

**TEMPLATE
FOR THE INFORMATION HANDBOOK OF RTI
CHAPTER- I**

INTRODUCTION:

Following the enactment of the Right to Information Act, 2005 by the Parliament on 15.6.2005, the Mizoram Right to Information Rules 2006 was introduced in Mizoram with effect from 21.6.2006. In Mizoram the Department of I & PR is the nodal Department, Pu Malsawma Lawnthang, Under Secretary is appointed as SPIO under Sub Sec (1) of Sec 5 of the RTI Act 2005 vide Notification No.A.45011/1/2005-DMR Dt.22.11.2006. Preparation of Information Hand Book/Manual has become the Legal obligation under Section 4 of the RTI Act.

1.2 OBJECTIVE/PURPOSE OF THIS HAND BOOK

The main purpose of this Hand Book is to facilitate the Right to Information for citizens to provide access to information about the function under the control of public authorities in the Department and to promote transparency and accountability for efficient administration of the Government Department.

1.3 INTENDED USERS OF THIS HAND BOOK

Persons who are entitled to access information under the Right to Information Act, 2005 as a whole, and those persons who reside in Mizoram in particular.

1.4 ORGANISATION OF THE INFORMATION IN THIS HAND BOOK

Disaster Management & Rehabilitation Department (Secretariat)

1.5. DEFINITIONS (Please provide definitions of various terms used in the hand – book)

- (a) '**appropriate Government**' means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly –
- (i) by the Central Government or the Union territory administration, the Central Government.
 - (ii) by the State Government, that State Government.
- (b) '**Information**' means any materials in any form, including records, documents, memos, e-mails, opinions, advices, press release, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material, held in any electronic form.

(c) '**Public Authority**' means any authority or body or institution of self government established or constituted.

(i) by or under the Constitution;

(ii) by any other law made by Parliament;

(iii) by any other law made by State Legislature;

(iv) by notification issued or order made by the appropriate Government.

(v) body owned, controlled or substantially financed by the appropriate Government.

(vi) Non-Government Organisation substantially financed, directly or indirectly by funds provided by the appropriate Government.

(d) '**Records**' includes –

(i) Any document, manuscript and file.

(ii) Any microfilm, microfiche and facsimile copy of document.

(iii) Any reproduction of image or images embodied in such Microfilm (whether enlarged or not).

(iv) Any other material produced by a Computer or any other device.

(e) '**Right to Information**' means the right to information accessible under the Right to Information Act, 2005 which is held by or under the control of any public authority and includes the right to –

(i) Right to inspect works, documents, records.

(ii) Right to take notes, extracts or certified copies of documents or Records;

(iii) Right to take samples of material;

(iv) Right to obtain information in the form of diskettes, floppies, tapes, video, cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

(v) Right to information whose disclosure is in the public interest.
(should we ?)

1.6 CONTACT PERSONS in case some body wants to get more information on topics covered in the Hand book as well as other information.

1. K.Riacho IAS, Secretary, Disaster Management & Rehabilitation Department & Appellate Authority.

2. Malsawma Lawnthang, Under Secretary & SPIO – I
3. R.Lalhunmawii, Superintendent, SPIO – II

1.7 PROCEDURE AND FEE STRUCTURE FOR GETTING INFORMATION NOT AVAILABLE IN THE HAND BOOK

The procedure and fees for getting other information of the Department not available in the handbook. will be as prescribed in the RTI Act 2005 and the Mizoram RTI Rules 2006.

CHAPTER - 2

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

See Section 4 (1) (b) (i)

1 Objective/Purpose of the Public Authority:

- (a) To exercise the powers conferred on, and to perform the functions assigned to it under the Right to Information Act, 2005;
- (b) To facilitate requesting applicants access to information in the possession or under the control of a public authority, in accordance with the provisions of the Right to Information Act, 2005 in order to promote transparency and accountability in the working of every public authority and to contain corruption;
- (c) To receive and inquire into complaints from any person under section 18 for taking penal action against the erring public authorities in order to facilitate enforcement of the Fundamental Right to Freedom of Speech and Expression in the form of right to information;
- (d) To entertain Second and Final appeal under the Right to Information Act, 2005 as a machinery for enforcement of the Fundamental Right to Freedom of Speech and Expression in the form of right to information.
- (e) To monitor the implementation of the provisions of the Right to Information Act, 2005 and, to that end, prepare annual report and make recommendations for reform, if any.

2. **Mission/Vision Statement of the Public Authority:** To exercise autonomously powers and functions and to perform its duties, without

fear or favour and in accordance with the latter and spirit of the laws conferred on the Disaster Management & Rehabilitation Department (Secretariat) under Sections 15,18,19,20 and 25 of Right to Information Act, 2005 and other connected laws and rules; to uphold the Constitution and the laws.

3. Brief History of the Public authority and Context of its formation:

With the enactment of the RTI Act – 2005 which came into force, partly (such as sections sub sections (l) of section 4, sub-sections (l) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 from the 15th of June, 2005 and, in full from the 12th October, 2005 in all the States of India. K.Riachho,IAS,Secretary, Disaster Management & Rehabilitation Department is appointed as Appellate Authority and Pu Malsawma Lawnthang and Pi R.Lalhunmawii as State Public Information Officers vide Notification No.A.45011/1/2005-DMR dated 8.5.2006 and No.A.45011/1/2005-DMR dated 22.11.2006.

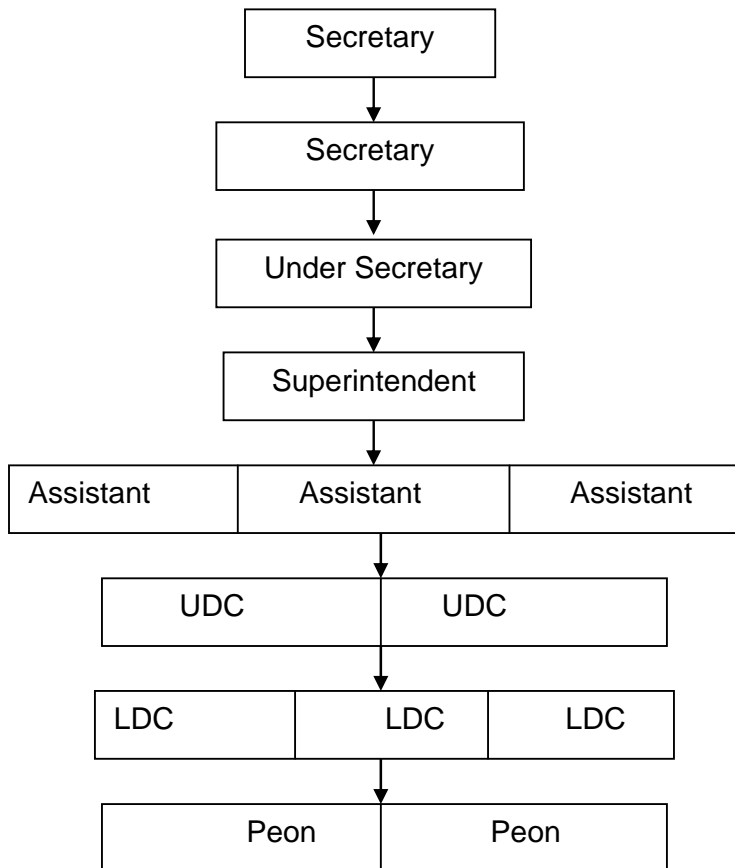
4. Duties of the Public Authority: Duties of the State Information Officer may state as under: - to receive and inquire into a complaint from any person-

(l) Complaint: to receive and inquire into a complaint from any person-

- (a) Who has been unable to submit a request to the State Public Information Officer (SPIO) either by reason that no such officer had been appointed under this R.T.I Act, or because the State Assistant Public Information Officer (SAPIO) has refused to accept his or her application for information or appeal under the R.T.I. Act for forwarding the same to the State Public Information Officer or Senior Officer specified as the First Appellate Authority (FAA) as the case may be.
- (b) Who has been refused access to any information requested under the Act.
- (c) Who has not been given a response to a request for information or access to information within the time limits specified under the Act.
- (d) Who has been required to pay an amount of fee which he or she considers unreasonable.
- (e) Who believes that he or she has been given incomplete, misleading or false information under the Act.
- (f) In respect of any other matter relating to requesting or obtaining access to records under the Act.

5. **Main Activities/Function of the Public Authority:** Please see paragraph 4 above of this Manual.
6. **List of services being provided by the Public Authority with a brief write-up on them:**
- (1) Providing information in respect of Secretariat by means of Information Handbook/Manual under Right to Information Act, 2005;
 - (2) Providing information in respect of the Secretariat through the SPIO.
 - (3) Act as an arbiter, as a final and Second Appellate Authority, in matters of dispute between information applicants on the one hand and SPIOs/First Appellate Authorities of Public Authorities on the other hand, under the Right to Information Act, 2005;
 - (4) Act as protector of the Fundamental Right to Freedom of Speech and Expression enshrined under Article 19(1) of the Constitution by overseeing implementation of the provisions of Right to Information Act, 2005;
 - (5) Act as Constitutional machinery for enforcement of the Right to Freedom of Speech and Expression enshrined under Article 19(1) of the Constitution through the provisions of the Right to Information Act, 2005;
 - (6) Enforce and facilitate information seekers under the Right to Information Act, 2005 by entertaining and inquiring into complaints that may be lodged by them under the said Act.
 - (7) Monitoring and reporting on performance of all public authorities under the RTI on the State.

7. **ORGANIZATION STRUCTURE DIAGRAM AT VARIOUS LEVELS
NAMELY – Disaster Management & Rehabilitation Department
(Secretariat)**



8. **Expectation of the Public Authority from the public for enhancing its effectiveness and efficiency.**

The public authority expects co-operation and participation by the people in the implementation of the RTI Act 2005 and to extend full support whenever necessary.

9. **Arrangements and methods made for seeking public participation/contribution :**

10. **Mechanism available for monitoring the service delivery and public grievance resolution :**

- (1) by regular correspondence with all concerned public Authorities in matters related to Right to Information.
- (2) By monitoring performances and activities of various public Authorities under the RTI Act through their respective Websites/e-mails.
- (3) Through reports – monthly/annual report and write-ups (leaflet, News magazines etc) on the RTI Act called and received from Concerned public authorities.

11. **Address of the Main Office and other Office at different levels (please categorize that addresses district-wise for facilitating the understanding.**

= Disaster Management & Rehabilitation Department
(Secretariat) Khatla, M.G.Road, Aizawl.

12. Morning hours of the Office: 9:00/9:30 AM

Closing hours of the Office: 5:00/4:00 PM.

CHAPTER – 3 (Manual – 2)

Power and Duties of Officers and Employees

(i) **The Secretary**

The Secretary is the administrative head of the Department and the Principal adviser to the Minister in charge.

(ii) **The Joint Secretary**

The Joint Secretary assists the Secretary in the disposal of Departmental business in time. He is the Nodal Officer in regards to Departmental cases at the Supreme Court of India.

(iii) **The Under Secretary**

The Under Secretary is the officer in charge of the Branch. The officer functions as the nodal officer for court cases up to the High Court Level. The Under Secretary is also the State Public Information Officer for the purpose of the Right to Information Act, 2005.

(iv) **Superintendent**

The Superintendent is the section officer responsible to supervise the work of each dealing hand and submit all cases to appropriate higher level, maintenance of punctuality in attendance, keeping of residential address of all staff, work distribution and give direction to all types of cases requiring prompt attention or any-other responsibility as may be assigned to him.

(v) **Assistant/UDC/LDC**

Dealing with files relating to all matters under the supervision of the Superintendent or any other works including typing as may be assigned to them by the Superintendent.

(vi) **Peons**

Distribution of Daks issued by the Department or any other works which are directed by the staff on the superintendent.

Chapter – 4 (Manual – 3)

Rules, Regulations, Instructions, Manual & Records for Discharging Functions:

The following Rules are utilised by the Department for the discharge of its functions:-

1. Central Secretariat Manual of Office Procedure
2. Rules of Procedure and Conduct of business in Mizoram Legislative Assembly (Adopted from 1972)
3. Govt. of Mizoram (Allocation of Business) Rules, 1987
4. Govt. of Mizoram (Transaction of Business) Rules, 1987
5. The State of Mizoram Act, 1986
6. FR & SR Part-I (General Rules), 1922
7. FR & SR Part-II (T.A. Rules)
8. FR & SR Part-III (Leave Rules, 1972)
9. FR & SR Part-IV (DA & DF)

10. FR & SR Part-V (HRA & CCA)
11. CCS (Pension) Rules, 1972
12. General Financial Rules, 1963
13. Central Treasury Rules
14. General Provident Fund (Central Service) Rules, 1960
15. House Building Advance Rules
16. Delegation of Financial Power Rules, 1978
17. CCS (CCA) Rules 1965
18. CCS (Temporary Service) Rules, 1965
19. CCS (Conduct) Rules, 1964
20. Leave Travel Concession Rules, 1944.
21. Central Service (Medical Attendance) Rules, 1944
22. Central Service Regulations, Vol-I, II, III & IV
23. Swamy's Complete Manual on Establishment and Administration

Chapter-5 (Manual-4)

Particulars of any arrangement that exists for consultation with a representation by the member of the public in relation to the formulation of its policy or implementation thereof.

FORMULATION OF POLICY

Consultative Committee as reconstituted by Parliamentary Affairs Department's O.M.NO.H.13013/1/96-PAD dt.29.7.2004 is at Annexure – I

Chapter-6 (Manual-5)

A Statement of the categories of documents that are held by it or under its control

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for .e.g. at Secretariat level, Directorate Level, Others. (Please mention the level in place of writing “Others”.

Sl No.	Category of the document.	Name of the document and its introduction	Procedure to obtain the document	Held by/under control of
1	2	3	4	5
1.	Notification No.A.46013/2/2006-GADdt.24.8.06 from Govt. of Mizoram.	Renaming the R & R Deptt. As DM & R Deptt. With new allocation of business.	Appllication in writing.	Govt. of Mizoram (GAD)
2.	D.O.No.7/49/85-MZ Dt.6.8.1986.	Approved Scheme for rehabilitation of MNF personnel.	Application in writing	Govt.of Mizoram.
3.	Certificate	Certificate of land lease No.DLP 4/2001 by DM & R	Application in Writing	Govt.of Mizoram DM & R/Dte. Of LR & S
4.	Memorandum of Settlement (MOU) between UNDP and Govt. of Mizoram (R & R Deptt)	MoU for implementation of Gol-UNDP Disaster Risk Management Programme.	Application in writing	Govt. of Mizoram (DM & R Deptt.)
5.	Notification (Gazette) No.B.13011/17.2006-REH dt.23.5.2006	Constitution of State Disaster Management Authority	- do -	Govt. of Mizoram (DM & R Deptt.)
6	Notification (Gazette) No.B.13011/17.2006-REH dt.23.5.2006	Constitution of State Executive Committee	- do -	Govt. of Mizoram (DM & R Deptt)
7	Notification (Gazette) No.B.13011/17.2006-REH dt.6.6.2006	Constitution of District Disaster Management Authority.	- do -	Govt. of Mizoram (DM & R Deptt)
8	Notification No.B.16018/3/99-REH dt.20.5.2005	Re-constitution of Relief & Rehabilitation	Application in writing	Govt. of Mizoram (DM & R

	from Govt. of Mizoram	Advisory Board		Deptt)
9.	Notification No.A.33011/4/2003-REH dt.7.8.2003 from Govt. of Mizoram	Constitution of State Steering Committee of Gol-UNDP	- do -	- do-

Chapter-7 (Manual-6)

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

The following Boards/Committees/Councils stand constituted in the Department of Disaster Management & Rehabilitation:

1. State Purchase Advisory Board
2. Departmental Purchase Advisory Board
3. Departmental Screening Committee on ACP Scheme
4. Departmental Promotion Committee
5. Relief & Rehabilitation Advisory Board

Neither the meetings nor the minutes of the Board etc. as specified above are accessible to the public.

Chapter-8 (Manual-7)

THE NAMES DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Department Appellate Authority of the Public Authority in the following format.

Name of Public Authority

Assistant Public Information Officer

Sl. No.	Name	Designation	STD Code	Phone Nos.	FAX	E-Mail	Address
NIL							

Public Information Officers

Sl. No.	Name	Designation	STD Code	Phone Nos.	FAX	E-Mail	Address
1	Malsawma Lawnthang	Under Secretary	0389	2325702 (o) 2322535 (R)	2322535	Mlawnthang@rediffmail.	Khatla, Aizawl

				9436192237 (m)		com	
2	R.Lalhumnawii	Superintendent	0389	2344195 (R) 9436196561 (m)	2322535		Chanmari Aizawl

Department Appellate Authority

Sl. No	Name	Designation	STD Code	Phone Nos.	FAX	E-Mail	Address
1	K.Riachho, IAS	Secretary	0389	2322776 (o)	2322535	Riachho @ Yahoo. Com.	Chawnpui Veng, Aizawl.

Chapter-9 (Manual-8)

Procedure followed in the Decision making process

All categories of cases received by the Department or proposal submitted by the Director, Disaster Management & Rehabilitation are processed by the Section in accordance with the rules, norms and procedure and submit to the Under Secretary keeping in view the principles of Departmental instruction for further disposal at the decision making authority. Matters that need to be put up to the Minister for decision are referred accordingly by the Secretary through the Chief Secretary.

Chapter -10 (Manual-9)

DIRECTORY OF OFFICERS AND EMPLOYEES

10.1 Please provide information District-wise in the following format.

Sl No	Name	Designation	STD CODE	Phone Numbers		FAX/E-MAIL	Address
				Office	House		
1.	K.Riachho	Secretary	0389	2328741	2326326 2313727	2322535	Chawnpui Aizawl
2.	Malsawma Lawnthang	Under Secretary	0389	2325702	2329679		Khatla, Aizawl.
3.	R.Lalhunmawii	Supdt.	0389	-	2344195		Chandmari Aizawl.

4.	Lalcharliani	Assisstant	0389		2325544		Venghnuai, Aizawl.
5.	B.Hmangaihzu ali	Assistant	0389		2329409		Kulikawn, Aizawl.
6.	H.Lalthankimi	Assistant	0389		2329910		Dawrpui, Aizawl.
7.	C.Lalhmunsiami	UDC	0389		2333600		Khatla, Aizawl.
8.	Zazawnpuii	UDC	0389		2325773		Kulikawn, Aizawl.
9.	Thantluangi	LDC	0389		2343984		Ramhlun Venglai.
10	Laldinpuia	LDC	0389		2348932		Chaltlang, Aizawl
11.	Wendy Ngurthansangi Sailo	LDC (MR)	0389		2326122		Tuikual'S' Aizawl
12	Lalthanga	Peon	0389		2335577		Bungkawn.
13	H.Lalruata	Peon	0389				Zonuam, Aizawl

CHAPER -11 (MANUAL -10)

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in Regulations.

11.1 Please provide information in following format.

Sl. No.	Name	Designation	Monthly remuneration	Compen- sation/com pensatory allowance	The procedure to determine the remuneration as given in the regulation.
1	K.Riachho	Secretary, DM & R			As per the pay scales, & increment Allowances awarded by the Government from time to time.
2.	Malsawma Lawnthang	Under Secretary			
3.	R.Lalhunmawii	Supdt.			
4.	Lalcharliani	Assisstant			
5.	B.Hmangaihzu ali	Assistant			
6.	H.Lalthankimi	Assistant			
7.	C.Lalhmunsiami	UDC			
8.	Zazawnpuii	UDC			
9.	Thantluangi	LDC			
10	Laldinpuia	LDC			
11	Wendy	LDC (MR)			

.	Ngurthansangi Sailo				
12	Lalthanga	Peon			
13	H.Lalruata	Peon			

CHAPER -12 (MANUAL -11)

The Budget allocated to each agency (Particulars of all plans, proposed expenditure and reports on disbursement made)

For Public Authorities responsible for developmental, construction, technical works

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format.

No disbursement of fund is made from this Secretariat.

CHAPTER – 13

The Manner of Execution of Subsidy Programmes

There is no subsidy Programmes under DM & R.

CHAPTER – 14 (Manual – 13)

Particulars of recipients of concessions,permits or authorization granted by it.

14.1 Please provide the information as per the following format.

Name of the Programme

Type (Concession/Permit/Authorization)

Objective

Targets Set (For the last year)

Eligibility

Criteria for the eligibility.

Pre-requisite

Procedure to avail the benefit

Application Fee (Where applicable)

Application Format

List of attachments(/document)

Format of attachment.

List of beneficiaries in the format below.

CHAPTER – 15 (Manual – 14)

Norms set by it for the discharge of its functions

The Government of Mizoram (Transaction of Business)Rules,1987.

CHAPTER – 16 (Manual – 15)

Information available in an electronic form

Nil at the moment.

CHAPTER -17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information.

No library/reading room is maintained in the Department

CHAPTER – 18 (Manual – 17)

Other Useful Information

No other information is available at present.

Sl.No Code	Beneficiary Name	Validity Period	Parent/ Guardians	ADDRESS			
				District	City	Town/ Village	House No.
- NIL -							