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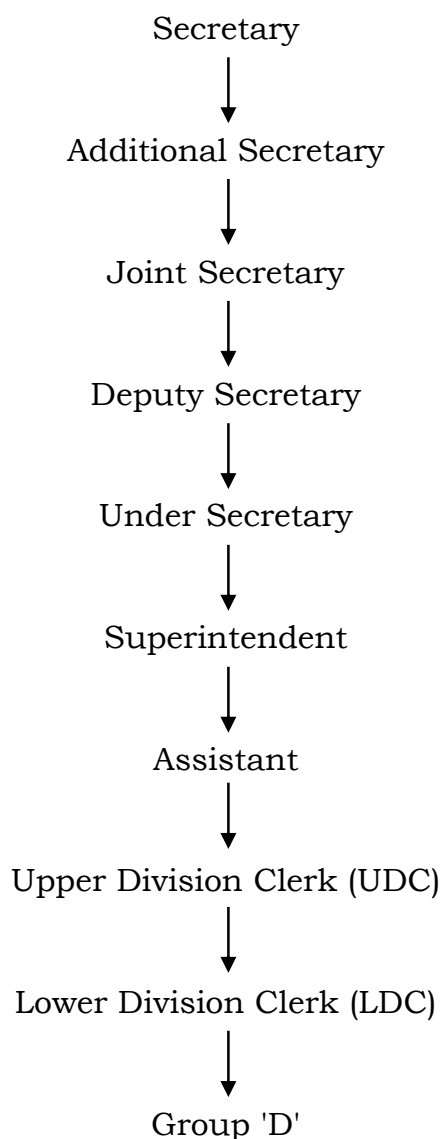
DISTRICT COUNCIL & MINORITY AFFAIRS DEPARTMENT

Section. 4 (1) (b)(i). Particulars of organization, functions and duties,

The Secretary to the Govt. of Mizoram, District Council & Minority Affairs Department is the Head of the Department. He controls & supervises the overall working of DC&MA Department. The organization structure of the department is as below.

ORGANISATION CHART

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



Section.4 (1)(b)(ii). Powers and duties of officers and employees;

- (1C) **Secretary:** The Secretary is the Administrative Head of the Department. He is responsible for the overall functioning of this Department.
- (2C) **Additional Secretary:** The Additional Secretary provides administrative support to the Department Secretary and assists in managing the workflow. He represents the secretary whenever necessary. He participates in decision-making processes providing his expertise and insights.
- (3C) **Joint Secretary:** The Joint Secretary is responsible for managing the day-to-day administrative operations of the Department. He provides advice, recommendations and analysis to higher authorities, helping them make informed decisions.
- (4C) **Deputy Secretary:** The Deputy Secretary assists the Joint Secretary in all matters, make necessary suggestions where necessary, to enable higher officials to make prompt decisions in accordance with the extant rules and regulations.
- (5C) **Under Secretary:** The Under Secretary is the branch officer who supervises all other subordinate officers in all matters relating to files allocated to her/him and oversees that all relevant rules, regulations and instructions are applied appropriately.
- (6C) **Superintendent:** Superintendent is the section officer who supervises all dealing hands, who checks on delays, gives proper guidance on various rules, regulations, maintenance of office records etc. and overall management of the department.
- (7C) **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 is the job of Assistant/Upper Division Clerk (UDC).
- (8C) **Lower Division Clerk (LDC):** Responsible for all receipt and issue of daks received in the department. Maintenance of registers, guard files and other official record are the jobs assigned to LDC.
- (9C) **Group 'D':** Dispatch of Daks issued by the department, running office errands or any other works entrusted to them from time to time.

Section 4 (1)(b)(iii). The procedure followed in the decision making process, including channel, if supervision and accountability;

Sl. No.	Types of cases	Channel of submission	Level of disposal
1.	All matters relating to promotion/posting/transfer of officers under DC&MA Department	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Secretary
2.	All matters relating to promotion/posting/transfer of subordinate staff under DC&MA	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Secretary
3.	Retirement of officers under DC&MA Department	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Secretary
4.	Retirement of subordinate staff	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Secretary
5.	Civil/Court Case.	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Secretary
6.	All matters relating to recruitment of officers under DC&MA Department	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Secretary

Sl. No.	Types of cases	Channel of submission	Level of disposal
7.	All matters relating to staff recruitment of subordinate	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Secretary
8.	Leave of officers under DC&MA.	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Joint Secretary/ Secretary
9.	Leave of subordinate staff of DC&MA	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Joint Secretary/ Secretary
10.	Non functional upgradation pay of	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Joint Secretary/ Secretary
11.	All matters regarding recruitment, confirmation and promotion and administrative changes within the three Autonomous District Councils (i.e. Lai, Mara and Chakma)	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Joint Secretary/ Secretary
12.	All matters regarding the processing and disbursement of Quarterly salary of the three Autonomous District Councils (i.e. Lai, Mara and Chakma)	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Joint Secretary/ Secretary

Sl. No.	Types of cases	Channel of submission	Level of disposal
13.	All matters business within the three Autonomous regarding procedure and conduct of District Councils (i.e. Lai, Mara and Chakma)	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Joint Secretary/ Secretary
14.	Mizoram Assured Career Progression (MACPS), 2020 Scheme	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Secretary
15.	Confirmation into service	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Secretary
16.	Matters relating to various schemes of Central Govt.	Dealing Assistant/ Superintendent/ Under Secretary/ Deputy Secretary/ Joint Secretary / Additional Secretary/ Secretary.	Under Secretary/ Joint Secretary/ Secretary

Section.4 (1) (b) (tv) the norms set by it for the discharge of its functions;

All matters dealt with in the Department are processed in file, routing through all the executive officers in the Department and Chief Secretary (as the case may be) before submission to the Minister concerned with suggestion regarding the line of action.

This includes in depth examination, discussion, meetings and consultation with the department directorates as and when required.

All matters/cases received in this department are recorded with specific receipt number and all correspondences (letters & files) conveyed from this department are also recorded separately in its register. Each and every dealing hand maintain a 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 is 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.

Section.4. (1)(b) (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

1. The LADC (Education and Human Resources Department Recruitment Rules, 2020
2. The LADC (Constitution of Planning & Development Board) Rules, 2021.
3. The LADC Education and Human Resources Department (Group 'B' & 'D') Recruitment Rules, 2020
4. The LADC Transfer & Posting of Elementary Teachers Rules, 2020.pdf
5. LADC Inheritance of Property Act, 2019.pdf
6. PAWI-LAKHER AUTONOMOUS REGION RE-ORGANISATION ORDER, 1972
7. Notification of Lai District Council, 1989
8. The Lai Customary Law
9. A Compilation of Acts, Regulations & Rules under LADC Vol.-I, Vol-II & Vol. III
10. The LADC (Marriage & Divorce) Act, 2019
11. LADC CCB Rules 2nd Amendment 2014
12. The LADO CCB Rules 3rd Amendment 2015
13. The Mizoram Autonomous District Council Fund Rules 2018
14. LADC Employees (Performance Appraisal Report) Rules, 2011
15. The LADC General Service Rules, 2011
16. LADC Salaries and Allowances of the CEM and EM (First Amendment) Rules, 2012
17. The LADC (Right to Information) Rules, 2012
18. The LADC (Group A, B, C & D posts) Recruitment Rules, 2014
19. The LADC (Allocation of Business) Rules, 2013
20. The Lai Autonomous District (Village Councils) Act, 2010
21. The LADC (Board of School Education) Rules 2001
22. The LADC (Publication Board) Rules 2010
23. The LADC (Town Committee) (Amendment) Act 2021

24. The Mara Autonomous District Council (Constitution, Conduct of Business, etc.) Rules, 2002
25. The Lakher District Council (Land and Revenue) Act, 1973
26. The Mara Autonomous District (Village Councils) Act, 1974
27. The Lakher Autonomous District (Forests) Act, 1981
28. The Lakher Autonomous District (Inheritance of Property) Act, 1982
29. The Lakher Autonomous District Council (Animals Control and Taxation) Act, 1983
30. The Mara Autonomous District Council (Town Committees) Act, 2011
31. The Mara Autonomous District Council (Agricultural Land Settlement) Act, 2011
32. The Mara Autonomous District Council (Non-Agricultural Land Settlement) Act, 2011
33. The Lakher Autonomous District (Administration of Justice) Rules, 1981
34. The Mara Autonomous District Council (Salaries and Allowances of Chief Executive Member and Executive Members) Rules, 2003
35. The Mara Autonomous District Council (Salaries and Allowances of Chairman and Deputy Chairman) Rules, 2003
36. The Mara Autonomous District Council (Salaries, Allowances and Pension of Members) Rules, 2003
37. The Mara Autonomous District Council (Board of School Education) Rules, 2010
38. The Mizoram Autonomous District Councils Fund Rules, 2010. (Framed by His Excellency the Governor of Mizoram)
39. The Mara Autonomous District Council (Allocation of Business) Rules, 2011
40. The Mara Autonomous District Council (Transaction of Business) Rules, 2011
41. The Mara Autonomous District Council (Publication of Board) Rules, 2011
42. The Mara Autonomous District Council (Public Health and Sanitation) Rules, 2012
43. The Mara Autonomous District Council (Business Advisory Committee) Rules, 2013

44. The Mara Autonomous District (Election to Village Councils) Rules, 2014
45. The Lakher District Council (Revenue Assessment) Regulation, 1973
46. The Lakher District Council (Professions, Trades, Callings and Employments Taxation) Regulation, 1973
47. The Lakher District Council (Taxes) Regulation, 1974
48. The Lakher District (Market) Regulation, 1977
49. The Mara Autonomous District Council (Tax on Entry of Vehicles into the Autonomous District) Regulations, 2005
50. The Mara Autonomous District Council (Trading) Regulation, 2012
51. The Mara Autonomous District Council (Taxes and Rent on Buildings) Regulation, 2013
52. The Mara Autonomous District Council (Taxes on Motor Vehicles) Regulation, 2014
53. The Mara Autonomous District Council (Control of Vehicles Parking and Collection of Parking Fees) Regulation, 2014.
54. CADC (Constitution, Conduct of Business etc.) Rules, 2002
55. CADC (Constitution, Conduct of Business etc.) (Amendment) Rules, 2003
56. CADC (Constitution, Conduct of Business etc.) (Amendment) Rules, 2007
57. CADC (Constitution, Conduct of Business etc.) (Amendment) Rules, 2008
58. CADC (Constitution, Conduct of Business etc.) (Amendment) Rules, 2011
59. CADC (Constitution, Conduct of Business etc.) (Amendment) Rules, 2012
60. CADC (Constitution, Conduct of Business etc.) (Amendment) Rules, 2014
61. Pawi-Lakher AR (Administration of Justice) Rule, 1954
62. CADC (Allocation of Business), Rules, 2009
63. CADC (Recruitment) Rules, 1992
64. CADC (Member Salary), Rules, 2012
65. CADC (Motor Vehicle Taxation), Regulation, 2014
66. CADC (Tax On Entry of Vehicle) Regulation, 2004

67. CADC (Agricultural Land) Act, 1982
68. CADC (Village Council) Act, 2003
69. CADC (Village Council) (Amendment) Act, 2011
70. CADC (Village Council) (Amendment) Act, 2016
71. CADC (Village Council Election) Rule, 2007
72. CADC (Forest) Bill, 1992
73. CADC (Land & Revenue) Act, 2002
74. CADC (Money Lending And Control) Regulation, 2005
75. CADC (Money Lending And Control) Regulation, 2016
76. CADC (Profession, Trades, Calling, Employment, Taxation), Regulation, 1995
77. CADC (Profession, Trades, Calling, Employment, Taxation) (Amendment), Regulation, 2011
78. CADC (Revenue Assessment) Regulation, 2002
79. CADC (Transaction of Business) Rules, 2009
80. CADC RTI Rules, 2006
81. Mizoram ADC Fund Rules, 2010
82. CADC (Management & Control of Primary School) Regulation, 1993
83. CADC (District School Education Board) Rules, 2002
84. The Chakma Customary Laws Code, 1997
85. Empowering CADC Courts, 2007
86. The Mizoram Autonomous District Council Fund Rules 2018
87. Mizoram Autonomous District Council Grant In Aid Rules 2018
88. Rules issued by DP&AR(ARW)/(GSW) and Finance Department that are relevant for the department

Section.4. (1)(b) (vi) A statement of the categories of documents that are held by it or under its control;

1. Various compilations of recruitment rules, Constitution & Conduct of Business in respect of the Autonomous District Councils.
2. Various compilations of rules and regulations regarding powers and functions granted to the ADCs.

3. Various documents regarding the implementation, supervision and reporting of Central Sector Schemes – PM VIKAS under the purview of the Department.
4. PARs of Gazetted officers under the Department

Section.4. (1)(b) (vii) 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;

Members of the public are not directly involved in the formulation of its policy or implementation itself.

Section. 4. (1) (b) (viii) - 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;

Section. 4. (1)(b) (ix) - a directory of its officers & employees

Minister & Personal Branch of Minister			
Sl. No.	Name	Designation	Home Address
1	C. Lalsawivunga	Minister	Bethlehem
2	Vanlaltlana Zote	P.S. to Minister	New Capital Complex
3	Rita Zochhuanawmi	Sr. P.A. to Minister	Chaltlang Lily Veng

Secretary & Personal Branch of Secretary			
Sl. No.	Name	Designation	Home Address
1	Lalhmunsanga Hnamte	Secretary	Chaltlang Lily Veng
2	Vankungpuii	P.S. to Secy.	Venglai Aizawl
3	Lalsiamliani	Supervisor	Armed Veng
4	Simon Rosangluaia	Peon	Republic Veng

Additional Secretary & Personal Branch of Additional Secretary			
Sl. No.	Name	Designation	Home Address
1	R. Lalchhanhima	Additional Secy.	Zemabawk

2	Lalramzauvi	P.A. to A.S.	Zemabawk
3	Vabeisia	Peon	Khatla

Joint Secretary & Personal Branch of Joint Secretary			
Sl. No.	Name	Designation	Home Address
1	V. Zaithanmawia	Joint Secretary	Muanna Veng
2	C. Zothansanga	P.A. to J.S.	Ramthar Veng Aizawl
3	Juliet Lalchhanhimi	Peon	Khatla Bethel Veng

District Council & Minority Affairs Department			
Sl. No.	Name	Designation	Home Address
1	Lalhruaikimi	Under Secretary	Zarkawt
2	Rosie Lalrinmawii	Supdt.	Dawrpui
4	Abishag Lalzikpuii	Asst.	Chhing Veng
5	Ruth Ngainunsangi	Asst.	Dinthar
6	Lalfakawmi	UDC	Tuikual
7	Mary Lalruatsangi	UDC	Ramhlun North
8	Lallianzama	LDC (P.E.)	Venghlui
9	C. Vanlalmachhuana	Peon (P.E.)	Bawngkawn Chhim Veng
10	R.K. Lalremruati	Peon (P.E.)	Salem Veng

Section. 4 (1)(b) (x) - The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Minister & Personal Branch of Minister			
Sl. No.	Name	Designation	Pay Level
1	C. Lalsawivunga	Minister	Fix
2	Vanlaltlana Zote	P.S. to Minister	11
3	Rita Zochhuanawmi	Sr. P.A. to Minister	8

Secretary & Personal Branch of Secretary			
Sl. No.	Name	Designation	Pay Level
1	Lalhmunsanga Hnamte	Secretary	14
2	Vankungpuui	P.S. to Secy.	11
3	Lalsiamliani	Supervisor	4
4	Simon Rosangluaia	Peon	1

Additional Secretary & Personal Branch of Additional Secretary			
Sl. No.	Name	Designation	Pay Level
1	R. Lalchhanhima	Additional Secy.	13A
2	Lalramzauvi	P.A. to A.S.	10
3	Vabeisia	Peon	4

Joint Secretary & Personal Branch of Joint Secretary			
Sl. No.	Name	Designation	Pay Level
1	V. Zaithanmawia	Joint Secretary	13
2	C. Zothansanga	P.A. to J.S.	5
3	Juliet Lalchhanhimi	Peon	1

District Council & Minority Affairs Department			
Sl. No.	Name	Designation	Pay Level
1	Lalhruaikimi	Under Secretary	11
2	Rosie Lalrinmawii	Supdt.	10
4	Abishag Lalzikpuii	Asst.	8
5	Ruth Ngainunsangi	Asst.	7
6	Lalfakawmi	UDC	7
7	Mary Lalruatsangi	UDC	6
8	Lallianzama	LDC (P.E.)	4
9	C. Vanlalmachhuana	Peon (P.E.)	1
10	R.K. Lalremruati	Peon (P.E.)	1

Section 4 (1)(b) (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Not applicable.

Section.4 (1)(b) (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

The CSS known as Pradhan Mantri Jan VikaskKaryakram is undertaken by the department and is operated, maintained and supervised as per the guidelines for PMJVK issued by the Ministry of Minority Affairs, Govt. of India.

Section.4 (1)(b) (xiii) Particulars of recipients of concessions, permits or authorisations granted by it;

Not applicable.

Section.4 (1)(b) (xiv) - Details in respect of the information, available to or held by it, reduced in an electronic form;

Every service rules/ recruitment rules framed by DC&MA regarding the Autonomous District Councils and all other rules pertaining to service matters, documents like notification, office orders etc., as well as all other information issued by this department are all uploaded in the official website dcma.mizoram.gov.in and are open to the public

Section.4 (1) (b) (xv) - the particulars of facilities available to citizens for obtaining including the working hours of the library or reading room, if maintained for public use;

The department created an official website - dcma.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 regularly.

Section.4 (1)(b) (xvi) The names, designations and other particulars of the Public Information Officers;

Sl. No.	Name	Designation	Contact No.
1	R. Lalchhanhima	Departmental Appellate Authority	7085844349
2	Lalhruaikimi	State Public Information Officer	9615191209
3	Rosie Lalrinmawii	State Assistance Public Information Officer	9436150054

Section.4 (1)(b) (xvii) such other information as may be prescribed; and thereafter update this publication every year;

As and when necessary.