

TUNGCHAW

(A Quarterly Newsletter of Mizoram State Archives)

January – March 2024

Volume 2 | Issue 1

Mizoram State Archives
Art & Culture Department

Tungchaw (Volume 2 | Issue 1)

Tungchaw

(A Quarterly Newsletter of Mizoram State Archives)

(January – March 2024)

Volume 2 | Issue 1

Edition: 2024

Copy : 70

Chief Editor : Lalmuanpuia, Archivist

Editor : C. Lalmuanpuia, Chemist - II

Published by:

Mizoram State Archives

Art & Culture Department

Web: statearchives.mizoram.gov.in

Email: mzarchives2013@gmail.com

Printed at:



Lois Bet Print & Publication

Chanmari, Aizawl.

Email: loisbet1@gmail.com

EDITORIAL

*Lalmuanpuia
Chief Editor*



Kum 1905 April thla khan Ropuilieni khaw pa, Shingvunga(Chhingvunga) chuan a fapa Laileta chuan Zawlbuka a riahnaah a thihna awrhlahi Rs. 80/-(Sawmriat) man lai mai chu a muthilh laini Thihna hrui zaichatin an lo ruk thu leh zawn chhuahpui turin Bawrsap hnenah a thlen hial nghe nghe thu Judicial File hlui tawh tak maiah hmuh a ni a. Helai thu atanga lang Chiang em em mai thil pathum a awm a. Pakhatnaah chuan Thihna lo hlutzia a ni a. Kum 1905 a Rs 80/- man chu hlu tak a ni. Record danga a lan danin hetihlaia Aijal Treasury a Poddar hlauh chu thlakhatah Rs. 15/- (cheng sawmpanga) chauh a ni a, Thihna lei tur chuan kum chanve ngawt a hlauh pumpui a khawl angai dawn niin a lang! Pahnihnaah chuan rukruk hi Mizo zingah a mikhual lo hle tih hi a ni. Mizote hi kan pi leh pute chhanah rinawm leh midangte thil lak ching ngai lo angin kan insawi thin a. Mahse record hluia a lan dan hi chuan thil te tham te te inruksak a, Bawrsap hmaa inkhing buai uaih uaih an tam riau! Kan sawi mek Thihna pawh hi a neituin duhtaka a mutpui lai ruk sak a ni tlat maite hi kan fel famkim bik lo hle tih a lang thei awm e. Pathumnaah chuan Thihna hi hmeichhe incheina niin kan hria a, mahse heng hunlai hian mipa pawhin incheinan an hmang ngei niin a lang.

Lehkha hlui tereuhte atang ringawt pawhin thil tamtak kum 100 chuang kalta ami kha kan hrechhuak thei tih a lang a, Sorkar record hi nitin sang tel siam chhuah niin chung record-ah te chuan kan ram leh hnam khawih thil tam tak chhinchhiah an ni a. Lehkha hlui pakhat pawhin khitianga thu tam min hrilh

chuan ni khata kan record siamchhuah ringawt pawh hian thil min hrilh tam theih turzia kan hrethiam mai awm e. Kum tam tak chhunga record kan siam chhuahte phei chuan eng ang taka tam thu pawimawh pai ang maw!

Chuvangin Zoram mipuite leh Sorkar hian record kan vawnṭhat hian kan Ram leh Hnamzia leh thiltihte nakin zel atan kan lo dahṭha a ni tih hre thar a, record vawnṭhat kawngah tan kan lak a ṭul takzet a ni.

CONTENT

Records Vawnt̃hat Pawimawhna leh Records Retention Schedule.....	7
<i>F Lalthanmawia</i>	
Departmental Record Room & Access of Records	12
<i>Lalmuanpuia</i>	
Records Creating Agency	17
<i>Lalmuanpuia</i>	
Departmental Records Officer	19
Mizoram State Archives Website	21
<i>Lalmuanpuia</i>	
Records Management Training	24
<i>Lalmuanpuia</i>	
Mizoram State Archives Stack Area leh Records Indices.	26
<i>R Lalmachhuana</i>	
Sawrkar Records Chunga Thuneitu - Archivist.....	28
<i>Lalmuanpuia</i>	
Photo Gallery	30
A Note of Thanks	32
<i>Dr. Kyle Jackson</i>	
Mizoram Synod Archives	33
<i>Kennedy Lalmangaiha</i>	

RECORDS VAWNṬHAT PAWIMAWHNA LEH RECORDS RETENTION SCHEDULE

*F Lalthanmawia
Deputy Director
Art & Culture Department
Government of Mizoram*



1. RECORDS VAWNṬHAT PAWIMAWHNA

Record hi mimal, pawlho leh sawrkarte indawr tawnna aṭanga lo awm a ni a. Indawr tawnna thil a tam chuan Record pawh a lo pung chho ve zel a. Thil hriat leh chhui zui theihna ber chu Record chu a lo ni ta a. Record aṭang chauhin khatih hun laia an hnathawhte leh thil thleng dik tak chu a hriat theih ṭhin a ni.

F.M. Marx chuan, "*Sawrkar lam hotute tan chuan Record hi thil fiah taka hriat theihna awm chhun a ni,*" a ti.

Record ṭangkaina leh pawimawhna ṭhenkhat han tarlang ila:

- a) Hun/thil kal tawh chanchin chiang taka min hrilhtu a ni.
- b) Thil thar hmuhchhuah nan a ṭangkai.
- c) Pawl leh Kohhran ten fel leh ṭha taka inrelbawlna an neih theihna a ni.
- d) Thubuai neite tan record hi ṭanfung (legal evidence) a hman atan a remchang.
- e) Ram rorelna tihhmasawwna turin record hlui a pawimawh.
- f) Department hrang hrang ten hma thar lak zel nan an record hlui, hma an lak tawh dan te thlir letin hmasawwna rahbi pawimawh tak a duan theih a ni.

Record hi roreltute tan thu dik leh dik lo, Department an enkawl mekte harsatna leh tha zawka kalpui nan a tangkai a. Sawrkar hnathawktute chhantu tha tak a ni tel baw. Ram hmasawn nan rahbi pawimawh tak a tling a, chuvangin Record vawnthat hi mitin tan a tulin a pawimawh em em a ni. A khaikhawm nan chuan Record chu thil kal tawh chanchin chiang taka min hrilhtu a ni a. Democracy ramah chuan sawrkar hnathawk ten mipuite tan an thawh that leh that loh hriatna awlsam tak a ni a. Inrelbawl na fel tak atana hmanraw tha tak, dikna vawngtu leh thudik hriatna a ni baw. Sawrkar tha leh tha lo hriatna chu Record hi a ni a. Sawrkar tha leh chak tak nei tur chuan Record tha taka vawn a ngai a ni.

Archives awm chhan ber chu hriatna atana Record/document vawnthat leh mamawhtu an awm huna awlsam leh rang taka rawn theih tura mumal taka enkawl hi a ni. Chu chu Record Management tih a ni a, hlawhtling taka kalpui a nih theih nana thil pawimawh tak tak hriat tur a awm a, chungte chu –

- i) **Control of Paperwork:** File vawn kawnga rual taka hmalak leh kalphung fel tak neia buatsaih a nih chauhin Record Management hi a hlawhtling thei a. Chungte chu - correspondence Management, directive management, report management, mail management, etc.
- ii) **Timely Recording and Proper Classification of Files:** File reng rengin khar hun a nei thin a, a chhung thu ngaihtuah leh thil bik ruahman fel tawh reng reng chhinchhiah tur a ni. Heng file te hi uluk taka enkawlin hman theih a nih hun chhung pawh

mumal taka kalpui tur a ni a, a hlut/ṭangkai dan chungchang pawh thliar fel a ṭul bawk.

iii) Periodic and Regular Review & Appraisal:

Record hi a pun chak em avang leh vawnṭhat nan hmun a awh zau theih em avangin enkawl kawngah harsatna a awm awl hle a. Chuvangin kalphung fel tak zuia File vawnṭhat leh Record ṭullo tihchhiat kawnga a inbuk tawka hmalak a pawimawh a. Hunbi neia Files te thlirlet(Review)-in, inrelbawlna atana ṭul leh mamawhte thliara vawn zel tur leh mamawh tawh loh tura rin te tihchhiat/suat.

iv) Information Retrieval Tools: Record ṭhahnem tak zinga mamawh ber awlsam leh rang taka haichhuah lehrawn theih tura chhawpchuahna hmanrua. Awlsam taka Record haichhuahna kawnga hmanrua te chu - Organisational history, File Registers leh Indices.

v) Organising a Departmental Record Room: Semi-current leh Non-current records reng reng State Archives-a seng/sawn luh a nih hma zawnga mumal taka enkawl leh a ṭul anga siamthatna tur bik - Record Room neih. Hetiang enkawl a nih lai pawh hian heng- rukru, sik leh sa, eichhetu rannung lakah, kangmei leh chhiatrupna lo thleng thei lakah te hian vawnhim tur a ni. (Hei hi Mizoram Sawrkar leh a hnuai Department hrang hrangte mamawh leh tihhlawhtlin nghal atana duhawm ber a ni).

2. RECORDS RETENTION SCHEDULE

'Record vawnṭhat zui zel hun chung tur hunbi tukna' tiin a hrilhfiar theih ang. Sawrkar record enkawl na hlawhtling tak nei tur chuan thiltih dan phung pangngai fel

taka chhunzawm chhoh zel a, record pung chak lutuk khuahkhirh leh a enkawl zui dan (record management) leh tihralna dan tha taka zawm a ngai a ni.

Record vawnthat zui tur thliar hranna hi a chang chuan Record hman tlakloh tur tihralna (Disposal Schedule) emaw Record pung chak lutuk tur danna (Record control) tiin an vuah bawk. Record vawnthatna atan chuan he thil hi a pawimawh hmasa ber leh bulpui ber a ni.

Record vawnthat tur thliar hranna hian a tum ber chu Record reng rengin hlutna an neih chhung chuan vawnthat reng tur a ni, tih hi. Sawrkar record hi a pung chak hle a. Office hrang hranga record hlui nitina hman t̄ul tawh si lo ang chi te hian min tibuaiin enkawlana atan tha leh zung tam tak sen a ngai bawk nen. Chuvangin record vawnthat tur thliar hran chu tih makmawh a lo ni ta a ni. Record reng reng a t̄ulna takah kan hmang zo tawh a nih chuan thehthangna ngaihtuah a t̄ul a ni. Record leh file reng reng hlutna nei chu dahthat a, nei lo chu tihral zel mai tur a ni. Eng chin hi nge vawnthat tura, eng chin hi nge Archives-ah dah tur tih enchian a ngai a. Vawnthat vek sen a ni lo va, rei tak vawnthat vek tur pawh a ni chuang lo.

'A' RECORD VAWNTHAT RENG TUR:

1. Lehkha reng reng thil a dik ngei a ni tih fiahna awm emaw sawrkarin a tih ngei ngei tur ang chi te hi. e.g., Roluahtu/rochungtu (heirship) nihna ang chi te, ruahmanna thil te, sawrkar order leh sanction ang chi te.
2. Lehkha reng reng thupui lian tham leh ram awp dan chi te leh sawrkar dan siam ang chi te.
3. Lehkha tun hma thil entawn tur awm ang chi. e.g. sawrkar memorandum leh hmanlai thil nih dan dik tak sawina leh thil pawimawh te (Lal ramri lehkha etc.)

4. Lehkha reng reng committee pawimawh bik, Dan ziahna leh an hnathawh te.
5. Lehkha - Dan leh thupek ziahna ang chi.
6. Pawlho leh sawrkar Department leh Pisa ten an inhung bingna tura lehkha an siam te.
7. Sawrkar inrawlhna tur atana inkhin buaina thil atana lehkha pawimawh ang chi te a ni.

'B' HISTORICAL IMPORTANCE:

1. Sawrkar Department din tan dan, a lo awm dan leh hnathawh dan ziahna lehkha.
2. Department leh a thawktute awm dan kawhhmuhna (data) ang chi.
3. Policy thlakna lehkha ang chi te.
4. Policy thlaknaa hnathawh hlen chhuah dan tur ziahna ang chi te.
5. Ram tana thil ruahman lar tak, mipuite thapui emaw hriatpui chi ang ziahna.
6. Ram rorelna leh khawtlang nun leh ei leh bar kawnga hmasawna tur atana rawn tlak lehkha ang chi te.
7. Official Publication atana lehkha rawn tlak awm ang chi te.
8. Science leh Technical lam chhuina (Research) a hmasawna tur awm ang chi lehkha pawimawh te.
9. Rampum leh tualchhung chanchin chiang tak leh awlsam taka hriat theihna tura a tlangpui ziahna lehkha.
10. Field pawimawh taka ruahmanna, hlawhtlinna, hlawhchhamna emaw endikna emaw chungchanga lehkha ziak.
11. Heng bakah hian Department tin in pawimawh nia an hriat ang chi te a huam tel thei bawk.

DEPARTMENTAL RECORD ROOM & ACCESS OF RECORDS

Lalmuanpuia
Archivist
Mizoram State Archives



1. DEPARTMENTAL RECORD ROOM

Records Creating Agency tin (Department tin) te hian Departmental Record Room an nei ngei tur a ni a; Departmental Record Room siam turte tana hriattur pawimawh thenkhat han tarlang i la:

- 1) **Departmental Record Room (DRR) siam:** Room lian deuh hlekah siam ni se, Signboard tar ni bawk se. In chung lam ai chuan in hnuai lamah awm thei se a duhawm. Record Room-ah chuan hengte hi awm thei se:
 - a) Steel Rack
 - b) Dawhkan pakhat leh Chair pakhat
 - c) Tukverh puanzar chhah pangngai, Tukverh zawng zawngah grill dah ni se
 - d) Firefighting equipment pakhat tal awm thei bawk se.
- 2) **Departmental Record Officer (DRO) ruat:** Departmental Record Officer hi Superintendent chin chunglam an ni tur a ni a. Departmental Record Room chhunga record zawng zawng chhiat leh that thuah mawh a phur a ni. Clerk leh IVth Grade pahnih khat tal awm thei bawk se. Departmental Record Officer ruatna Office Order copy hi Archivist, Mizoram State Archives-ah thawn tel tur a ni.

- 3) **Standing Guard File:** DRO chuan Standing guard file a siam ang a, chutah chuan Record manangement chung changa thu chhuah reng reng a vawng tha ang a, Record Room Inspection neih a nih tum emaw pawha phawrh theih mai turin hmun remchangah a vawngtha reng ang.
- 4) **Departmental Record Room a dah tur:**
 - a) File reng reng closed an nih chiahin Departmental Record Room-ah dah luh vek tur. Heng File dah luh tur reng reng hi Register-ah ziah luh vek tur a ni a, chumi rual chuan classification tih nghal tur a ni.
 - b) Record Room-a dahluh a nih hma, a Dealing Clerk in a close fel pah hian chu file chu ngun taka enin thil pawimawh lo te chu a paih ang a, file pagination pawh a tharin a ti nghal bawk ang.
- 5) **Classification tih dan:** File closed tawh chu Office dangin an neih ang chi file *Common to all department* a nih chuan Retention Schedule DARPG (Department of Administrative Reforms and Public Grievances) in a tih chhuah (A thar ber 2012) zul zuiin classification hi pek tur a ni a, chutianging accounts chung chang file-ah chuan General Financial Rules in a duan sa chu zawm ve mai tur a ni. Chutih lain Department in kan khawih bik, Department dangin an tih ve loh ang chi ah erawh chuan Retention Schedule keimahniin kan Department tan kan siam chawp a ngai a. Chu chu Archives mithiamte nen meeting neih a nih hnuah Approve a ni ang a, chumi hnu chuan a hman theih

chauh dawn thung a, chumi zul zui chuan classification pawh tih tur a ni dawn a ni.

- 6) **Ennawn hun:** File closed tawhte chu review an nih hun tur pek an nih hun a lo thlenin Ƨangkaina nei zui tawh lo turte chu Retention Schedule zul zuuin Departmental Record Officer hriatpuinain tihchhiat theih a ni ang a, mahse file tihchhiat reng reng chu Register-ah a list mumal tak siamin tihchhiat a nih chhan ziah tel tur a ni. (Form 6 of The Mizoram Public Records Rules 2014)
- 7) **Mizoram State Archives a Record DRR aƧanga Transfer dan:** Archives a kan record te transfer tur chuan kan record transfer turte chu list fel tak siamin copy thum siam tur a ni a. Copy hnih Archives in changin copy khat chu Departmental Record Officer hnenah thawn let leh a ni ang. Heng Transfer list(Form 2 of The Mizoram Public Records Rules 2014) te hi engtikah mah tihbo a thiang tawh lo thung a ni. Departmental Record room a file historical importance nei, dah Ƨat zel chi ngawih ngawih te chu kum 25 thleng Departmental Record Room-ah a awm a ngai chuang lo va, Ƨul bikah chuan kum 25 tlinglo pawh Archives hotute nen inberawnin Archives ah dah luh theih a ni. Record dang zawng chu, kum 25 hnuah, dah Ƨat zel tur chi an nih chuan Archives-ah Transfer tur a ni.
- 8) **Record Lak chhuah Dan:** Departmental Record Officer hnenah dilna (Requisition slip) fill up hmasain a phalsakte chauh hnenah heng record-te hi pek chhuah tur a ni(Form 3 of The Mizoram Public Records Rules 2014). Tin, Record Room-ah hian

Departmental Record Room staff te chauh lo chu tumah luh tir loh tur a ni.

- 9) **Classified Records:** Departmental Record room a Confidential file awm te chu kum nga(5) danah ennawn tur a ni a. Classified record an nih loh hunah kum 25 an tlin tawh bawk chuan leh a hlutna chhut a nih hnua vawntthat zel tur chi a nih chuan Archives ah transfer tur a ni. *Note: He classified Record te downgrading hna thawk tur hian Under Secretary chin chung lam chauh in an thawk thei a ni.*
- 10) **Annual Report:** Kum tinin DRO chuan Archivist, Mizoram State Archives hnenah Form 5 of The Mizoram Public Records Rules 2014 hmangin Annual Report a theh lut thin ang.
- 11) DRR atanga Record bo emaw dan ang lova tihchhiat emaw a awm chuan rang takin DRO in Archivist hnenah a hriattir anga, a hmuh let thuai theih nan theih tawpin hma a la zui nghal bawk ang.
- 12) **Hremna:** The Mizoram Public Records Act, 2011 Section 4 leh Section 6 a tarlan angin Phalna la hmasa lova Sawrkar Record Mizoram pawna ken chhuah leh Retention Schedule mumal tak zul zui ni lova record tichhiate chu kum 5 emaw Rs 10000/- emaw a pahnihin emaw hrem theih an ni.
- 13) DRO hian a mawhpurhna - The Mizoram Public Records Act, 2011 Section 6(1) in a tarlante tihhlawhtlin kawngah Archives hotute thu leh hla a ngaithla thin ang.

2. ACCESS OF RECORDS

Mizoram State Archives-a Record awm reng reng en thei tur chuan Registration tih ve a ngai a; Registration Fee

hi Rs. 100/- niin ID (Aadhar, Student's ID, EPIC, etc.) eng emaw ber ken tur a ni. Scholars' ID Card pek chhuah thin a ni a, hei hi kum khat a dam a, kum 1 hnuah Renew leh mai theih a ni.

Scholars' ID nei tawhte chuan an Record mamawh angte INDEX-ah enin a Record awmna Carton Box No, Serial No. leh Department te Requisition Slip-ah ziaak lutin heng Record te hi Stack Area atangin Archives Staff ten an laksak mai thin a ni.

Mizoram State Archives-a Records te hi Library angin hawhchhuah theih a ni lo va, mahni thua thla lo lakte pawh a rem lo bawk. Scholars ten duh leh mamawh an neih chuan Reprography/Xerox Form ah an duh angte ziaak lutin a Xerox/Pdf copy te pek chhuah mai thin an ni a, phekkhat zelah cheng 10 lak thin a ni bawk.

Mizoram State Achives hian Digitization hi kalpui ve reng tawh mah i la ONLINE ACCESS erawh pek theih a la ni lo. ONLINE ACCESS tithei tur chuan ONLINE STORAGE leh PLATFORM tha tawktak neih a ngai a; heng atan hian sum tam tak a ngaih avang leh hetiang sum hi a awm remchan loh avangin State lian zawkte tih ang tak hi chuan kalpui theih a la ni rih lo.

RECORDS CREATING AGENCY

*Lalmuanpuia
Archivist
Mizoram State Archives*



Mizoram sawrkar hnuaia Department zawng zawng leh an hnuaia Office zawng zawngte hi Records Creating Agency an ni vek a. An records neih zawng zawng hi Mizoram sawrkar ta niin The Mizoram Public Records Act, 2011 hian a huam vek a, he dan hi an zawm ve nghal tur a ni.

Sawrkar Department bakah hian Mizoram Sawrkar aṅanga a pumpui emaw, a then a zar sum leh pai chhawmdawlna dawng, sawrkarin thuneihna a neihna Corporation te, Sawrkarin a din Commission emaw Committee te a huam bawk a ni.

Heng Records Creating Agency te hian The Mizoram Public Records Act, 2011 leh The Mizoram Public Records Rules, 2014 hi an zawm ngei tur a ni a, hemi zul zui hian an records te an enkawl tur a ni.

1. Records kan tih hian File kan Close tawhte a huam a, File hman lai mekte erawh a huam ve lo a ni.
2. Heng Record te dahna hmun tur Record Room hi Records Creating Agency tinin an nei tur a ni.
3. Records pawimawh vawnṅhat reng tawh tur chite chu kum 25 an tlin hunah Mizoram State Archives-ah Transfer tur a ni a; hemi atan hian The Mizoram Public Records Rules, 2014, Form-2 hman tur a ni.

4. Records Creating Agency tinte hian an mahni kuta awm Records te enkawltu tur leh The Mizoram Public Records Act, 2011 in mawhphurhna hrang hrang a sawite keng kawh turin Records Officer an ruat ngei tur a ni a; Records Officer ruatna lehkha Copy hi Archivist, Mizoram State Archives hnenah thawn tur a ni.
5. Records Officer hian a khat tawkin an Records neihte chu an ennawn thin tur a ni a; vawnthat reng tura hlutna nei leh records tangkai tawh lo tihral mai theihte a thliar hrang tur a ni.
6. Records Officer chuan anmahni Department/Office chhunga hman tur, anmahni chauhin an khawih chi Records (Substantive Functions) bikte tan Mizoram State Archives nena inrawnin Retention Schedule an siam tur a ni a. He Retention Schedule tlawhchhan zel hian thil an ti ang a, records chung changa thil felhlel a awm emaw chhui let ngai a awm pawhin he Retention Schedule hi tanchhanah an hman thei ang.
7. Records pawimawh vawnthat reng tawh turte Mizoram State Archives-a Transfer leh Records pawimawh tawh lote tihchhiat theihna an nei a. The Mizoram Public Records Act, 2011 leh The Mizoram Public Records Rules, 2014 in a sawi ang thlapin Records te hi an tiral chauh tur a ni.
8. Records bo a awm emaw, phalna nei lo leh dan ang ni loa records tihchhiat a awm a nih chuan rang takin Records Officer hian Archivist, Mizoram State Archives hnenah a Report tur a ni.
9. Archivist, Mizoram State Archives hnenah Annual Report an pe thin tur a ni.

DEPARTMENTAL RECORDS OFFICERS

Mizoram sawrkar hnuaiia Records pawimawh bik, vawnṭhat reng tawh turte lo vawnṭhat hi Mizoram State Archives hna a ni. Amaherawhchu Mizoram State Archives-a dah luh a nih hma Records Creating Agencies te Record Room-a la awmte erawh chu Mizoram State Archives in an rawn buaipui vek thei bik lo va, heng Records te lo enkawl a, lo vawnṭhat hi Records Officer mawhphurhna a ni. The Mizoram Public Records Act, 2011 leh The Mizoram Public Records Rules, 2014 in an sawi angin Mizoram sawrkar hnuaiia Department/Records Creating Agency tinte hian Records Officer an ruat ngei tur a ni a; hemi chungchangah hian Mizoram Sawrkar chuan November ni 28, 2022 khan *Notification No. B.13011/5/2012-AC* hmangin hriattirna a tichhuak nghe nghe a. He hriattirna hi Department tinte hnenah thawn a ni bawk.

Tun dinhmuna Mizoram State Archives hriatpuia Records Officer ruat tawhte chu heng Office/Department te hi an ni.

S.N.	Name & Designation	Department	Office
1	Lalmuanpuia, Archivist	Art & Culture Department	Mizoram State Archives
2	Vanramthangi, Dy. Director (PM-KMY)	Agriculture Department	Directorate of Agriculture
3	PC Vanlalnghaka, Dy. State Project Director	School Education Deptt	State Project Office Samagra Shiksha
4	Superintendent	Tourism Deptt	Directorate of Tourism
5	C Lalruatfela	Art & Culture Department	Mizoram State Museum
6	Zirsangzuali	Art & Culture Department	Mizoram State Library

Tungchaw (Volume 2 | Issue 1)

7	Vanlalmuana	Art & Culture Department	Directorate of Art & Culture
8	RK Lalawmpuia	Art & Culture Department	District Office Lunglei
9	Gen Khan Do	Art & Culture Department	Tribal Research Institute
10	Rotluangi Hmar, Superintendent	Cooperation Department	Registrar of Cooperative Societies
11	Elijah L.H. Sanga, SDC, Khawzawl	DC Office, Khawzawl	DC Office, Khawzawl
12	Deputy Director (Admin)	UD&PA Department	DAY-NULM
13	Deputy Director (Plan)	UD&PA Department	PMAY-HFA/ASUTP
14	Deputy Director (Hqrs.)	UD&PA Department	SBM
15	Assistant Engineer (Hqrs.)	UD&PA Department	Technical Branch
16	Superintendent	UD&PA Department	Establishment Br./ PAHOSS/ BSUP
17	Accounts Officer	UD&PA Department	Accounts Br.
18	Research Officer	UD&PA Department	Plan Br. / AMRUT
19	Lalnunmawia Superintendent	GAD	-

MIZORAM STATE ARCHIVES WEBSITE

Lalmuanpuia
Archivist
Mizoram State Archives



Mizoram State Archives hmalakna hrang hrang tarlanna tur leh mipuite mamawh thil hrang hrang phochhuahna turin Mizoram State Archives chuan Website a nei ve a, <https://statearchives.mizoram.gov.in/> a ni.

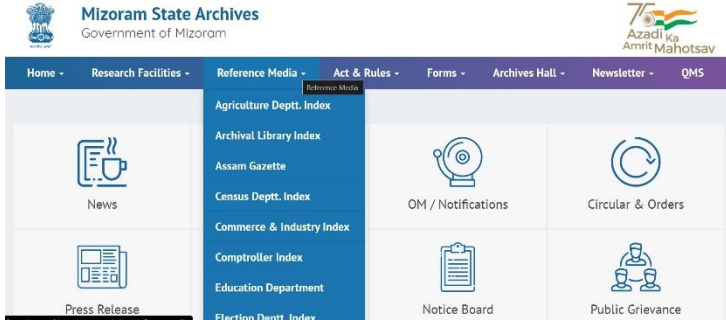
Mizoram State Archives Website-a thil awm tlangpui:

1. Mizoram State Archives-a thawktu awmte leh an biak pawh theihna tarlan a ni.
2. Research Facilities tih hnuaiiah Archives tlawh theih hun chung (Opening Hours), Reading Room inkaihhruaina leh Xerox Fee te tarlan a ni a. Online Registration erawh Website lam hi duh anga siam fel theih a la nih loh avangin tun dinhmunah chuan a hman theih rih loh a ni.



3. Reference Media tih hnuaiiah hian Records Index te dah a ni a; Mizoram State Archives tlawh turten

mahni awmhmun aṅanga Index an lo in en a, an hun leh tha hek lo zawnga an duh leh mamawh ang Record No. hre saa Archives-a an rawn kal theihna tura tih a ni.



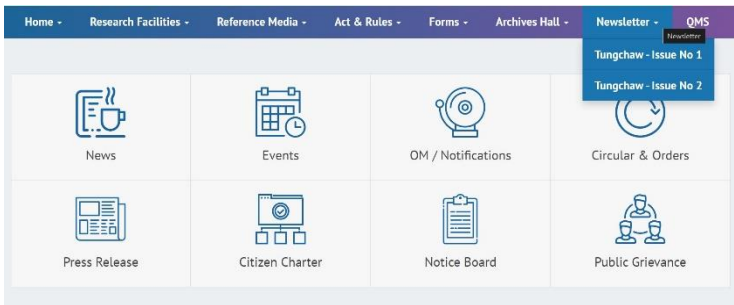
4. Acts & Rules tih hnuaiiah hian The Mizoram Public Records Act, 2011 leh The Mizoram Public Records Rules, 2014 te, Records Retention Schedule chungchang te, Records Officer ruat tura Sawrkarin Notification a tihchhuah te, Records Officers List leh Sawrkarin Archivist hmena thuneihna a pekte tarlan a ni bawk.



5. Forms tih hnuaih hian Mizoram State Archives-a Record Transfer na turte leh Records en dilna leh Form hrang hrangte tarlan a ni.



6. Archives Hall tih hnuaih hian Mizoram State Archives Hall Book-na Form dahchhuah a ni.
7. Newsletter tih hian Mizoram State Archives Newsletter, 'Tungchaw' chu mipui chhiar theiha dah chhuah a ni bawk.



RECORDS MANAGEMENT TRAINING BUATSAIH

*Lalmuanpuia
Archivist
Mizoram State Archives*



8th March 2024 (Zirtawpni) chawhma dar 11:00 khan Lunglei DC conference Hall-ah Art & Culture Department leh Lunglei DC Office ten an buatsaih “One Day training programme on Public Records Management” chu hlawhtling taka neih a ni a. Pu James Miahlung, Addl. DC(P) chuan training programme hi kaihruaiin, Pu Lalmuanpuia, Archivist, Mizoram State Archives chuan Resource Person niin zirtirna a pe a. Training-ah hian Lunglei district chhunga office hrang hrang aiawh officer/dealing Assistant te an tel a.



Resource Person Pu Lalmuanpuia, Archivist chuan Mizoram sawrkarin record vawnthat a ngaih pawimawh thu leh chumi kawngah chuan chak taka hma lain The Mizoram Public Records Act leh Rules te pawh a siam thu sawiin, he dan hi July 1, 2014 atangin hman tan a nih tawh thute a sawi. Dan chungah tumah leng kan awm loh avangin he dan hi Mizoram sawrkar hnathawk zawng zawngte chuan tha taka kan zawm a ngai tih uar takin a sawi. Tin, Record chungchang sawi zuiin a pawimawhna leh engtin nge chung record te chu dan hnuaiyah vawnthat an nih ang tihte zirtirin, zawhna leh chhanna hunte an hmang bawk a ni.

Lunglei DC in sawrkar record pawimawhzia hria a, Lunglei District Office hrang hrang Staff te tana hetiang hun a buatsaih hi an fakawm hle a. A bikin a bul tumtu leh ruahmanna engkim siamtu Pu James Miahlung, Addl. DC (P) thahnemngaihnhate a fakawm hle. Record pawimawhzia hria hotu Lungleiin an nei hi an vannei hle a ni.

MIZORAM STATE ARCHIVES STACK AREA & RECORDS INDICES

R Lalhmachhuana

Storekeeper

Mizoram State Archives

1. Stack Area

Mizoram State Archives Building-ah hian Administrative Office, Record Room, Digitization Cell, Reading Room leh Stack Area te a awm a. Stack Area hi Record dah thatna hmunpui ber a ni a, ni zung (Direct Sunlight) laka him turin a phui tha a, boruak hnawngin record a tihchhiat mai loh nan Exhaust Fan hi tih nun reng a ni bawk. Stack Area-ah hian pawn lam mi luh phal a ni lo va, Record en duh lo kalte chuan an mamawh angte Requisition Slip-ah ziakin hei hi Archives-a thawk ten an zu laksak mai thin a ni.

Record te hi an thupui mil zelin thliar hran vek a ni a, chungte chu Carton Box chhungah dahin heng Carton Box te hi chhuar (Steel Rack) ah dah a ni. Mizoram State Archives-a Carton Box te hi helaia siam chawp niin a siamna hmanruaah pawh hi Acid Free Material a ni lo va, Archival Grade Acid Free Carton Box neih ve theih hun a nghahhlelhwam hle.

Carton Box chhunga Record te hi rannung leh thil dang dang laka eng emaw chen lo veng ve turin Naphthelene Balls (Kapoor) rawng nei lo chi dah tel thin a ni a. A khat tawkin Fumigation Chamber (Record urna)-ah a dah lutin damdawi (Fumigants) hmangin kar khat bawr vel ur thin a ni. Hetianga Naphthelene Balls leh Fumigation Chamber hmanga Record te ur a nih hian Mizoram State

Archives Stack Area chhungah hian a kum zat sawi chat theih ni lo mah se ur nawn ngai lovin kum tam tak a dahthat theih a. A that rei chhung hi kan dahna hmun boruak leh Building dinhmun hian a hril thui hle a ni.

2. Records Indices

Mizoram State Archives-a Record awmte hi Subject hrang hrang an nih avang leh a tam tham deuh avang hian a zawnawlina tur Records Index siam a ni a; Records Index-ah hian a thupui, a kum leh a awmna Carton Box No. te a chuang a ni. Records Index pawh hi a tam tham avang leh en chhung a rei deuh avangin Mizoram State Archives tlawhtute tana hun heh lo zawk a nih theih beiseiin heng Records Index te hi Mizoram State Archives Website (<https://statearchives.mizoram.gov.in/>) ah, Reference Media tih hnuaiah dah a ni.

MIZORAM SAWRKAR RECORD TE CHUNGA THUNEITU - ARCHIVIST

Lalmuanpuia
Archivist
Mizoram State Archives



Mizoram sawrkar record te tha taka vawn a nih theih nan sawrkar chuan Archivist chu a hnuai tarlante chungah thuneihna a pe a (*vide No. B.13011/5/2012-AC, dated the 27th October, 2022*).

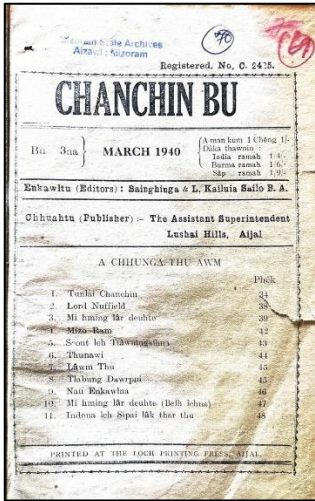
Archivist thuneihna hrang hrangte:

- a) Supervision, Management and control of the Archives;
- b) Acceptance for deposit of public records permanent nature after such period as may be prescribed;
- c) Custody, use and withdrawal of public records;
- d) Arrangement, preservation and exhibition of public records;
- e) Preparation of inventories, indices, catalogues and other reference media of public records;
- f) Analyzing, developing, promoting and coordinating the standards, procedures and the techniques for improvement of the records management system;
- g) Ensuring the maintenance, arrangement and security of public records in the Archives and in the offices of the records creating agency;
- h) Promoting utilization of available space and maintenance of equipments for preserving public records;

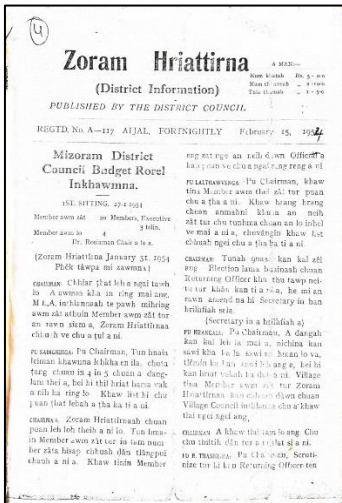
- i) Tendering advice to records creating agencies on the compilation, classification and disposal of records and application of standards, procedures and techniques of records management;
- j) Survey and inspection of public records;
- k) Organizing training programmes in various disciplines of Archives administration and records management;
- l) Accepting records from any private source;
- m) Regulating access to public records;
- n) Receiving records from defunct bodies and making arrangement for securing public records in the event of national emergency;
- o) Receiving reports on records management and disposal practices from the records officer;
- p) Providing authenticated copies of, or extracts from public records;
- q) Destroying or disposal of public records;
- r) Obtaining on lease or purchasing or accepting as gift any document of historical or national importance.

MIZORAM STATE ARCHIVES-A RECORD VAWNTHAT THENKHAT

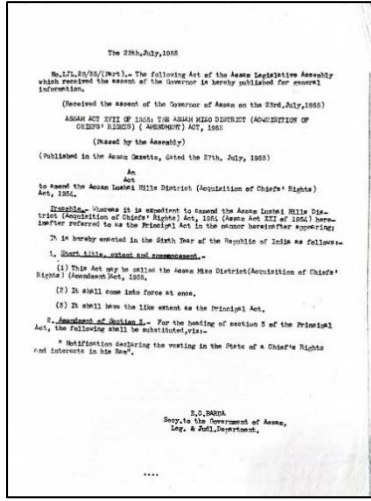
Chanchin Bu 1940



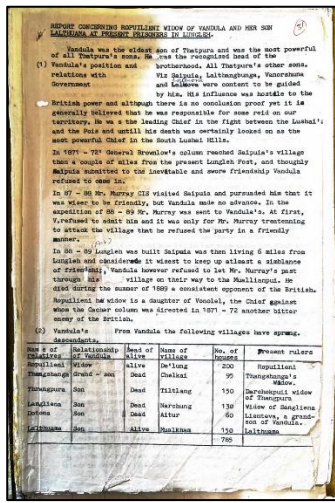
Zoram Hriattirna 1954



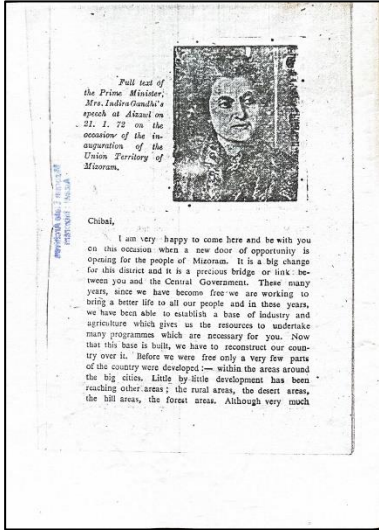
Acquisition of Chief's Rights 1955



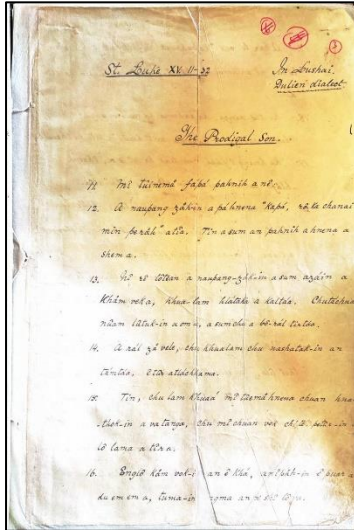
Ropuiliani Chungchanga J. Shakespeare-a Report



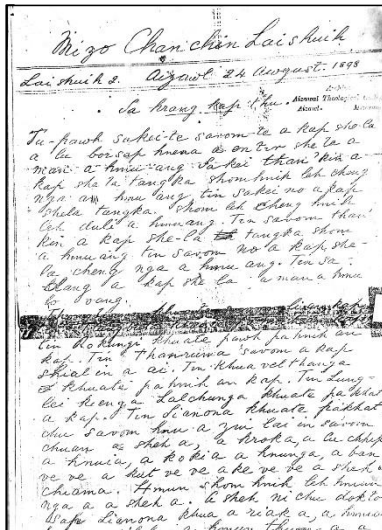
UT kan nih kuma Aizawla
Indira Gandhi Thusawi



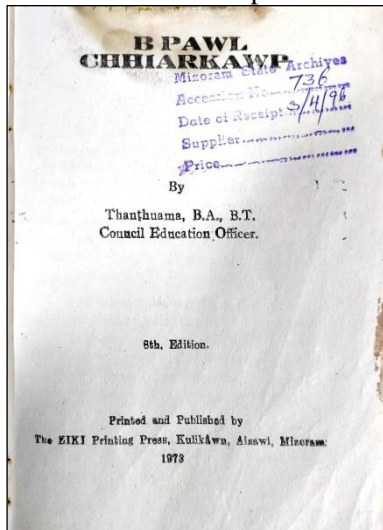
Mizo tawnga Fapa Tlanbo
Lehlin Hmasa Ber, 1896



Mizo Chanchinbu Hmasa
Ber



B Pawl
Chhiarkawp



A NOTE OF THANKS



Dear Lalmuanpuia and all staff at Mizoram State Archives,

I'm writing to thank you for all your kind assistance over the years. My first book, **The Mizo Discovery of The British Raj: Empire and Religion in Northeast India (1890-1920)**, was recently published by Cambridge University Press. It relies in large part upon papers held at Mizoram State Archives, and therefore also on the labour, generosity, and expertise of your staff members. Thank you.

The book - just another contribution to the ever-growing literature in Mizo Studies - would not have been possible without the Archives and its staff. I'd like to also acknowledge the ongoing work, vision, and dedication of the many other archivists and librarians across Mizoram, as well as the countless families who care for historical materials and records in their own homes.

My thanks again, and congratulations on the publication of this latest issue of *Tungchaw*!

Dr. Kyle Jackson
Kwantlen Polytechnic University
Vancouver, British Columbia
Canada

MIZORAM SYNOD ARCHIVES

*Kennedy Lalhmangaiha,
Archivist
Synod Office*

1. SYNOD ARCHIVES BULṬANNA LEH KALZEL DAN

Kum 1987 ah Synod Publication Board chuan Archives bul an lo ṭan tawh a. Hmalak zel dan tur chungchang SEC ah thlenin, SEC chuan lo en zui tur leh ruahmanna lo siam turin Upa C. Sangzuala te, Rev. Zairema te, Rev. Dr. Zaihmingthanga te a ruat a. Kum 1988 kumah SEC chuan an ruahmanna te a pawm a, “Synod Office ah kan neih sa chhonzawmin Synod Office ah bul ṭan ni se. Senior Executive in mawh lo phur se, Upa C. Sangzualan lo pui se kan ti a. Pawisa senso ṭul thu-ah OM-inn mawh lo phur rawh se kan ti,” tiin a rel. Tichuan Synod Office-a pindan remchangah bul ṭan tura tih niin, thawktu hran la lovin hna dang nena kep tura ruahman a ni.

Kum 1991 khan Centenary Committee in Archives neih thuai an duh thu SEC a an thlen bawhzuiin Synod Archives chu Centenary Committee kutah dah zui a ni a; a hmingah Centenary Archives tih a ni. Ruahman tawh angin kum 1992 May thla ah khan Synod Office-a Stock room chu tiruakin indah luh a ni a. Archives thawktu tur pawh a hrana lak niin Tv. Lalhmachhuana (Rev. Z.D. Lalhmachhuana) chuan 1992 May aṭangin Archives hi a enkawl ta a. Archives-ah hian Pastor-te Baptisma leh Inneih Register bu hlui te, Synod Office file hlui te leh minutes hlui awm ang angtedah luh a ni.

Archives bul ṭanna pindan hi a tet deuh avangin kum 1993 khan SEC chuan Synod Committee Room hlui chu Archives atan a ruahman a, tin Archivist post siam pawh a remti ta bawk a. Synod Committee Room thar peih anih hnuah Committee Room Hlui chu Archives atan February 12, 1996 khan luah ṭan a ni ta a ni. February 1994 atangin Archivist hmasa berin hna a chelh ṭan a. Amaherawhchu SEC November 2012 chuan “Archivist post hi nuai bo ni sela, Archives in-charge chu Asst-Coordinator i/c Archives tih a ni tawh ang...” ti a a rel angin Archives enkawltu hi Asst-Coordinator an ni zui ta zel a. Amaherawhchu, SEC November 2020 chuan Archivist post hi siam thar leh a rel a. Tichuan, December 2022 thlengin Asst-Coordinator-in vilin, April 2023-a Archivist tur lak a nih hnuah Archivist hian May thla aṭang khan Archives enkawl hna a thawk zui ta a ni.

Tunah chuan Synod Archives hi Synod Office 4th Floor ah a awm a. Thawktu mi 6 - Archivist 1, Office Assistant 1, daily workers 3 leh peon 1 an awm mek a ni.

2. SYNOD ARCHIVE COMMITTEE

Synod Archives enkawl tur hian Synod Archive Committee din a ni a, he Committee hi SEC Sub-Committee a ni. Executive Secretary i/c Archives chu Committee Chairman niin, Archivist chu Secretary a ni a, Committee member SEC in a ruat mi panga an awm bawk. He Committee hian Synod Archives hnathawh vilin, a kal zel dan tur leh hmasawn dan turte an ruahman thin. Tunah hian Rev. V. L. Luaia Hranleh chu Executive Secretary Archives lam changtu a ni mek.

3. SYNOD ARCHIVES HNATHAWH TLANGPUI

3.1 Documents Lakkhawm

3.1.1. Document Lakkhawmte

- 1) Records – Church Member List, Baptismal Record, Marriage Record, Census, etc.
- 2) Minutes – PCI Assembly, Synod, Presbytery, Bial, Synod hnuaiia department, Committee & Sub-Committee, Institution hrang hrang.
- 3) Lehkhabu– Bible, Hla bu, Bible Hrilhfiahna, Dictionaries, Biographies, Pathian thu lehkhabu hrang hrang, chanchin ziakna leh lehkhabu chi dang thenkhat.
- 4) Synod hnuaiia inkaihhruaina bute
- 5) Souvenirs- Gospel centenary, Presbytery, Bial, Kohhran, etc.
- 6) Magazines/Journals, Newsletters–Mizoram Synod in a tihchhuahte, kohhran dang chanchinbu te leh nitin chhuak chanchinbu thenkhatte.
- 7) Synod Office File hlui chi hrang hrang
- 8) Missionary te, ringtu hmasate leh kohhran hun pawimawh a thlalakte
- 9) Kohhran hun pawimawh video-a lakte
- 10) Museum thil hrang hrang- Chanchintha Dak Bawm, Missionary-te leh ringtu hmasa ten an lo hman thin thil thenkhat.

3.2. Document Vawnthat

- 1) Archives-a thil vawnthatte hi room hrangah ni zungin direct-a a chhun lohna tur hmunah dah a ni a.

Tin, a room hi phui taka siam niin a temperature pawh Air Conditioner hmanga uluk taka vawn a ni. Tin, documents tichhe theitu hmuar/thi/rannung laka ven nan Naphthalene balls (Kawpur) leh lehkhabu ur thianghlimna Fumigation chamber-te hman an ni.

- 2) Kangmei leh khuarel chhiatna dang thleng palh thei atana lo inven lawk nan Archive document-te hi computer-ah soft copy dah vek tura ruahman a ni a. Document soft copy a lakkhawm theihte lakkhawm a nih bakah, hard copy neih sa te pawh scan-in computer-ah dah a ni a. Document thahnem tak hetiang hian dahthat a ni tawh a, la chhunzawm mek zel a ni. Heng soft copy-te hi Cloud Storage-ah dahthat zel an ni.

3.3. Baptismal & Marriage Registers

Synod Archives in a vawnthat pawimawh berte zing ami leh Archives Office ti luntu ber pakhat chu Baptisma leh Inneih record-te hi a ni a. Mizoram Synod hnuaiia pastor pension tawhte leh boral tawhte bapstisma chantir leh inneihtirte records Synod Archives ah hian vawnthat a ni a. Sawrkarin Birth Certificate siamna atan leh thil pawimawh dang atan Kohhran record hi rintlaka ngai a, record finfiah nan a phut tel thin avangin Kohhranin heng record kan vawn mekte hi a hlu hle.

Synod Archives ah hian heng record-te hi vawn\hat an nih mai bakah certificate tibo emaw nei lote tan Archives record milin Duplicate certificate siamsak theih an ni a. Heng certificate-te hi Executive secretary i/c Archive in a pawmpui leh signed hnuah pek chhuah thin a ni.

4. ARCHIVES HMAN THEIH DAN

- 1) Synod Archives-a en duh leh mamawh neite tan office hour (Nipuih 9:30 AM-5:00 PM leh thlasikah 9:30 AM- 4:00 PM) ah engtik lai pawhin tlawh theih a ni a.
- 2) Archives material-te dahna stack room hi pawn lam mi tan luh a rem loh avangin duh leh mamawh neite chu archives-a thawktuten lo zawn sak in, a bu an en duh bikte pawh anni kaihhruaina hnuaiah hian en theih a ni.
- 3) Document-te hi thlalak emaw copy siam phal a ni lo a, kohhran thilah emaw mamawhna bik a awm anih chuan Executive Secretary i/c Archives hnen atangin phalna lak hmasak a ngai a ni.
- 4) Tin, archives document-te hi pawn lamah lakchhuah emaw hawh chhuah phal a ni lo.

5. TLANGKAWMNA

Mizote hi Documents vawnthat kawngah hian kan harh tlai hle a, kum 100 kal ta record mumalin kan nei tam lo hle. Tun huna kan record leh documents neihte hi nakin hun atana theihtawp chhuaha vawnthat a pawimawh hle mai. Synod Archives pawhin hma a sawn ve zel a, hmasawna tur hmachhawp hrang hrang pawh a awm mek bawk a ni. Archives hi a pawimawh zia hriaa thuziak leh record pawimawh te kan dahthat zel hi thatangthar te tana rohlu kan hnutchhiah theih pawimawh berte zinga mi a ni ngei ang.

Record vawngtha tur hian sawrkar, kohhran, pawl leh mimal tinte kan pawimawh vek avangin Mizoram State Archives chuan Kohhran hrang hrang Archives te a ngai pawimawh a; Training ang zawng ten emaw puih an ngaihna zawnah te puin thawhona tha tak nen hma lak chhoh mek zel a ni a. Thlima leh hriatna zau zawk a awm theih beisein Tungchaw-ah pawh hian hmun chan tir zel tum a ni.
