

**DIRECTORATE OF DISASTER MANAGEMENT &
REHABILITATION, MIZORAM, AIZAWL**

**RIGHT TO INFORMATION ACT, 2005.
TEMPLATE
For the information Handbook of RTI**

CHAPTER I : INTRODUCTION

1.1 INTRODUCTION OF THIS HANDBOOK

The Mizoram Right to Information Rules, 2006 was introduced in Mizoram with effect from 27.6.2006 following the enactment of the Right to Information Act, 2005 by the Parliament on 15.6.2005 even though the Act came into effect from 12.10.2005. In Mizoram the Department of Information & Public Relations is the nodal Department and all Government Departments prepared Manual to throw light to the public the activities taken up/provided by the Department.

1.2 OBJECTIVE/PURPOSE OF THIS HANDBOOK

The main purpose of this HB is to facilitate the Right to Information for citizens to provide access to information about the functioning under the control of public authorities in the Department and to promote transparency and accountability for efficient administration of the Government Department. All applications are expected to be of public interest intended for the welfare of the people in general.

1.3 INTENDED USERS OF THIS HANDBOOK

This Handbook is expected to provide necessary information to the General public in easier ways about the subjects and activities being taken up by the public authority of the department.

1.4 ORGANISATION

In the beginning, the Department of Relief and Rehabilitation Department (Now renamed as the Disaster Management & Rehabilitation) is functioning only with few officers and staff at Directorate Level. Having no District offices all the Deputy Commissioner in the Districts are entrusted with the responsibility of immediate relief payments to the victims of Natural Calamities as per the Norms of CRF. Disaster Management Committees are formed at the State, Districts, Blocks and Village levels to extend immediate relief to the victims of various natural disasters like earthquake, cyclone, hailstorm, cloudburst, landslide, flood, Fire etc. Cyclone and Landslide being the main disaster in Mizoram a number of Silpaulin are distributed free of cost every year to needy victims of Landslide and Cyclone, for saving dwelling houses from landslide, hailstorm, etc and for prevention of further landslide itself.

1.5 DEFINITION (Please provide definitions of various terms used in the hand-book)

- 1) Handbook implies the Manual prepared by the Department under RTI Act.
- 2) (DRM) Disaster Risk Management implies the Pre-Disaster Management being implemented by the Department under UNDP Programme.
- 3) (S & R) Search & Rescue implies the Service of Search and Rescue of the victims in the case of Natural Calamity/Disasters.
- 4) D.M means Disaster management.
- 5) DCs means Deputy Commissioners
- 6) UNDP means United Nations Development Programme for DRM Programme
- 7) SPIO means State Public Information Officer.
- 8) N.C implies Natural Calamity.
- 9) SEOC implies State Emergency Operation Centre.
- 10) DEOC implies District Emergency Operation Centre.

1.6 CONTACT PERSON

(Anybody who wants to get more information on the Functions and responsibilities of Department may contact :-

1. Pi. D.Lalrinawmi, Dy. Director (Admn.) & SPIO - I
Dte. of DM & R, P.O. Vaivakawn, Aizawl - 796009.
2. Pu. K.Zohunsanaga, Superintendent, SPIO - II
Dte. of DM & R, P.O. Vaivakawn, Aizawl - 796009.

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

The Procedure and fees for getting other information of the Department not available in the handbook will be as prescribed in the RTI Acts/Rules.

CHAPTER 2

PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES

2.1 OBJECTIVE/PURPOSE OF THE PUBLIC AUTHORITY

- (i) Mizoram is receiving heavy rainfall for 6 months every year during monsoon. As such the inhabitants are likely to suffer from cyclone, landslide, cloudburst, lightning, flood etc. Therefore, the main objective of the public authority is to prevent the loss of lives and properties and to minimize the sufferings of the people owing to Monsoon.

- (ii) Mizoram is lying within the Seismic Zone V (Earthquake prone area.) As such, Govt. of India taking initiative under UNDP –DRM Programme with Govt. of Mizoram to sensitise the awareness to the public for prevention/mitigation of earthquake Disaster in a form of Training and preparedness to face the Disaster.
- (iii) Rehabilitation of underground personnels who came over ground following the dialogue and Peace Accord 1986 signed between Government of India and the underground MNF Leaders are also taken up by the Department.

2.2 MISSION/VISION STATEMENT OF THE PUBLIC AUTHORITY

Introduction of the RTI Acts & Rules is expected to help the Department achieve the vision of a democratic welfare state so as to make a stable Government based on Democracy or popularity in the Government. The public authority and the public shall move side by side and cooperate with each other for efficient and smooth administration.

2.3 BRIEF HISTORY OF THE PUBLIC AUTHORITY AND CONTEXT OF ITS FORMATION

Initially, the function of the R & R Department was confined to giving immediate relief to the victims of Natural calamities and rehabilitation of MNF Returnees. When Mizoram U.T became a full-fledged State a new allocation of business was notified by the Government of Mizoram vide No.J.12011/11/87-POL dt. 23.3.87. The purview of the Department has been widened even to the Pre- Disaster Management besides giving immediate relief and rehabilitation.

As such, the R & R Department had been renamed as “Disaster Management & Rehabilitation Department” to shoulder wider responsibility of Disaster Management comprising the following subject vide Government Notification No.A.46013/2/2006-GAD Dt.24.8.2006.

1. Natural Calamity/Drought and Flood Relief.
2. Gratuitous Relief.
3. Disaster Management:-
 - a) Pre-disaster management as pro-active strategy including preparedness, prevention and mitigation, wherein every Department has important roles.
 - b) Post-disaster management as re-active strategy including relief, rehabilitation and reconstruction.

2.4 DUTIES OF PUBLIC AUTHORITY

The public authority appointed by the Government is responsible for effective discharge of the responsibilities assigned to the Department. All decisions having direct and indirect implication to the Department are taken through collective suggestions of the officers and staff of the Department. The Director, being the Head of the department is the public authority whose decision is final and binding in case of any controversy in the Directorate administration.

2.5 MAIN ACTIVITIES/FUNCTIONS OF THE PUBLIC AUTHORITY.

The main activities/functions of the public authority was giving immediate relief to the victims of natural calamities. In 1987, when Mizoram became a full-fledged state, additional assignment was allocated i.e. Rehabilitation of MNF/HPC/BNLF returnees. The purview of the public authority has been further expanded towards Disaster Risk Management as Mizoram falls under seismic Zone V i.e. severe earthquake may happen anytime in Mizoram.

2.6 LIST OF SERVICES BEING PROVIDED BY THE PUBLIC AUTHORITY WITH A BRIEF WRITE-UP ON THEM.

The following services are provided :-

2.6 1) Natural Calamities/Drought and Flood Relief and Gratuitous Relief GoI-UNDP/SDRF.

The United Nations Development Programme with the Govt of India (The Ministry of Home Affairs signed Memorandum of Understanding with Govt. of Mizoram under “Disaster Risk Management” Programme for 2002-2010 to be implemented in 17 selected seismic zone V States including Mizoram. The Govt of Mizoram appointed the DM & R Department as nodal Department for implementation of the DRM Programme. The Government of India has so far released Rs. 30,177,397 under UNDP to the State Nodal Agency for implementing of the programme in the State for strengthening of SEOC/DEOC procurement of S & R equipments support. Honorarium of Consultant & Field Officers.

2.6. 2) Government of India prepares a Scheme for constitution and administration of the State Disaster Relief Fund (SDRF). The Scheme is operative throughout India and from the financial year 2010- 2015 to 2015-2020 for extending payment of immediate relief to the victims of Cyclone, Drought, Earthquake, Fire, Flood, Tsunami, Hailstorm, Landslide, Avalanche, Cloudburst and Pest attack.

2.6. 3) In case of insufficiency of Fund under SDRF for making payment of relief to the victims of Disasters, the National Disaster Response Fund (NDRF) is made available by Government of India in the case of severe nature of Disasters.

2.6 4) EX - GRATIA GRANTS

The Department has a token provision of Rs. 0.6 lakh under Social Security & Welfare under:

Major Head of Account - 2235
Minor Head - 800 Other Expenditure
Sub Head - (01) Ex-gratia Grant
Object Head - (50) Other Charges.

2.6. 5) RELIEF & REHABILITATION OF DISPLACED PERSONS

The Department has a token provision for Rs. 0.5 lakh under Social Security & Welfare for Relief & Rehabilitation of Displaced persons under

Major Head of Account - 2235	
Minor Head	- 200 Other Relief measures
Sub Head	- (01) Relief & Rehabilitation of Displaced persons.
Object Head	- (50) Other charges.

2.6 6) Disaster Risk Management

a) Pre-disaster management as pro-active strategy including preparedness, prevention and mitigation, wherein every Department has important roles.

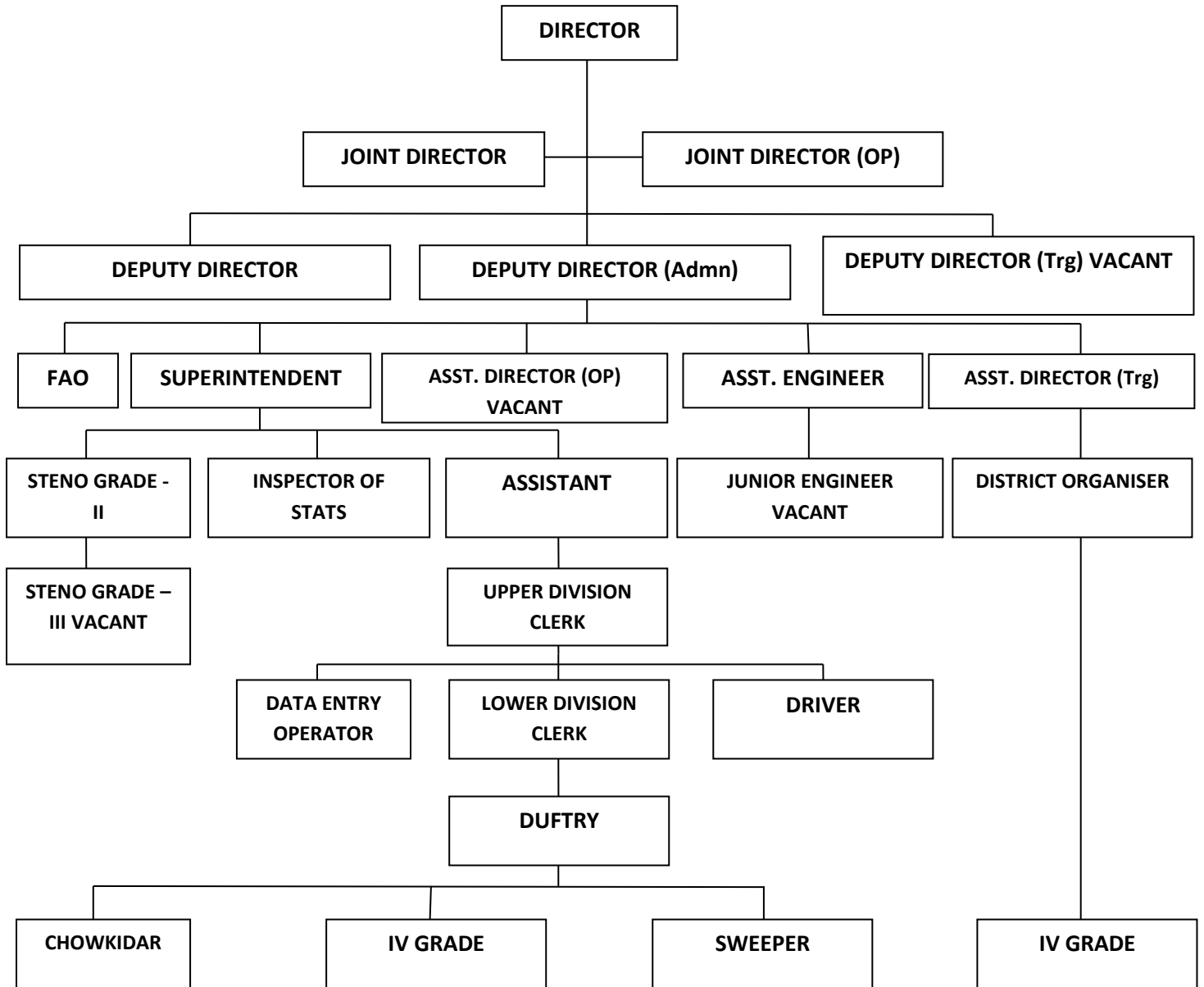
The Disaster Risk Management in Mizoram is functioning at the State Level with State Steering Committee. The Department carries out its DRM work through the Deputy Commissioners in all the districts by organizing awareness Training at various R.D Blocks and Villages levels, in a form of Workshop, mock drill, etc.

Mizoram is located in the zone V category which means that its location is within the area most vulnerable to severe earthquake. In view of the earthquake disaster, the department has taken up various measures for preparedness and mitigation by organizing training, Mock drill, displaying hoarding, Essay writing competition, public awareness campaign with the proposal for drafting and enactment of Building Regulations. Necessary materials for Training and Search & Rescue equipments are being procured.

b) Post-disaster management as re-active strategy including relief, rehabilitation and reconstruction.

Besides providing immediate relief to the victims of cyclone, drought, earthquake, Fire, Flood, Tsunami, Hailstorm, Landslide as per norms of assistance from the CRF and NCCF (Annexure I) The State Level Committee is responsible to consider rehabilitation and assessment for reconstruction under NCCF for the victims of Disasters. For this purpose, it is considered necessary to have/a separate comprehensive Relief code of Mizoram in view of the peculiarities of Calamities prevailing in Mizoram.

**2.7. ORGANISATIONAL STRUCTURE DIAGRAM AT VARIOUS LEVELS
NAMELY STATE, DIRECTORATE, REGION, DISTRICT, BLOCK, ETC
(WHICH EVER IS APPLICABLE)DIRECTORATE**



2.8. EXPECTATION OF THE PUBLIC AUTHORITY FROM THE PUBLIC FOR ENHANCING ITS EFFECTIVENESS AND EFFICIENCY

The public authority experts from the public to help the Department efficiency in administration and to extend full support whenever necessary.

2.9. ARRANGEMENT AND METHODS MADE FOR SEEKING PUBLIC PARTICIPATION/CONTRIBUTION

Besides imparting training to key functionaries like Police force, Fire service, Home guards and employees of various Govt. Departments, selected members of the public as well as NGOs are trained in Disaster Management Programme. Every citizen is bound to assist the authority in Disaster Management work. In the Mizo community no person is expected to refuse or neglect to perform physical relief assistance when a situation demands. In order to streamline the involvement of public and NGO a village level Disaster Management Committee is formed in almost all the villages.

2.10. MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION.

First Appellate authority, SPIO - I and SPIO - II are appointed by the Government. The public authority is ready to reduce and redress public grievance at all cost.

2.11. ADDRESS OF THE MAIN OFFICE AND OTHER OFFICE AT DIFFERENT LEVELS (Please categorize the addresses district-wide for facilitating the understanding by the user)

- i) Directorate of Disaster Management & Rehabilitation, Aizawl
P.O Vaivakawn, PIN – 796009
- ii) District : The Department is having eight District Organizers at every district within Mizoram, but having no Sub-Division and Block Level officers, all DO's are entrusted to take up the Department work within their respective districts in consultation of the District commissioners concerned.

**2.12. Morning hours of the office : 9:00/9:30 AM
Closing hours of the office : 5:00/4:00 PM**

CHAPTER - 3 (MANUAL 2)
POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES

EMPLOYEES

3.1. Please provide details of the powers and duties of officers and employees of the organization

Designation	Director	Joint Director	Deputy Director	Deputy Director (Admn.)	Superintendent	F.A.O	Asst. Director	A.E	Others
A. POWER Administrative	1. Over all in charge of the Directorate 2.Appointment of Group C,D, Staff,etc. 3.Grant of leave of staff except Group 'A'	To assist the Director in carrying out all schemes programme etc.	Assistant to Director on Natural Calamity CRF/NCCF building and Land Record.	Assistant to Director for controlling of description. All establishment matters training loans etc.	Overall in Charge of Office administration	Oversee audit report, expenditure report, etc.	To assist Director	To assist Director	NIL
Financial	As per financial power delegated to Head of Office Schedule - I		Vested as D.D.O.	Nil.	Nil	Vetting of the expenditure proposal.	Nil	Nil	Nil
Others									

3. (1) DUTIES

I OFFICERS

- (1) Director : Head of Department
(2) Jt. Director : Giving required assistance to Director.
(3) Jt. Director (Oprtn) : Giving required assistance to Director.
(4) Deputy. Director : Giving Required Assistance to Director.
(5) Deputy Director (Admn.) : Giving Required Assistance to Director.
(6) Asst. Director (Trg) : Giving Required Assistance to Director.
(7) Asst. Engineer :
(7) Superintendent : Ensuring the integrity and devotion to duty of the staff in performance of official duties and smooth function of the office.
(6) F.A.O (Attached) : To ensure maintenance of correct financial procedure and observance of financial rules.

(5) **Distribution of works among the Staff**

Sl.No	Name of Staff	Work allotted
1	H.Lalsangliana, Assistant.(He shall also perform the work allotted to Pu R. Vanlalhmuaka, LDC in his absence in addition to his own duty)	<ol style="list-style-type: none"> 1.All matter relating to establishment 2.Court Cases. 3.Parliament Question. 4.Assembly Question 5.Subject Committee 6.Employees Data 7.Training of Officers & Staffs at ATI and outside State 8.Any other subject allotted to him from time to time
2	Lalramenga,IS. .(He shall also perform the work allotted to Pi Lalhmingliani Assistant in her absence in addition to his own duty)	<ol style="list-style-type: none"> 1.Property Tax Board 2. Matter relating to working day/Holiday/Pledge 3.Professional Tax/Income Tax/Cess etc. 4.Citizen Charter 5.Clean/Green Mizoram 6.Inter Departmental Sport/Tournament 7.Function and Celebration 8.Shifting arrangement 9.Constitution and re-constitution of Committee 10.Tour programme/Notes of VIPs 11.Proceedings of the meeting of Secretaries 12.High level monitoring Committee 13.RTI 14.Matter relating to Statistical Data etc. 15. Any other subject allotted to him from time to time
3	Lalhmingliani, Assistant. .(She shall also perform the work allotted to Pu Lalsangliana, Assistant and Pi lalmalsawmi,LDC in their absence in addition to her own duty)	<ol style="list-style-type: none"> 1.Allocation of Fund (SDRF/NDRF) 2.Released of SDRF to All DCs 3.Submission of Utilization Certificate to GOI 4.Pay & allowances 5.Reconciliation 6.Expenditure Control 7.Fixation of pay/Revision of pay 8.PAC 9. C&AG Report/Audit matter etc. 10. Any other subject allotted to her from time to time

4	Lalrammawia, UDC. .(He shall also perform the work allotted to Pu Lalramthara, UDC in his absence in addition to his own duty)	<ol style="list-style-type: none"> 1.Budget 2. Annual Plan 3.Advance for HBA/LIC etc 4.Purchase of Land & Building 5.Matter relating to Vehicle 6.Maintenance of Building 7.Meeting minute of Officers &Staffs 8.Residential accommodation 9. Any other subject allotted to him from time to time
5	Lalramthara, UDC.(He shall also perform the work allotted to Pu Lalrammawia, UDC in his absence in addition to his own duty)	<ol style="list-style-type: none"> 1.GPF 2.TA/DA 2.Medical Reimbursement 3.Matter relating to CSS 3.Stationary 4.Finance Commission Report 5.POL/HSD/ Office Generator 6. Any other subject allotted to him from time to time
6	R.Vanlalthmuaka,LDC. .(He shall also perform the work allotted to Pu Zothansanga Hmar, DO in his absence,If he is assigned to do so, in addition to his own duty)	<ol style="list-style-type: none"> 1. Matter relating to NDRF 2.Training of SDRF/NGOs/ Adventure Club etc 3.Procurement of Search & Rescue Matterial 4.Purchase of Furniture/Machineries 5.Project of Ramhlun Sport Complex 6.DPAB/SPAB 7.Clearance of Debris/Construction Works 8.Store keeper of Disaster Equipments 9.Verification /Damaged Reports (which need to take further action from the office) 10.Any other subject allotted to him from time to time
7	K.Minuti, DEO.(She shall also perform the work allotted to Pu Lalromawia,DEO in his absence in addition to her own duty)	<ol style="list-style-type: none"> 1.Computer Typing/ Data entry/Daily rainfall report 2.Receipt & Issue of HDPE-Tarpoulin 3.Requirement of HDPE-Tarpoulin submitted by DCs 4. Any other subject allotted to her from time to time
8	Lalmalsawmi,LDC. .(She shall also perform the work allotted to Pi Lalhmingliani Assistant in her absence in addition to her own duty)	<ol style="list-style-type: none"> 1.Cashier 2.Drawing & Disburse 3.Maintanance of all cash book 4.Monthly/quarterly expenditure report 5.Preparation of Bills 6.Telephone/Electric/Water bills 7.LOC 8.MSGIS 9. Any other subject allotted to her from time to time

9	V.Lalremtluanga, LDC	<ol style="list-style-type: none"> 1.Receipt & Issue 2.Maintenance of Office Order in Guard file 3.Any other subject allotted to him from time to time
10	Zothansanga Hmar,DO.(He shall also perform the work allotted to Pi Zoenmawii,SDMC and Pi Zotinkimi, SDMC in their absence in addition to his own duty)	<ol style="list-style-type: none"> 1.CBDR/Capacity building (SDRF) 2.Short training on disaster related course 3.Training reports 4.State Disaster Management Authority(SDMA) 5.State Executive Committee(SEC) 6.State Advisory Committee(SAC) 7.Other Committee constituted under DM Act-Act 8.Matter relating to SEOC/DEOC 9.Disaster Risk Reduction 10.VSAT 11.Preparedness of South West Monsoon 12.Mock Drill 13.Reduction Day 14.Earthquake Risk Management& Mitigation 15.RFD 16.Speech-Governor/CM/FM (Achievement report) 16.Weather Report
11	Zoenmawii,SDMC.(She shall also perform the work allotted to PU Zothansanga Hmar, DO and Pi Zotinkimi, SDMC in their absence in addition to her own duty)	<ol style="list-style-type: none"> 1.Incident Response System(IRS) 2.Hazard Risk Vulnerability Analysis(HRVA) 3.MIRSAC 4.Disaster Management Plan 5.Crisis Management Plan 6.IEC (Information Education Communication) 6.State Act/Rules 7.All works to be done by SDMC as per MOU signed between the State & Govt. of India
12	Zotinkimi, SDMC. .(She shall also perform the work allotted to Pi Zoenmawii,SDMC and Zothansanga Hmar, DO in their absence in addition to her own duty)	<ol style="list-style-type: none"> 1.State Disaster Mitigation Fund(SDMF) 2.NSSP 3.All matter relating to URR & DRR 4. Maintenance and compilation of Reports & Returns (All Districts) in separate Register 5.Copy of all SDRF sanction order issued by DCs 6.Damage Report (Received from DCs for information only and need not to take further action from the office) 5. All works to be done by SDMC as per MOU signed between the State & Govt. of India
13	Zonunsangi Ngente, Steno-II	PA to Director
14	R.Lalromawia, DEO	<ol style="list-style-type: none"> 1.Computer Typing/Data entry 2.RFD website Management

Chapter - 4 (Manual - 3)

- 4.1. Please provide list of rules, regulations, instructions, manuals and records held by public authority or under its control or used by its employees for discharging functions as per the following format.
(This format has to be filled for each type of document)**

(i)

Name/title of document : The Gazette of India – Extraordinary Part – II Section – I dt. Dec. 26. 2005.	Type of Document : _____ Choose one of the types given below : (Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : The Disaster Management Act, 2005 No. 53 of 2005.	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : Director DM & R Mizoram, Aizawl Telephone No. 0389 2342520 Fax - 2345943 E-mail : _____
Others	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 2/- per page

(ii)

Name/title of document : Manual on Natural Disaster Management In Mizoram	Type of Document : Manual Choose one of the types given below : (Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : Public awareness on Natural Disaster Risk Management and Post Disaster Management	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : ATI DM Cell, Mizoram, Aizawl Telephone No. 0389 2323321 Fax - 2312998 E-mail : _____
Others	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 120/- per book

(iii)

Name/title of document : Natural Disaster Management (District level)	Type of Document : Manual Choose one of the types given below : (Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : Public Awareness on Natural Disaster Risk Management and Post Disaster Management at district level.	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : Director, ATI DM Cell, Mizoram, Aizawl Telephone No. 0389 2323321 Fax - 2312998 E-mail : _____
Others	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 120/- per book

(iv)

Name/title of document : Natural Disaster Management (Block level)	Type of Document : Manual Choose one of the types given below : (Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : Public Awareness on Natural Disaster Risk Management and Post Disaster Management at Block level.	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : Director, ATI DM Cell, Mizoram, Aizawl Telephone No. 0389 2323321 Fax - 2312998 E-mail : _____
Others	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 80/- per book

(v)

Name/title of document : Natural Disaster Management (Village level)	Type of Document : Manual Choose one of the types given below : (Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : Public Awareness on Natural Disaster Risk Management and Post Disaster Management at village level.	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : Director, ATI DM Cell, Mizoram, Aizawl Telephone No. 0389 2323321 Fax - 2312998 E-mail : _____
Others	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 80/- per book

(vi)

Name/title of document : Disaster Preparedness Guide for Schools (in English)	Type of Document : Booklet Choose one of the types given below : (Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : A guide for teachers and students on natural disaster risk management and Post disaster management.	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : Director, DM & R Mizoram, Aizawl Telephone No. 0389 2342520 Fax - 2345943 E-mail : _____
Others	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 10/- per booklet

(vii)

Name/title of document : Disaster Preparedness Guide for Schools (in Mizo)	Type of Document : Booklet Choose one of the types given below : (Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : A guide for teachers and students on natural disaster risk management and Post disaster management in Mizo language.	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : Director, DM & R Mizoram, Aizawl Telephone No. 0389 2342520 Fax - 2345943 E-mail : _____
Others	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 10/- per booklet

CHAPTER - 5 (Manual - 4)

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

Formulation of Policy

5.1. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies ? If there is, please provide details of such policy in the following format.

Sl.No.	Subject/Topic	It is mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation
1	2	3	4

Does not arise.

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	Notification No. A.46013/2/2006-GAD dt.24.8.06 from Govt. of Mizoram	Renaming the R & R Deptt. As DM & R Deptt. With new allocation of business	Application in writing	Govt of Mizoram (GAD)
2	Notification No. B.13012/68/2010-DMR dt.13.9.2011 from Govt. of Mizoram	Declaration of 5 th IRP Bn Campus Sakawrtuichhun as State Disaster response Force Training Centre	Application in writing	Govt of Mizoram (DM&R Deptt.)
3	Notification No. A.12022/1/2011-HMP dt.25.8.2014 from Govt. of Mizoram	Raising of State Disaster Response Force unit in all Armed Police Battalion	Application in writing	Govt of Mizoram (Home Deptt.)
4	Memorandum of Settlement (MOU) between UNDP and Govt of Mizoram (R & R Deptt.)	MoU for implementation of GoI-UNDP Disaster Risk Management Programme	Application in writing	Govt of Mizoram (DM & R Deptt.)
5	Notification No. B.13011/5/2015-DMR dt.27.7.2015 from Govt. of Mizoram	Declaration of local disaster as the State's specific disaster with norms of assistance & guidelines	Application in writing	Govt of Mizoram (DM&R Deptt.)
6	Notification No.B.13011/24/2007-DMR dt. 4.12.2012	Re-Constitution of State Disaster Management Authority	-do-	Govt. of Mizoram (DM & R Deptt.)

9	Notification (Gazette) No.B.13011/17/2006- REH dt. 23.5.2006	Constitution of State Executive Committee	-do-	Govt. of Mizoram (DM & R Deptt.)
11	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.)
12	Notification (Gazette) dt. 27.7.99	Rules for payment of Ex-Gratia Grants to the victims of Communal riot, Police Firing, Mob Violence unnatural death or injuries sustained while in Police or Jail Custody	-do-	Govt. of Mizoram (Finance Deptt.)
13	Letter No. 32-7/214 NDM – I dt. 8.4.2015 from Govt. of India.	Revision of Items and Norms of assistance from the SDRF and NDRF for the period from 2015- 2020	-do-	Govt. of Mizoram (DM & R Deptt.)
14	Letter No.B.13021/53/2000- REH dt. 7.12.05 from Govt. of Mizoram	Approved list of persons killed during insurgency for payment of Ex- Gratia Grant.	-do-	Govt. of Mizoram (DM & R Deptt.)
15	Notification No.B.16018/3/99-REH dt. 20.5.2005 from Govt. of Mizoram	Re-constitution of Relief & Rehabilitation Advisory Board	-do-	-do-
16	Notification No.A.33011/4/2003- REH dt. 7.8.2003 from Govt. of Mizoram	Constitution of State Steering Committee of GoI– UNDP	-do-	-do-

17	Notification No.A.33011/4/2004- REH dt. 24.9.04 from Govt. of Mizoram	Setting up of State High level Committee to select Officers for training in the incident command system	Application in writing	Govt. of Mizoram, DM & R Deptt.
18	Notification No.B.13012/15/2004- REH dt. 11.11.2004 from Govt. of Mizoram	Setting up of working Group to develop Information Education Communication (IEC)	-do-	-do-
20	Notification No. A.45011/1/2015- DMR Dt. 3.9.2014	Appointment of Pi. D.Lalrinawmi, D/D (A) as SPIO – I	-do-	-do-
21	Notification No.A.45011/1/2008- DMR dt. 30.04.2014 from Govt. of Mizoram	Appointment of Pu K.Zohunsanga Superintendent as SPIO – II	-do-	-do-
22	Letter No.B.13011/110/2014- DMR dt. 25.5.16 from Govt. of Mizoram	Release of fund amounting to Rs. 5,35,01,500/- for Control & Mitigation of Landslide Area at Ramhlun Veng.	-do-	-do-
23	Letter No.B.13011/110/2014- DMR dt. 25.5.16 from Govt. of Mizoram	Release of fund amounting to Rs.44,00,000/- only for payment of Ex-gratia grants to the 11 victims.	-do-	-do-
24	Letter No.B.13021/6/2007- DMR dt. 13.1.2016 from Govt. of Mizoram	Release of fund amounting to Rs.130,00,000/- only for payment of assistance to the victims of Natural Calamity under Tlabung Sub-Division, Lunglei District	-do-	-do-

CHAPTER - 8 (Manual - 7)

A Statement of boards, council, committees and other bodies constituted as its part.

7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format.

Name & Address of the Affiliated Body.

- Type of Affiliated Body (Board, Council Committees, other bodies)
- Brief introduction of the Affiliated Body (Estt. Year, objective/main activities.
- Role of the Affiliated Body (Advisory/Managing/ Executive/ Others.
- Structure and Member Composition NIL
- Head of the Body.
- Address of main office and its Branches.
- Frequency of meeting.
- Can public participate in the meeting.
- Are minutes of the meetings prepared.

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, Asst. 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
1	2	3	4	5	6	7	8

Public Information Officer

Sl. No.	Name	Designation	STD Code	Phone. Nos.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	D.Lalrinawmi	Dy.Dir (A)	0389	2344683 (O)	2306518		Zonuam
2	K Zohunsanga	Superintendent	0389	2342520 (O)	2306518		Bawng kawn

CHAPTER – 9 (Manual-8)

Procedure followed in Decision making Process.

9.1. What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual and other rules/regulations, etc. can be made)

Important Decisions concerning the Department are taken with the approval of Chief Minister, Minister concerned, Chief Secretary through Administrative Department. The Minister i/c is statutory Head of the Department. The Secretary of the Department and Director are to assist the Minister in carrying out the decision/instruction of the Minister in charge. Minor Decision making is done at the Directorate level by the Director after asking/collecting suggestions from subordinate officers. Sensitive and Policy matters and Financial matters beyond the power of Director are referred to the Administrative Department for decision/approval of Finance Department.

9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are the different levels through which a decision process moves ?

The Rules laid down in the Govt. of Mizoram Transaction of Business) Rules, 1987 and the Central Secretariat Manual of Office Procedure are the main documented procedures being followed by the Department. Normally, in policy matter and other matters requiring decision of higher authority or the Administrative Department, proposal is submitted by the Head of department to the Administrative department for consulting the Minister concerned, the Chief Secretary, the Chief Minister as the case may be.

9.3 What are the arrangements to communicate the decision to the public ?

Important matters for public information are used to be pasted in the Department Notice Board and published in the official Gazette, Local newspapers and broadcasted through All India Radio, Doordarshan and local TVs.

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making.

- i) Director
- ii) Secretary
- iii) Chief Secretary
- iv) Minister concern
- v) Chief Minister

9.5 Who is the final authority that vets the decision?

The Minister concern is normally the final authority of the Department in decision making. There are Some Cases which are required to be submitted to the Chief Secretary, Chief Minister for decision.

9.6 Please provide information separately in the following format for the important matter on which the decision is taken by the public authority.

Sl. No	
Subject on which decision is to be taken	
Guideline/Direction, if any	
Process of execution	
Designation of the officers Involved In the decision making	
Contact information of above mentioned officers	
If not modified by the decision, where and how to appeal	

If the expression 'important' is not classified it is not possible to provide the above information in detail. All decisions not requiring approval of higher authority are used to be made by the public authority (Director)

CHAPTER – 10 (Manual – 9)

Directory of Officers and Employees

Sl. No	NAME & DESIGNATION	ADDRESS	CONTACT NO.
1.	C. Lalpeksanga, Director	Mission Veng	9612158734
2.	Rothuama, Joint Director	Chanmari West	9436146091
3.	Zosangliana, Joint Director (Oprtn.)	Chanmari	9436150149
4.	V.Lalruatlina, Dy. Director	Ramhlun Venglai	9862614740
5.	D. Lalrinawmi, Dy. Director (Admn.)	Zonuum	9615334809
6.	C. Lalramliana, FAO	Electric Veng	9436191375
7.	K. Zohunsanga, Superintendent	Bawngkawn	9862381105
8.	Dr.Lalrokima Chenkual, Asst Director	Nursery Veng	9436195861
9.	H. Lalsangliana, Assistant	Ramhlun North	9615262400
10.	Lalhmingliani, Assistant	Republic Veng	9436960727
11.	Lalrammawia, UDC	Saron Veng	9774402988
12.	Lalramthara, UDC	Chawnpui	9436158789
13.	Lalramenga, I.S	Chanmari	9862303170
14.	R. Vanlalhmuaka, LDC	Mission Vengthlang	9862300471
15.	K. Minuti, Data Entry Operator	Zotlang	9436149473
16.	Laltanpuia, Duftry	Chawnpui	8794845915
17.	Rajan Kumar Chhetri, Peon	Edenthar	9402184688
18.	Lalhmingmawii, Chowkider	Chawnpui	9862304751
19.	Lalzamlina, Peon	Tlangnuam	8974590297
20.	Lalremtluanga, Peon	Ramhlun South	9862031004
21.	John Lalmuankima, Peon	Ramhlun North	9862125195
22.	Vanlalruati, Sweeper	Tuikual	9862336542
23.	Thanchhungi, Peon	Dinthar	9862304763
24.	Lalparmawii, Peon	Electric Veng	8974257231
25.	Laltanpuui, Peon	Zotlang	9862220048
26.	Zothansanga Hmar, D.O	Tanhrlil	9856910470
27.	P. C. Zohmingsanga, A.E	Dawrpui Vengthar	8731006173
28.	R. Lalromawia, Data Entry Operator	Electric Veng	9436154757
29.	V. Lalremtluanga, LDC	Mission Veng	9615318330
30.	Lalmalsawmi, LDC	Mission Vengthlang	9862237483
31.	Lalrimawia, Peon	Kulikawn	9862578395
32.	Lalthanzama, Driver	Ramhlun North	8974785323

Chapter – 11 (Manual – 10)

The monthly Remuneration received by each of its Officers and employees, including the system of compensation as provided in Regulation.

11.1 Please provide information in following format.

Sl. No.	Name	Designation	Monthly remuneration (As on 1.7.2016)	Compensation/ Compensatory Allowance.	The procedure to determine the remuneration as given in the regulation
1.	C. Lalpeksanga,	Director			As per the Pay scales, & increment Allowances awarded by the Government from time to time.
2.	Rothuama	Joint Director			
3.	Zosangliana,	Joint Director			
4.	V.Lalruatlina,	Dy. Director			
5.	D. Lalrinawmi,	Dy.Director (A)			
6.	C. Lalramliana,	FAO			
7.	K. Zohunsanga,	Superintendent			
8.	Dr.Lalrokima Chenkual,	Asst Director			
9.	H. Lalsangliana,	Assistant			
10.	Lalhmingliani,	Assistant			
11.	Lalrammawia,	UDC			
12.	Lalramthara,	UDC			
13.	Lalramenga,	I.S			
14.	R. Vanlalhmuaka,	LDC			
15.	K. Minuti,	D.E.O			
16.	Laltanpuia,	Duftry			
17.	Rajan Kumar Chhetri,	Peon			
18.	Lalhmingmawii,	Chowkider			
19.	Lalzamlina,	Peon			
20.	Lalremtluanga,	Peon			
21.	John Lalmuankima,	Peon			
22.	Vanlalruati,	Sweeper			
23.	Thanchhungi,	Peon			
24.	Lalparmawii,	Peon			
25.	Laltanpuui,	Peon			
26.	Zothansanga Hmar,	D.O			
27.	P. C. Zohmingsanga,	A.E			
28.	R. Lalromawia,	D.E.O			
29.	V. Lalremtluanga,	LDC			
30.	Lalmalsawmi	LDC			
31.	Lalrimawia,	Peon			
32.	Lalthanzama,	Driver			

CHAPTER – 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 work.

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

Year 2016 – 2017

Sl. No.	Name of Scheme/ Head	Starting date of the activity	Planned And date of The activity	Account proposed	Amount Sanctioned	Amount released/ disbursed (No. of instt.	Actual expdt for the last year	Responsible officer for the quality and the complete execution of the work
The Department has no developmental, Construction, Plan, Technical works.								

Department Public Authorities - Non-Plan Budget (Rs. In lakhs.)

Sl. No	Head	Approved Budget 2015 – 2016	Approved Budget 2016 -2017	Amount released/ Disbursed (No. of installment)		Remarks
				2015-16	2016-17	
	2235 – Social Security & Welfare (NP)	204.31	227.05	204.31	227.05	
	2245 – Relief on account of Natural Calamity	1700.00	1800.00	1700	1800	

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.

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

CHAPTER – 15 (Manual -14)

Norm set by it for the discharged of its function

15.1 Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes.

All Rules and Regulations adopted by the Government are strictly adhered to and there are no other specific norms set by the Government for execution of the programmes. However, with the introduction of the Calamity Relief Fund (CRF), the National Calamity Contingent Fund (NCCF) and the Memorandum of understanding signed between the Government of India UNDP and State Government for implementation. Of the 'Disaster Risk Management Programme, the department is taking up various additional activities in the State. The norms etc of which are appended under Appendix – I & II.

16.1. Please provide the details of the information related to the various schemes which are available in the electronic format.

Department Website is being created for the directorate. It is expected to complete shortly.

CHAPTER – 17 (Manual – 17)

Particulars of the facilities available to citizens for obtaining information

17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

The followings are available –

- i) Notice Board/Press Release.
- ii) Inspection of Records in the office
- iii) Publication in Local Newspapers
- iv) Other means of advertising
- v) Announcement in Local TV/DDK
- vi) Display Advertisement etc.

CHAPTER- 18 (Manual – 17)

Other useful information

18.1 Frequently asked questions and their answers by public.

The possibility and availability of financial assistance and other assistance in terms of material are the main question frequently asked. These are used to be answered by the public authority in accordance with the instructions of Govt of Mizoram/Govt. of India etc. and immediately dispose of some questions by issuing available material to the applicant.

18.2 Related to seeking information

- Application Form (a copy of filled application form for reference
No prescribed application form available except under the RTI.
Sample copy of filled – in application form is at **Appendix – III**
(Form ‘A’ and ‘D’)

- Fees : The following fees are chargeable to the applicant for providing information under RTI Rules, 2006.

Sl.No	Items	Fees
1	Application for seeking information	Rs. 10/- per application
2	Application fee for 1st Appeal	Rs. 40/-
3	Application fee or 2nd Appeal	Rs. 50/-
4	Inspection of documents	4No fee for first hour and a fee of Rupees five per each subsequent hour or fraction thereof
5	A4 size paper/A3 size paper for each folio	
	(a) Type copy/Photocopy per page	Rs. 2/-
	(b) Print out from Computer per page	Rs. 5/-
	(c) CD with cover	Rs. 50 per CD
	(d) Maps & Plans	Reasonable cost to be fixed by P.I.O depending upon the cost of labour and materials and equipment and other ancillary expenses
	(e) Video Cassette/Microfilm, etc.	- do -
	(f) Certified sample of material	- do -

NOTE : No application fee shall be payable in case of a person whose name appear in the latest list of persons below poverty line for which he has to produce BPL Card.

- **How to write a precise information request – Few Tips**
- **Right of the Citizen in case of denial of information and procedure to appeal.**

Every citizen has the right to submit appeal to the Department Appellate Authority in Form D (1st Appeal) and Form E (2nd Appeal) as the case may be to the Chief Information Commissioner.

18.3. With relation to training imparted by Public Authority

The public authority is not involved in imparting training directly. Training of various level of participations is organised by the Nodal Department, Administrative Training Institute as and when necessary.

18.4 With relation to Certificate, No Objection Certificate, etc. issued by the Public Authority not included in Manual – 13.

Does not arise.

18.5 With relation to registration purpose.

Does not arise.

18.6 With relation to collection of tax by Public authority (Municipal Corporation, Trade Tax, Entertainment Tax, etc)

Does not arise.

18.7 With relation to issuing new connection electricity/water supply, temporary and permanent disconnection, etc. (This will be applicable to local bodies like municipal, Corporation/Municipalities/UPCC)

Does not arise.

18.8 Details of any other public services provided by the Public Authority.

Distribution of Silpaulin/Poly Tarpaulin free of cost to the victims of Landslide and other Calamities like Fire, Cyclone, etc.

SAMPLE/FORM OF APLICATION

To

The State Public Information Officer/
The State Asstt. Public Information Officer,
Disaster Management & Rehabilitation Department,
Directorate of DM & R, Mizoram, Aizawl – 796009.

1. Full name of the applicant : Liana
2. Father/spouse name : Ruala (father)
3. Permanent address with Contact Nos. : H.No. 27/Hunthar, Aizawl,
Mizoram – 796009
Ph. No. 0389 2340464
9436155109 (M)
4. Particulars in respect of of Identity of the applicant : President, YMA
Hunthar Branch, Aizawl.

5. Particulars of information solicited.
- a) Subject matter of information : List of MNF Returnees
- b) The period to which the information relates. : 1986 – 1987
- c) Specific details of information : Names of all heads of the required. Families of the MNF Returnees.
- d) Whether information is required by the post or in person (the actual postal charges shall be included in providing information. : In person
- e) In case by post (ordinary, registered or special. : Not arise.
6. Address to which information will be sent and in which form. : As feel suitable by the Public authority.
7. Has the information provided Earlier. : No.
8. In this information not made available. : No.
9. Do you agree to pay the Required fee. : Yes
10. Have you deposited application Fee(If yes details of such deposit) : Rs. 10/- vide Receipt
No. _____ Dt. _____
11. Whether belongs to BPL Category, have you furnished the proof of the name. : No.

Place : Aizawl.

Dt. _____

(**LIANA**)

Full Signature of the applicant
Address : Hunthar, Aizawl
Contact Nos. 0389 2340469/
9436155109 (M)

FORM 'D'
**Form of Memorandum of Appeal to first / Departmental Appellate
Authority under Section 19 (I) of the Act.**

From : Liana
H.No. 27/ Hunthar
Aizawl, Mizoram.

Before

The First Appellate Authority

1. Full name of the Appellant : Liana
2. Address with contact No. : H.No. 27/Hunthar, Aizawl,
Mizoram – 796009
Ph. No. 0389 2340464
9436155109 (M)
3. Particulars of Public Information Officer. : Mr. _____, SPIO
4. Date of receipt of the order appeal against. : 1.11.2006
5. Last date for filling the appeal : 10.12.2006.
6. Particulars of information. : List of MNF Returnees.
 - a) Nature and subject matter of the information required. : Names of all heads of the Family of MNF Returnees.
 - b) Names of the office or Deptt. to which the information relates. : Directorate of DM & R Mizoram, Aizawl.
7. the grounds for appeal (details If any, to be enclosed in separate Sheet) : Lesser No. of heads of family than expected.

Verification

I Liana S/o Ruala hereby declare that the particulars furnished in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Signature of the appellant,
Place : Aizawl.
Date : 16.9.2008.

To,

Mrs D.Lalrinawmi,
Deputy Director (admn.) & SPIO-I
Dte. of Disaster Management & Rehabilitation
Mizoram, Aizawl.