

NO. D. 12011/1/2024 - GAD  
MARA AUTONOMOUS DISTRICT COUNCIL  
GENERAL ADMINISTRATION & CONTROL DEPARTMENT

Dated Siaha, the 9<sup>th</sup> Sept, 2024

OFFICE MEMORANDUM


To

All heads of Department  
Mara Autonomous District Council, Siaha

**Subject : Administrative disciplinary movement of properties of office.**

In the interest of public service and in order to streamline the process of administration that Executive Committee of the Mara Autonomous District Council is pleased to issue this Office Memorandum in view of better disciplinary measures of office properties and for saving unnecessary expenses of fund under the Mara Autonomous District Council, Siaha.

1. Any officer or office staff that is transferred from one Department to another Department is not allowed to move office properties such as Table, Chair etc. along with him/her to his/her newly posting place. All the office furniture, etc. shall remain static in its places and shall be left behind to avoid unnecessary operating cost.
2. Expansion, modification, dismantles and curtailment of office room / rooms inside Office of the Mara Autonomous District Council without prior permission from competent authority is strictly prohibited with effect from issue of this Office Memorandum.

  
( K. VANLALLIANA )  
Executive Secretary

Mara Autonomous District Council

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Dated Siaha, the 9<sup>th</sup> Sept, 2024

Copy to:

1. PS/PA to all Elected Office Holders, MADC, Siaha for information.
3. The Information & Publicity Officer, MADC, Siaha for information and Wide publicity.
7. Office copy.

  
(SYUHLO BEICHAKHEI MARA)

Under Secretary

General Administration & Control Department  
Mara Autonomous District Council

ATTN  
A scanned copy  
be uploaded on to  
MADC official website -  
11/9/2024