

**GOVERNMENT OF MIZORAM  
URBAN DEVELOPMENT & POVERTY ALLEVIATION DEPARTMENT  
MIZORAM : AIZAWL**

**Dated Aizawl, the 10<sup>th</sup> October, 2023**

**OFFICE ORDER**

**No. D. 28013/1/2022(Est)-DTE (UD&PA)** : In accordance with the Mizoram Public Records Act, 2011, and to ensure the provision of the Mizoram Public Records Act, 2011 within the Department, the following officers under Dte. of UD&PA are hereby nominated as Records Officers for each branch as indicated below :-

- |                              |   |                                  |
|------------------------------|---|----------------------------------|
| 1. Deputy Director (Admin)   | - | DAY-NULM                         |
| 2. Deputy Director (Plan)    | - | PMAY-HFA/ ASUTP                  |
| 3. Deputy Director (Hqrs)    | - | SBM                              |
| 4. Assistant Engineer (Hqrs) | - | Technical Br.                    |
| 5. Superintendent            | - | Establishment Br. / PAHOSS/ BSUP |
| 6. Accounts Officer          | - | Accounts Br.                     |
| 7. Research Officer          | - | Plan Br. / AMRUT                 |

As per the Mizoram Public Records Act no. 15 of 2011, they shall be responsible for the following :-

- 6(1)(a) Proper arrangement, maintenance and preservation of public records under his charge.
- (b) Periodical review of all public records and weeding out public records of ephemeral value.
- (c) Appraisal of public records which are more than twenty-five years old in consultation with the Head of Archives/Mizoram State Archives with a view of retaining public records of permanent value;
- (d) Destruction of public records in such manner and subject to such conditions as may be prescribed under sub-section (1) of section 8,
- (e) Compilation of a schedule of retention for public records in consultation with the Mizoram State Archives;

- (f) Periodical review for downgrading of classified public records in such manner as may be prescribed;
- (g) Adoption of such standards, procedures and techniques as may be recommended from time to time by the Mizoram State Archives/National Archives for improvement of record management system and maintenance of security of public records;
- (h) Compilation of annual indices of public records;
- (i) Compilation of organizational history and annual supplement thereto;
- (j) Assisting Mizoram State Archives for public records management;
- (k) Submission of annual report to the Head of Archives in such manner as may be prescribed;
- (l) Transferring of records of any defunct body to the Head of Archives for preservation.
- (2) The Record Officer shall act under the direction of the Head of Archives while discharging the responsibilities specified in sub-section (1).

**Sd/- Dr. ANDREW H. VANLALDIKA**

Director

Urban Development & Poverty Alleviation Deptt.

Mizoram : Aizawl

**Memo No. D. 28013/1/2022(Est)-DTE (UD&PA) : Dated Aizawl, the 10<sup>th</sup> October, 2023**

Copy to:

1. Under Secretary to the Government of Mizoram, UD&PA Deptt.
2. Archivist, Mizoram State Archives.
3. All Officers under Directorate of UD&PA.
4. Concerned person for information and compliance.
5. Website Manager, UD&PA Department.
6. Guard File.

  
Director

Urban Development & Poverty Alleviation Deptt.

Mizoram : Aizawl