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NOTIFICATION

No.H.12017/1/2014-P&AR(GGC). dt. the 18th November, 2015. In the interest of public service and in exercise of the powers conferred by section 4 of the Mizoram Right to Public services Act, 2015 (Act No. 6 of 2015), the Governor of Mizoram is pleased to notify the services listed in Annexure-I as public services for the purpose of this Act along with the respective Designated Officer, First Appellate Authority, Second Appellate Authority and stipulated time limit to be effective from 01.12.2015.

V.Lalremthanga,
Secretary to the Government of Mizoram.

LIST OF PUBLIC SERVICES NOTIFIED UNDER MIZORAM RIGHT TO PUBLIC SERVICES ACT, 2015
(See sub-section (1) of Section (4))

ANNEXURE-I

1	2	3	4	5	6	7
Sl. No.	Name of Public Services	Name of Department	Designated officer	Stipulated time limit (in days)	First Appellate Authority	Second Appellate Authority
1	Issue of Ration Card	Food, Civil Supplies & Consumer Affairs	District Civil Supply Officer of the concerned District	2 days	Director, FCS&CA	Secretary, FCS&CA
2	Issue of Duplicate Ration Card	Food, Civil Supplies & Consumer Affairs	District Civil Supply Officer of the concerned District	2 days	Director, FCS&CA	Secretary, FCS&CA
3.	Addition/Deletion in a Ration Card	Food, Civil Supplies & Consumer Affairs	District Civil Supply Officer of the concerned District	2 days	Director, FCS&CA	Secretary, FCS&CA
4	Transfer of Ration Card from one Fair Price Shop to another Shop	Food, Civil Supplies & Consumer Affairs	District Civil Supply Officer of the concerned District	5days	Director, FCS&CA	Secretary, FCS&CA
5	Transfer of Ration Card from one District to another District	Food, Civil Supplies & Consumer Affairs	District Civil Supply Officer of the concerned District	5days	Director, FCS&CA	Secretary, FCS&CA
6	Job Card under MGNREGA	Rural Development Department	Block Development Officer/ Programme Officers in each R.D. Block	15days	Project, Director DRDA in concerned District	Deputy Commissioner of the concerned District
7	Payment of unemployment allowance under MGNREGA	Rural Development Department	Block Development Officer/Programme officer in each R.D. Block	15days	Project Director, DRDA in concerned District	Deputy Commissioner of the concerned District
8	Grievance Redressal under IAY	Rural Development Department	Block Development Officer each R.D. Block	7 days`	Project Director, DRDA in concerned District	Secretary, R.D. Department
9	Certificate of registration in Form No.2 to dealers under Mizoram Value Added Tax Act, 2005	Taxation Department	Assistant Commissioner in each Zone	5days	Jt. Commissioner of taxes in Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes

10	Way Bill in Form No.33	Taxation Department	Assistant Commissioner in each Zone	3 days	Jt. Commissioner of taxes in Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes
11	Clearance Certificate for Work Contract in Form No. 36	Taxation Department	Assistant Commissioner in each Zone	3 days	Jt. Commissioner of Taxes in Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes
12	Clearance Certificate in Form No. 38	Taxation Department	Assistant Commissioner in each Zone	3 days	Jt. Commissioner of taxes in Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes
13	Profession Tax Clearance Certificate	Taxation Department	Assistant Commissioner in each Zone	3 days	Jt. Commissioner of Taxes Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes
14	Declaration Form 'C' & 'F' under Central Sales Tax (R&T) Rules, 1957	Taxation Department	Assistant Commissioner in each Zone	5 days	Jt. Commissioner of taxes in Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes
15	Eligibility Certificate in EXEMVAT form 'B'	Taxation Department	Commissioner of Taxes	3 days	Secretary, Taxation	Chief Secretary
16	Certificate of Authorization in EXEMVAT Form 'D'	Taxation Department	Assistant Commissioner in each Zone	3 days	Jt. Commissioner of Taxes in Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes
17	Certificate of Registration in Form 'B' to dealers under Central Sales tax Act, 1956	Taxation Department	Commissioner of Taxes	5 days	Secretary, Taxation	Chief Secretary
18	Registration Certificate in Form-II under the Mizoram Societies Registration Act, 2005	Taxation Department	Registrar, Firms & Societies	5 days	Secretary, Taxation	Chief Secretary
19	Partnership Firm Registration under Indian partnership Act, 1932	Taxation Department	Registrar, Firms & Societies	5 days	Secretary, Taxation	Chief Secretary

20	Driving Licence with Smart Card	Transport Department	District Transport Officer of the concerned District	4 days	Joint Director (MV). Director, Transport in Aizawl District/ Addl. DC in other District
21	Duplicate Driving Licence with Smart Card	Transport Department	District Transport Officer of the concerned District	2 days	Joint Director (MV). Transport in Aizawl District/ Addl. DC in other District
22	Renewal of Driving Licence with Smart Card	Transport Department	District Transport Officer of the concerned District	2 days	Joint Director (MV). Transport in Aizawl District/ Addl. DC in other District
23	Change of address in Driving Licence with Smart Card	Transport Department	District Transport Officer of the concerned District	2 days	Joint Director (MV). Transport in Aizawl District/ Addl. DC in other District
24	International Driving Permit with Smart Card	Transport Department	District Transport Officer of the concerned District	1 day	Joint Director (MV). Transport in Aizawl District/ Addl. DC in other District
25	Learner's Driving Licence	Transport Department	District Transport Officer of the concerned District	2 days	Joint Director (MV). Transport in Aizawl District/ Addl. DC in other District
26	Renewal of Learner's Licence	Transport Department	District Transport Officer of the concerned District	1 day	Joint Director (MV). Transport in Aizawl District/ Addl. DC in other District
27	Conductor's Licence	Transport Department	District Transport Officer of the concerned District	2 days	Joint Director (MV). Transport in Aizawl District/ Addl. DC in other District
28	Renewal of Conductor's Licence	Transport Department	District Transport Officer of the concerned District	1 day	Joint Director (MV). Transport in Aizawl District/ Addl. DC in other District

29	Duplicate Conductor's Licence	Transport Department	District Transport Officer of the concerned District	1 day	Joint Director (MV). Transport in Aizawl District/Addl. DC in other District	Director, Transport
30	Registration of Vehicles with Smart Card	Transport Department	District Officer of the concerned District	4 days	Joint Director (MV). Transport in Aizawl District/Addl. DC in other District	District Transport
31	Duplicate vehicle Registration Certificate with Smart Card	Transport Department	District Transport Officer of the concerned District	2 days	Joint Director (MV). Transport in Aizawl District/Addl. DC in other District	Director, Transport
32	Alteration of vehicle Registration Certificate with Smart Card	Transport Department	District Transport Officer of the concerned District	2 days	Joint Director (MV). Transport in Aizawl District/Addl. DC in other District	Director, Transport
33	Transfer of ownership of vehicle with Smart Card	Transport Department	District Transport Officer of the concerned District	2 days	Joint Director (MV). Transport in Aizawl District/Addl. DC in other District	Director, Transport
34	Change of address of owner of a vehicle with Smart Card	Transport Department	District Transport Officer of the concerned District	2 days	Joint Director (MV). Transport in Aizawl District/Addl. DC in other District	Director, Transport
35	Certificate of Fitness of vehicle	Transport Department	District Transport Officer of the concerned District	2 days	Joint Director (MV). Transport in Aizawl District/Addl. DC in other District	Director, Transport
36	Duplicate Certificate of Fitness of vehicle	Transport Department	District Transport Officer of the concerned District	1 day	Joint Director (MV). Transport in Aizawl District/Addl. DC in other District	Director, Transport
37	Duplicate provisional permit for vehicle	Transport Department	Deputy Director (STA)	7 days	Joint Director (STA) Transport	Director, Transport
38	Plying permit for vehicle	Transport Department	Deputy Director (STA)	1 day	Joint Director (STA) Transport Director,	Director, Transport

39	Renewal of Plying permit for vehicle	Transport Department	Deputy Director (STA)	1 day	Joint Director (STA) Transport	Director, Transport
40	Duplicate Plying permit for vehicle	Transport Department	Deputy Director (STA)	1 day	Joint Director (STA) Transport	Director, Transport
41	Hiring of MST Bus	Transport Department	Deputy Director (Operations)	7 days	Joint Director (Operations) Transport	Director, Transport
42	Hiring of Ambulance & Recovery Van	Transport Department	Deputy Director	7 days	Joint Director (Operations) Transport	Director, Transport
43	Concession Card for old aged/Cancer patients/HIV+	Transport Department	Deputy Director (Operations)	7 days	Joint Director (Operations) Transport	Director, Transport
44	Domestic Water Supply connection to house holds	Public Health Engineering Department	Sub-Divisional Officer Concerned	1) From submission of application till sanctioning of the connection = 30 days 2) From payment\deposit of required fund by applicant till installation (Supply of Water) to Consumer = 30 days	Executive Engineer concerned	Superintending Engineer concerned
45	Test and re-calibration of water meter	Public Health Engineering Department	Sub Divisional Officer concerned	2 days from the date of receipt of water meter in the Testing laboratory at Aizawl	Executive Engineering concerned	Superintending Engineer concerned

46	Transfer of ownership of water connection	Public Health Engineering Department	Sub Divisional Officer concerned	1. Divisional headquarters: 7 days 2. Other Towns: 15 days 10 days 30 days	Executive Engineer concerned Deputy Director, SWD Deputy Director, SWD	Superintending Engineer concerned Director, SWD Director, SWD
47	Disability Certificate	Social Welfare Department	Assistant Director, SWD			
48	Adoption Certificate	Social Welfare Department	Programme Manager, State Adoption Resource Agency (SARA) Deputy Director (GPF)			
49.	GPF Final Payment authority	Finance Department		Within 2 (two) months from the date of receiving application papers which are complete and correct in all respects OR Within 1 (one) month from the date of posting of GPF Sub- scriptions for the month following the month of cessation of service, whichever is later	Joint Director (F)	Director (LFA)

1. Superannuation Pension : PPO		
Issue on the last working day or the month if Pension claim papers complete and correct in all respects are submitted 6 months prior to the date of retirement	Deputy Director (Pensions) for Aizawl, Champhai, Serchhip, Mamit and Kolasib Districts	Finance Department
2. In case of Voluntary/ Invalid/Death etc. within 30 working days from the date of claim receipt of papers complete and correct in all respects from the Department	Assistant Director, Southern Zone for Lunglei, Saiha and Lawngtlai Districts.	Chief Controller of Accounts

1. Superannuation Pension : PPO	
Issue on the last working day or the month if Pension claim papers complete and correct in all respects are submitted 6 months prior to the date of retirement	Director (Pensions) for Aizawl, Champhai, Serchhip, Mamit/Kolasib District/Joint Director, Chief Controller of Accounts
2. In case of Voluntary/ Invalid/death etc. within 30 working days from the date of receipt claim papers complete and correct in all respects from the Department	Southern Zone for Lunglei, Saiha & Lawngtlai Districts

51. Pension Payment Order

Finance Department

Deputy Director (Pensions) for Aizawl, Champhai, Serchhip, Mamit and Kolasib Districts

Assistant Director, Southern Zone for Lunglei, Saiha and Lawngtlai Districts