

List of Officers and Staff with duties and responsibilities

(As per Office Order No. A.11025/1/2010-BDA Date: 9th February, 2017)

ADMINISTRATION & ACCOUNTS SECTION

1. **Pu Lalduhpuia Sailo, Deputy General Manager (Pay Scale Rs.15600 – 39100 + 6600 G.P.)**
 - a. Matters related to Establishment & Administration
 - b. Matters related to Finance, Accounts & Audit
 - c. Matters related to Office Equipment & Vehicles
2. **Pu Lalbiakdika Renthlei, Computer Operator (Pay Scale Rs.9300 – 34800 + 4200 G.P.)**

Computer Operator and matters related to Office Equipment & Vehicles, Establishment & Administration and any works assigned from time to time
3. **Pi R.Lalremruati Office Assistant-II (Pay Scale Rs.5200 – 20200 + 2400 G.P.)**

Re-imburement, maintainance of Cash Book (Manual) and any matters related to accounts, bank assign from time to time.
4. **Pi T.Lahlimpuii, Office Assistant-II (Pay Scale Rs.5200 – 20200 + 2400 G.P.)**

Cashier, financial accounting using Tally and matters relating to Finance, Accounts & Audit.
5. **Pi Rosie Lalhriatpuii, Personal Assistant (Pay Scale Rs.5200 – 20200 + 2400 G.P.)**

Matters related to Establishment & Administration (Personal file, Tour program etc.)
6. **Pi Mary Vanlalpari, M.R.Skilled – I (Rs.460 per day)**

Receipt & Issue, Maintenance of file movement at Executive Director's personal branch.

TECHNICAL & PROJECTS SECTION

1. **Pu Lalzarliana Hrahseel, Project Manager (Pay Scale Rs.15600 – 39100 + 6600 G.P.)**
 - a. Any projects under BDA
 - b. Training and skill development of entrepreneurs/farmers/artisans.
 - c. Event Management and Hospitality
2. **Pu Lalmachhuana, Asst. Project Manager (M) (Pay Scale Rs.15600 – 39100 + 5400 G.P.)**
 - a. Matters related to bamboo machineries
 - b. Matters related to Joint Venture projects like Mizoram Venus Bamboo Products (P) Ltd etc.
 - c. Matters related to project assign by Project Manager
3. **Pu Zosangliana Ralte, Asst. Project Manager (C) (Pay Scale Rs.15600 – 39100 + 5400 G.P.)**
 - a. Matters related to civil construction (EPIP, BTP etc)
 - b. Fixed Assets – Land & Building under BDA
 - c. Project Monitoring
 - d. Matters related to project assign by Project Manager

4. **Pu C. Lalrinmawia, Cluster Development Officer (Contract) (Rs.22240 p.m. fixed)**
Matters related to project assign by Project Manager
5. **Pi Lalremruati, Technical Assistant (Pay Scale Rs.9300 – 34800 + 4200 G.P.)**
Matters related to civil construction
6. **Pu R.Lalthakima, Technical Assistant (Pay Scale Rs.9300 – 34800 + 4200 G.P.)**
Matters related to bamboo projects
7. **Pu Lalmalsawma, Office Assistant-I (Pay Scale Rs.9300 – 34800 + 4200 G.P.)**
To assist Assistant Project Manager (M)
8. **Pi Biakhlunchhungi, Office Assistant-II (Pay Scale Rs.9300 – 34800 + 4200 G.P.)**
To assist Project Manager and any works assigned from time to time
9. **Pu Zaithanzama, Office Assistant-II (Pay Scale Rs.5200 – 20200 + 2400 G.P.)**
To assist Assistant Project Manager (M)
10. **Pu Nigel Hmingthansanga, Office Assistance –II (Contract) (Rs.15856 p.m. fixed)**
To assist Cluster Development Officer and any works assigned from time to time
11. **Lawmsanga Chawngthu, Office Assistant – II (Contract) (Rs.15856 p.m. fixed)**
To assist Project Manager and any works assigned from time to time

Drivers, IV Grade and M.R.(Unskilled)

1. **Pu Allan Khumliana, Driver (Pay Scale Rs.5200 – 20200 + 1900 G.P.)**
Driver for BDA vehicle
2. **Pu Lalnunfela, Driver (M.R. Skilled-II) (Rs.370 per day)**
Driver for BDA vehicle
3. **Pu Lalngaih dama, Driver (Pay Scale Rs.5200 – 20200 + 1900 G.P.)**
Despatcher
4. **Pu Lalchanchhuaha, Distributor (Pay Scale Rs.5200 – 20200 + 1800 G.P.)**
Peon and Despatcher
5. **Pu Lalrinsanga, IV Grade (Pay Scale Rs.4440 – 7440 + 1650 G.P.)**
Peon and Despatcher
6. **Pu Thlamuankima (M.R. Unskilled) (Rs.270 per day)**
Chowkidar at BTP, Sairang
7. **Pu Lalngaihsanga, (M.R. Unskilled) (Rs.270 per day)**
Chowkidar at BDA's Office