

## PROACTIVE DISCLOSURE ON RTI ACT 2005

### Secretariat Administration Wing General Administration Department

**Proactive Disclosure under Section 4(1)(b)(i) :** the particulars of its organization, functions and duties:

The General Administration Department, Secretariat Administration Wing looks after various important subjects entrusted to it by '*The Government of Mizoram ( Allocation of Business Rules, 2014)*'. It has been functioning under the overall supervision of the Commissioner/Secretary, General Administration Department, who is a Head of Department.

Secretariat Administration Wing, GAD has the following Wings/Sections/Divisions:

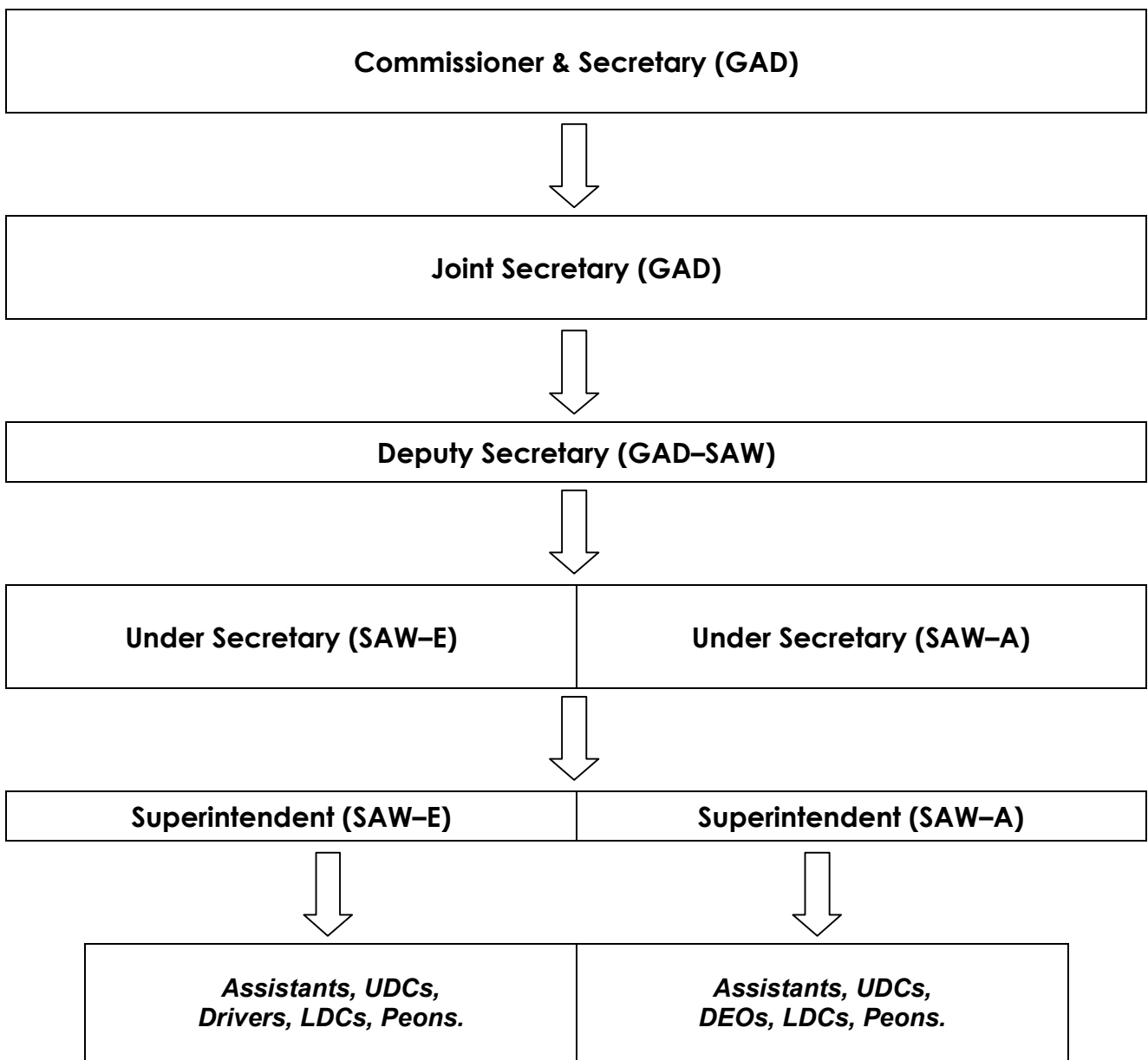
Sl.No	Wing/Section/Division	Functions
1	Establishment Section (SAW-E)	Deals with the work of all matters relating to UDC, LDC and IV Grade staff. Maintaining their Service Book, transfer and posting of UDC, LDC and IV Grade, recruitment, pension and GPF (Advance and Non Refundable Withdrawal) of Secretariat staff. It also deals with all matters relating to Departmental proceedings of Secretariat staff. Room accommodation of every Department and Officers, Security of the Secretariat and beautification of Secretariat Office and its surroundings is one crucial role of the department.
2	Accounts Section (SAW-A)	Deals with Pay Bills of Ministers, all Gazetted and Non-Gazetted Officers of Secretariat, T.A Bills, M.R Bills all kinds of contingency bills and Budget estimates of the Secretariat.
3	Vehicle Wing	Deals with maintaining and repairing Secretariat Vehicles, allotting vehicles to VIP and Officers. This wing also deals in maintaining Service Books of Secretariat Drivers and Mechanics and their recruitment.
4	EPABX	This branch is assigned with the task of installation of Telephone/ Intercom and maintaining Telephone Directory within the Secretariat Office.
5	Record & Advance	Responsible for sanctioning House Building Advance, Car Advance, Scooter Advance and maintenance of Accounts, record thereof of all Secretariat employees.
6	C.R.	This branch plays a crucial role of receiving and distributing Daks from Post Office and other Offices.
7	General	Deals with the task of maintaining and repairing office equipments like Xerox machine, fax machine, computer etc.

8	Store	This branch is allotted the work of handling and distributing stationery supplies and office furniture of Officers and Staff within the Secretariat.
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**2. Functions of the Department (Role & relevance of the department)**

Secretariat Administration Wing is entrusted with an important responsibility of administering the Mizoram Secretariat. The GAD, SAW is divided into 2(two) wings, SAW (Establishment) and SAW (Accounts) each having a separate Controlling Officer. Under these two wings there are other several branches having a particular assignment.

**3. Organization structure of the department**



**4. OFFICE TIMING :** The Office Timing is 9:00 AM to 5:00 PM and 9:00 AM to 4:00 PM during summer and winter respectively