

**OFFICE OF THE DEPUTY COMMISSIONER
SAITUAL DISTRICT: SAITUAL
(ESTABLISHMENT BRANCH)**

No. A.47011/1/2019-DC(STL)

Saitual, the 19th of March 2026

OFFICE ORDER

In order to streamline the management of Dak to align with the standard procedures relating to receipt, diarisation and distribution of Dak, this Office Order is hereby being shall come into effect from 23rd March 2026 (i.e., Monday) and will remain in force till e-office is implemented in this office.

1. All Dak addressed to the office of undersigned be received by the Personal Branch of the Deputy Commissioner. Consequently, the current practice of Establishment Branch receiving the Dak shall be done away with. The Personal Branch of Deputy Commissioner shall maintain the Dak Register.
2. Similarly, communications received through e-mail shall be downloaded by the Personal Branch of the Deputy Commissioner. Access to the credentials of the official e-mail ID (dc-saitual@mizoram.gov.in) of the Deputy Commissioner, Saitual, shall be restricted solely to the Deputy Commissioner and the Personal Assistant to the Deputy Commissioner. Upon download, such communications shall be processed in the same manner as dak received through offline mode.
3. All covers, except those addressed to officers by name or marked '**confidential**', shall be opened by the Personal Branch of the Deputy Commissioner. All opened Dak and the covers of unopened Dak shall be stamped and given a receipt number. The receipt number shall also be indicated on the Dak at an appropriate place.
4. The distribution of Dak is to be done by the Personal Branch of the Deputy Commissioner. Dak addressed by name shall be directly delivered to the officer concerned. Dak which are marked *confidential* shall be delivered unopened. Dak marked '*Urgent*' or '*Most Immediate*' is to be distributed as and when received.

5. Movement of Dak to officers is to be done in enclosed pads clearly labelled as **Dak Pads**.
6. After the Dak is processed through the chain of administrative hierarchy, it shall be marked to a Dealing Assistant as per the extant work distribution by the concerned Branch Officer. Each Dealing Assistant shall maintain **Dak Diary** at their level. They shall diarise the Dak received by them in Dak Diary as and when received.
7. Branch Officers shall periodically inspect the Dak Diary of their respective Dealing Assistants as deemed appropriate, to ensure that all pending matters have been duly attended to.

Sd/-SRINIVAS SADI, IAS

Deputy Commissioner

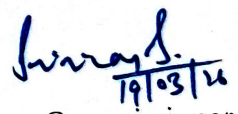
Saitual District

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Copy to:

1. All Officers for information and necessary action.
2. All Staff for information and necessary action.
3. Guard File


Sd/-Deputy Commissioner
Saitual District