

**RTI MANUAL OF
DIRECTORATE OF INFORMATION & COMMUNICATION TECHNOLOGY (ICT)
SECTION 4(1) (b) OF RTI ACT, 2005**

CHAPTER – 1

INTRODUCTION

Background of this Handbook/Manual (Right to Information Act, 2005)

1. The RTI Act is the basic structure of the Constitution of India. It acknowledges and proceeds to implement the right to information for citizens with respect to the information under the control of public authorities in order to promote transparency and accountability in the working of every public authority and may also be stated as a keystone to Good Governance. The Right to Information Act, 2005 is a stimulus for the growth of knowledge of the right to the citizen, equality before law or the equal protection of the laws within the territory of India conferred by Article 14 of the Constitution of India and protect the right to freedom of speech and expression in Article 19 of the Constitution based on the foundation of freedom of right to know. The secrecy of Govt. activities in the old times now became transparent under this Act by way of disclosure of information to the public. Requiring the public authorities to give all the information pertaining to their organizational structure and functioning on proactive basis is an essential feature of the Act.

2. ***Objective/Purpose of this Handbook/Manual:***

The objective/purpose of this handbook is to maintain all relevant information, records and documents in respect of Directorate of Information & Communication Technology both in print and electronic forms including computerization for easy access of information as and when required to educate, guide and motivate the public in the right direction so that citizens are able to perform the fundamental duties conferred by the Constitution and to develop scientific temper, humanism and the spirit of inquiry and reforms.

3. ***Who are the intended users?***

Any citizens of the country in India except Jammu & Kashmir can have access information under this Act.

4. ***Organization of the information in this Handbook***

Department of Information & Communication Technology

5. ***Procedure and Fee structure for getting information and available in the Handbook:***

As per Rule 4 of the Mizoram Right to Information Rules, 2010, the fees/amount to be charged for providing information is as below.

PART –I

Fees/Amount to be charged for providing information

(A) Application	Rate to be charged	Mode of deposit
<i>i) Application for seeking information</i>	<i>Rupees Ten per application</i>	<i>Treasury Challan/Cash</i>

PART –II

(B) Amount to be charged for providing information

<i>(i) Inspection of documents</i>	<i>No fee for the first hour and a fee of Rupees Five per each subsequent hour or fraction thereof</i>	<i>By cash/ Treasury Challan/Demand Draft</i>
<i>(ii) Information created or copied in A4 or A3 size paper</i>	<i>Rupees One for each page</i>	<i>-do-</i>
<i>(iii) Copy in larger paper</i>	<i>Actual charge or cost</i>	<i>-do-</i>
<i>(iv) For Sample or model</i>	<i>Actual cost or price</i>	<i>-do-</i>
<i>(v) Information provided in soft copy</i>	<i>Rupees Thirty per CD</i>	<i>-do-</i>
<i>(vi) Information provided in printed form from</i>	<i>The price fixed for such publication or Rupee One per page of photocopy for extracts from the publication</i>	<i>-do-</i>

As per Rule 5 of the Mizoram Right to Information Rules, 2010, any fee collected from the information provided under the RTI Act, 2005 shall be deposited under the Head of Account given below :-

<i>0070</i>	<i>-</i>	<i>Other Administrative Services</i>
<i>60</i>	<i>-</i>	<i>Other Services</i>
<i>118</i>	<i>-</i>	<i>Receipts under RTI Act, 2005</i>

As per Rule 5 of the Mizoram Right to Information Rules, 2010, no fee shall be charged on the following cases :-

- (a) Person who are of Below Poverty Line as determined by the Govt. of Mizoram.*
- (b) Where the SPIO fails to comply with the time limit specified under Sub-Section (1) of Section 7 of the Act or where the application is deemed to have been refused on the information being given, the same shall be given free of cost.*
- (c) Where an information is such which should have been published or disseminated widely as required by Section 4 of the Act but has not been published nor disseminated, no fee for such information shall be charged.*

6. Procedure for getting information:

- 1) Submit an application form to the State Public Information Officer (SPIO) or State Assistant Public Information Officer (SAPIO) as mentioned in Chapter-8 of this Manual giving clear indication on (i) subject matter of information (ii) the period to which the information relates (iii) specific details of information required (iv) the manner in which information is to be provided and (v) the name & address with contact number of applicant for early disposal. Information/document will be supplied only after application fee/further fee is deposited as the case may be. Sample application form may be seen at **Appendix -1**.
- 2) For providing copies of documents/inspection of documents etc. the applicant has to pay further fee at the rate prescribed in Para 5(B).
- 3) In case the applicant belongs to BPL category, furnished the proof of the same.
- 4) The SPIO can reject the application seeking information the disclosure of which appears to be harmful in the eye of the provision of Section 8 of the Act.
- 5) Any applicant feeling aggrieved by the decision of SPIO or if the information requested for is not provided within the time specified by the Act may file an appeal before the Departmental Appellate Authority (DAA) i.e. Chief Informatics Officer within 30 (thirty) days. An appeal fee of Rs.40/- (Rupees Forty) only in the form of Court fee stamp should be pasted in the Appeal Memorandum. Sample appeal form may be seen at **Appendix-2**
- 6) Any person aggrieved by the decision of the Departmental Appellate Authority (DAA) may, within 90 days from the date of such decision, prefer a second appeal to the Mizoram State Information Commission on payment of Rs.50/- (Rupees Fifty) only in the form of Court fee stamp. The decision of the Commission shall be final.

CHAPTER – 2

PARTICULARS OF ORGANIZATION, FUNCTION AND DUTIES

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

Objective/Purpose of the Public Authority:

1. To provide e-Infrastructure for delivery of e-Services.
2. To promote Information & Communication Technology.
3. To facilitate and promote Research & Development for innovation in emerging areas of technology.
4. To provide Capacity Building and training for government employees and empowerment of citizen.
5. To provide awareness on Cyber Crime and Security.

7. Mission/Vision Statement of the Public Authority:

ICT Development through creation of e-Infrastructure for delivery of e-Services, promote Information Communication Technology, facilitate Research Development, Capacity building and empowerment of Government employees and Citizen, provide awareness on Cyber Crime and Security.

8. Brief history of the public authority and context of its formation :

The Information & Communication Technology was created as separate Cell under Planning & Program Implementation Department as a Nodal Authority vide Govt. Notification No.A.11013/2/04-PLG dt.5.11.04; for planning, monitoring and implementation of all information and communication technology projects and related matters in the State of Mizoram. The Cell was initially manned by the Principal Informatics Officer (Jt. Director level) with one each of the following supporting staffs – i) Assistant ; ii) Computer Operator ; iii) LDC ; iv) IV Grade.

By the end of 2008, the ICT Department was created as a separate Directorate vide Govt. Notification No.A.46013/4/2005-GAD dt.10/7/2008 and various categories of additional 26(twenty six) posts were created as per Govt. Notification No. A.11013/1/2008-PLG dated 07.08.2008; in addition to the above sanctioned posts. As ICT is a separate Directorate, the post of Chief Informatics Officer to the level of Director was created vide Notification No. A. 11019/1/2012-PLG(ICT) dated 13.02.2012 and declared as Head of Department vide Notification No. G. 17012/1/2010-F. Est/61 dated 27.03.2014. In the year 2016, the post of Sr. System Analyst is re-designated as Senior Informatics Officer and other Technical Officers of Group A entry posts are re-designated as Informatics officer. Therefore, the following 44 posts have so far been created for the Department:-

<u>Technical:</u>	No. of Posts
1) Chief Informatics Officer -	1
2) Principal Informatics Officer	1
3) Senior Informatics Officer (erstwhile Senior System Analyst) -	1
4) Informatics Officer (erstwhile System Analyst) -	1
5) Informatics Officer (erstwhile System Integrator) -	1
6) Informatics Officer (erstwhile System Engineer) -	1
7) Informatics Officer (erstwhile System Administrator) -	1
8) Informatics Officer (erstwhile Network Administrator) -	1
9) Asst. Informatics Officer (erstwhile SO&ME) -	1
9) Asst. Informatics Officer (erstwhile Web Content Developer) -	2
10) Asst. Informatics Officer (erstwhile CME) -	1
11) Computer Operator -	6
12) Technician -	1
TOTAL OF TECHNICAL POSTS	19

Non-Technical :

1) Deputy Director (Admn.)	-	1
2) Finance & Accounts Officer	-	1
3) Superintendent	-	1
4) Assistant	-	3
5) Steno Grade-II	-	1
6) Steno Grade-III	-	1
7) UDC	-	6
8) LDC	-	4
9) Driver	-	1
10) IV Grade	-	7
TOTAL OF NON-TECHNICAL POSTS	-	26
GRAND TOTAL OF ALL POSTS	-	45

As required under Sub-Section (1) & (2) of Section 5 of the RTI Act, 2005, **Pu Lalhmingmawia, Superintendent** is appointed as State Assistant Public Information Officer (SPIO) to provide information under the Department of Information & Communication Technology

As required under Sub-Section (1) & (2) of Section 5 of the RTI Act, 2005, **Pu H Lalruatlana, Deputy Director (Administration)** is appointed as State Public Information Officer (SPIO) to provide information under the Department of Information & Communication Technology

Further, as provided in Sub-Section(1) of Section 19 of the RTI Act, 2005, **Dr. Lalthlamuana, Chief Informatics Officer (CIO)** is appointed as Departmental Appellate Authority in case the applicant may like to exercise his right to appeal due to non-receipt of information within the specified period or the applicant feeling aggrieved by decision of the State Public Information Officer.

9. Duties of the Public Authority:

The duties of public authority in relation to the RTI Act, 2005 is to see the correctness of the information and also in case of any one feeling aggrieved by the decision of State Public Information Officer, to entertain an appeal against such a decision or action.

10. Main Activities/Function for the Public Authority:

The businesses allotted to this Department are:

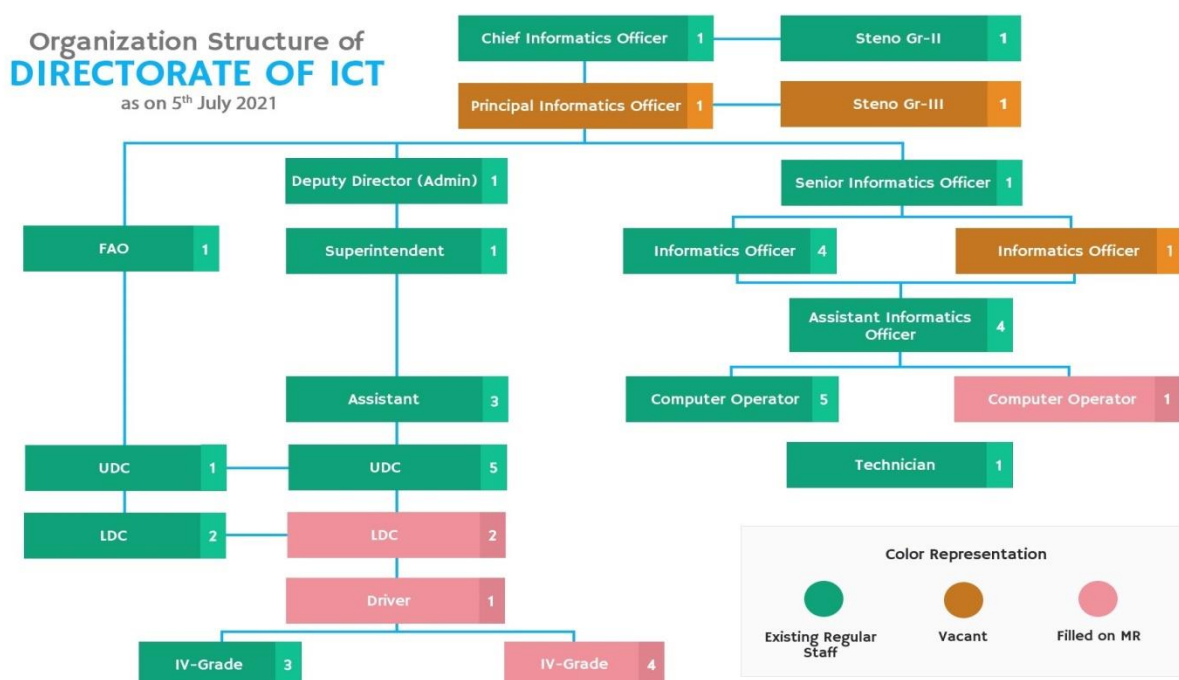
1. *Policy matters relating to electronics, information technology, and communication technology.*
2. *Cyber laws, cyber security, The Information Technology Act, 2000 and Rules and other IT related laws.*
3. *Promotion of electronics, including internet; IT and IT enabled services; digital transactions including digital payments.*
4. *Promotion of electronics design and manufacturing, hardware/software industry including knowledge based enterprise, etc.*
5. *Promotion of standardization, testing and quality in IT and standardization of procedure for IT application and tasks.*

6. Assistance to other Departments in the promotion of e-Governance, e-Commerce, e-Medicine, e-Infrastructure, etc.
7. Promotion of information technology education and information technology based education, digital literacy, etc.
8. Coordination of information technology related matters with national and international agencies, bodies and institutions relating to information & communication technology.
9. Control and regulation of internet service provider within the State.
10. IT related public sector undertakings and societies.
11. Technical matters relating to Unique Identification (UID).
12. Communication towers.
13. Infrastructure development for electronics; IT and telecommunication including internet.
14. Streamlining procedure and Issue of NOC for procurement of hardware and software including software development.
15. Capacity building in IT and e-Governance.

11. List of services being provided by the Public Authority with a brief write-up on them:

1. Providing information to citizens to their doorstep by using information technology and hosting of information of other public authorities for easy access to citizens. For this purpose the Department is hosting and maintained a web domain <https://dict.mizoram.gov.in>
2. Providing consultancy, advice and expertise for preparation of DPR on NeGP/ Digital India and other computerization and office automation project.
3. Providing networking from State headquarters to Sub-Divisions/Block Headquarters. for easy access and delivery of information to the citizens.
4. Educating and giving awareness of the impact of IT and Cyber Security to the general public.
5. Maintenance of personal computer system utilized in the Secretariat offices of Govt. of Mizoram.

12. Organization structure/diagram at various levels namely



13. Expectation of the public authority from the public for enhancing its effectiveness and efficiency:

Citizens are expected to exercise their rights to information under this Act and make useful suggestions to the public authorities for effectiveness and efficiency.

14. Arrangements and methods made for seeking public participation/ contribution

No separate public participation is arranged so far. But the way of having access to information in exercise of their right to information make the public participation in the policy making and administration process.

15. Mechanism available for monitoring the service delivery and public grievances resolution :

- a) by correspondence
- b) through websites/e-mail
- c) through print and visual media.

16. Address of the main office and other offices at different levels as under :

Directorate of Information & Communication Technology
Secretariat Old Building -I, Third Floor,
Treasury Square, Mizoram, Aizawl.- 796001

17. Office working hours

9:00 AM to 5:00 PM (IST)	: During Summer
9:00 AM to 4:00 PM (IST)	: During Winter

CHAPTER – 3

18. Powers & Duties of officers and employees :

- 1) Chief Informatics Officer:** Chief Informatics Officer is declared as Head of Department. He exercises the powers conferred by or under Delegation of Financial Power Rules, 1979 and order issued there under from time to time by the Govt. of Mizoram. He is the overall administrator of the Directorate of Information & Communication Technology, High level project and its team management, Office administration; framing of IT related policies, etc.
- 2) Senior Informatics Officer:** Assisting Chief Informatics Officer and supervisory officer in-charge of all the technical Division of ICT in the management, preparation, Monitoring and evaluation of IT Projects and IT related requirement in the Department etc.
- 3) Deputy Director (Admn.):** The Deputy Director (Admn.) exercises his duties and responsibilities in relation to efficiency of administration in the Department. Though the Deputy Director (Admn.) is not vested with financial and statutory power he is also functioned to assists and support the Chief Informatics Officer to carry out financial and statutory power and decision making as well.

- 4) **Informatics Officer:** Management, Preparation, Monitoring and evaluation of IT Projects and IT related requirement in the Department. Managing and monitoring activities of computer system and infrastructure projects Data and System assets management, designing and installation of new network connectivity whenever required. Technical administration and maintenance of servers and client system and preparation of standard technical documentation.
- 4) **Superintendent:** He/she is a supervisory officer in-charge of the section responsible for maintenance of regularity and punctuality in office attendance and is to assist Deputy Director (Admn.) in administration.
- 5) **Finance & Accounts Officer:** Maintenance and monitoring of all accounts matters and budget under the department.
- 6) **Assistant Informatics Officer:** Assisting Informatics Officer and other superior Officers under Directorate of ICT in all technical and other relevant matters. Moreover the duties also includes Maintenance of Web Hosting Servers, handling of Content Management Software, Development of Web-based applications, and maintenance of Websites, Server and Server security, monitoring of Content Management System of various Govt. Departments of Mizoram as well as Government undertaking Corporations. Furthermore, Installing, maintenance and monitoring of Computer Networks and Systems under the Department, Configurations of networking equipments are also done by AIO (Erstwhile SOME). Any other project activity as may be assigned by Project Manager.
- 7) **Computer Operator:** The duties of Computer Operator are assisting and supporting Technical Officers in all technical works such as maintenance of computer hardware and software etc. and other works assigned to them including handling of office files.
- 8) **Assistant:** Dealing with Accounts & Establishment matters under the supervision of Finance & Accounts Officer or Superintendent as the case may be. They are responsible for maintenance of records and any other works as may be assigned by the Chief Informatics Officer.
- 9) **Steno Grade- II:** Attached to the Personal Branch of Chief Informatics Officer and any other works as may be assigned to him/her by the Chief Informatics Officer.
- 10) **Technician:** The duties of Technician is assisting and supporting Technical Officers in all technical works including electronics, installation of Computer Network and Internet etc. and other works assigned to them.
- 13) **UDC:** Dealing with Accounts & Establishment matters under the supervision of Finance & Accounts Officer or Superintendent as the case may be. They are responsible for maintenance of records and any other works as may be assigned by the Chief Informatics Officer.
- 14) **LDC:** Dealing with Accounts & Establishment matters under the supervision of Finance & Accounts Officer or Superintendent as the case may be. They are also responsible for receipt of Daks, issue of letters and maintenance of records and any other works as assigned by superior.

15) Driver: To maintain and drive the vehicle of the Department

16) IV Grade: To do the routine works of the office.

CHAPTER – 4

19. Rules, Regulations, Instructions, Manual & Records for Discharging functions

All the Central Civil Service Rules adopted by the Government of Mizoram are being followed including orders, instruction, etc. Issued by Government of Mizoram are followed as and when necessary:

- a) CS (MA) Rules, 1944 and as amended from time to time
- b) CCS (Pension) Rules, 1972 and as amended from time to time
- c) Delegation of Financial Power Rules, 1978 and as amended from time to time
- d) General Financial Rules and as amended from time to time
- e) Central Treasury Rules and as amended from time to time
- f) FRSR Part I (General) Rules and as amended from time to time
- g) FRSR Part II- TA Rules and as amended from time to time
- h) FRSR Part-III CCS (Leave) Rules, 1972 and as amended from time to time
- i) FRSR Part IV (DA&DF) and as amended from time to time
- j) FRSR Part-V (HRA&CCA) and as amended from time to time
- k) CCS (Conduct) Rules, 1964 and as amended from time to time
- l) CCS (CCA) Rules, 1965 and as amended from time to time
- m) CCS (Joining Time) Rules 1978 and as amended from time to time
- n) General Provident Fund (Central Service) Rules, 1960 and as amended from time to time
- o) House Building Advance Rules and as amended from time to time
- p) CCS (Temporary Service) Rules, 1965 and as amended from time to time
- q) Leave Travel Concession Rules, 1944 and as amended from time to time
- r) Swamy's Complete Manual on Establishment and Administration and as amended from time to time
- s) Central Secretariat Manual of Office Procedure and as amended from time to time

Apart from these Rules, the following Act/Rules/Regulations etc. are followed for the function of Directorate of Information & Communication Technology:-

- a) Information Technology Act, 2000 (Rules) and as amended from time to time
- b) Right to Information Act, 2005 and as amended from time to time;
- c) The Mizoram Right to Information Rules, 2006 and as amended from time to time;
- d) Rules and Procedure and Conduct of Business in Mizoram Legislative Assembly and as amended from time to time
- e) The Mizoram State Government Group Insurance Scheme, 1992 and as amended from time to time
- f) The Govt. of Mizoram Regularization of Contract Employees Scheme, 2008 and as amended from time to time
- g) The Govt. of Mizoram (Transaction of Business) Rules, 1987 and as amended from time to time. (Latest 2019)
- h) The Govt. of Mizoram (Allocation of Business) Rules, 1987 and as amended from time to time. (Latest 2019)
- i) Regularization of Muster Roll Employees Scheme, 2000 and as amended from time to time and as amended from time to time
- j) The Mizoram (Revision of Pay) Rules, 2010 and as amended from time to time.
- k) The Seventh Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules, 2018
- k) The State of Mizoram Act, 1986

CHAPTER – 5

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

No separate arrangement exists for public participation in relation of its policy or implementation except the Government calls for the representation from the member of public. However, the RTI Act, 2005 permits all the citizens to have access information so that they are better equipped to make useful suggestion or their grievances redress at an appropriate authority.

CHAPTER- 6

21. A statement of the categories of documents that are held by it or under its control :

- a) Files relating to Establishment matters.
- b) Files relating to Vigilance matters.
- c) Files relating to Common Office Service
- d) Files relating to Public Relations
- e) Files relating to Budget & Accounts matters.
- f) Files relating to Parliament/Assembly matters.
- g) Files relating to IT Policy/Program/Project/Activities.
- h) Service Records of Contract employees
- i) Service Records of Non-Gazetted Group B, C&D.

All correspondences received are processed in file and file is the main documents, which is under the control of Chief Informatics Officer in Directorate level.

Confidential documents held in the Department:

- a) ACRs of Non-Gazetted Group B, C & D
- b) Performance Report of Contract/MR employees.
- c) Any communication of confidential character received (internal/outside the State).

However, information of any official documents including notes portion of a file which is not authorized by the authority competent to do so to have access or disclose shall be treated as unauthorized communication of information for the purpose of Rule 11 of CCS(Conduct) Rules,1965.

CHAPTER -7

22.A statement of the boards, councils, committees and other bodies constituted as its part:

No such boards, councils, committees etc. exist in the Department of Information & Communication Technology so far except that the Government of Mizoram has constituted various Boards/ Committees for the implementation of important projects/schemes/program etc undertaken by various Department within the State in which the Chief Informatics Officer or representative of the Department are presently holding the following appointment in addition to their normal duties:

- a) Board of Governors of the Mizoram State e-Governance Society constituted vide Govt. Notification No.B.12012/26/05-ICT dt.11.10.2005.**

The Board of Governors of the Society may co-opt or invite as many eminent citizens including officials of relevant Government Departments, as it may deem appropriate in the course of its deliberations :

Composition:

- 1) *Chief Secretary, Govt. of Mizoram* : *Chairman*
- 2) *Secretary to the Govt. of Mizoram* : *Vice Chairman*
Planning Department
- 3) *Secretary to the Govt. of Mizoram* : *Member*
Finance Department
- 4) *Secretary to the Govt. of Mizoram* : *Member*
DP&AR
- 5) *Adviser/Joint Secretary, Govt. of Mizoram* : *Member*
Planning Department
- 6) *Principal Scientific Officer, Planning* : *Member*
Deptt., Mizoram, Aizawl
- 7) *Chief Informatics Officer* : *Member Secretary*
Information & Communication
Technology, Department

b) Financial Evaluation Committee for all the projects undertaken by ICT constituted vide Govt. Notification No.B.16013/1/2008-PLG(ICT)PT dt.29.1.2008 :

Composition:

- 1) *Commissioner/Secretary* : *Chairman*
ICT Department, GoM.
- 2) *Chief Informatics Officer, ICT* : *Member Secretary*
- 3) *Commissioner Secretary* : *Member*
Finance Department
- 4) *Secretary, Law & Judicial* : *Member*

c) Technical Evaluation Committee for all the projects undertaken by ICT constituted vide Govt. Notification No.B.16013/1/2008-PLG(ICT)PT, dated 27thMay,2008

Composition:

- 1) *Commissioner/Secretary* : *Chairman*
ICT Department, GoM.
- 2) *Chief Informatics Officer, ICT* : *Member Secretary*
- 3) *Representative of concerned* : *Member*
Project, Deptt. of IT, GOI.
- 4) *Head of Deptt., Deptt. of IT* : *Member*
Mizoram University
- 5) *State Informatics Officer* : *Member*
NIC, Mizoram
- 6) *Director, NIELIT* : *Member*

CHAPTER – 8

23. The names, designations and other particulars of the Public Information Officers

Departmental Appellate Authority

Dr. Lalthlamuana, Chief Informatics Officer,
Information & Communication Technology
Tel: +91-389 2319637 (Office),

State Public Information Officer

Pu H Lalruatlana, Deputy Director (Admn.)
Information & Communication Technology
Tel: +91-389 2319637 (Office).

State Assistant Public Information Officer

Pu Lalhmingmawia, Superintendent,
Information & Communication Technology
Tel: +91-389 2319637 (Office).

CHAPTER -9

24. Procedure followed in the decision making process :

The following are the levels of working in day to day administration:

- 1st stage : Dealing Assistant initiates action in file*
- 2nd stage : Suggestion/examination by Informatics Officer/FAO/
Superintendent /Deputy Director (Admn)*
- 3rd stage : Decision by the Chief Informatics Officer in general.*

All policy matters including cases requiring Govt. approval/sanction are submitted to the Administrative Department of Information & Communication Technology Department for seeking final decision of appropriate authority as it deems proper.

CHAPTER-10

25. Office and residential address of the officers and staff with office phone no. are as shown below :

TECHNICAL					
Sl No	Name	Designation	Address		
			Locality	Residence	Phone No.
1.	Dr. Lalthlamuana	Chief Informatics Officer & Joint Secretary, ICT	Mualpui (Bethel)	0389-2335613	9436140113
2.	Mr. Vanlalringa	Senior Informatics Officer	Chaltlang	0389-2345076	9436144792
3.	Mr. Rony Lallianmawia	Informatics Officer	Ramhlun Vengthar		9862322811
4.	Mr. Zothanzauva	Informatics Officer	Vaivakawn		9612167187
5.	Mr. Lalengzuala	Informatics Officer	Republic Vengthlang		9612170219
6.	Mr. C. Lalrinfela	Informatics Officer	Republic Vengthlang		8414011617
7.	Mr. Laltlanzova Pachuau	Asst. Informatics Officer	Mission Vengthlang		9862312024
8.	Mr. S.T Ngurthanmawia	Asst. Informatics Officer	Khatla 'S'	0389-2335871	9436141395
9.	Mr. Lalnunpuia Kawlani	Asst. Informatics Officer	Zonuam		9862756066
10.	Mr. P.C Lalawmpuia	Asst. Informatics Officer (Attached to MINECO)	New Capital Complex		9612279327
11.	Mr. Lalchhanchhuaha	Computer Operator	Chaltlang		9436132554
12.	Mr. J. Lalramnghaka Ralte	Computer Operator (Attached to MINECO)	Bungkawn Vengthar		9615447257
13.	Ms Varthansangi Varte	Computer Operator (Attached to Sectt)	Khatla Bethel		9862384004
14.	Mr. Lallungmuana	Computer Operator (Attached to MINECO)	Chanmari		9862383253
15.	Mr. Lalrosanga	Computer Operator (Attached to CMO)	Mission Veng	0389-2329587	9862304280
16.	Mr. Lalmudika Varte	Computer Operator (Attached to Sectt)	Chhinga Veng		8575403712
17.	Mr. Lalduhawma Fanai	Technician (Sr. Grade NF)	Bungkawn		9436780166

NON-TECHNICAL					
1.	Mr. H. Lalruatlana, MSS	Deputy Director (Admn.)	Ramhlun North		9436196820
2.	Mr. Lalhmingmawia, MSS	Superintendent	New Capital Complex		9436352317
3.	Mr. P.C Lalhmuchhuaka, MF&AS	FAO	Zemabawk		9436195429
4.	Mrs. B. Zoramthangi	Assistant	Chhinga Veng	2316485	9856090101
5.	Mrs Susan Lalrinsangi Varte	Assistant	Mission Vengthlang		8787548705
6.	Mrs. PC Vanlalzami	Steno-II	Ramthar		9862385729
7.	Mr. Lalthazuala	UDC	Ramhlun 'N'		9436197025
8.	Mrs. P.C Lalramchhani	UDC	Khatla		9862552523
9.	Mr. Benjamin Lalrintluanga	UDC	Dawrpui Vengthar		9862927523
10.	Ms. Vanlalhruaii Sailo	UDC	Dawrpui Vengthar		9436141980
11.	Ms. Lalzarzovi Khawlhing	UDC / Accountant	Ramhlun 'S'		9436143530
12.	Mr. Lalmuanchhana	UDC	Ramhlun Venglai	0389-2349748	9436374002
13.	Mrs. Lalramsangi	LDC / Cashier	Venghlui		9863226116
14.	Mrs. Mary Lalruatdiki	LDC	Ramthar		9862370613
15.	Ms. Lalenkawli Ralte	LDC	Mission Veng		9856607376
16.	Mrs. C. Lalhriatpuii	LDC	Mission Veng		9862860379
17.	Mr. Victor Lalimanuela	Peon	Ramthar		8413935990
18.	Mr. John Lalrinfela	Peon	Chanmari 'W'		9862983374
19.	Mr. T. Lalmalsawma	Peon	Chaltlang		9436194580
20.	Mr. Lalremruata	Peon	Leitan Ramthar		9856536528
21.	Mrs. M.C. Lalmangaihi	Peon	Bungkawn Vengthar		9863370400
22.	Mrs. H. Zothanpari	Peon	Venghlui		9612091952
23.	Mrs. Lalnuntluangi	Peon	Khatla		9856638950
24.	Mr. P.C. Lalnunmawia	Driver	Mualpui Bethel		9863129898

The information given in this Chapter may vary at any time in the event of the happening of contingencies.

CHAPTER 11

26. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation are given as below:

TECHNICAL				
Sl No	Name	Designation	Pay Scale	Remarks.
1.	Dr. Lalthlamuana	Chief Informatics Officer & Joint Secy. ICT	Level 13	Regular
2.	Mr. Vanlalringa	Senior Informatics Officer	Level 11	Regular
3.	Mr. Rony Lallianmawia	Informatics Officer	Level 10	Regular
4.	Mr. Zothanzauva	Informatics Officer	Level 10	Regular
5.	Mr. Lalengzuala	Informatics Officer	Level 10	Regular
6.	Mr. C. Lalrinfela	Informatics Officer	Level 10	Regular
7.	Mr. Laltlanzova Pachuau	Asst. Informatics Officer	Level 9	Regular
8.	Mr. S.T Ngurthanmawia	Asst. Informatics Officer	Level 9	Regular
9.	Mr. Lalnunpuia Kawlani	Asst. Informatics Officer	Level 8	Regular
10.	Mr. P.C Lalawmpuia	Asst. Informatics Officer (Attached to MINECO)	Level 9	Regular
11.	Mr. Lalchhanchhuaha	Computer Operator	Level 8	Regular
12.	Mr. J. Lalramnghaka Ralte	Computer Operator (Attached to MINECO)	Level 8	Regular
13.	Ms. Varthansangi Varte	Computer Operator (Attached to Sectt.)	Level 8	Regular
14.	Mr. Lallungmuana	Computer Operator (Attached to MINECO)	Level 8	Regular
15.	Mr. Lalrosanga	Computer Operator (Attached to CMO)	Level 8	Regular
16.	Mr. Lalhmodika Varte	Computer Operator (Attached to Sectt.)	Level 7	Contract
17.	Mr. Lalduhawma Fanai	Technician (Sr. Grade NF)	Level 7	Regular
NON-TECHNICAL				
Sl No	Name	Designation	Pay Scale	Remarks.
1.	Mr. H. Lalruatlana, MSS	Deputy Director (Admn.)	Level 11	Regular
2.	Mr. Lalhmingmawia, MSS	Superintendent	Level 10 A	Regular

3.	Mr. P.C. Lalmuchhuaka, MF&AS	FAO	Level 10	Regular
4.	Mrs. B. Zoramthangi	Assistant	Level 8	Regular
5.	Mrs. V. Lalnunthari	Assistant	Level 8	Regular
6.	Susan Lalrinsangi Varte	Assistant	Level 8	Regular
7.	Mrs. PC Vanlalzami	Steno-II	Level 8	Regular
8.	Mr. Lalthazuala	UDC	Level 7	Regular
9.	Mrs. P.C Lalramchhani	UDC	Level 7	Regular
10.	Mr. Benjamin Lalrintluanga	UDC	Level 7	Regular
11.	Ms. Vanlalhruii Sailo	UDC	Level 7	Regular
12.	Ms. Lalarzovi Khawlhing	UDC	Level 7	Regular
13.	Mr. Lalmuanchhana	UDC	Level 6	Regular
14.	Mrs. Lalramsangi	LDC	Level 4	Regular
15.	Mrs. Mary Lalruatdiki	LDC	Level 4	Regular
16.	Ms. Lalenkawli Ralte	LDC	Level 4	PE
17.	Mrs. C. Lalhriatpuii	LDC	Level 4	PE
18.	Mr. P.C. Lalnunmawia	Driver	Level 2	PE
19.	Mr. Victor Lalimanuela	Peon	Level 1	PE
20.	Mr. John Lalrinfela	Peon	Level 1	Regular
21.	Mr. T. Lalmalsawma	Peon	Level 1	PE
22.	Mr. Lalremruata	Peon	Level 1	PE
23.	Mrs. M.C. Lalmangaihi	Peon	Level 1	Regular
24.	Mrs. H. Zothanpari	Peon	Level 1	Regular
25.	Mrs. Lalnuntluangi	Peon	Level 1	PE

The information given in this Chapter may vary at any time in the event of the happening of contingencies.

CHAPTER 12

27. The Budget allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

The Budget allocation for the establishment of Information & Communication Technology is as shown below:

Sl.No.	Item of Expenditures	Annual Plan 2021 - 2022	
		Physical	Financial
1.	Establishment & Administration		322.31
2.	Special Man Power development		1.00
3.	I.T. Promotion Development		1.00
4.	I.T. Infrastructure Development		4.90
5.	Promotional & Development society		130.06
Total			459.27

CHAPTER 13

28. The manner of execution of subsidy program

No subsidy program has been executed by this Department so far.

CHAPTER-14

29. Particulars of recipients of concession, permits or authorization granted by it:

As stated above

CHAPTER-15

30. Norms set by it for the discharge of its functions

No separate norm is set by Information & Communication Technology(ICT). All statutory norms set by the Government of Mizoram in line with the Central norms are adhered to.

CHAPTER -16

31. Information available in electronic forms:

By visiting Department website <https://dict.mizoram.gov.in/>

CHAPTER – 17

32. Particulars of the facilities available to citizens for obtaining information

The facilities available to citizens for obtaining information's are :

- 1) Visiting official website of Mizoram <https://mizoram.gov.in/>
- 2) Visiting department website <https://dict.mizoram.gov.in/>
- 3) Through print/visual media
- 4) Exhibition where the ICT Department took part in.
- 5) Notice board
- 6) Workshop/Seminar
- 7) Advertisement
- 8) Through SPIO by correspondence after observing the prescribed procedure

CHAPTER-18

33. Other useful Information

The Department of Information and Communication Technology (ICT) has been established in the year 2008 for framing policy, planning, implementation and monitoring of Information & Communication Technology and e-Governance projects. The Department has a vision to use Information & Communication technology to make available information and government services related to basic needs of common persons accessible to them near their locality throughout their lives through minimum procedural formalities thereby pursuing economic development.

ICT Department had received Skoch Award in Smart Governance for the year 2016, and received Skoch Platinum Award for e-District Project and Content Management System (CMS). The department also received Skoch Award in Inventory Management System, which is implemented in Secretariat.

INITIATIVES UNDER DIGITAL INDIA /NATIONAL E-GOVERNANCE PLAN (NEGP)

The following are the projects taken up by the Department of Information & Communication Technology under Digital India NeGP:

1. Mizoram State Wide Area Network
2. E-District
3. Mizoram State Data Centre
4. State Portal & State Service Delivery Gateway
5. Common Service Centre

1. Mizoram State Wide Area Network:

MSWAN is a project aimed at designing and implementing the information highway for the Mizoram State E-Governance applications. As part of implementing e-Governance initiatives it helps to provide a reliable communication corridor. It will be using the latest and state-of-the-art technology to improve the administrative efficiency. MSWAN is envisaged as the backbone network for data, video and voice communications throughout the state, for all Government Operations. MSWAN is an open standard based, scalable, high capacity network to carry data, voice and video traffic between the designated levels and offices of Government of Mizoram at State/District/Block or Sub-Division levels and for all Government Operations.

There are Point of Presence (PoP) in each District Headquarters and Block headquarters. The total number of PoPs (Point of Presences) is 42 within the State.

2. e-District:

The objectives of e-District include backend computerization of District Administration to enable efficient delivery of government services and to proactively provide a system of spreading information on the Government schemes, planned developmental activities and status of current activities.

E-District is a State Mission Mode Project under the National e-Governance Plan (NeGP). The project aims to target high volume services and undertake backend computerization to electronically enable the delivery of these services through Common Service Centre (CSC) and portal. Districts are the primary delivery channels for government administration to deliver large number of services to the citizens; therefore e-governance can significantly improve government service delivery.

Mizoram state is aiming ahead of 'reaching the un-reached' and 'bridging the digital divide.'

Government of Mizoram envisions that e-district delivers majority of the services through the district administration with use of Information and Communication Technology (ICT).

This project is of paramount importance to the State as it would help in creating an automated workflow system for the district administration and help in providing efficient department services through CSC.

3. Mizoram State Data Centre:

Mizoram State Data Centre (SDC) is one of the key infrastructure pillars that is being set up to consolidate citizen services, e-Governance applications and supporting infrastructure to provide efficient electronic delivery of G2G, G2C and G2B services. These services shall be rendered through a common delivery platform supported by other core infrastructure elements i.e. SWAN and CSC with connectivity extended up to the block level. The SDCs shall therefore enable aggregation of IT Infrastructure (Hardware, Storage,

Networking and Software) and Management Resources to ensure better Operations, Standardization of Systems & management control leading to faster application deployment and reduced costs, offering dynamic scalability as their demand grows including security related requirements and uptime of the 99.749%.

Thus, different line department would get a seamless, highly reliable/robust, shared, secured Data Centre infrastructure with reasonable/scalable capacity for their e-Governance application hosting requirements. SDC provides better operations & management control and minimize overall cost of Data Management, IT Management, Deployment and other costs.

4. State Portal & Service Delivery Gateway:

The SSDG and e-Forms on State portal application will enable citizens to download forms and submit their applications electronically with the help of Electronic Forms hosted on the State Portal (SP) and routed by a common State Services Delivery Gateway (SSDG). This initiative facilitating Electronic Service Delivery will provide significant benefits to the citizens, especially in the form of a single gateway to citizen for service delivery. In line with the NeGP strategy, the e-Forms project has been planned centrally and implemented at the State level. So, State Service Delivery Gateway (SSDG) will act as standards-based messaging middleware and provide seamless interoperability and exchange of data across the departments.

And, State Portal (SP) will act as front end interface to state level e-Governance initiatives and services. The State Portal shall host all the forms for various Government Services accessible to citizens in the state.

5. Common Service Centre:

CSCs are front-end service delivery points for Government, private and social sector services to urban and rural citizens of Mizoram. There will be 136 CSC locations spreading in all the 8 districts of Mizoram and all 136 CSCs has been roll-out. Citizens will be able to get government services online through these CSC. All the CSCs are operating by VLE (Village Level Entrepreneurs). Various services are made available through Mizoram online includes Income Certificate, Residential Certificate, Schedule, Caste/tribe Certificate, etc.

OTHER INITIATIVES:

1. E-Office:

Department of ICT has initiated the e-Office implementation in Government of Mizoram, and Urban Development & Poverty Department is first to use e-Office in Government of Mizoram on 15th November, 2016 which was inaugurated by Hon'ble Minister UD&PA. The Government of India has included e-Office as a core mission mode project (MMP) under the National e-Governance Plan (NeGP). e-Office aims at significantly improving the operational efficiency of the Government by transitioning to a "Less Paper Office". Implementation of e-Office will improve efficiency, consistency and effectiveness of government responses, and reduce turnaround time and to meet the demands of the

Citizens charter. It will also provide effective resource management to improve the quality of administration and reduce processing delays by establishing transparency and accountability.

2. Digital Class Room for Development of Science and Mathematics:

Interactive Digital Class Room for Development of Science and Mathematics is a project designed to assist Department of School Education through NEC fund. It aims to make learning more appealing, interactive and significant with help of new technology in classroom. This will supplement the conventional system of training and education and bring uniformity in technical education for improvising on the quality of education. With this application one can create a virtual classroom in which live lectures can be given to the students. Digital Classroom was implemented in 5 schools in the first phase. During 2016, Digital Classroom is implemented in 10 schools of Mizoram.

3. Government of Mizoram - Content Management System

The Government of Mizoram - Content Management System (GoM-CMS) is a state initiative project taken up by the Department of Information & Communication Technology. The GoM-CMS is developed in-house by technical team of the Department of ICT and the system is based FOSS (Free Open Source Software System). Hence the Government did not spend any amount for the development of software. The system is developed as per the Government of India Website Guidelines.

The GoM-CMS was launched on 20th July 2012 and implemented across 141 departments/PSUs/Societies/Institutions till date. The department of ICT did not charge any license fees nor domain registration and hosting charges. The GoM-CMS compliance with the Government of India Website Guidelines adopted by the *Department of Administrative Reforms and Public Grievances, Government of India*. The GoM-CMS also complies with a Web 2.0 standard that allows users to interact and collaborate with each other in a Social Media dialogue as creators of user-generated content in a virtual community, in contrast to websites where people are limited to the passive viewing of content. The System also compliances with Web Content Accessibility Guidelines (WCAG) 2.0 which covers a wide range of recommendations for making Web content more accessible. This ensure content accessible to a wider range of people with disabilities, including blindness and low vision, deafness and hearing loss, learning disabilities, cognitive limitations, limited movement, speech disabilities, photosensitivity through a screen reader access software etc.

Due to the successful implementation of the project, this project was awarded SKOCH Platinum Award in e-Governance in 2016 which is one of the most prestigious award in e-Governance in the country.

4. Inventory Management System

Inventory Management System (IMS) is a project initiated by the Department of ICT and Mizoram State e-Governance Society (MSeGS) for Secretariat Administration Department (SAD), Government of Mizoram. Under this project, it has been envisaged to provide better inventory system and enable the approval of certain indent items to the concerned department's officer through appropriate automated system. This project aims to create an integrated IT platform for all government departments, to use IT primarily to maximize the efficiency in management and requisition of inventory by providing tools to assist in automating the process, which would otherwise have to be performed manually. The focus of the project is mainly monitoring and maintenance of the inventory within the department. It is important to reiterate that emphasis of this initiative by the department is on the services and not on mere computerization. The program helps the concerned officer in overseeing the management of inventory from a back end. It provides a means of eliminating uncontrolled indents and keeps track of items so that frequent losses are reduced. This application is hosted in Mizoram SDC. The project cost will be approximated of ₹ 96,480,000.00 but the Department of ICT/MSeGS created this system at free of cost for SAD.

This project has won the Skoch-Order-Of-Merit 2016 under the category 'service delivery'. Skoch Smart Governance Award is an initiative recognizing top performing government organizations and organizations working with the government, operating at local, state and national level in the area of Health, Education, Rural Development/Panchayati Raj, Urban Development, Finance, and Security. It is a step towards recognizing the best practices and models of governance for excellent and efficient implementation of programmes and services delivery.

5. CM Online

Chief Minister Online is a project by Chief Ministers Office, Government of Mizoram initiated by Mizoram State e-Governance Society (MSeGS). The project aims to simplify the interactions by the public and undertake back end computerization to enable IT for the approval or rejection of these grievance reports. This project create an integrated IT platform for Chief Minister Online through IT primarily to increase efficiency, transparency and processing along with convenience in operations and promotion of good governance. Citizens can now interact with Chief Minister Office by sending query through SMS and by filling up web form wherein a unique tracking code is given. Status of query can also be tracked from the website using tracking code.

6. Governor Online:

Governor Online aims to create an integrated IT platform to use IT primarily to increase efficiency, transparency and processing along with convenience in operations and promotion of good governance. Some of the broad objectives of Governor Online is as follows:

- Automation of workflow and internal processes of the Governor's Office.
- To provide easy access to the services to other Individuals/Public/Departments.

- To know the Governor's Programme.
- To view recent news about the Governor.
- Information dissemination.

Website: <https://rajbhavan.mizoram.gov.in/>

7. Property Returns Online :

Property Return Online System (PROS) is a project initiated by ICT Deptt./Mizoram State e-Governance Society for the Vigilance Department under the Government of Mizoram. This system will be designed to maximize the efficiency in keeping record of property of all the gazette officers by providing tools to assist in automating the process, which would otherwise have to be performed manually. By maximizing the work efficiency and production the system will meet the department's needs while remaining easy to understand and use. The home page of the website enables the user to view property returns statement upon filtering the department name, office name and year. A list of all Departmental Officers and submissions can be viewed from the admin account dashboard and is shown in a graph. It also provides a convenient way for filing annual property returns and as a result promotes transparency and efficiency within the Government. This application is hosted in Mizoram SDC.

The project cost is calculated approximately ₹ 54,77,500.00 but the same was created by the Department of ICT/MSeGS at free of cost for better delivery of services and transparency for Vigilance Departments.

Website : <https://propertyreturns.mizoram.gov.in/>

APPENDIX-I
FORM 'A'
[See Rule 4(1)]

RTI ACT SEC.6 (1) HMANGA INFORMATION DILNA

To

The State Public Information Officer/
State Asst. Public Information Officer
Directorate of Information & Communication Technology
Secretariat Old Building-I, Treasury Square Aizawl – 796 001

1. Diltu hming pum :
2. Pa/Nupui/Pasal hming :
3. Permanent Address leh Contact No. :
4. Diltu nihna tarlang thei thil :
5. Information dil chipchiar :
 - a) Information thu ken (subject matter):
 - b) Information-in a huam chhung:
 - c) Information mamawh chipchiar.
 - d) Information hi daka thawn tur nge a nih a, amah (diltu) pek tur (daka thawn man hi information pek manah telh tur a ni).
 - e) Daka thawn a nihin a pangngai nge, register tur nge, speed post-a thawn tur.:
6. Information thawnna tur address leh a thawn dan tur.:
7. A hmain information dil kha pek a nih tawh leh tawh loh
8. Public Authority-in information a pechhuak em?
9. Fee pek tul zat pek i inhuam em?
10. Dilna fee I pe em? (Pek chuan pek luhna chipchiar):
11. BPL nih leh nih loh, nih chuan tichianna i thehlut em?

Place: _____
Date: _____

Diltu signature
Address: _____
Phone No.: _____

OFFICE OF THE PUBLIC INFORMATION OFFICER

Receip No. _____
Information dilna hi _____ (hming leh address) hnen atangin dawn a ni e.

Place:
Date:

(H LALRUATLIANA)
State Public Information Officer

APPENDIX-II
FORM'D'
[See rule 10(1)] **FIRST/DEPARTMENTAL APPELLATE**
AUTHORITY HNENA ZUALKONA(APPEAL) THEHLUH

From:

(Diltu hming leh Address)

First Appellate Authority hnenah

1. Zualkona thehluttu hming pum:

2. Address kimchang:

3. Phone No.:

4. PIO nihna chipchiar:

5. Zualkonaa a khin Order hmuh/dawn ni:

6. Zualkona thehluh ni hnunung:

7. Information dil chipchiar

a) Information mamawh dinhmun(a nihna) leh a thu ken(subject matter):

b) Information-in a kawh (kawltun neitu, a huam, etc.) Office emaw, Department emaw hming:

8. Zualkona chhante(a chipchiarin lehkha phek hranah ziakin thil tel tur a ni).

Kei_____ (Zualkona thehluttu hming), son/daughter/wife of _____ hian he zualkonaa tarlan thilte hi a dik a ni tih leh engmah thup leh zep ruk a awm lo tih ka puang e.

Place:_____

Zualkona thehluttu signature

Date :_____

To

