

**OFFICE OF THE BLOCK DEVELOPMENT OFFICER
RURAL DEVELOPMENT BLOCK, LUNGSEN**

No. A.33043/1/13-BDO(LS)
Lungsen, the 27th March, 2025

OFFICE ORDER

No. A.33043/1/13-BDO(LS) : In supersession of this Office Order of Even Number dated 30th July, 2024, the distribution of works among staffs under BDO Office, Lungsen RD Block is hereby reshuffled as follows with immediate effect and until further order.

	Name of Staff	Linked Staff
	Zosangliana, LDC	TC. Lalrinngheti, LDC
Sl. No	Works Allotted	Files No
1	Sanction of Release Order on BADP	B.17012/1/12-BDO(LS)
2	Monthly Revenue Report on BADP	B.13011/11/19-BDO(LS)
3	Monthly Expenditure Report on BADP	B.13011/12/19-BDO(LS)
4	Maintenance of Vehicle (S)	D.22020/1/12-BDO(LS)
5	Maintenance of Guard Files(Accounts)	D.22020/1/12-BDO(LS)
6	Miscellaneous of Accounts	G.11011/15/08-BDO(LS)
7	Finance & Accounts Matter	G.25022/2/12-BDO(LS)
8	Audit	G.25012/1/12-BDO(LS)
9	License Fee/House Rent	G.25022/3/12-BDO(LS)
10	Contingent Bill/Expenditure	G.27013/1/12-BDO(LS)
11	Professional Tax	G.27033/2/12-BDO(LS)
12	Vehicle Bill/Challan	G.27033/3/12-BDO(LS)
13	Small Savings Scheme	G.27033/1/12-BDO(LS)
14	APR Under DMR	
15	Budget & RE	G.20017/1/12-BDO(LS)
16	Disciplinary Proceedings	C.14019/1/99-BDO(LS)
17	Maintenance of Cash Book and related Matters Documents(Excluding MGNREGS Works)	
18	DM & R Sanction & Release order	B.13016/5/2023-BDO(LS)/DM & R(S&RO)
19	PMAY (G) Release Order (Admn)	B-13016/15/19-BDO(LS)/PMAY (R)
20	PMAY (G) Sanctioned Order (Admn)	B-13016/14/19-BDO(LS)/PMAY (Admn)
21	SASCI Release Order	B-13011/14/24-BDO(LS)/SASCI/SR

	TC. Lalrinngheti, LDC	Zosangliana, LDC
Sl. No	Works Allotted	Files No
1	Transfer and Posting of Officers	A.22012/1/15-BDO(LS)
2	Pension Cases	A.38014/1/12-BDO(LS)
3	New Pension Scheme(NPS)	A.38014/2/13-BDO(LS)
4	Service Book/Roll	A.21014/1/12-BDO(LS)
5	Medical Treatment	D.12015/1/12-BDO(LS)
6	Pay & Allowances	G.12020/1/12-BDO(LS)
7	Monthly Expenditure Report	G.27033/1/12-BDO(LS)
8	Letter of Credit (LOC)	G.27011/4/06-BDO(LS)
9	TE of BDO & Staff	G.27028/1/12-BDO(LS)
10	Requirement of Fund	G.11012/1/12-BDO(LS)
11	Group Insurance Scheme	G.19019/1/12-BDO(LS)
12	Revenue Receipt	G.25022/2/12-BDO(LS)
13	Personal File of BDO	A.11015/1/99-BDO(LS)
14	Training/Departmental Exam	A.34018/1/12-BDO(LS)
15	Govt. Notification	F.11011/10/3-BDO(LS)
16	Matter Relating to Other Departments	F.11011/9/03-BDO(LS)
17	Rainfall	A.11011/1/2016-BDO(LS)
18	Leave of Staff	A.24015/1/99-BDO(LS)
19	Transfer and Posting of BDO Staff	A.22014/1/99-BDO(LS)
20	Retention of Posts	A.11011/1/99-BDO(LS)
21	Handing & Taking Over of charges	A.22020/1/12-BDO(LS)
22	GPF	G.26028/1/12-BDO(LS)
23	Right to Information Act (RTI)	F.12013/1/12-BDO(LS)
24	Receipt & Despatch of Correspondence	
25	Preparation of Pay Bills	
26	Outsourcing Vehicles	D.22020/2/24-BDO(LS)
27	IFMIS works	

	J.Denghuzami, JEO	F.Lalthlamuani, JEO
Sl. No	Works Allotted	Files No
1	MP/MLA LAD Fund	B.13011/7/12-BDO(LS)
2	Intensive/Summary Revision of E/Roll	H.11011/2/99-BDO(LS)
3	Protocol (VIP/VVIP)	F.21011/1/12-BDO(LS)
4	Population	I.11011/3/99-BDO(LS)
5	Meeting Minutes	B.12014/1/14-BDO(LS)
6	Silpaulin	B.13016/8/08-BDO(LS)
7	Disaster Management (Main)	B.13016/4/99-BDO(LS)
8	Natural Calamity(Verification)	B.13016/5/99-BDO(LS)
9	Community Hall	C.11011/10/10-BDO(LS)
10	Stationery Articles	D.15015/1/12-BDO(LS)
11	Block Profile	F.11017/1/12-BDO(LS)
12	VC Election	B.12019/2/12-BDO(LS)
13	Miscellaneous	B.11015/1/06-BDO(LS)
14	Duty Order	A.45012/1/05-BDO(LS)
15	Matter Relating to Law & Order	C.11011/2/99-BDO(LS)
16	Village Council Matters	B.12019/1/12-BDO(LS)
17	District Level Comt / DRDA / Governing	B.12014/2/99-BDO(LS)
18	Tour Note of Officers	D.12015/2/09-BDO(LS)
19	Celebration of Important Days	F.20016/1/12-BDO(LS)
20	Work Distribution	A.33043/1/13-BDO(LS)
21	Establishment	A.11019/1/12-BDO(LS)
22	Establishment Report & Returns	A.11018/1/12-BDO(LS)
23	District Agriculture Marketing Committee	F.11017/1/2024-BDO(LS)

	F.Lalthlamuani, JEO	J.Denghuzami, JEO
Sl. No	Works Allotted	Files No
1	MP/MLA Election	H.11011/1/99-BDO(LS)
2	BPL Census/Survey	D.11011/10/99-BDO(LS)
3	ACR of Staff	A.28014/1/12-BDO(LS)
4	Land & Building	D.11011/1/15-BDO(LS)
5	BDO Property	D.19018/1/14-BDO(LS)
6	Land Committee	C.11011/5/99-BDO(LS)
7	Aspirational Block	G.29011/1/2023-BDO(LS)/ABP
8	NHIDCL 302 Complaint	B.13011/14/2024-BDO(LS)
9	PMJVK	B.13016/12/19-BDO(LS)/PMJVK/Main

	Lalrinnghinglova APO	
Sl. No	Works Allotted	Files No
1	Social Economic Caste Census (SECC) & Census	I.11011/2/10-BDO(LS)
2	IAY / PMAY(G)	B.13016/2/99-BDO(LS)
3	IAY / PMAY(G) Report & Returns	B.13016/3/06-BDO(LS)
4	PMAY(G) Sanctioned & release order	

	F.Lalfakawma,JE	
Sl. No	Works Allotted	Files No
1	BADP Main File	B.13011/1/12-BDO(LS)
2	Block Development Committee	B.13012/21/03-BDO(LS)
3	Agreement of BADP	B.13011/2/12 BDO(LS)
4	BADP Report & Return	B.13011/3/12-BDO(LS)
5	BADP Tender Works	B.13011/4/12-BDO(LS)
6	BADP Non Tender Works	B.13011/5/12-BDO(LS)
7	Border Area Grant Fund (BRGF)	B.13015/2/08-BDO(LS)
8	Achievement Report on Various Schemes	B.13011/8/12-BDO(LS)
9	Monthly Progress Report of BADP	B.13011/8/12-BDO(LS)
10	Quarterly Progress report of BADP	B.13011/9/12-BDO(LS)
11	Success Report	B.13011/3/12-BDO(LS)
12	VAGY	B-13017/1/15-BDO(LS)
13	Inspection / Verification Report on BADP	B.13011/6/12-BDO(LS)
14	Matters Relating to High Power Committee (HPC)	D.11011/18/2012
15	Preparation of all Plan & Estimate in respect of :	i) BADP
		ii) HPC
		iii) MLALADS
		iv) MPLADS
		v) DM & R
16	SASCI	B.13011/13/24-BDO(LS)/SASCI
17	Monitoring and verification of all above works.	

Sd/-LALHRUAILIANA ZOTE

Block Development Officer
Rural Development Block, Lungsen

Memo No.A.33043/1/13-BDO(LS)

Lungsen, the 27th March, 2025

Copy to:

1. All staff for information and immediate necessary action
2. Office Order book
3. Web Manager for uploading in the office website
4. Guard file



(LALHRUAILIANA ZOTE)

Block Development Officer
Rural Development Block, Lungsen