

No.A.24017/1/2022-DTE(SYS)  
GOVERNMENT OF MIZORAM  
DIRECTORATE OF SPORTS & YOUTH SERVICES

\*\*\*\*\*

Dated Aizawl, the 19<sup>th</sup> March, 2025

CIRCULAR

**Subj: Online Leave Application for Group 'B', 'C' and 'D' staff.**

Mizoram Sawrkar hnuaia Group 'B', 'C' and 'D' Regular staff zawng zawng te ni 01.04.2025(Tuesday) atangin Online Leave Application - Leave Application Management System(LAMS) hmangin Chawlh(Leave) dil tawh tur a ni tih Sawrkar Notification No.A.24017/1/2024-DP&AR(GG&TW) dated 24.02.2025 hmanga tihchhuah a ni a. Hemi thuchhuah bawhzuiin Sports & Youth Services Department hnuaia Group 'B', 'C' and 'D' staff zawng zawng te tun thla ni 28.03.2025 ral hma ngeia LAMS portal a in register vek tura hriattir in ni e.

LAMS portal-a in register dan hi hemi link <https://dpar.mizoram.gov.in/post/lams-a-in-register-dan> ah hian tarlan niin, a lehkha thil tel a ni bawk.

Tin, Service Cadre tih section bikah hian harsatna kan tawh loh nan a hnuaia tarlan ang hian thlan tur a ni:

1. Assistant Grade ten MMS(DPAR(SSW)) :Mizoram Ministerial Service tih thlan tur a ni.
2. LDC leh UDC ten MMS(SYS)(MZSYS):Mizoram Ministerial Service tih thlan tur a ni.
3. A chung a tarlan bak Post dang zawng zawng te chuan Other Service (SYS)(MZSYS):Other Service tih thlan tur a ni.

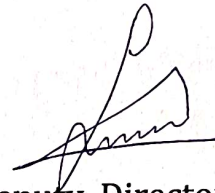
Tin, e-Leave chungchang a tutorial video te hi <http://www.youtube.com/@msecsict9971> ah hian en theihin dah a ni bawk e.

Enclosed: A chung a tarlan angin.

**Sd/-H.LALHMINGTHANGA**  
Director  
Sports & Youth Services  
Aizawl, Mizoram

**Memo No.A.24017/1/2022-DTE(SYS) : Dated Aizawl, the 19<sup>th</sup> March, 2025**  
Copy for information & compliance to:

1. All staff under the Directorate of Sports & Youth Services.
2. All staff under the District Sports & Youth Office, Lunglei District.
3. All staff under the 20 Mizoram Bn NCC/1 Mizo Bn NCC/1 Mizo Air Sqn  
NCC/2 Mizo Bn NCC, Lunglei
4. All staff under the NSS Cell, Mizoram
5. Website Manager, for uploading in the Department website
6. Notice Board
7. Guard File



Deputy Director  
Sports & Youth Services  
Aizawl, Mizoram

**No.A.24017/1/2024-DP&AR (GG&TW)**  
**GOVERNMENT OF MIZORAM**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**  
**(GOOD GOVERNANCE & TRAINING WING)**

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*Dated Aizawl, the 24<sup>th</sup> February, 2025*

**NOTIFICATION**

**Subject: Implementation of Online Leave Application for all Groups of Government Officials under the Government of Mizoram**

The Government of Mizoram implemented Leave Application Management System (LAMS) for Group 'A' Officers on 10<sup>th</sup> October, 2022, wherein all kinds of leave were recorded/processed digitally through LAMS, marking a significant milestone in the State's e-Governance initiatives.

In light of this success, the State Government has decided to expand LAMS to include Officials from all Groups as Stakeholders.

For this initiative, All Administrative Heads of Departments are requested to appoint Nodal Officers (Group 'A' Officer preferably tech-savvy), who will be responsible for feeding the required data viz., Name and Designation, Mobile No. (Whatsapp), Email id and ensuring the successful registration of all Government servants to the LAMS portal. The details of Nodal Officer so appointed should be furnished to the undersigned on or before **27<sup>th</sup> February, 2025**

The prescribed timeline for boarding to the LAMS portal for different Groups of Officials are mentioned below :

For Group B 'Gazetted' Officials :

Entering data : **5<sup>th</sup> – 7<sup>th</sup> March, 2025**

Registration : **10<sup>th</sup> – 14<sup>th</sup> March, 2025**

For All Non- 'Gazetted' Officials :

Entering data : **17<sup>th</sup> – 21<sup>st</sup> March, 2025**

Registration : **24<sup>th</sup> – 31<sup>st</sup> March, 2025**

Henceforth, all kinds of leave must be applied for through LAMS exclusively from **1<sup>st</sup> April, 2025** onwards.

Tutorial video for users and Nodal Officers/Department Administrators is available on <https://www.youtube.com/@msecsict9771>

All concerned are requested to contact the helpline number given below in case of any query.

**Sd/- K. LALTHAWMMAWIA**

Commissioner & Secretary to the Government of Mizoram  
Department of Personnel & Administrative Reforms

**Memo.No.A.24017/1/2024-DP&AR (GG&TW): Dated Aizawl, the 24<sup>th</sup> February, 2025**

Copy to:

1. Secretary to Governor, Mizoram
2. P.S. to Chief Minister, Mizoram
3. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State/Leader of Opposition
4. P.S to Vice Chairman, State Planning Board/Govt. Deputy Chief Whip
5. Sr. P.P.S. to Chief Secretary, Government of Mizoram
6. P.S. to Principal Secretaries/Commissioners/Secretaries, Government of Mizoram
7. Principal Accountant General, Mizoram, Aizawl
8. Chief Electoral Officer, Mizoram, Aizawl.
9. All Administrative Heads of Departments
10. Secretary, AMC, Lok Ayukta, MIC MPSC, MSCPCR, SEC
11. All Heads of Departments
12. Chief Controller of Accounts, Accounts & Treasuries, Mizoram.
13. Resident Commissioner, New Delhi/Jt. Resident Commissioner, Kolkata/Dy. Resident Commissioner, Mizoram Houses Bengaluru/ Guwahati/Mumbai/ Shillong/ Silchar.
14. Controller, Printing & Stationery with 6 (six) spare copies for publishing in the Mizoram Gazette
15. Under Secretary, Political & Cabinet Department
16. Website Manager, DP & AR (GG&TW) for uploading in the Website Guard File

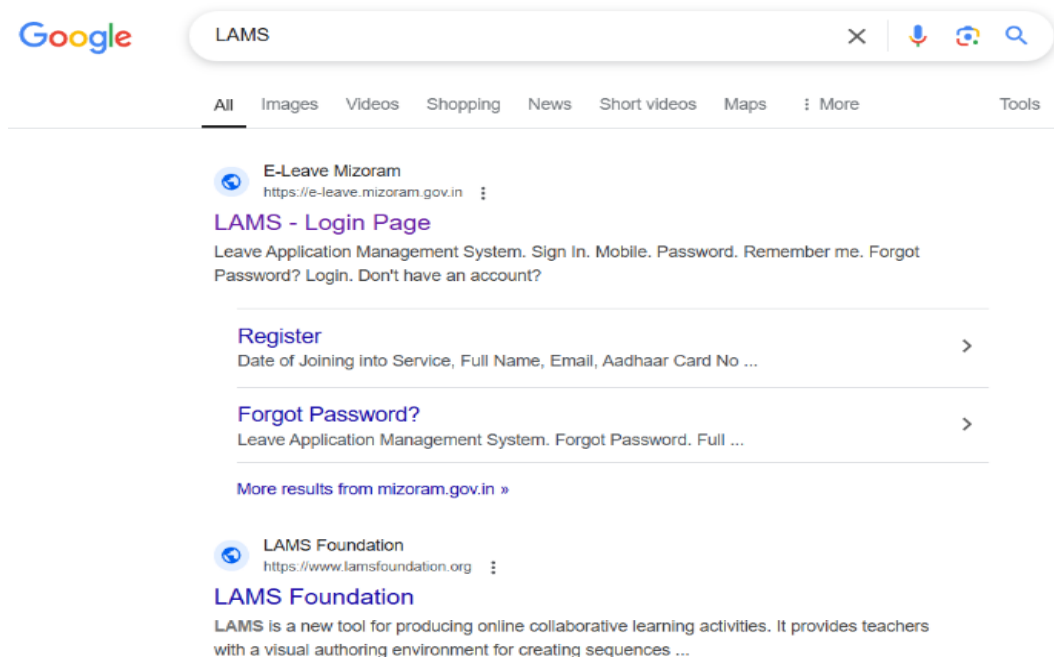


**(ISAAC C. LALREMPUIA)**

Deputy Secretary to the Government of Mizoram  
Department of Personnel & Administrative Reforms  
(Good Governance & Training Wing)  
Helpline: 6909555990  
(during office hours 9:00 AM – 5:00 PM)

## LAMS A IN REGISTER DAN

**STEP 1** : Google ah LAMS Mizoram tih i chhu tawp ang **Figure 1** a milem ang hian a lo anga, E-Leave Mizoram tih hnuai a rawg pawl a in ziaak LAMS- Login Page- Mizoram tih ah i click leh dawn nia.



**Figure 1**

**STEP 2** : LAMS- Login Page- Mizoram tih a i click chuan LAMS Log in page alo lang anga (**Figure 2** ah en nise), Don't have an account? Register tih hi hmu anga, Register tih ( a sen a in ziaakah click leh tur a ni).



LEAVE APPLICATION MANAGEMENT SYSTEM

Sign In



Remember me

[Forgot Password?](#)

Don't have an account? [Register](#)



Need Help? Please Contact  
[+916909555990](#)

**Figure 2**

**STEP 3 :** Register tih a i click chuan register tih theihna page a lo lang anga, Audit No, Select Group, Posting Department, Subordinate Office, Cadre, Designation, Date of Joining into Service, Full Name, Email, Aadhar Card No, Mobile No, Password, Confirm Password, Date of Birth, Select Gender tih te fill up tur a lo awm dawn a ni.(**Figure 3 leh Figure 4** en nise)

**Figure 3**

LEAVE APPLICATION MANAGEMENT SYSTEM

Registration Form

Example of Audit No. \*

Audit No. *	Group * Please Select Group
Posting Department * Please Select Department	
Subordinate Office Choose Subordinate Office	
Service Cadre * Choose your Service	
Designation * Choose Designation	Date of Joining into Service *
Full Name *	
Email *	Aadhaar Card No.

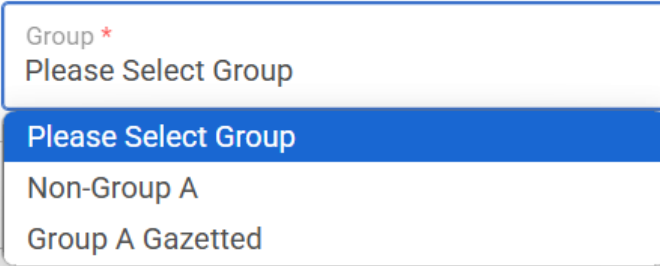
**Figure 4**

Full Name *	
Email *	Aadhaar Card No.
Mobile No. *	
Password *	Confirm Password *
Date of Birth *	Gender * Please Select Gender

[Already have an account? Login](#)

**STEP 4 : Figure 3** leh **Figure 4** a tih tur hrang hrang te a mal te te in kan sawi leh dawn a ni.

- 1) **AUDIT No:** Audit No hi Group A Officer/Group B Gazetted ten an nei a, chuang chuan Group A/Group B (Gazetted) Officer chuan a **Audit No** a chhu lut mai anga. Group A/B (Gazetted) ni ve lo, Audit No nei ve lo midang zawnng chuan kan **IFMIS No** kan chhu lut ve thung ang.
  
- 2) **Select Group :** Select Group ah hian Option pahnih (Non-Group A, Group A Gazetted tih a lo awm anga (**Figure 5** ah en nise), Group A Officer zawnngin Group A Gazetted tih kan thlang anga, Group A ni lo zawnngin Non Group A thlan tur a ni.



The image shows a screenshot of a web application's dropdown menu. The dropdown is titled 'Group \*' and contains the text 'Please Select Group'. The menu is open, showing three options: 'Please Select Group' (highlighted in blue), 'Non-Group A', and 'Group A Gazetted'. The dropdown is set against a light gray background.

**Figure 5**

- 3) **Posting Department:** **Figure 6** a tarlan ang hian Posting Department a kan click hian Department hrang hrang thlan tur a lo awm anga, kan awmna Department tak kha thlan tur a ni.

Posting Department \*  
Please Select Department

Please Select Department

- Agriculture & Farmer's Welfare Department
- Aizawl Municipal Corporation
- Animal Husbandry & Veterinary Department
- Art & Culture Department
- Chief Minister's Office
- Co-operation Department
- Commerce & Industries
- Department of Personnel & Administrative Reforms (GGC)
- Department of Personnel & Administrative Reforms (ARW)
- Department of Personnel & Administrative Reforms (GG&TW)
- Department of Personnel & Administrative Reforms (GSW)
- Department of Personnel and Administrative Reforms (CSW)
- Department of Personnel and Administrative Reforms (SSW)
- Disaster Management & Rehabilitation
- District Council & Minority Affairs Department
- Dummy Department
- Environment, Forest & Climate Change Department
- Excise & Narcotics Department
- Finance Department

**Figure 6**

**4) SUBORDINATE OFFICE:** Hetah hi kan awmna Department Subordinate Office hming thlan tur a ni. Entirnan: PWD a thawk ka nih chuan ka awmna Office hming viz E-in-C, CE (Highways) etc kha thlan mai tur a ni. School Education leh Higher & Technical Education hnuai a mi kan nih chuan kan School hming emaw, kan College hming thlan tur a ni. **(Figure 7 en nise)**

Choose Subordinate Office

- Aizawl Building Division
- Bilkhawthlir Sub-Division(Roads)
- Bunghmun Sub-Division(Roads)
- Champhai Division(Roads)
- Champhai North Sub-Division(Roads)
- Champhai South Sub-Division(Roads)
- Chawngte Sub-Division(Roads)
- Chief Engineer (Buildings & Other Department)
- Chief Engineer (Highways)
- Chief Engineer (Roads)
- Eastern Circle(Roads)
- Electrical Division Aizawl**
- Electrical Division Lunglei
- Engineer in Chief, PWD
- Haulawng Sub-Division(Roads)
- Hnahthial Division(Roads)

Subordinate Office  
Electrical Division Aizawl

**Figure 7**



- 5) Service Cadre:** Service Cadre ah hian Organized Service hrang hrang te an awm a viz MCS, MSS, MPS, MF&AS, MIS, MPE&SS, Stenographer, MES , MMS, Other Service etc. :-
- i) MCS an nih chuan MCS (DP&AR (CSW)): Mizoram Civil Service tih an thlang anga
  - ii) MSS chuan MSS(DPAR(SSW)): Mizoram Secretariat Service
  - iii) MPS chuan MPS(MZHOME): Mizoram Police Service
  - iv) MF&AS in MFAS (MZFAN): Mizoram Finance & Accounts Service
  - v) MIS in MIS(MZIPR): Mizoram Information Service,
  - vi) MPE&SS in MPE&SS (MZPPI): Mizoram Planning Economics & Statistical Service
  - vii) Stenographer in MSS(Steno) (DPAR(SSW)): Mizoram Secretariat Service (Steno)
  - viii) MES in MES (MZPWD): Mizoram Engineering Service/ MES(MZP&E): Mizoram Engineering Service/ MES (MZPHED): Mizoram Engineering Service/ MES(MZIWR) : Mizoram Engineering Service[Anmahni awmna Cadre milin MES rau rau ah pawh an thlang mai ang]
  - ix) MMS (LDC, UDC) chuan a chung a kan sawi ang chiah hian MMS [GAD(SAW)](MZGAD) : Mizoram Ministerial an thlang ang. [Heng ho hi Department hrang hrang a transfer theih chi ho kha an ni a, hetiang ni lo MMS Department bil hnuai a awm, Department dang a kal ve thei lo ho chuan MMS tih zawh a bracket chung a an Department lam tawi lanna an thlang thung ang.

MMS (Assistant Grade) te chuan MMS (DPAAR (SSW)) : Mizoram Ministerial Service tih thlan thung tur a ni.

- x) Organized Service ni ve lo viz Teacher, Computer Operator, Driver, Despatch Ryder, Constable etc hovin Other Service (MZHOMME) : Other Service emaw Other Service zawh a bracket chung a an awmna Department hming lam tawi awmna an thlang thung ang.
- 6) **Designation:** Designation ah chuan keimahni designation kha thlan mai tur a ni a, kan Designation thlan tur a awm loh chuan LAMS Helpline ah zualko mai tur a ni.
- 7) **Date of Joining into Service:** Sawrkar hna a kan luh (initial appointment) ni, thla leh kum fill up tur.
- 8) **Full Name:** Service bu a kan hming ziah ang thlapin kan hming kan chhu ang.
- 9) **Email:** Kan valid email address (sawrkar email address emaw kan personal email address) dah tur a ni.
- 10) **Mobile:** Hetah hian kan mobile number hmanlai, a nung lai ngei dah tur a ni.
- 11) **Password :** Password atana kan hman duh tur chhut tur.
- 12) **Confirm Password:** Password tih zawn a kan chhut ngai chiah chhut leh tur. Eg. Password ah Liana12345 tih i chhut chuan Confirm Password ah pawh Liana12345 tih bawk chhut leh tur a ni.
- 13) **Date of Birth:** Hetah hian Service Book a kan pian ni, thla leh kum a in ziak ang chiah chhut luh leh tur a ni.

- 14) **Select Gender:** Mipa in Male tih thlan tur a ni a, hmeichhia in Female tih thlan tur a ni.
- 15) **Submit:** A chung a mi zawng zawng khi Submit tih kan click hmain a dik tawh leh tawh loh ngung taka check leh phawt a, a dik kim chuan Submit tih kan click anga LAMS ah kan in register ve tih na a ni dawn a ni.

**[Submit tih kan click zawh hian LAMS ah kan Login thei nghal dawn tihna a la nimai lova, kan details kan submit kha kan Administrative Department ah an lo endik leh phawt anga, annin an lo approve hnuah kan LAMS account kha a nung chauh dawn a ni. Kan account a nung tawh tih Message pawh kan dawng dawn a ni]**

**Sd/-ISAAC C. LALREMPUIA**

Deputy Secretary to the Govt. of Mizoram

&

Nodal Officer

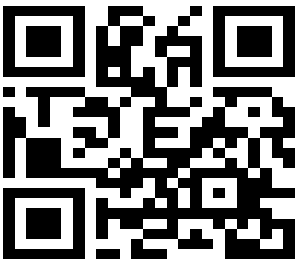
Department of Personnel & Administrative Reforms

(Good Governance & Training Wing)

**Memo No. A.24017/1/2024-DP&AR(GG&TW) Aizawl the 17<sup>th</sup> March, 2025**

**Copy to:**

- 1.P.S. to Commissioner & Secretary
- 2.To all concerned
- 3.Guard File



A handwritten signature in black ink, written over a faint circular stamp, located above the typed name of the signatory.

**(ISAAC C. LALREMPUIA)**

Deputy Secretary to the Govt. of Mizoram

&

Nodal Officer

Department of Personnel & Administrative Reforms

(Good Governance & Training Wing)