



GOVERNMENT OF MIZORAM
OFFICE OF THE ENGINEER-IN-CHIEF
PUBLIC HEALTH ENGINEERING DEPARTMENT
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No. A-60011/15/2024-E-in-C/PHE/16

Dated Aizawl, the 16th July, 2024

CIRCULAR

Subject : Communication Protocol for Technical and Administrative Matters.

It has come to our attention that proper communication protocols are not being consistently followed. To ensure efficient and orderly processing of technical and administrative matters, particularly those requiring decisions that may affect works and the services of staff, all officers and staff are reminded to adhere to the established hierarchy and routing procedures.

Effective immediately, the following protocol must be observed for all communications:

1. Executive Engineer (EE):

- All technical and administrative matters, especially those requiring decisions that may impact works or staff services, must first be routed through the Superintending Engineer.
- The EE must provide a detailed explanation and justification for the matter, ensuring all relevant information and supporting documents are included to facilitate thorough review by the SE.

2. Superintending Engineer (SE):

- Upon receiving matters from the EE, the SE must review the submitted documents for accuracy, completeness, and adherence to departmental guidelines.
- The SE is responsible for providing initial approval and ensuring the matter aligns with departmental priorities and policies.
- Once reviewed and approved, the SE will forward the matter to the Chief Engineer, accompanied by their comments and recommendations.

3. Chief Engineer (CE):

- The CE will conduct a further review of the matter, considering the recommendations provided by the SE.
- The CE must evaluate the potential impacts of the decision on works and staff services, ensuring that all technical and administrative aspects are thoroughly considered.
- If the matter is deemed appropriate, the CE will forward it to the Engineer-in-Chief for final approval, along with their comments and any additional recommendations.

4. Engineer-in-Chief (E-in-C):

- The E-in-C will review the matter, along with the recommendations from the CE to make the final decision.
- The E-in-C's decision will be communicated back down the hierarchy to ensure proper implementation and follow-up.

Importance of Following the Protocol:

- **Efficient Decision-Making:** Adhering to this protocol ensures that matters are reviewed at each level of management, allowing for informed and timely decisions.
- **Accountability:** Each level of review adds a layer of accountability, ensuring that all aspects of the matter are thoroughly considered.
- **Maintaining Integrity:** This structured approach maintains the integrity of departmental processes and helps in maintaining transparency.
- **Minimizing Delays:** Proper routing helps in avoiding unnecessary delays and ensures that decisions are made in a systematic and orderly manner.

Scope of the Protocol:

This protocol applies to all technical and administrative matters that may affect works and staff services, including but not limited to:

- Project proposals and approvals
- Technical suggestions and approvals
- Staff appointments, promotions, disciplinary actions, and transfers
- Procurement and allocation of resources
- Implementation of new policies or procedures

This procedure aims to enhance the effectiveness and professionalism of our communication practices, facilitating clearer exchanges of information and smoother resolution of issues.

Sd/- LALROTHANGA
Engineer-in-Chief : PHED
Mizoram :: Aizawl

Memo No. A-60011/15/2024-E-in-C/PHE/16 'A' : Dated Aizawl, the 16th July, 2024.

Copy to :

1. The Secretary to the Govt. of Mizoram, PHE Department
2. All officers under PHE Department.


(B. LALTHANTLUANGA SAILO)
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