



NO.C.31017/1/2025-LADC/GAD
LAI AUTONOMOUS DISTRICT COUNCIL
GENERAL ADMINISTRATION & CONTROL DEPARTMENT

Dated Lawngtlai, the 27th August, 2026.

NOTIFICATION

In view of the deteriorated and unsafe condition of the Lai Autonomous District Council (LADC) Main Office Building, and to ensure the safety of employees and the public, the Executive Committee, LADC is pleased to order the immediate shifting of selected (designated) departments to the Residential School Building at College Veng, Lawngtlai. The selected department will be notified in due course.

To ensure a systematic, secure, and seamless relocation process without disrupting official public services, the Competent Authority hereby establishes a **Task Force on Office Relocation** with immediate effect.

Composition of the Task Force

The Task Force shall consist of the following members:

1. **Chairman** : K. Lalthanzara, Executive Secretary, LADC.
2. **Member Secretary** : V. Boiliana, Superintending Engineer (PWD), LADC.
3. **Members** :
 - 1) Head of Department (HoD) of each shifting department.
 - 2) Thansiamia, Deputy Secretary (GAD), LADC.
 - 3) Er. Malsawmtluanga Hlawhchhing, EE (PWD), LADC.
 - 4) T. Lalhriatpuia, Controller of Account, Fin Deptt, LADC.
 - 5) C. Lalmuanvela, President, LADC Officers' Association.
 - 6) K. Lalsawmliana, President, LADC Staff Association.

Terms of Reference (ToR)

The Task Force shall operate under the following mandates:

1. **Space Allocation:** Map and allocate specific rooms within the College Veng Residential School Building to the shifting departments based on staff strength and functional needs.
2. **Logistics & Timeline:** Formulate a phased movement schedule to minimize downtime and prevent administrative chaos.
3. **Asset Inventory:** Oversee the proper cataloging, packing, and secure transport of official files, IT infrastructure, furniture, and valuable documents.
4. **Infrastructure Readiness:** Ensure the Residential School Building has adequate electricity, water supply, high-speed internet, and sanitation facilities before the physical move.
5. **Public Intimation:** Direct the Information and Public Relations department to issue clear public notices regarding the temporary location of the shifted offices.
6. **Budget Oversight:** Review and approve minor expenditure requests strictly related to physical packing, transport hiring, and layout setup.

Tenure and Reporting

The Task Force shall commence work immediately upon the issuance of this notification. It shall submit a weekly progress report to the Chief Executive Member (CEM), LADC.

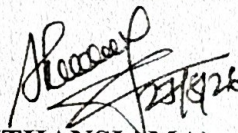
The Task Force shall dissolve automatically upon the successful completion of the relocation and full resumption of office operations at the new site.

**Sd/- K. Lalthanzara
Executive Secretary
Lai Autonomous District Council
Lawngtlai**

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Copy to:

- 1) Addl. P.S to Chief Executive Member, LADC.
- 2) P.S to Chairman/ Dy. Chief Executive Member, LADC.
- 3) P.A to All Executive Members/ Dy. Chairman and all other Office Holders, LADC.
- 4) All Heads of Department under LADC for information.
- 5) Persons concerned for information.**
- 6) I&PRO, LADC for wide publicity and uploading into the Website.
- 7) Guard File.


(THANSIAMA)

**Deputy Secretary to the Lai Autonomous District Council
General Administration & Control Department**