

NO. D. 12011/1/2021 – GAD
MARA AUTONOMOUS DISTRICT COUNCIL
GENERAL ADMINISTRATION & CONTROL DEPARTMENT

Dated Siaha, the 4th October, 2021

OFFICE MEMORANDUM

- Subject:**
1. Functional file Index System.
 2. Names of Departments under Mara Autonomous District Council.

It is observed that, in spite of repeated efforts made by the authority, the functional file index system has not been uniformly implemented in various departments under Mara Autonomous District Council till date. This has been causing unwanted difficulties in dealing with official correspondences, docating of letters, docating previous references etc. which hampers efficiency and smooth functioning of the departments.

It is further observed that the names of some of the departments under Mara Autonomous District Council are not in accordance with the names as provided under the District Council (Allocation of business) rules, 2011, which need to be rectified.

In view of the above, the Executive Committee decided that:

- (i) The functional file Index system should be implemented by all departments under Mara Autonomous District Council.
- (ii) All concerned shall take necessary action to ensure that the names of departments under Mara Autonomous District Council are immediately rectified as per the District Council (Allocation of business) rules, 2011 without further delay.

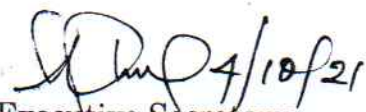
Sd/- Pachi Hlychho
Executive Secretary
Mara Autonomous District Council
Siaha.

Memo No. D. 12011/1/2021 – GAD

Dated Siaha, the 4th October, 2021

Copy to:

- 1) All Head of Departments under Mara Autonomous District Council for information and necessary action.
- 2) Office Copy.


Executive Secretary
Mara Autonomous District Council
Siaha.

THE MARA AUTONOMOUS DISTRICT COUNCIL
(ALLOCATION OF BUSINESS) RULES, 2011

ALLOCATION OF BUSINESS LIATA DEPARTMENT MOH PALÂSAPA ZY

1. Agriculture & Farmers' Welfare Department
2. AH & Vety
3. Art & Culture Department
4. Co-operation Department
5. Environment & Forests Department
6. Finance Department
7. Fisheries Department
8. General Administration & Control Department
9. Horticulture Department
10. Industries Department
11. Information & Publicity Department
12. Land, Revenue, Settlement & Taxation Department
13. Law & Judicial Department
14. Legislative Department
15. Local Administration Department
16. Minor Irrigation Department
17. Planning & Programme Implementation Department
18. Public Health Engineering Department
19. Public Works Department
20. Relief & Rehabilitation
21. Rural Development Department
22. School Education Department
23. Sericulture Department
24. Soil & Water Conservation Department
25. Social Welfare Department
26. Sports & Youth Services Department
27. Transport Department
28. Vigilance Department