

No.A.24012/6/2017-P&AR(CSW)  
GOVERNMENT OF MIZORAM  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
CIVIL SERVICE WING

**CIRCULAR**

Aizawl, the 27<sup>th</sup> of November, 2017.

**Subject: *Introduction of 'e-leave' system for online processing of leave applications - pilot phase***

The Government of Mizoram is implementing an online "e-leave" system through its portal <https://e-leave.mizoram.gov.in> for processing (and tracking) of all kinds of leave applications (except Study Leave) for employees under the Government of Mizoram. This initiative under the New Economic Development Policy is meant to improve administrative efficiency and is being piloted by the Department of Personnel & Administrative Reforms (Civil Service Wing) in collaboration with the Mizoram State e-Governance Society, Information & Communication Technology Department.

2. The e-leave system will be rolled out on **1<sup>st</sup> December, 2017** and the pilot/test phase will initially cover the following category of officers:

- a) All Secretaries to the Government of Mizoram
- b) All IAS and MCS officers posted in various Mizoram Houses, District Administration (D.C's offices and Sub-Divisions) and R.D Blocks.

3. All leave applications submitted on or after **1<sup>st</sup> December, 2017** by the above category of officers are to be submitted and processed online only.

4. The user profiles for leave recommending and sanctioning authorities viz. Chief Secretary, Principal Resident Commissioner, New Delhi, Secretaries, Deputy Commissioners and Director, Rural Development have been created/registered and will be intimated via their registered/verified mobile numbers.

5. All other officers covered in the pilot phase are requested to register themselves through the online e-leave portal (<https://e-leave.mizoram.gov.in>).

6. A tutorial/instructional video regarding online registration, submission of leave applications, recommending of leaves, etc is available on the e-leave portal for guidance.

7. Further queries, if any, may be made by e-mail to [civilservicewing@gmail.com](mailto:civilservicewing@gmail.com), and [johndapzar@gmail.com](mailto:johndapzar@gmail.com) or by phone to Pu Vanlaltlana Zote, Superintendent, DP&AR (CSW), 9862356698; Pu Lallawmruala Zathang, Assistant DP&AR (CSW) 8415881446/7005248499 and Pu John Lalchhandama, ICT, 9774401135.

**Sd/- RAMDINLIANI**  
Joint Secretary to the Govt. of Mizoram

**Memo.No.A.24012/6/2017-P&AR(CSW) : Aizawl, the 27<sup>th</sup> of November, 2017.**

Copy to:-

1. Secretary to Governor, Mizoram.
2. Principal Secretary to Chief Minister, Mizoram.
3. P.S. to Speaker/Ministers/Deputy Speaker, Mizoram.
4. Sr. P.P.S. to Chief Secretary, Government of Mizoram.
5. All Administrative Heads of Department, Government of Mizoram.
6. All Heads of Department, Government of Mizoram.
7. Controller, Printing & Stationery with 6 (six) copies for publication in the Mizoram Gazette.
8. Principal R.C, New Delhi, Addl. R.C, Kolkata, Deputy R.C, Guwahati, Shillong & Silchar.
9. Under Secretary, DP&AR(GGC).
10. Treasury Officer, Aizawl South, Mizoram.
11. Website Manager, DP&AR for uploading on the Department's website.
12. Guard File No. 15.

*H. Vanlalsanga 27/11/17*  
(H. VANLALSANGA)

Under Secretary to the Govt. of Mizoram