

GOVERNMENT OF MIZORAM
DIRECTORATE OF FOOD CIVIL SUPPLIES AND CONSUMER AFFAIRS
TREASURY SQUARE, MIZORAM, AIZAWL-796001

OFFICE ORDER

Dated Aizawl, the 1th March, 2021.

No. F.13016/1/2019-DTE(FCS&CA): For the smooth functioning and facilitation of disposal of cases, the following Committees under Directorate of Food, Civil Supplies & Consumer Affairs are hereby constituted with immediate effect and until further order. This Office Order superseded all previous orders on the same and related subjects.

1. Committee on Minor Works/Repairing :

- Chairman : Director
Member Secretary : Jt. Director (Admn.)
Members : 1) Addl. Director
2) Joint Director (S)
3) All Dy. Directors
4) Concerned Assistant Director/Superintendent
5) Concerned Dealing Assistant

Terms of reference :

- 1) Renovation of Office building, godown and office quarter
- 2) Minor repair of office building, quarter and godown
- 3) Committee should be held twice a quarter.

2. Committee on Procurement of Office furnitures / Equipments :

- Chairman : Director
Member Secretary : Dy. Director (Admn.)
Members : 1) Addl. Director
2) Jt. Director (Admn.)
3) Jt. Director (S)
4) All Dy. Directors
5) Superintendent (Esst)
6) Concerned Dealing Assistant.

Terms of reference :

- 1) Consideration of requirement of office furnitures/equipments in respect of DTE and all sub-ordinate offices
- 2) Committee should be held monthly.

3. Committee on G.P.F :

- Chairman : Jt. Director (Admn.)
Member Secretary : Superintendent (Esst.)
Members : 1) All Dy. Directors
2) OSWA Chairman
3) Concerned Dealing Assistant.

Terms of reference :

- 1) Consideration of application for withdrawal of GPF
- 2) Committee should be held monthly

4. Committee on Vigilance / Disciplinary Cases :

- Chairman : Director
Member Secretary : Deputy Director (Admn.)
Members : 1) Addl. Director
2) Joint Director (Admn)
3) Dy. Director(Accounts)
4) Concerned Deputy Ddirector
5) Concerned DCSO
6) Superintendent (Esst)
7) Accounts Officer (Compilation)
8) Concerned Dealing Assistant.

Terms of reference :

- 1) Review of all pending disciplinary cases
- 2) Review on status of recoveries of liabilities
- 3) Review on monthly compile statement of stock and cash account
- 4) Committee should be held quarterly.

5. **Committee on Movement of Foodstuff and Bill Clearance:**

- Chairman : Director
Member Secretary : Dy. Director (M&M)
Members : 1) Addl. Director
2) Jt. Director (S)
3) Dy. Director (Accounts)
4) Deputy Director (G)
5) Superintendent (G)
6) Asst. Director (S)
7) Accounts Officer (Audit)
8) IFCS, Directorate of FCS&CA
9) Concerned Dealing Assistant.

Terms of reference :

- 1) Review on carrying bills (submissions & payments)
- 2) Allocation/Distribution/Release of foodstuff including monsoon stocking and other contingent procurement.
- 3) Review on movement of foodstuff
- 4) Committee should be held twice a month.

6. **Committee on Office Maintenance & Beautification :**

- Chairman : Jt. Director (Admn.)
Member Secretary : Superintendent (Estt.)
Members : 1) All Dy. Directors
2) Superintendent (G)
3) Asst. Director (S) & (M)
4) Senior most Accounts Officer
5) J.E
6) Chairman, OSWA
7) President, Driver Association, FCS&CA
8) President, Group D Association, FCS&CA
9) Lalzarzova, JAO
10) Lalhmuakkimi, Storekeeper
11) Laltleipuii, LDC
12) Lalzampuii, G/P

Terms of reference :

- 1) Beautification of Dte office buildings
- 2) Maintenance and upkeep of Dte office building
- 3) Observation of Special events/days in the office
- 4) Electricity and water connection and consumption
- 5) Committee should be held monthly.

7. **Committee on Posting and Transfer :**

- Chairman : Director
Member Secretary : Deputy Director (Admn.)
Members : 1) Addl. Director
2) Jt. Director (Admn)
3) Jt. Director (S)
4) Superintendent (Esst)
5) Concerned Dealing Assistant.

Terms of reference :

- 1) Consideration of application for Transfer & posting of Non-Gazetted Officers under FCS&CA
- 2) Consideration of requirement of staff in the Directorate and sub-ordinate offices
- 3) Committee should be held as and when necessary.

8. **Committee on Department Land and Building :**

- Chairman : Jt. Director (S)
Members Secretary : Dy. Director (M&M)
Members : 1) Jt. Director (Admn.)
2) Concerned DCSO
3) Assistant Director (S)
4) Concerned Dealing Assistant.

Terms of reference :

- 1) Keep record on Departmental lands & buildings
- 2) Allotment of land and shifting of office buildings
- 3) Accommodation of office buildings/quarter/godown
- 4) Committee should be held monthly

9. **Committee on Quality Control :**

- Chairman : Addl. Director
Members Secretary : Asst. Director (M&M)
Members : 1) Jt. Director (S)
2) Deputy Director (M&M)
3) Superintendent (G)
4) Accounts Officer (Procurement)
5) IFCS, Directorate of FCS&CA
6) IFCS, GMG, Zuangtui I&II
7) Deputy Controller, Legal Metrology
8) Inspector, Legal Metrology

Terms of reference :

- 1) Checking on qualities of essential commodities at the godown
- 2) Checking on qualities at oil depots and at LPG Distribution Centres
- 3) Market price control
- 4) Checking on underweight cylinder, black marketing and hoarding of essential commodities
- 5) Committee should be held monthly.

10. **Working Committee on Revision of existing norms & procedures :**

- Chairman : Addl. Director
Member Secretary : Superintendent (G)
Members : 1) Jt. Director (Admn.)
2) Jt. Director (S)
3) All Dy. Directors
4) Superintendent (Esst)
5) Concerned Official.

Terms of reference :

- 1) Formulation and Amendment of Supply Manual
- 2) Committee shall be held quarterly.

11. **Committee on Vehicles and other related issues:**

- Chairman : Addl. Director
Member Secretary : M.T.O.
Members : 1) Jt. Director (Admn.)
2) Joint Director (S)
3) All Dy. Directors
4) Superintendent (Estt.)
5) Accounts Officer (Budget)

Terms of reference :

- 1) Maintenance and upkeep of Departmental vehicles
- 2) Consideration of purchase of new vehicles
- 3) Disposal of old vehicles
- 4) Outsourcing of vehicles & Drivers
- 5) Annual Maintenance of vehicles
- 6) Committee should be held monthly.

12. **Local Purchase Committee :**

Chairman	:	Addl. Director
Member Secretary	:	Deputy Director (Admn)
Members	:	1) Jt. Director (Admn.) 2) Deputy Director (Accounts)

Terms of reference :

- 1) To consider purchase of office furnitures and equipments
- 2) Committee should be held as and when necessary.

13. **Departmental Committee for Write off of losses etc :**

Chairman	:	Director
Technical Member	:	Addl. Director, FCS&CA
Member Secretary	:	Concerned DCSO
Member	:	Jt. Director (Admn.)
Representative of Finance	:	Deputy Director (Accounts)

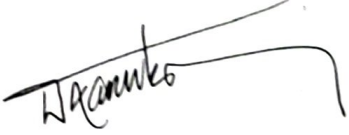
Terms of reference :

- 1) Consideration of write off of losses occurred in the godowns/transit losses etc
- 2) To consider means of recovery of losses
- 3) Committee should be held monthly.

Sd/- Dr. LALHRIATZUALI RALTE, IAS
Director
Food, Civil Supplies & Consumer Affairs,
Aizawl, Mizoram.

Memo No. F.13016/1/2019-DTE(FCS&CA) : Dated Aizawl the 1st March, 2021.
Copy to :-

1. P.S. to Minister, FCS&CA Department for information.
2. P.S. to Secretary, FCS&CA for information
3. Under Secretary, FCS&CA for information
4. Officers and Staff concerned for information and necessary action.
5. All DCSOs for information and necessary action.
6. Web-Manager, Directorate of FCS&CA for uploading in the Deptt. Website.
7. Guard File No. 10


(LALTANPUIA HNAMTE)
Joint Director (Admn)
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