

No. D. 12014/2/2023-24 - GAD
MARA AUTONOMOUS DISTRICT COUNCIL
GENERAL ADMINISTRATION & CONTROL DEPARTMENT

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Dated Siaha, the 17th February, 2025

OFFICE MEMORANDUM

Executive Committee, Mara Autonomous District Council ta MADC Sub-Hqrs Tipa palai via n'awpa nata bieheina lai viapa a hnei awpazy pachâ peimawh kaw ta, mopasiana nata pahruanazy tao awpa ta Commission padua ta, Commission chhaota a daihtita liata report pie thei ta, he Commission report he a Principle ta Executive Committee ta â pyh. MADC Sub-Hqrs Tipa nata Vahia RO Office châta BE 2025-2026 tawhta ano-eih ta sôh sopa châ aw ta, post pabiena kyh liata a hria ngâhaipa tawhta ryhrao tuapa châ aw ta, a thiehpa ta la byuhna liata cha MADC Sub-Hqrs Tipa nata Vahia RO Office châta a eih-hrâh ta lapa a châ aw.

Ary liata palâsapa hawhna heta Sub-Hqrs, Tipa liata a y awpa Department thokha posts pabie awpa a châ aw:

I. Department a y chiehpa liata he hawhta sopa ta, post pabie chiehpa he angiapâpa a châ aw.

- 1. Divisional Administrative Office (DAO)**
 - 1) Divisional Administrative Officer - Level 12
 - 2) Office Superintendent - Level 10
 - 3) LDC - Level 4
 - 4) Peon - Level 1

- 2. Land Revenue & Settlement Department**
 - 1) Revenue Officer - Level 10
 - 2) Asst. Revenue Officer - Level 8
 - 3) Assistant - Level 7
 - 4) Surveyor - Level 6
 - 5) Peon - Level 1

- 3. Local Administration Department**
 - 1) Asst. Local Administration Officer - Level 10
 - 2) Sanitary Inspector - Level 6
 - 3) UDC - Level 6
 - 4) LDC - Level 4
 - 5) Market Checker - Level 2
 - 6) Asst. Sirdar - Level 2
 - 7) Peon - Level 1

4. **School Education Department**
 - 1) Asst. Education Officer – Level 10
 - 2) CEO – Level 8
 - 3) UDC – Level 6
 - 4) LDC – Level 4
 - 5) Peon – Level 1

II. Department y máhleipa:

1. **Road Transport Department**
 - 1) Tax Collector – Level 4
 - 2) Enforcement Sub-Inspector – Level 2
 - 3) Peon – Level 1
2. **Social Welfare Department**
 - 1) Circle Officer – Level 7
 - 2) LDC – Level 4
 - 3) Peon – Level 1
3. **Sports & youth Services**
 - 1) Instructor Gr-II – Level 6
 - 2) LDC – Level 4
 - 3) Peon – Level 1

Bie heihpa a y hlâ via cha DAO ta RO Tipa, rai a pakaoh chy aw.

Sd/- K. Vanlalliana

Executive Secretary

Mara Autonomous District Council,

Memo No.D.12014/2/2023-24 - GAD

: Dated Siaha, the 17th February, 2025

Copy to :-

1. PS /PA to all Elected Office Holders; Mara Autonomous District Council for favour of information.
2. All Heads of Departments, Mara Autonomous District Council for information.
3. The DAO Tipa/ RO Vahia Mara Autonomous District Council for information.
4. I&PO, Mara Autonomous District Council Mara Autonomous District Council for information & necessary action.
5. Office copy.

Executive Secretary

Mara Autonomous District Council