 0389-2391774/ 0389-2391699

Email: nit\_mizoram@nitmz.ac.in

F.No. NITMZ/C-93-2/2012/4141

Dated: 02 MAR 2023

## ORDER

In supersession of Order No. NITMZ/C-93-2/2012/727 dated 7th September 2020, the posting and transfer assigned to the Officers and Administrative Staff of NIT Mizoram shall be effected with immediate effect, as:

Sl. No.	Name of Employee & Designation	Duty / Work Assigned
1	Mr. Benjamin Lalbiakmuana, <b>Superintendent – I (Establishment)</b>	All matters related to Establishment. Service matters of Teaching & Non-Teaching Officers & Staff etc and Recruitment of Teaching and Non-Teaching Staff. Policy matters of NIT Mizoram and Regulations / Ordinances / Statutes, Legal cases etc. He will report to Registrar through Asst. Registrar (Estt) and Deputy Registrar.
2	Ms. Lancy Zodinpuui Chawhte, <b>Superintendent – II (Academic)</b>	All Academic related matters - Academic Records, Institute's Statistics, all Fees related matter, Scholarship (State & Central) and Senate Matters. Policy matters of NIT Mizoram on academic activities and Regulations/Ordinances/Statutes of the Academia. She will report to Registrar through Deputy Registrar.
3	Mr. Lalrinawma Khiangte, <b>Superintendent – III (GAD)</b>	All General Administrative Department (GAD) related matters- Purchase and Stores, Hospitality & Accommodation and Protocol etc. Security, Sanitation/House Keeping Services, Vehicles, Emergency Vans, Buses under Outsourcing Services. He will report to the Registrar through Deputy Registrar. For all matters connected with procurement of goods, services, contracts etc, he will report to the

*Handwritten signature*

		Registrar through Assistant Registrar (Accounts)/IAO and Deputy Registrar.
4	Mr. C. Lalhriatpuia, <b>Accountant (Ad hoc)</b>	All Accounts related matters, maintenance of all Accounts related Registers, monthly BRS, monthly Accounts Review Meeting etc. He will report to Registrar through Assistant Registrar (Accounts)/IAO/Deputy Registrar.
5	Mr. Kalyan Das, <b>Junior Assistant</b>	All matters related to Establishment. Recruitment of Teaching and Non-Teaching Staffs. All Statutory Meetings, CPDA, Medical Claims and Legal cases etc. He will report to Registrar through Superintendent-I/ Assistant Registrar (Estt) and Deputy Registrar.
6	Mr. Ramhlunsanga Hmar, <b>Junior Assistant</b>	All matters related to Establishment. Recruitment of Teaching and Non-Teaching Staffs. All Statutory Meetings, CPDA, TA/DA, LTC etc. He will report to Registrar through Superintendent-I/ Assistant Registrar (Estt)/Deputy Registrar.
7	Mr. Lalhmunsiamia Pautu, <b>Junior Assistant</b>	All General Administrative Department (GAD) related matters- Purchase and Stores, Hospitality and Protocol etc. He will report to Registrar through Superintendent-III/ Assistant Registrar (Accounts)/IAO/Deputy Registrar /.
8	Mr. Ram Ashish Singh, <b>Junior Assistant</b>	All Academic related matters - Academic Records, Institute's Statistics, all Fees related matter, Scholarship (State & Central) and Senate Matters. He will report to Registrar through Superintendent-II and Deputy Registrar.

- Assistant Registrar (Establishment) will be in-charge of the Establishment Section, Recruitment of Teaching and Non-Teaching Staffs etc. Superintendent-I/Estt will directly work under Assistant Registrar (Establishment) with due diligence.
- All Procurements, Contracts and Estate issues will be vetted by Internal Audit Officer (IAO). Superintendent III/GAD will follow diligently.
- Recruitment file will not pass through Deputy Registrar being the DDO unless otherwise called for, in the exigencies of public interest.

*Ahok*

- All Statutory Committee related work will be endorsed through the Deputy Registrar.
- Superintendent I/Estt will liaise with Superintendent-II/Acad for Recruitment processes of Teaching and Non-Teaching Posts.
- Superintendent I/Estt shall handover all the ongoing procurement documents, files etc related under TSA & Non-TSA funds to Superintendent III/GAD. However, Superintendent I/Estt will extend all help to Superintendent III/GAD and ensure that there is no hitch in the procurement process during the transition period and until the entire procurement process is done by 31.03.2023.
- Superintendent II/Acad will liaise with Superintendent I/Estt in terms of Senate Agenda to be placed in the BOG.
- Superintendent I/Estt and Superintendent II/Acad shall be 'Linked Staff'.
- Superintendent II/Acad and Superintendent III/GAD shall be 'Linked Staff'.
- On matters concerning Attendance and Punctuality. The Attendance Register will be submitted to Assistant Registrar (Establishment).
- All Staffs – Establishment, Academics, GAD, including Casual Labours should give their attendance in the provided Attendance Register.
- Superintendent I/Estt should submit the attendance register to Assistant Registrar (Establishment) at 9:30 AM.
- Everyone should be seated in their own place at 9:30 and should not leave their designated position without the permission of Superintendent I/Estt, Superintendent-II/Acad and Superintendent III/GAD respectively. In line, all the 3 (three) Superintendent's will report to Assistant Registrar (Establishment) in this regard.

Sd/-  
(Dr. LALTHANCHAMI SAILO)  
Registrar  
National Institute of Technology  
Mizoram

Date: 02 MAR 2023

**F. No. NITMZ/C-93-2/2012/4/41**

Copy to:

1. Director's Personal Branch, NIT Mizoram.
2. Registrar's Personal Branch, NIT Mizoram.
3. Deputy Registrar, NIT Mizoram
4. Assistant Registrar (Accounts)/IAO
5. Assistant Registrar (Establishment)
6. All Deans
7. All HoDs
8. Assistant Librarian



9. Superintendent I, II & III, NIT Mizoram.
10. All concerned persons.
11. Dr Sandeep Kumar Dash with an advisory to upload in the website.
12. Concerned File
13. Guard File.

  
Deputy Registrar 2/3/23  
National Institute of Technology  
Mizoram