

MANUAL ON INFORMATION UNDER SECTION 4(1)(B) OF THE RIGHT TO INFORMATION ACT, 2005 PERTAINING TO DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

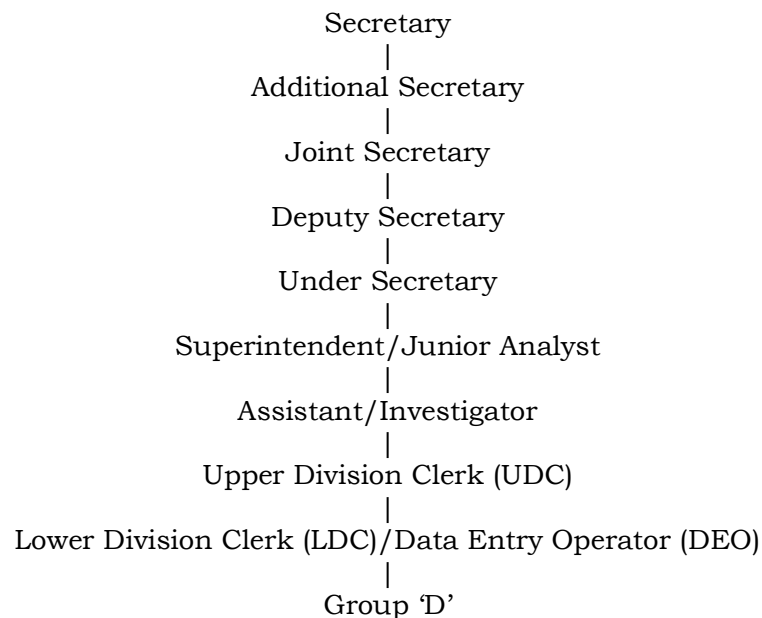
A. PARTICULARS OF ORGANISATION:

The Secretary to the Govt. of Mizoram, Department of Personnel and Administrative Reforms (DP&AR) is the head of department. He controls and supervises the overall functioning of DP&AR. The organizational structure of the department is divided into various wings as below:

1. General Service Wing (GSW)
2. Civil Service Wing (CSW)
3. Administrative Reforms Wing (ARW)
4. Secretariat Service Wing (SSW)
5. Training Wing (Trg.)
6. Good Governance Cell (GGC).

ORGANISATIONAL CHART (as on 31.03.2023)

(strength of each grade/post except Secretary, DP&AR vary from time to time as decided by the Government)



B. FUNCTIONS AND DUTIES OF EACH WING {under section 4(b)(i)}

1. GENERAL SERVICE WING (GSW): Functions and duties of General Service Wing are broadly listed below:

1. Matters relating to Service Association.
2. Rules and Procedures regarding fixation of seniority promotion and all matters relating thereto.
3. Advice to various Departments in all matters relating to Services/Recruitment Rules of various Services/Posts.
4. Advice to various Departments in all matters relating Recruitment/Promotion to Group 'A' and 'B' posts by Mizoram Public Service Commission/Local Departmental promotion.
5. All matters relating to Commission of Inquiry.

6. Advice on absorption of retrenched personnel.
7. General Rules governing petitions, appeal and memorial on service matters.
8. Regularization Schemes of Muster Roll/Work Charged employee/ Contract employee.
9. Condonation of educational deficiency for Government service.
10. Allocation of services.
11. Deputation other than AIS and Central Services officers.
12. Matters relating to Public Service Commission/Staff Selection Commission etc.
13. Recognition of University degree and diploma in service matter.
14. Advice on extension of service/reemployment of superannuated Government servants on contracts.
15. Reservation of vacancies for Scheduled Castes/Scheduled Tribes, handicapped persons and Ex-servicemen in Government service.
16. Rules relating to application fee and instruction regarding advertisement of posts.
17. Performance appraisal.

2. CIVIL SERVICE WING (CSW): The Wing deals with –

1. All matters relating to All India Service (AIS), Mizoram Civil Service (MCS) and Heads of Department and Central Civil Service on deputation in Mizoram.
2. Periodic Cadre review of AIS and Mizoram Civil Service.
3. Custody of SPARROW for AIS officers, PAR for Mizoram Civil Service officers and Heads of Departments.
4. Grant of leave to AIS, MCS and Heads of Departments.
5. To initiate issues regarding appointment/promotion and posting & transfer, disciplinary measures and sanctioning of leave and retirement benefits in respect of AIS officers, MCS officers and Heads of Department and other connected matters and to implement the decision taken by the Government accordingly.

3. ADMINISTRATIVE REFORMS WING (ARW): This Wing deals with:

1. Organization & Management of Works
2. Research in Personnel Administration
3. Policy on Personnel Administrative Reforms
4. Initiating the Scheme of J.C.M. on the pattern existing at the centre
5. Initiating the Scheme of MACPS, 2020
6. Matters relating to Grant of Gazetted Status
7. Advice to the Department on creation of posts
8. Works Study/Work measurement and laying down yardstick of Department
9. Simplification of Rules and Procedures
10. Secretariat Manual
11. Manpower Assessment
12. Coordination with Central Government on matters of Administrative Reforms
13. Staff Welfare general policy
14. Give clearance for filling up of various posts under the Government of Mizoram on Direct Recruitment (regular/Contract/Casual/P/E basis), Promotion.
15. Convey approval for extension of engagement of different categories of casual employees under various departments of the Government of Mizoram according to their respective requirements.
16. Conduct spot verification and investigation as and when needs arise.
17. Matters relating to RTI Act, 2005.

4. SECRETARIAT SERVICE WING (SSW):

1. Reorganization of Ministerial Cadres.
2. All service matters relating to MSS Officers.
3. All matters relating to Stenographer Grade I, II, III.

4. Assistants of secretariat, Directorate and District Offices.
5. Maintenance of Service Books of MSS Officers.
6. Maintenance of Service Books of Mizoram Stenographer Services posted in the Mizoram Secretariat.
7. Maintenance of Service Books of Assistant Grade under GAD, SAW.
8. Maintenance of ACRs of Assistants and Stenographers.
9. Custody of PARs of MSS officer.
10. Custody of ACRs of Assistants and Stenographers.
11. To initiate issues regarding appointment/promotion and posting and transfer, disciplinary measures and sanctioning of leave and retirement benefit in respect of Mizoram Secretariat Service, stenographers and Assistants and other connected matters and to implement the decisions taken by the Government.

5. TRAINING WING (Trg.): This Wing deals with:

1. Various Govt. Department's proposals for obtaining Govt's approval for training/workshop/seminar within India and abroad of which approval is issued after duly examination.
2. Various training courses for different categories conducted at the ATI Aizawl and other Institutions in India are floated and selection made from this Department.
3. Approving proposals for Study Leave.
4. Administrative Department of A.T.I., Aizawl.

6. GOOD GOVERNANCE CELL (GGC) :

- i) Prime Minister's Award for Excellence in Public Administration
- ii) Chief Minister's Award for Excellence in Public Administration
- iii) Ebook of Achievements
- iv) Maintenance of Department Website
- v) Citizen's Charter
- vi) Monitoring of online Grievance Portal viz Centralised Public Grievance Redress and Monitoring System (CPGRAMS)
- vii) The Mizoram Right to Public Services Act, 2015
- viii) State Collaboration Initiatives Programme
- ix) Documentation of best practices
- x) The Right to Information Act, 2005
- xi) All matters related to Good Governance including correspondence from DARPG, GOI

C. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES {section 4(b)(ii)}

1. GENERAL SERVICE WING (GSW):

- a) **Secretary:** The Secretary is the Administrative Head of the Department. He is responsible for the overall functioning of this wing.
- b) **Deputy Secretary:** The Deputy Secretary assists the Additional Secretary in all matters relating to business allotted to this wing and make necessary suggestions, where necessary, to enable higher officials to make prompt decisions in accordance with the extant rules and regulations.
- c) **Under Secretary:** The Under Secretary is the branch officer who supervises all other subordinate officer in the wing in all matter relating to this wing.
- d) **Superintendent:** Superintendent is the section officer who supervises all dealing hands, who checks on delays, proper gives proper guidance on

various rules, regulations, maintenance of office records etc and overall management of this wing.

- e) **Assistant/Upper Division Clerk (UDC)**: Dealing with files relating to all matters under the supervision of superintendent. Proper maintenance of all records on allotted subjects.
- f) **Lower Division Clerk (LDC)**: Responsible for all receipt and issue of daks received in this wing. Maintenance of registers, guard files and other official records.
- g) **Group 'D'**: Dispatch of Daks issued by the department or any other works entrusted to them from time to time.

2. CIVIL SERVICE WING (CSW)

- a) **Secretary**: The Secretary is the administrative head of the Department. He/She controls and is responsible for the overall functioning of the Department.
- b) **Additional Secretary**: The Additional Secretary aids the Secretary in all respect.
- c) **Deputy Secretary**: The Deputy Secretary assists the Additional Secretary in all respect. He/She has the power to grant Leave to Under Secretary and other subordinate staff. He/She scrutinizes the department's business and make necessary suggestions, where necessary, to enable higher officials to make prompt decisions in accordance with the extant rules and regulations.
- d) **Under Secretary**: The Under Secretary assists the Deputy Secretary. He/She supervises the working pattern of the office and give instructions to the section and issues communication or orders for which approval of appropriate authority has been obtained. He/She is the State Public Information Officer for proper implementation of Right to Information Act, 2005.
- e) **Superintendent**: The Superintendent is responsible for maintenance of office procedures and discipline. He/She supervises the work of each dealing hand and submit all cases to the appropriate higher level and give direction on cases requiring prompt attention or any other responsibility as may be assigned to him/her.
- f) **Assistant/UDC**: They deal with files relating to all matters under the supervision of Superintendent or any other works assigned to them.
- g) **LDC**: They are allotted duties of a Diarist, Typist under the supervision of the Superintendent.
- h) **Group D**: Distribution of daks issued by the department and any other works assigned to them

3. ADMINISTRATIVE REFORMS WING (ARW):

- a) **Secretary:** He/She is the administrative Head of the Department. He/She controls and responsible for the overall functioning of the Department.
- b) **Additional Secretary:** He/She aids the Secretary in all respects.
- c) **Deputy Secretaries:** He/She aids the Additional Secretary in all respects. And has the power to grant Casual Leave and other Leave to Under Secretary and below staff.
- d) **Under Secretaries:** Under Secretary/Analyst is the controlling Officer of this Wing and supervise the working patterns such as disposal of cases, distribution of works amongst Officers and Staff under his control, maintenance of discipline in the Wing wherever necessary. He acts as a coordinator between the higher level officers and lower level officers in the said Wing. He has a large volume of works in regard to authentication of orders, decisions, etc. of the higher authority. Grant of Leave amongst Junior Analyst and superintendent and staff is depending upon his recommendation.
- e) **Superintendent/Junior Analyst:** Superintendent is responsible for maintenance of office procedures and discipline. He derives his power and duties from the various provisions of Central Secretariat Manual and Procedures in regard to receipt of Dak, issue of correspondences, marking of urgency grading, etc.. He has the power to grant Casual Leave to staff of this Wing.
- f) **Junior Analyst:** There are three Junior Analysts in this Wing (one is lying vacant due to the promotion of the officer who had held the post). All the departments under the Government of Mizoram is grouped into three categories as Group A, B, C and D. Each group is carried out by Superintendent and junior Analysts. Establishment matters which is categorised under Group –A is disposed off by Superintendent.

It is the power and duties of Junior Analyst to conduct spot verification to any departments under the Government of Mizoram whenever necessary and make recommendation on the subject matters to the higher authorities of this Wing.

- g) **Assistant/Investigator:** There are 2 nos. of Assistants, one is lying vacant due to the promotion of the officer who had held the post and there are 6 nos. of Investigators. All of them perform their duties under the supervision of Superintendent/Junior Analysts according to the internal works distribution made by this Wing from time to time.
- h) **Upper Division Clerk(UDC):** There is one UDC who performs his duties as per supervised by Superintendent according to the internal works distribution made by this Wing from time to time.
- i) **Data Entry Operator:** One DEO to perform and to look after entry of data in the computer and allotted for typing on note sheet and works assigned to her by superior officers in this Wing.
- j) **Lower Division Clerk(LDC):** There are 2 nos. of LDC who functions as diarist/typist according to the works allotted to them by superior officers in this Wing.
- k) **Group 'D':** There are 5 nos. of peons in which 2 nos. are regular employees and 3 nos. are P/E. They are dak runners and perform other works assigned to them by superior officers in this Wing.

4. SECRETARIAT SERCIVE WING (SSW):

- a) **Secretary:** He is the Administrative Head of the Department. He controls and is responsible for the overall functioning of the Department.
- b) **Deputy Secretary:** He assist the secretary and scrutinize all cases and makes necessary suggestions to enable higher officials to make prompt decision in accordance with prevailing Rules/Norms. The Deputy Secretary is delegated by the Secretary DP&AR to grant leave to all grades of MSS.
- c) **Under Secretary:** To assist the work of Deputy Secretary, she is the branch officer who gives instruction to the section and may issue communication or orders for which approval of appropriate authority has been obtained or any other work as may be assigned to her charge. The Under Secretary is delegated by the Secretary DP&AR to grant leave to all grades of Jr. Grade of MSS, all grade of Stenographer.
- d) **Superintendent:** She is the section officer and supervises the work of its dealing hands and submit all cases to the appropriate higher level, maintains punctuality in attendance, discipline, work distribution etc. and any other responsibility as may be assigned to her.
- e) **Assistant/UDC/LDC:** Dealing with files relating to all matters under the supervision of superintendent.
- f) **Group D:** Distribution of Daks issued by the department or any other works entrusted to them by the Superintendent & other higher authorities.

5. TRAINING WING (Trg.):

- a) **Secretary:** He is the Administrative Head of Department, controls and is responsible for the overall functioning of the Department. He also acts as Adviser to Minister in respect of DP&AR(Training Wing).
- b) **Additional Secretary:** To cooperate with the work of Secretary in all spheres of Department's transaction and activities and give the comments and suggestions in all cases for approval of Secretary.
- c) **Under Secretary:** To assist the work of Additional Secretary. She is the branch Officer who gives instruction to the section and may issue communication or orders for which approval of appropriate authority has been obtained or any other work as may be assigned to her charge. She is the State Public Information Officer for proper implementation of Right to Information Act, 2005.
- d) **Superintendent:** The Superintendent is the Section Officer to supervise the work of each dealing hand and submit all cases to the appropriate higher level, maintenance of punctuality in attendance, discipline, work distribution and give direction on all types to cases requiring prompt attention or any other responsibility as may be assigned to him/her. She is the Assistant State Public Information Officer for proper implementation of Right to Information Act, 2005.
[Note] The incumbent was retired on superannuation in February, 2022 and the post is lying vacant at this juncture.
- e) **Assistant/UDC/LDC:** Dealing with files relating to all matters under the supervision of Superintendent or any other works including typing as may be assigned to them by the Superintendent.
- f) **Group D:** Distribution of Daks issued by the Department or any other works which are directed by the Staff and the Superintendent.

6. GOOD GOVERNANCE CELL (GGC) :

- a) **Secretary**: He is the Administrative Head of the Department, controls and is responsible for the overall functioning of the Department.
- b) **Nodal Officer**: To cooperate with the work of Secretary in all spheres of Department's transaction and activities and give the comments and suggestions in all cases for approval of Secretary.
- c) **Superintendent**: The Superintendent is the Section Officer to supervise the work of each dealing hand and submit all cases to the appropriate higher level, maintenance of punctuality in attendance, discipline, work distribution and give direction on all types to cases requiring prompt attention or any other responsibility as may be assigned to him/her.
- d) **Assistant/UDC/LDC**: Dealing with files relating to all matters under the supervision of the Nodal Officer or any other works including typing as may be assigned to them by the Superintendent.
- e) **GroupD**: Distribution of Daks issued by the Department or any other works which are directed by the Staff and the Superintendent.

D. The procedure followed in the decision making process, including channels of supervision and accountability;{under section 4(b)(iii)}

1. GENERAL SERVICE WING (GSW):As provided under rule 6 of the Government of Mizoram (Transaction of Business) Rules, 2019, the expression '*decision*' or '*orders*' or '*approval*' of the Government of Mizoram means the decision of the Council of Ministers or the concerned Ministers as the case may be, and as such to arrive at the decision of the Government. All policy matters dealt with in the Department are processed in file, routing through all the executive officers in the Department and Chief Secretary before submission to the Minister concerned with suggestion regarding the line of action.

This includes in depth examination, discussion, meetings and consultation with DoPT, MPSC etc. as and when required.

All matters/cases received in this wing are recorded with specific receipt number and all correspondences (letters & files) conveyed from this wing are also recorded separately in its register. Each and every dealing hand maintain LOG BOOK for all cases/matters received by them, records are being maintain in this Log Book with details of processing, its connected files and its disposal. Every case received are processed in its connected file with proper examination sheet and submits to higher authorities for decision. Decisions are normally conveyed in a letter form or otherwise.

2. CIVIL SERVICE WING (CSW): In terms of Rule 6 of the Government of Mizoram (Transaction of Business) Rules, 1987 as amended, the expression '*decision*' or '*orders*' or '*approval*' of the Government of Mizoram means the decision of the Council of Ministers or the concerned Ministers as the case may be, and as such to arrive at the decision of the Government. All policy matters dealt with in the Department are processed in file, routing through all the executive officers in the Department and Chief Secretary before submission to the Minister concerned with suggestion regarding the line of action.

- 3. ADMINISTRATIVE REFORMS WING (ARW):** In regard to receipt and despatch of daks, channels of supervision and accountability, decision making process etc. of this Wing follows relevant guidelines as enumerated in the Central Secretariat Manual of Office Procedure (10th Edition).
- 4. SECRETARIAT SERCIVE WING (SSW):** In terms of Rule 6 of the Government of Mizoram(Transaction of Business) Rules,2019 the expression “decision” or “orders” or “ approval” of the Government of Mizoram means the decision of the council of Ministers or the Chief Minister or the concerned Ministers as the case may be, and as such to arrive at the decision of the Government, all policy matters dealt with in the Department are processed in File routing through all the executive officer in the Department and Chief Secretary before submission to the Minister concerned with proper advice of available line of action.
- 5. TRAINING WING (Trg.):**

| Sl. No | Type of Case | Channel of submission | Level of disposal |
|--------|--|---------------------------------------|-------------------|
| 1 | Deptt's proposal for obtaining Govt's approval for training/ workshop/ seminar within India and abroad | Assistant/Supdt./US/Addl. Secy./Secy. | US/Addl. Secy. |
| 2 | Deptt's proposal for obtaining Govt's approval for Study Leave | Assistant/Supdt./US/Addl. Secy./Secy. | US/Addl. Secy. |
| 3 | Selection of trainees for Training conducted at ATI | Assistant/Supdt./US/Addl. Secy./Secy. | US/Addl. Secy. |
| 4 | All matters relating to establishment of ATI and DP&AR | Assistant/Supdt./US/Addl. Secy./Secy. | US/Addl. Secy. |

- 6. GOOD GOVERNANCE CELL (GGC):** All matters requiring decisions are entered in the log book of the dealing hand and processed in their respective concerned files and submitted to the Superintendent who will, after studying the case, submit it to the Nodal Officer and then the Secretary for “Decision” or “Oder” or “Appeal” and may also be submitted to the concerned Minister if his approval or decision is required concerning the policies of the Government.

| Sl No. | Type of Case | Channel of Submission | Level of Disposal |
|--------|--|---------------------------------------|-------------------|
| 1 | All matters relating to RFD | Assistant/Supdt./NO/ Secy. | NO/ Secy. |
| 2 | Matters relating to PM Awards | Assistant/Supdt./NO/ Secy. | NO/ Secy. |
| 3 | Matters relating to CM Awards | Assistant/Supdt./NO/ Secy./ CS/MOS/CM | NO/ Secy. |
| 4 | Matters relating to CPGRAMS | Assistant/Supdt./NO/ Secy. | NO/ Secy. |
| 5 | Matters relating to MRTPS Act, 2015 | Assistant/Supdt./NO/ Secy. | NO/ Secy. |
| 6 | Documentation of Best Practices | Assistant/Supdt./NO/ Secy. | NO/ Secy. |
| 7 | All matters related to Good Governance | Assistant/Supdt./NO/ Secy. | NO/ Secy. |
| 8 | Establishment matters | | |

| | | |
|-------------------------------------|----------------------|-------|
| a) Grant of Leave to all staff | Assistant/Supdt./ NO | NO |
| b) Grant of Leave to Superintendent | Assistant/Supdt./ NO | NO |
| c) Grant of Leave | NO/Secy. | Secy. |

E. The norms set by it for the discharge of its functions; {under section 4(b)(iv)}

1. GENERAL SERVICE WING (GSW): DP&AR in General Service Wing issued Order No. D. 21019/2/2002P&AR (GSW) dated 15.12.2006 regarding Transaction of Business under DP&AR as below and this norms is being practice in this wing for disposal of cases as far as practicable.

1. The following class of cases shall be submitted to the Chief Minister through the Chief Secretary for his/her orders.
 - i) All matters relating to appointment/promotion/transfer and posting of All India Service Officers
 - ii) All matters relating to appointment/promotion/transfer and posting of Mizoram Civil Service Officers
 - iii) All matters relating to appointment/promotion/transfer and posting of Heads of Department.
 - iv) All matters relating to disciplinary action against All India Service, Mizoram Civil Service and Heads of Department.
 - v) Deputation of All India Services.
2. The following class of cases shall be submitted to the Minister, DP&AR for his/her orders.
 - i) Deputation cases of All India Service, Mizoram Civil Service officers.
 - ii) All cases involving training/long term training for All India Services, Mizoram Civil Service officers.
 - iii) All matters required to be submitted to the Chief Minister.
3. The following class of cases shall be submitted to the Chief Secretary for his/her orders.
 - i) Matters relating to amendment of various rules of All India Service
 - ii) Matters relating to sanction of leave to Secretaries.
 - iii) Matters relating to tour programmes of Secretaries.
 - iv) All other matters which the Secretary considers necessary to be submitted to the Chief Secretary.
4. The following class of cases shall be submitted to the Secretary for his/her orders.
 - i) All cases involving modification of working procedures and system followed by DP&AR (CSW).
 - ii) Sanction of various kinds of leave at the level of Additional Secretary and Heads of Department.
 - iii) Matters relating to proposal for promotion of State Service Officers to All India Service.
 - iv) Matters relating to representations submitted by Mizoram Civil Service Association.
 - v) All other cases which the Additional Secretary considers necessary to be submitted to the Secretary.

5. The following class of cases shall be submitted to the Additional Secretary for his/her orders.
 - i) General/routine correspondences with other State/Central Government.
 - ii) DPC agenda for promotion/confirmation for consideration of MPSC
 - iii) Sanction of leave to Deputy Secretaries under their administrative control for a period not exceeding 30 days.
 - iv) Matters relating to Supreme Court/High Court cases
 - v) All other cases which the Deputy Secretary considers necessary to be submitted to the Additional Secretary.

6. The following class of cases shall be submitted to the Deputy Secretary for his/her orders.
 - i) General/routine correspondences on inter-department service related case which requires examination and advice.
 - ii) Matters relating to Departmental Examination of Mizoram Civil Service officers.
 - iii) Sanction of leave of Under Secretary under their respective control for a period not exceeding 30 days.
 - iv) All other matters for which approval of higher authorities have already been obtained and which are not normally required to be submitted to higher authorities.
 - v) All other matters which Under Secretary considers necessary to be submitted to the Deputy Secretary.

7. The following class of cases shall be submitted to the Under Secretary for his/her orders.
 - i) General/routine matter.
 - ii) Distribution of works amongst the staff.
 - iii) Matters relating to office discipline.
 - iv) Sanction of leave to Superintendent and staff under their respective control for a period not exceeding 30 days.
 - v) All matters to be submitted to higher authorities.
 - vi) Issue of reminder on issues already decided by higher authorities.
 - vii) Authentication of orders/decision etc of the higher authorities.

2. CIVIL SERVICE WING (CSW): DP&AR (CSW) follows the direction issued by DP&AR (GSW) vide Order No. D. 21019/2/2002P&AR (GSW) dated 15.12.2006 regarding Transaction of Business under DP&AR. The following business are transacted as shown below

1. The following class of cases shall be submitted to the Chief Minister through the Chief Secretary for his/her orders.
 - i) All matters relating to appointment/promotion/transfer and posting of All India Service Officers
 - ii) All matters relating to appointment/promotion/transfer and posting of Mizoram Civil Service Officers
 - iii) All matters relating to appointment/promotion/transfer and posting of Heads of Department.
 - iv) All matters relating to disciplinary action against All India Service, Mizoram Civil Service and Heads of Department.
 - v) Deputation of All India Services.

2. The following class of cases shall be submitted to the Minister, DP&AR for his/her orders.
 - i) Deputation cases of All India Service, Mizoram Civil Service officers
 - ii) All cases involving training/long term training for All India Services, Mizoram Civil Service officers
 - iii) All matters required to be submitted to the Chief Minister.

3. The following class of cases shall be submitted to the Chief Secretary for his/her orders.
 - i) Matters relating to amendment of various rules of All India Service
 - ii) Matters relating to sanction of leave to Secretaries
 - iii) Matters relating to tour programmes of Secretaries
 - iv) All other matters which the Secretary considers necessary to be submitted to the Chief Secretary.

4. The following class of cases shall be submitted to the Secretary for his/her orders.
 - i) All cases involving modification of working procedures and system followed by DP&AR(CSW)
 - ii) Sanction of various kinds of leave at the level of Additional Secretary and Heads of Department.
 - iii) Matters relating to proposal for promotion of State Service Officers to All India Service.
 - iv) Matters relating to representations submitted by Mizoram Civil Service Association
 - v) All other cases which the Additional Secretary considers necessary to be submitted to the Secretary.

5. The following class of cases shall be submitted to the Additional Secretary for his/her orders.
 - i) General/routine correspondences with other State/Central Government.
 - ii) DPC agenda for promotion/confirmation for consideration of MPSC
 - iii) Sanction of leave to Deputy Secretaries under their administrative control for a period not exceeding 30 days.
 - iv) Matters relating to Supreme Court/High Court cases
 - v) All other cases which the Deputy Secretary considers necessary to be submitted to the Additional Secretary.

6. The following class of cases shall be submitted to the Deputy Secretary for his/her orders.
 - i) General/routine correspondences on inter-department service related case which requires examination and advice.
 - ii) Matters relating to Departmental Examination of Mizoram Civil Service officers.
 - iii) Sanction of leave of Under Secretary under their respective control for a period not exceeding 30 days.
 - iv) All other matters for which approval of higher authorities have already been obtained and which are not normally required to be submitted to higher authorities.
 - v) All other matters which Under Secretary considers necessary to be submitted to the Deputy Secretary.

7. The following class of cases shall be submitted to the Under Secretary for his/her orders.
 - i) General/routine matter
 - ii) Distribution of works amongst the staff
 - iii) Matters relating to office discipline
 - iv) Sanction of leave to Superintendent and staff under their respective control for a period not exceeding 30 days
 - v) All matters to be submitted to higher authorities.
 - vi) Issue of reminder on issues already decided by higher authorities
 - vii) Authentication of orders/decision etc of the higher authorities.

3. ADMINISTRATIVE REFORMS WING (ARW): DP&AR (CSW) follows the direction issued by DP&AR (GSW) vide Order No. D. 21019/2/2002P&AR (GSW) dated 15.12.2006 regarding Transaction of Business under DP&AR. The following business are transacted as shown below:-

1. The following class of cases shall be submitted to the Chief Minister through the Chief Secretary for his/her orders.
 - i) All matters relating to appointment/promotion/transfer and posting of All India Service Officers
 - ii) All matters relating to appointment/promotion/transfer and posting of Mizoram Civil Service Officers
 - iii) All matters relating to appointment/promotion/transfer and posting of Heads of Department.
 - iv) All matters relating to disciplinary action against All India Service, Mizoram Civil Service and Heads of Department.
 - v) Deputation of All India Services.
2. The following class of cases shall be submitted to the Minister, DP&AR for his/her orders.
 - i) Deputation cases of All India Service, Mizoram Civil Service officers
 - ii) All cases involving training/long term training for All India Services, Mizoram Civil Service officers
 - iii) All matters required to be submitted to the Chief Minister.
3. The following class of cases shall be submitted to the Chief Secretary for his/her orders.
 - i) Matters relating to amendment of various rules of All India Service
 - ii) Matters relating to sanction of leave to Secretaries
 - iii) Matters relating to tour programmes of Secretaries
 - iv) All other matters which the Secretary considers necessary to be submitted to the Chief Secretary.
 - v) The following class of cases shall be submitted to the Secretary for his/her orders.
 - vi) All cases involving modification of working procedures and system followed by DP&AR(CSW)
 - vii) Sanction of various kinds of leave at the level of Additional Secretary and Heads of Department.
 - viii) Matters relating to proposal for promotion of State Service Officers to All India Service.
 - ix) Matters relating to representations submitted by Mizoram Civil Service Association.
 - x) All other cases which the Additional Secretary considers necessary to be submitted to the Secretary.

4. The following class of cases shall be submitted to the Additional Secretary for his/her orders.
 - i) General/routine correspondences with other State/Central Government.
 - ii) DPC agenda for promotion/confirmation for consideration of MPSC
 - iii) Sanction of leave to Deputy Secretaries under their administrative control for a period not exceeding 30 days.
 - iv) Matters relating to Supreme Court/High Court cases
 - v) All other cases which the Deputy Secretary considers necessary to be submitted to the Additional Secretary.

5. The following class of cases shall be submitted to the Deputy Secretary for his/her orders.
 - i) General/routine correspondences on inter-department service related case which requires examination and advice.
 - ii) Matters relating to Departmental Examination of Mizoram Civil Service officers
 - iii) Sanction of leave of Under Secretary under their respective control for a period not exceeding 30 days.
 - iv) All other matters for which approval of higher authorities have already been obtained and which are not normally required to be submitted to higher authorities.
 - v) All other matters which Under Secretary considers necessary to be submitted to the Deputy Secretary.

6. The following class of cases shall be submitted to the Under Secretary for his/her orders.
 - i) General/routine matter
 - ii) Distribution of works amongst the staff
 - iii) Matters relating to office discipline
 - iv) Sanction of leave to Superintendent and staff under their respective control for a period not exceeding 30 days.
 - v) All matters to be submitted to higher authorities.
 - vi) Issue of reminder on issues already decided by higher authorities
 - vii) Authentication of orders/decision etc of the higher authorities.

4. SECRETARIAT SERVICE WING (SSW): Not applicable

5. TRAINING WING (Trg.): The guidelines/instructions framed by the department/wing as well as CCS (Leave) Rules, 1972 are referred to while discharging the department's proposal for Govt's approval for training outside the state/abroad and approval for Study Leave respectively. Several Central Civil Services Rules like CCS(Pension) Rules, 1972, CCS(CCA) Rules, 1965, CCS(Conduct)Rules, 1964, Manual of Office Procedure, FR &SR, etc are being adopted in matters relating to the respective rules.

6. GOOD GOVERNANCE CELL (GGC): The Department/Cell has been issuing the instructions/norms to be followed by each Department under the Government of Mizoram in matters relating to the followings:

- 1) Implementation of RFD
- 2) Implementation of Citizen's Charter
- 3) Implementation of Mizoram Right to Public Service Act, 2015
- 4) CM's Award for Excellence in Public Administration (DARPG)

Apart from the above, the DARPG GOI's instructions/norms are adopted while discharging matters relating to:

- 1) PM's Award for Excellence in Public Administration (DARPG).
- 2) CPGRAMS (DARPG)
- 3) Website Management (GIGW) (DARPG/NIC)

F. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;{under section 4(b)(v)}

1. GENERAL SERVICE WING (GSW)

- i) Central Civil Services (Classification, Control and Appeal) Rules, 1965
- ii) Central Civil Services (Temporary Service) Rules, 1965
- iii) Central Civil Services (Leave Rules)
- iv) Central Civil Services (Conduct) Rules, 1964
- v) RTI ACT, 2005
- vi) Fundamental Rules and Supplementary Rules.
- vii) CCS (RSA) Rules, 1993.
- viii) Service Rules/Recruitment rules framed by this wing.
- ix) The Govt. of Mizoram (Allocation of Business) Rule, 2019.
- x) The Govt. of Mizoram (Transaction of Business) Rule, 2014.
- xi) Notification on age relaxation issued in the Official Gazette vide issue number 375 dated 10.06.2019.
- xii) The "Government of Mizoram Regularisation of Work Charged Employees (in Public Works Department, Power (Electricity Department and in other establishments) Scheme, 2000 as amended.
- xiii) The Government of Mizoram Regularisation of Contract Employees Scheme, 2008 an amended.
- xiv) The Mizoram Ex-servicemen (Reemployment in Civil Posts) Rules, 2019.
- xv) OM on recruitment & promotion of meritorious sportsperson...dated 14.11.2019
- xvi) The Government of Mizoram Regularisation of Provisional Employees Scheme, 2020.
- xvii) The Mizoram Government Employees (Counting of Past Service) Rules, 2020 with further instructions issued from time to time.
- xviii) OM on guidelines for deputation and absorption dated 09.01.2020.
- xix) OM on proper observance of the procedure as outlined in the Mizoram Direct Recruitment (Conduct of Examination) Guidelines, 2018 as amended.
- xx) OM on consolidated instructions on computer proficiency dt. 10.07.2019 with further instructions issued from time to time.
- xxi) The Mizoram Group 'A', 'B' and 'C' posts Service/Recruitment (Amendment) Rules, 2016 with its subsequent amendments.
- xxii) OM on guidelines for deputation and absorption dt. 09.01.2020
- xxiii) Comprehensive instructions on procedure for maintenance of ACR dt 30.03.2017
- xxiv) Mizoram State Govt. Employees (PAR) Rules, 2010.
- xxv) OM on Comprehensive Instructions on the subject matter of probation and confirmation in Govt. service and issues connected thereto dt. 14.06.2019 with further instructions issued from time to time.
- xxvi) OM on maintenance of roster for identification of quota between different methods of recruitment dt. 09.08.2021 with further instructions issued from time to time.
- xxvii) OM on guidelines for fixation of seniority dt. 13.12.2019.
- xxviii) Any other rules, regulations, schemes, guidelines etc.

2. CIVIL SERVICE WING (CSW)

- 1) FR & SR
- 2) CCS (Pension) Rules, 1972
- 3) CCS (Leave) Rules, 1972
- 4) CCS (Joining Time) Rules, 1979
- 5) CCS (CCA) Rules, 1965
- 6) All India Services (Leave Travel Concession) Rules, 1975
- 7) MCS Rules, 2022
- 8) The Govt. of Mizoram (Allocation of Business) Rule, 2019
- 9) The Govt. of Mizoram (Transaction of Business) Rule, 2014 as amended
- 10) Central Manual of Office Procedure.
- 11) AIS and other administrative instruction issued from time to time.

3. ADMINISTRATIVE REFORMS WING (ARW): This Wing has been following various Central Government's Rules, Regulations, Instructions, Manuals etc. which are in force in the State of Mizoram and also various such local instruments made by the latter of its own. In regard to records held by this Wing, it may be pertinent to mention that all the manpower strength of various Departments of the State Government were properly kept in record and various study reports on the officers and staff strength together with its personnel were kept as well. Further this Wing has to follow the S.I.U. norms set up by the Central Government from time to time in regard to the assessment of manpower in the Department except in certain case in which this Wing has to follow its own device in assessing the manpower strength in departments.

4. SECRETARIAT SERCIVE WING (SSW) :

1. CCS (Leave) Rules, 1972
2. CCS (CCA) Rules, 1965
3. CCS (Pension) Rules, 1972
4. GPF Rules, 1960.
5. CCS (Conduct) Rules, 1964
6. Manual of office procedure
7. FR and SR
8. Mizoram (Transaction of Business) Rules, 2014
9. Mizoram (Allocation of Business) Rules, 2014
10. The State of Mizoram Act, 1986
11. RTI Act, 2005
12. GENERAL FINANCIAL RULES, 2017

5. TRAINING WING (Trg.):

1. DP&AR (TRG)'s O.M. No.A.33038/1/2009P&AR(TRG) dt. 18.02.2020
2. The Mizoram State Training Policy, 2013
3. The Mizoram(Training on Basic Service Rules and Financial Rules) Regulations,2019
4. Various Central Civil Services rules adopted by the Govt. of Mizoram which are already mentioned at No. IV

6. GOOD GOVERNANCE CELL (GGC): Apart from the instructions/norms issued by the Department, the Department has been adopting various Central Govt's Rules, Regulations, Instructions, Manual etc. which are in force in the State of Mizoram.

G. A statement of the categories of documents that are held by it or under its control; {under section 4(b)(vi)}

1. GENERAL SERVICE WING (GSW): All rules, regulations, schemes etc listed under Sl No 5 above are kept in the official custody as well as uploaded in the DP&AR Official Website at *dpar.mizoram.gov.in*.

2. CIVIL SERVICE WING (CSW)

- i) Personal file of all IAS Officers serving under Govt. of Mizoram.
- ii) Personal file of all IPS Officers serving under Govt. of Mizoram.
- iii) Personal file of all IFS Officers serving under Govt. of Mizoram
- iv) Personal file of Central Civil Service officers on deputation in Mizoram
- v) Personal file of all MCS Officers.
- vi) Custodian of *Smart Performance Appraisal Report Recording Online Window* (SPARROW) in respect of AIS officers/PAR of MCS Officers and Heads of Department.
- vii) All other files on the subject connected with the service matters of the above mentioned officers.

3. ADMINISTRATIVE REFORMS WING (ARW): This Wing has no specific documents held by it or under its control except the various existing statutory Rules, Instructions, Manuals etc. which has been enforced in the State of Mizoram.

4. SECRETARIAT SERVICE WING (SSW): Documents which kept in the custody shall be maintained, i.e, ACR, PAR, Personnel file and Service Books of MSS officer, all grades of Stenographer and Assistant Grade.

5. TRAINING WING(Trg.): The guidelines/instructions framed by the department/wing as well as CCS (Leave) Rules, 1972 are referred to while discharging the department's proposal for Govt's approval for training outside the state/abroad and approval for Study Leave respectively. Several Central Civil Services Rules like CCS(Pension) Rules, 1972, CCS(CCA) Rules, 1965, CCS(Conduct)Rules, 1964, Manual of Office Procedure, FR &SR, etc are being adopted in matters relating to the respective rules.

6. GOOD GOVERNANCE CELL (GGC): The Department/Cell has been issuing the instructions/norms to be followed by each Department under the Government of Mizoram in matters relating to the followings:

- i) Implementation of RFD
- ii) Implementation of Citizen's Charter
- iii) Implementation of Mizoram Right to Public Service Act, 2015
- iv) CM's Award for Excellence in Public Administration (DARPG)

Apart from the above, the DARPG GOI's instructions/norms are adopted while discharging matters relating to:

- 1) PM's Award for Excellence in Public Administration (DARPG).
- 2) CPGRAMS (DARPG)
- 3) Website Management (GIGW) (DARPG/NIC)

Apart from the instructions/norms issued by the Department, the Department has been adopting various Central Govt's Rules, Regulations, Instructions, Manual etc which are in force in the State of Mizoram.

H. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof; 4 Right to Information Act, 2005 (Chapter II Right to information and obligations of public authorities.) {under section 4(b)(vii)}

1. **GENERAL SERVICE WING (GSW)**: Not applicable
2. **CIVIL SERVICE WING (CSW)**: Not applicable.
3. **ADMINISTRATIVE REFORMS WING (ARW)**: Not applicable.
4. **SECRETARIAT SERVICE WING (SSW)** : Not applicable.
5. **TRAINING WING (Trg.)**: Members of the public are not involved in the formulation of its policy or implementation itself.
6. **GOOD GOVERNANCE CELL (GGC)**: Not applicable.

I. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards; councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public; {under section 4(b)(viii)}

1. **GENERAL SERVICE WING (GSW)**: The Mizoram Subordinate Services Selection Board was constituted and started functioning with effect from 28.02.2020 and its functions are mainly as below:
 - a) Appointment by direct recruitment
 - b) Appointment by promotion
 - c) Appointment by promotion through limited departmental examination
 - d) Appointment by absorption
 - e) Appointment by regularisation within the direct recruitment quota
 - f) Any other functions as delegated to the Board by the Government from time to time.
2. **CIVIL SERVICE WING (CSW)**: Not applicable
3. **ADMINISTRATIVE REFORMS WING (ARW)**: Not applicable
4. **SECRETARIAT SERVICE WING (SSW)**: Not applicable
5. **TRAINING WING (Trg.)**: The State Training Council under the chairmanship of the Chief Secretary and Training Coordination Committee at the working level were constituted on 9th October, 2013.

Minute of the meeting of The State Training Council can be obtained under the RTI Act, 2005.

6. **GOOD GOVERNANCE CELL (GGC)**: Not applicable

J. A directory of its officers and employees; {under section 4(b)(ix)}

GENERAL SERVICE WING (GSW)

| Sl No | Name | Designation | Address | Contact no. |
|--------------|-----------------------|---------------------|-----------------------|--------------------|
| 1 | 2 | 3 | | 4 |
| 1 | R. Lalramnghaka, IAS | Secretary | Electric Veng | 9436371641 |
| 2 | R. Lalmuankimi, MSS | Joint Secretary | Chawnpui | 9774278152 |
| 3 | H.Lalrinpuia, MCS | Deputy Secretary | Tuikhuahtlang | 9862927197 |
| | Vacant | Superintendent - I | | |
| 4 | B.Tlangdingliana, MSS | Superintendent - II | Venghnuai | 9612112410 |
| 5 | Laldingliani | Assistant | Ramhlun Venglai | 9862555291 |
| 6 | R.Lalrinsangi | Assistant | Mission Vengthlang | 9436140134 |
| 7 | Lalthasangzela Sailo | Assistant | Melthum | 8413944751 |
| 8 | Zaihmingthanga | Assistant | Venghlui | 9862032073 |
| 9 | Ngurthanzuali Sailo | Assistant | Chanmari West | 8787812489 |
| 10 | Vanlalhrui | UDC | Chanmari West | 9615491087 |
| 11 | S.K. Chalhlira | UDC | Tuikual North | 8732061953 |
| 12 | Julie Zothanpui | LDC | Bungkawn Vengthar | 9862362959 |
| 13 | Melody Ramnghahmawii | Group D | Maubawk | 7421866200 |
| 14 | K.Lalramhluna | Group D | Tuikual South | 9862280395 |
| 15 | Malsawmdawngtluangi | Group D | Chanmari West | 9862660762 |

CIVIL SERVICE WING (CSW)

| Sl No | Name of Official | Designation | Address | Telephone number |
|--------------|----------------------------------|--------------------|------------------------|-------------------------|
| 1 | 2 | 3 | 4 | 5 |
| 1 | R. Lalramnghaka, IAS | Secretary | Electric Veng | 9436371641 |
| 3 | Paul L. Khuma, MCS | Deputy Secretary | Zonuam | 8837069362 |
| 4 | Zahmingthangi Vanchhawng, MSS | Under Secretary | Kanan 'S' | 8837415686 |
| 5 | Ngurzampuii Sailo, MSS | Superintendent | Saikhama Kawn | 9612514560 |
| 6 | Lalnunmawia Hnamte, | Assistant | Republic Veng | 9612495168 |
| 7 | Lalthakimi | Assistant | Ramthar | 9862363600 |
| 8 | H. Vanlalhriati | Assistant | Tuikual South | 7005670973 |
| 9 | P.C. Lalthlangliani | Assistant | Dawrpui | 9436195936 |
| 10 | C. Lalhmachhuana | UDC | College Veng | 7005609894 |
| 11 | J.C. Vanlalhriati | UDC | Chawnpui | 9862610830 |
| 12 | Vanlalchama | LDC | Bungkawn | 9862593133 |
| 13 | Lalhruaizela | Group D | Ainawn Veng | 9366538010 |
| 14 | F. Vanlalenga | Group D | New Capital Complex | 9366604548 |

ADMINISTRATIVE REFORMS WING (ARW):

| Sl. No. | Name of Official | Designation | Address | Mobile Number |
|---------|---------------------------|---------------------|---------------------|---------------|
| 1 | 2 | 3 | 4 | 5 |
| 1 | R. Lalramnghaka, IAS | Secretary | Electric Veng | 9436371641 |
| 3 | P.C. Ralliana, MSS | Deputy Secretary-I | Ramhlun North | 9862308816 |
| 4 | H.Lalrinpuia, MCS | Deputy Secretary-II | Tuikhuahtlang | 9862927197 |
| 5 | Lalmuankima, MSS | Under Secretary-I | Chawnpui | 9436365874 |
| 6 | D. Lalrinawmi, MSS | Under Secretary-II | Zonuam | 9615334809 |
| 7 | Lalrinpuia Ralte, MSS | Junior Analyst-C | College Veng | 9612603733 |
| 8 | Lalnunmawia Chhangte, MSS | Junior Analyst-B | Chhinga Veng | 9612122718 |
| 9 | R. Lalrinzuali, MSS | Junior Analyst-D | Tuikhuahtlang | 9862364597 |
| 10 | Lalsangliani | Superintendent | MINECO | |
| 11 | H. Lallawmsangi | Assistant | Ramhlun North | 9862334861 |
| 12 | Vacant | Assistant | | |
| 13 | Catherine Zoremsiami | Investigator | MINECO | 9612556458 |
| 14 | Linda Thansangzuali | Investigator | Tuikual South | 9436141689 |
| 15 | B.C. Mimi Laldinsangi | Investigator | Chanmari West | 9436768626 |
| 16 | Hmangaihzuali | Investigator | Venghlui | 8415967655 |
| 17 | Zodinmawii | Investigator | Maubawk | 8794831685 |
| 18 | Saizikpuii Sailo | Investigator | Kulikawn | 7005258931 |
| 19 | C. Malsawma | UDC | College Veng | 9862537268 |
| 20 | Melody Lalrampari | D.E.O. | Luangmual | 9862737042 |
| 21 | LalfamkimiSailo | LDC | Laiputlang | 8787583645 |
| 22 | Chuahmingliani | LDC | Dawrpui Vengthar | 8575900432 |
| 23 | Lalchhandama | Peon | | 8575520150 |
| 24 | Lalthangdula | Peon | Ramhlun Venglai | 9612081169 |
| 25 | Lalnunsanga | Peon (P/E) | Tuikual North | 6009069797 |
| 26 | Angela Lalduhawmi | Peon (P/E) | Chanmari | 9612314235 |
| 27 | V.Laltlankimi | Peon (P/E) | Chite | 6009402738 |

SECRETARIAT SERCIVE WING (SSW) :

| Sl. No. | Name | Designation | Address | Phone Number |
|---------|----------------------------|------------------|-------------------------|--------------|
| 1 | R. Lalramnghaka, IAS | Secretary | Electric Veng | 9436371641 |
| 2 | Zoathanmawia Khiangte, MCS | Deputy Secy. | Venghlui | 9612027264 |
| 3 | Vanrammawii, MSS | Under Secretary | Chawnpui | 9436363132 |
| 4 | Lalsangpuii Darkim, MSS | Superintendent | Ramhlun North | 9774156185 |
| 5 | Lalawmpuii | Assistant | Zotlang | 9436366110 |
| 6 | Lalfakawmi | Stenographer-III | Venghlui | 8974971053 |
| 7 | Lalremkima | Assistant | Bethlehem Veng | 8787373778 |
| 8 | Miriam Lalhriatpuii Hnamte | Assistant | Bungkawn | 9862599084 |
| 9 | Fabian Lalrinpuia | Assistant | Armed Veng | 8256926659 |
| 10 | R. Lalthlangdika | Steno-III | Chanmari West | 9862325352 |
| 11 | R.Laldinpuii | UDC | Zarkawt | 9615440559 |
| 12 | T. Sanglianmawia | LDC | Bethlehem Vengthlang | 8787713939 |
| 13 | Saitluanga Sailo | LDC | Chanmari West | 9615523005 |
| 14 | Lalchhandami | IV Grade | Lawipu | 9774391217 |
| 15 | Ch.Lalfamkima | IV Grade | Nursery | 8257815428 |

TRAINING WING (Trg.):

| Sl. No | Name | Designation | Address | Phone No. |
|---------------|----------------------------------|--------------------|---------------------|------------------|
| 1 | R. Lalramnghaka, IAS | Secretary | Electric Veng | 9436371641 |
| 3 | Zahmingthangi Vanchhawng, MSS | Under Secretary | Kanan 'S' | 8837415686 |
| 4 | Lalchhanchhuaha, MSS | Superintendent | Republic Veng | 8415843052 |
| 6 | Laldinpui Colney | Assistant | New Capital Complex | 9615430907 |
| 7 | Thelma R. Zonunmawii | UDC | Hlimen | 9862790154 |
| 8 | K. Vanlalhriatpuii | LDC | New Capital Complex | 9612178920 |
| 9 | Lalngkhakliani | Peon | Khatla | 9366905682 |
| 10 | Chhangkunga | Peon | Mission Vengthlang | 9856939736 |

GOOD GOVERNANCE CELL (GGC)

| Sl. No | Name | Designation | Adress | Phone No. |
|---------------|---------------------------|--------------------|---------------|------------------|
| 1 | R. Lalramnghaka, IAS | Secretary | Electric veng | 9436371641 |
| 2 | Paul L. Khuma | Deputy Secretary | Zonuam | 8837069362 |
| 3 | Lalchhanchhuaha | Assistant | Republic Veng | 8415843052 |
| 4 | K.Lalhmingchhuangi | UDC | Durtlang | 8974002473 |
| 5 | Wendy Ngurthansangi Sailo | LDC | Tuikual | 8414096319 |
| 6 | Rochhingpua | Peon | | 8787641381 |

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations {under section 4(b)(x)}

GENERAL SERVICE WING (GSW)

| Sl No | Name | Designation | Address | Phone No. |
|--------------|-----------------------|--------------------|-----------------------|------------------|
| 1 | 2 | 3 | 4 | 5 |
| 1 | R. Lalramnghaka, IAS | Secretary | Electric Veng | 9436371641 |
| 2 | R.Lalmuankimi, MSS | Joint Secretary | Chawnpui | 9436361341 |
| 3 | H.Lalrinpua, MCS | Deputy Secretary | Tuikhuahtlang | 9862927197 |
| 5 | B.Tlangdingliana, MSS | Superintendent | Venghnuai | 9612112410 |
| 6 | Laldingliani | Assistant | Ramhlun Venglai | 9862555291 |
| 9 | R.Lalrinsangi | Assistant | Mission Vengthlang | 9436140134 |
| 10 | Lalthasangzelasailo | UDC | Melthum | 8413944751 |
| 11 | S.K. Chalhira | LDC | Tuikual North | 8732061953 |
| 12 | Julie Zothanpuii | LDC | Bungkawn Vengthar | 9862362959 |
| 13 | Melody Ramnghahmawii | Group D | Maubawk | 7421866200 |
| 14 | K.Lalramhluna | Group D | Tuikual South | 9862280395 |
| 5 | Malsawmdawngtluangi | Group D | Chanmari West | 8257003129 |

CIVIL SERVICE WING (CSW)

| | |
|--|-----------|
| 1. R. Lalramnghaka, IAS, Secretary | Level 11 |
| 2. Teresy Vanlalhruaii, Addl. Secretary | Level 13A |
| 3. Paul L. Khuma, Deputy Secretary | Level 12 |
| 4. Zahmingthangi Vanchhawng, Under Secretary | Level 11 |
| 5. Anne Laldinthari, Superintendent | Level 10 |
| 6. Lalnunmawia Hnamte, Assistant | Level 7 |
| 7. Joseph Lalbiakzauva Fanai, Assistant | Level 7 |
| 8. H. Vanlalhriati, Assistant | Level 7 |
| 9. Ngurzampuii Sailo, Assistant | Level 7 |
| 10. C. Lalhmachhuana, U.D.C | Level 6 |
| 11. Thantluangi, L.D.C | Level 5 |
| 12. Vanlalchama, L.D.C | Level 5 |
| 13. J.C Vanlalhriati, L.D.C | Level 5 |
| 14. Lalnghakliana, Peon | Level 1 |
| 15. J.H. Lalchhuanmawia, Peon | Level 1 |
| 16. Lalhruaizela, Peon | Level 1 |
| 17. F. Vanlalenga, Peon | Level 1 |

ADMINISTRATIVE REFORMS WING (ARW):

| | | |
|---------------------------|-------------------------|-----------------------------|
| 1. R. Lalramnghaka | Secretary | Level 11 of the Pay Matrix |
| 2. Teresy V.L. Hruaii | Addl. Secretary | Level 13A of the Pay Matrix |
| 3. P.C. Ralliana | Deputy Secretary | Level 12 of the Pay Matrix |
| 4. Lalmuankima | Under Secretary/Analyst | Level 11 of the Pay Matrix |
| 6. D. Lalrinawmi | Under Secretary | Level 11 of the Pay Matrix |
| 7. LalrinpuiaRalte | Superintendent | Level 10 of the Pay Matrix |
| 8. Lalnunmawia Chhangte | Junior Analyst | Level 10 of the Pay Matrix |
| 9. R. Lalrinzuali | Junior Analyst | Level 10 of the Pay Matrix |
| 10. Vacant | Junior Analyst | Level 10 of the Pay Matrix |
| 11. H. Lallawmsangi | Assistant | Level 7 of the Pay Matrix |
| 12. Vacant | Assistant | Level 7 of the Pay Matrix |
| 13. Catherine Zoremsiami | Investigator | Level 7 of the Pay Matrix |
| 14. Linda Thansangzuali | Investigator | Level 7 of the Pay Matrix |
| 15. B.C. Mimi Laldinsangi | Investigator | Level 7 of the Pay Matrix |
| 16. Hmangaihzuali | Investigator | Level 7 of the Pay Matrix |
| 17. Zodinmawii | Investigator | Level 7 of the Pay Matrix |

SECRETARIAT SERCIVE WING (SSW) :

| Sl. No. | Name | Designation | Remuneration (Rs) |
|---------|----------------------|------------------|-------------------|
| 1 | R. Lalramnghaka | Secretary | 3,14,300 |
| 2 | Zothanmawia Khiangte | Deputy Secretary | 1,17,932 |
| 3 | Vanrammawii | Under Secretary | 1,28,207 |
| 4 | Lalsangpuii Darkim | Superintendent | 95,190 |
| 5 | Lalawmpuii | Assistant | 90,517 |
| 6 | Ramengmawia Ralte | Assistant | 70,515 |
| 7 | Lalremkima | Assistant | 61,199 |
| 8 | Lalrotluanga | Assistant | 64,761 |
| 9 | R.Lalthlangdika | StenoIII | 60,228 |
| 10 | R.Laldinpuii | UDC | 55,719 |
| 11 | T.Sanglianmawia | LDC | 53,390 |
| 12 | Saitluanga Sailo | LDC(PE) | 18,300 |
| 13 | Lalbiaksangi | Peon | 50,390 |
| 14 | Lalbiakdika | Peon | 28,910 |
| 15 | Ch.Lalfamkima | Peon | 12,970 |

TRAINING WING (Trg.):

| | | |
|-----------------------------|--------------------|----------------------------|
| 1. R. Lalramnghaka | Secretary | Level 11 of the Pay Matrix |
| 2. Teresy Vanlalhruii | Addl. Secretary | Level13A of the Pay Matrix |
| 3. Zahmingthangi Vanchhawng | Under Secretary | Level 11 of the Pay Matrix |
| 4. Vacant | Superintendent | Level10 of the Pay Matrix |
| 5. Lalchhanchhuaha | Assistant | Level7 of the Pay Matrix |
| 6. Laldinpuii Colney | Assistant | Level8 of the Pay Matrix |
| 7. Vacant | Assistant | Level7 of the Pay Matrix |
| 8. Lalchuaailova | UDC | Level6 of the Pay Matrix |
| 9. K. Vanlalhruiatpuii | LDC | Level4 of the Pay Matrix |
| 10. Vacant | LDC | |
| 11. Lalnghakliani | Peon (PE) | Rs. 11990/ |
| 12. James Lianhmingthanga | Peon (Co-terminus) | Level1 of the Pay Matrix |

GOOD GOVERNANCE CELL (GGC)

| | | |
|------------------------|------------------|----------------------------|
| 1. R. Lalramnghaka | Secretary | Level 11 of the Pay Matrix |
| 2. Paul L. Khuma | Nodal Officer | Level12 of the Pay Matrix |
| 3. H. Lalrinpua | Deputy Secretary | Level11 of the Pay Matrix |
| 4. Lalchhanchhuaha | Assistant | Level7 of the Pay Matrix |
| 5. K. Lalhmingchhuangi | UDC | Level6 of the Pay Matrix |
| 6. Wendy Ngurthansangi | LDC | Level 4 of the Pay Matrix |
| 7. L. Ralkapuma | Peon | Level 1 of the Pay Matrix |

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made; {under section 4(b)(xi)}

GENERAL SERVICE WING (GSW)

The Mizoram Subordinate Services Selection Board is having its own allocated fund under the State Government's Demand for Grants every financial year and the yearly allocation for 2022-2023 is as under:

| Sl. No | Detailed Head of Account | Total fund allocated during 2022-2023 |
|---------------|---------------------------------|--|
| 1 | 2 | 3 |
| 2070 - | Other Administrative Services | |
| 00 - | | |
| 800 - | Other Expenditure | |
| (01) - | MSSSB | |
| 00 - | | |
| | | (Rs in lakhs) |
| 1 | (01) Salaries | 87.76 |
| 2 | (02)Wages | 6.40 |
| 3 | (06) Medical Treatment | 0.90 |
| 4 | (11)Domestic Travel Expenses | 3.00 |
| 5 | (13)Office Expenses | 49.00 |
| 6 | (16)Publication | 4.50 |
| 7 | (26) Advertising & Publicity | 1.50 |
| 8 | (27)Minor Works | 2.00 |
| 9 | (28)Professional Services | 5.00 |
| 10 | (41)Secret Service Expenditures | 30.00 |
| 11 | (50)Other Charges | 5.00 |
| 12 | (52)Machinery & Equipment | 23.00 |
| | TOTAL | 218.06 |

The grants allocated during the financial 2022-2023 are for the salary of officials serving under the Mizoram Subordinate Services selection Board and t for the conduct of various examinations and other service related matters.

CIVIL SERVICE WING (CSW) - Not applicable

ADMINISTRATIVE REFORMS WING (ARW) - Not applicable

SECRETARIAT SERCIVE WING (SSW) - Not applicable

TRAINING WING (Trg.):

| Sl. No. | Detailed Head of Account | Total fund allocated during 2022-2023 |
|----------------|------------------------------------|--|
| 1 | 2 | 3 |
| Demand No.13 | | |
| 2070 - | Other Administrative Services | |
| | | (Rs in Lakhs) |
| 1 | (01) Salaries | 283.00 |
| 2 | (02)Wages | 24.00 |
| 3 | (06)Medical Treatment | 4.05 |
| 4 | (11)Domestic Travel Expenses | 1.25 |
| 5 | (13)Office Expenses | 8.82 |
| 6 | (20) Other Administrative Expenses | 12.00 |
| 7 | (27) Minor Works | 1.00 |
| 8 | (28)Professional Service | 4.00 |
| 9 | (50) Other Charges | 11.70 |
| | TOTAL | 349.82 |

GOOD GOVERNANCE CELL (GGC) - Not applicable

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; {under section 4(b)(xii)}

GENERAL SERVICE WING (GSW):

There is no such scheme or project under this wing. All expenses are to be incurred for the conduct of examinations and its related matters only.

| | | |
|-----------------------------------|---|----------------|
| CIVIL SERVICE WING (CSW) | - | Not applicable |
| ADMINISTRATIVE REFORMS WING (ARW) | - | Not applicable |
| SECRETARIAT SERVICE WING (SSW) | - | Not applicable |
| TRAINING WING (Trg.) | - | Not applicable |
| GOOD GOVERNANCE CELL (GGC) | - | Not applicable |

Particulars of recipients of concessions, permits or authorisations granted by it; {under section 4(b)(xiii)} - **This information is not applicable for the whole of DP&AR.**

Details in respect of the information, available to or held by it, reduced in an electronic form; {under section 4(b)(xiv)}

GENERAL SERVICE WING (GSW)

Every service rules/ recruitment rules framed by DP&AR, all other rules pertaining to service matters, documents like regularisation schemes, guidelines, office memoranda, notification, office orders etc as well as all other information issued by this wing are all uploaded in the official website – dpar.mizoram.gov.in and is open to the public.

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use; {under section 4(b)(xv)}.

The department created an official website – dpar.mizoram.gov.in, in which the day to day disposal of works in connection with the business allotted to the department are uploaded and updated every day.

The names, designations and other particulars of the Public Information Officers; {under section 4(b)(xv)}

GENERAL SERVICE WING (GSW)

| Sl. No | Name | Designation | Contact no. |
|---------------|-----------------------------------|---|--------------------|
| 1 | 2 | 3 | 4 |
| 1. | R. Lalramnghaka, Secretary | Appellate Authority | 0389-2336641 |
| 2. | Paul L.Khuma, Deputy Secretary | State Public Information Officer | 9862397653 |
| 3. | Lalhmachhuani, Superintendent | State Assistant Public Information Officer | 9436361341 |

CIVIL SERVICE WING (CSW)

Name : Zahmingthangi Vanchhawng
Designation : Under Secretary & SPIO
Residential Address : Kanan Veng, Aizawl
Telephone Nos. : 03892336022(O) / 1084 (Intercom)

Name : Anne Laldinthari
Designation : Superintendent & SAPIO
Residential Address : Upper Republic Veng, Aizawl
Telephone Nos. : 8787519138(M) / 1083 (Intercom)

ADMINISTRATIVE REFORMS WING (ARW):

1. Name : Lalmuankima
Designation : Under Secretary/Analyst
Residential Address : Chawnpui
Contact No. : 03892336024(O) 9436365874(Mob.)
2. Name : Lalrinpuia Ralte
Designation : Superintendent
Residential Address : Republic Veng
Contact No. : 9612603733 (Mob.)

SECRETARIAT SERVICE WING (SSW) :

Vanrammawii (Under Secretary), State Public Information Officer Lalsangpuii Darkim
(Superintendent), State Assistant Public Information Officer

TRAINING WING (Trg.):

Name : Zahmingthangi Vanchhawng
Designation : Under Secretary
Residential Address : Kanan Veng, Aizawl
Contact No. : 03892336022(O) 8837415686(M) 9436198543(M)

GOOD GOVERNANCE CELL (GGC) :

Name : Paul L. Khuma
Designation : Nodal Officer
Residential Address : Zonuam, Aizawl
Contact No. : 03892335713(O)/88370693629(M)