

**GENERAL ADMINISTRATIVE DIVISION
ADMINISTRATION & MANAGEMENT SECTION**



Dr. Ni Thet Oo

BVS(IAHVS, Yezin), HGP, Dip ELTM(IOE)

1. Historical Background

Year of establishment is 1963. First Head of the Division is U Kyaw Thi.

2. Former Heads

Sr. No.	Name	Degree	Year (From-To)
1.	U Kyaw Thi		13-11-64 to 11-9-76
2.	U Hla Nyunt	DMA	1976 to 1988
3.	U Myo Myint		28-4-88 to 30-5-90
4.	U Thar Tun Aung	B.A	7-4-92 to 13-6-94
5.	U Myint Aye	HSF	22-2-95 to 10-9-2000
6.	U Nyunt Maung	B.Sc(Physic)	11-9-2002 to 3-6-2002
7.	U Ne Win	B.Sc(Physic)	12-9-2002 to 6-5-2010
8.	U Myint Aung	LLB	21-12-2004 to 28-2-2012
9.	U Aye Kyaw	B.A(Geo)	20-1-2009 to 5-6-2015

3. Current Staff

No.	Name	Designation	Contact Phone No. Email:
1.	Dr. Ni Thet Oo BVS (IAHVS), HGP, Dip ELTM(YUE)	Deputy Director (Admin & Management)	nithet.oo@gmail.com 09-73098655
2.	U Tin Shein BSc (Zoology) (YU)	Staff Officer	09-420036750
3.	Daw Cho Cho Win BA (History) (YU)	Office Superintendent	09-254409614

No.	Name	Designation	Contact Phone No. Email:
4.	U Myint Aung	Branch Clerk	09-421025422
5.	U Aung Kyaw Htoo		09-421063487
6.	Daw Ami Kyaw BA (Myanmarsar) (YU)	Senior Clerk	09-250187144
7.	Daw Ngu War BA (Law) (Magway University)		09-456317110
8.	U Nyunt Naing BSc (Chemistry) (DU), PGDCA		09-977266104
9.	Daw Me Me Maung BA (Geography) (DU)	Junior Clerk	09-420138252
10.	Daw Kay Thi Zaw AGTI (IT) (WYTU)		09-450100613
11.	U Kyaw Soe Moe		09-31580501
12.	U Htay Aung	Telephone Operator (3)	09-425296513
13.	U Myint Oo	Telephone Operator (4)	
14.	Daw Zin May Phoo BA (Economics) (DU) (Attached to DYDG)	Record Keeper	09-970161930
15.	Daw Nyein Nyein Ei (Attached to DIR(GA))		09-254354087
16.	Daw Theint Thida Maung BBA (YIE), YUFL (Japan) (Attached to Budget)		
17.	Daw Aye Aye Mu	Duplicating machine Operator	
18.	U Mya Win	Jamadar	09-253877362
19.	U Kyaw Min		09-425322928
20.	U San Maung		09-420177056
21.	Daw Khin Thet Swe	Peon	09-453892454
22.	U Aung Thaung Htwe		09-420534058

No.	Name	Designation	Contact Phone No. Email:
23.	Daw Pan Ei Ei Phyu		09-420155493
24.	Daw Hnin Shwe War BA (History) (Taungoo University)		09-979300140
25.	Daw Phyo Ei Ei Khine BA (Myanmarsar) (EYU)		09-420134339
26.	Daw Hay Mar Soe BA (Geography),(Mawlamyine University) (Attached to Dir(Research)		09-255800642
27.	U Kyaw Swar Nay Win		09-450531751
28.	Daw Win Thiri Tin		09-261633677
29.	U Phone Kyaw	Security Staff	
30.	U Aung Ko Latt		09-457793680
31.	U Thaung Oo		
32.	U Aung Taza		
33.	U San Htwe		09-254042559
34.	U Hla Phyo Thu		
35.	U Moe Zaw Lwin Oo		
36.	U Kyaw Thu		09-31580551
37.	U Kyaw Naing Win		
38.	U Zar Ye Aung		
39.	U Zaw Min Thu		
40.	U Min Zin Oo		
41.	Daw Hla Hla Than	Cleaning Staff	
42.	Daw Than Aye (2)		
43.	Daw Aye Aye Po		
44.	Daw Khin Mar San		
45.	Daw Naw Htar Htar Nwe		

No.	Name	Designation	Contact Phone No. Email:
46.	Daw Thet Mar		
47.	Daw Myat Thandar		
48.	Daw Thandar Oo		
49.	Daw Htwe Hla		
50.	Daw Moe Pwint Phyu		
51.	Daw Khin Hnin Thet		
52.	Daw Phyu Phyu Win		
53.	Daw Yin Htay		
54.	Daw Than Than Shein		
55.	Daw Khin Swe Oo		
56.	Daw Sandar Win (Attached to Vaccine Clinic)	Gardeners	09-32011238
57.	Daw Than Hla		
58.	U Zaw Min Thein		
59.	Daw May Phyo		
60.	U Htay Win	Driver (2)	09-254022135
61.	U Yan Aung	Driver (4)	09-420123291
62.	U Tun Wai		09-250187103
63.	U Tin Htay	Driver (5)	
64.	U Aung Myo Oo		
65.	U Myint Shwe (Attached to Epidemiology)		
66.	U Myint Oo		09-420408225
67.	U Zayar Lwin		09-254013204