

**GOVERNMENT OF MIZORAM
DIRECTORATE OF COMMERCE & INDUSTRIES
MIZORAM**

....

Aizawl, Khatla-796001,
The 13th May, 2025

OFFICE ORDER

No. D.21016/1/2025-DTE-IND : In the interest of public service and for the smooth functioning of this Directorate, the competent authority is please to constitute "Website Management Team" to manage and keep vigil of the Commerce & Industries Department Official Website pertaining to Directorate of Commerce & Industries.

Convener : Lalhmachhuani, Deputy Director (Admn.),
Directorate of Commerce & Industries.
Member : (1) Lalhriatira, DEO, MSME Cell.
(2) Lalbiaksanga, Group 'D', Infrastructure Cell.
(3) Lawrence Ramnghahmawia, LDC(PE),
Accounts Section.

Terms of reference:

1. The Website Management Team is responsible for overall management of the Commerce & Industries Department Official Website pertaining to Directorate of Commerce & Industries.
2. To chalk out a systematic plan so as to obtain updated status of the functions of each District Offices.
3. To design a strategic plan for prompt uploading of all required information/documents in the official website.
4. To plan a systematic manner of dispatching Daks issued by Directorate of Commerce & Industries.
5. To convene a meeting at least once a month to review the manner of managing the official website. They are to give notification/Orders to be uploaded in the website Convener.
6. Secretarial assistance shall be provided by Establishment Section, Directorate of Commerce & Industries.

Sd/-MARIA CT ZUALI, IAS
Director,
Directorate of Commerce & Industries.

Memo No. D.21016/1/2025-DTE-IND :

Aizawl, the 13th May, 2025

Copy to:

1. PS to Commissioner & Secretary, Commerce & Industries Department, etc for kind information.
2. Under Secretary to the Govt. of Mizoram, Commerce & Industries Department for kind information and with a request to nominate contract person from Administrative Department for matters relating to uploading of documents in the official website.
3. Concerned Head, all section under Directorate of Commerce & Industries for kind information and necessary action.
4. All concerned officers, Website Management Team for information and necessary action.
5. Guard File No..


(LALRINAWMA)

* Joint Director (Admn.)

Directorate of Commerce & Industries.