

## Non-teaching Staff Office Work Distribution

OFFICE OF THE PRINCIPAL  
GOVERNMENT JOHNSON COLLEGE, AIZAWL: MIZORAM

*Shivaji Tillah, Khatla: Aizawl*

Dated Aizawl, the 15th March, 2021

No.A.12026/6/1/JC

### OFFICE ORDER

The following Files are distributed among the Administrative Staffs for the smooth functioning of the Office Administration, Govt. Johnson College with effect from the issue of this letter until further

#### RODINGLIANI Tochhawng (HA)

1	A.12026/6/16-JC	Notification/Order
2	A.23021/1/2010/GJC	Seniority/Confirmation of Teaching Staff
3	B.12011/3/03/GJC	Student Leave
4	D.15011/11/03/JC	Grand-In-Aid (GOM)
5	A.21017/1/2009-GJC	Matter Relating with Service Records
6	A.24012/1/2010/GJC	Leave of Teaching Staff
7	A.24017/1/2010/GJC	Leave of Non Teaching Staff
8	A.28012/1/10/JC	Confidential/Assessment(ACR/PAR) of Lecturer
9	A.28014/1/10/JC	Confidential /Assessment (ACR) of Non Teaching
10	A.49011/2/2010/GJC	UGC Grand In Aid
11	A.49011/3/2010/GJC	UGC Career Oriented Programme
12	A.49011/4/2010/GJC	UGC (UC)
13	A.49012/1/2010/GJC	UGC
14	A.12026/14/03/JC	NAAC

#### LALCHANSANGI (UDC)

1	B.22011/1/2003-JC	✓ Scholarship
2	B.12020/2/06-JC	✓ QAC, H&TE
3	A.20011/1/03-JC	✓ Statistics
4	D.15011/2/03-JC	✓ Property
5	G.15015/1/2010/GJC	✓ Advance Increment Etc.
6	G.26035/1/2010/GJC	✓ Advances
7	C.29012/1/2011/JC	✓ Property Returns
8	A.48011/1/2010/JC	Inspection
9	B.15013/1/2010/GJC	Centrally Sponsored Scheme
10	G.17017/1/2010-GJC	✓ Medical Reimbursement

#### MIRIAM LALHRIATPUII HNAMTE (UDC)

1	G.28011/2/03-JC	Bank Account
2	G.28011/3/03-JC	Pension/Leave Salary Contribution
3	C.26012/1/2009/JC	GPF
4	G.12017/1/2010/GJC	LOC and Expenditure Statement
5	G.12018/1/2010/GJC	Matter Relating with Pay Etc.
6	A.38017/1/09-GJC	Pension & Retirement
7	A.38011/1/10/GJC	Pension/Retirement(Rules & Orders)
8	A.38014/1/10/JC	Pension/Retirement of Non Teaching Staff

#### HMANGAIHZUALI (LDC)

1	B.12011/3/03-JC	SSU
2	G.27031/1/10/JC	Payments of Various Fees
3	B.18011/2/03-JC	University Registration
4	A.49012/2/2010/GJC	Purchase Board (UGC)
5	B.31011/1/03-JC	Admission
6	A.59011/1/2010/GJC	Attendance of Students
7	B.12011/1/03-JC	Student Union
8	B.12011/1/2015/GJC	Student Welfare
9	G.28011/4/03-JC	Pay Roll Saving
10		Typing
11		Issue of Transfer Certificate/Testimonial/Character

OFFICE OF THE PRINCIPAL  
GOVERNMENT JOHNSON COLLEGE, AIZAWL: MIZORAM

Shivaji Tillah, Khatla: Aizawl

No.A.12026/6/1/JC

Dated Aizawl, the 15th March, 2021

OFFICE ORDER

**C.LALCHHUANKIMA(LDC)**

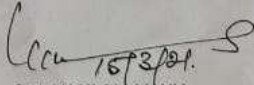
1	B.20011/1/03-JC	College Examination
2	A12026/16/05-JC	Staff Welfare
3	A.46011/2/2009/GJC	Adventure Club
4	B.11014/1/08/GJC	Red Ribbon
5	A.13026/11/03-JC	Mizoram University Examination
6		Typing

**LALBIAKDAWLI (LDC)**

1	A.33013/1/08/JC	Training in Accountancy
2	B.27011/1/03-JC	NSS
3	B.12018/1/2010/GJC	Seminar Meeting Etc.
4	A.34012/1/03-JC	Matters Relating to Affiliation
5	A.45011/1/2007/JC	Matter Relating with MPSC
6	A.12026/12/03-JC	Miscellaneous
7	D.11014/1/10/JC	Residential Accomodation
8	A.50011/1/2010/GJC	Matter Relating to Building Campus Etc.
9	A.33023/1/2010/GJC	Training of Teaching and Non Teaching Staff
10		Received and Issued
11		Computer Operation
12		Pay Bill
13		Typing
14		Maintenance of UGC Cash Books & Account Books

**K.LALMUANPUII (LDC)**

1	A.47011/2/2010/GJC	DHTE Secretariat
2	A.37017/1/2010/GJC	Awards/Honours Etc. Central States & Foreign
3	A.12026/7/03-JC	Circular/Notification of Posts (Teaching & Non Teaching)
4	A.49011/1/2009/GJC	Mizoram University
5	A.12026/12/07/JC	Miscellenious
6	A.12026/1/03-JC	Appointment/Joining of Teaching Staff
7	A.12026/03-JC	Appointment/Joining of Group B/C/D
8	A.12026/03-JC	Posting & Transfer
9	A.40172/1/2010/GJC	Election
10	A.47011/1/2009/GJC	DHTE
11	A.45011/1/2007/JC	Matter Relating with MPSC
12	A.45013/1/2020/GJC	Govt. Notofication/Order/Corrigendum Etc.
13		Typing

  
15/3/21

Prof. K. VANLALMAWIA

Principal

Govt. Johnson College : Aizawl