

In exercise of the powers conferred by Section 4(1)(b) of the Right to Information Act, 2005, Manual of Finance Department (*Civil Secretariat is hereby published as under*).

INTRODUCTION :

With the creation of Mizoram Union Territory following the passing of the North Eastern Reorganisation Act, 1971, the Department of Finance came into being in 1972. The Department of Finance Department has two attached offices namely – 1) Directorate of Accounts & Treasuries and 2) Institutional Finance and State Lottery. The Department of Finance was previously housed in two separate buildings i.e. the Budget Branch and Economic Affairs Branch at Secretariat Block 'A' and Establishment, Audit Pension Fund, Pay Research Unit, Expenditure Control and Finance Commission Branch at Bialzauva's Building, Tuikual-'A'. As of 8th September, 2008, the Department has since shifted to the new Civil Secretariat Building at New Capital Complex, Khatla, while the two attached offices remain at Chanmari and Tuikhuahtlang.

1.1 The particulars of its organisation, function and duties :

The present organization set up of Finance Department in Civil Secretariat, Government of Mizoram consist of 1 (one) Principal Secretary and 1 (one) Secretary, Finance, 2 (two) Additional Secretaries, 3 (three) Joint Secretaries, 5 (five) Deputy Secretaries, 5 (five) Under Secretaries, 7 (seven) Superintendents and 1(one) Accounts Officer. There are seven branches and one Accounts Wing (Fiscal Management Unit) under Finance Department and the number of staff are as indicated below :-

ESTABLISHMENT BRANCH

Assistant	-	6
LDC	-	6
DEO	-	2
Peon	-	5

APF BRANCH

Assistant	-	3
UDC	-	2
LDC	-	2
Peon	-	3

EXPENDITURE CONTROL BRANCH

Assistant	-	3
UDC	-	2
LDC	-	2
DEO	-	1
Peon	-	3

BUDGET BRANCH

Assistant	-	4
UDC	-	2
LDC	-	1
Computer Operator	-	1
DEO	-	1
Peon	-	3

FINANCE COMMISSION BRANCH

Assistant	-	2
LDC	-	3
Peon	-	3

ECONOMIC AFFAIRS BRANCH

Assistant	-	3
UDC	-	1

LDC	-	4
Peon	-	3

PAY RESEARCH UNIT

Assistant	-	3
UDC	-	1
LDC	-	1
DEO	-	1
Peon	-	2

PART-II

2.1 The powers and duties of officers and employees:

Finance Secretary:

The Finance Secretary function as the administrative head of Finance Department and exercises the powers conferred by the Statutory Rules or powers delegated in conjunction with other relevant rules and orders issued by the Government of India or Government of Mizoram from time to time including disposal of cases/business. He has the financial powers to concur expenditure sanction up to Rs.50.00 lakh under Plan and up to Rs.30.00 lakh under Non Plan.

Additional Secretaries (2 posts):

He assists the Secretary in the making of decision on various issues and in disposal of cases. He looks after various branches as allocated to him from time to time. All files from respective branches are routed through him.

Joint Secretaries (3 posts):

He assists the Additional Secretary in the matters pertaining to the allocated branches. All files from respective branches as allocated are routed through him.

Deputy Secretaries (5 posts):

He assists the Joint Secretary in the matters pertaining to the allocated branches. All files from respective branches as allocated are routed through him. All Deputy Secretaries of the Department are designated as SPIOs for their respective branches.

Under Secretary (5 posts):

All cases/files of respective branch as allocated branch are put up to him and he is a branch officer who gives instructions to the branch/section and may issue communications or orders for which approval of appropriate authority has been obtained or any other works as may be assigned to his charge. All Under Secretaries of the Department are designated as SAPIOs of their respective branch.

Superintendents (7 posts):

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

Assistant, U.D.C, L.D.C :

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

Peon :

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

PART-III

3.1 The procedure followed in the decision making process, including channels of supervision and accountability:

The Central Secretariat Manual of Office Procedure is adopted by the Government of Mizoram in transacting business within the Department.

All categories of cases/proposal submitted by various departments are carefully examined and processed by each section/branch for disposal of up to the level of Financial Commissioner and Hon'ble Finance Minister at whose level decision is finally made. The extent of powers of different level of officers for disposal of approval for expenditure sanction, sanction of Final Withdrawal/NRW of GPF, release of Fund i.e., amount of bills/cheques, 'K' Deposit & Deposit-III is as indicated below:-

Expenditure Sanction:

	<u>Plan(including CSS)</u>	<u>Non-Plan</u>
1. Principal Secretary/FC	` 150.00 lakh	` 100.00 lakhs
2. Secretary	` 100.00 lakh	` 75.00 lakhs
3. Additional Secretary (EC)	` 50.00 lakh	` 40.00 lakhs
4. Joint Secretary (EC)	` 30 lakh	` 20.00 lakhs
3. Deputy Secretary (EC)	` 20.00 lakh	` 10.00 lakhs

Sanction of NRW / 90% of GPF for pension:

1. Principal Secretary/Finance Commissioner	Unlimited
2. Secretary	Unlimited
3. Additional Secretary (APF)	upto ` 15.00 lakhs
4. Joint Secretary (APF)	upto ` 10.00 lakhs
5. Deputy Secretary (APF)	upto ` 5.00 lakh

Release of Fund:

1. Principal Secretary/Finance Commissioner	upto ` 200.00 lakhs
2. Secretary	upto ` 100.00 lakhs
3. Additional Secretary (EA)	upto ` 50.00 lakhs
4. Joint Secretary (EA)	upto ` 30.00 lakhs
5. Deputy Secretary (EA)	upto ` 15 lakhs

PART-IV

4.1 The Norms set by the Department for discharging its function :

All statutory norms and administrative instructions are adhered to. In addition, Departmental norms prescribed mentioned in Part-III are followed.

PART-V

5.1 The rules, regulations, instructions, manuals, and records, held by it or under, its control or used by its employees for discharging its functions :

The following CCS Rules enforced by the Government of Mizoram are held by and utilised for discharging functions :

- a) FR & SR – Part I, II, III, IV,V
- b) General Financial Rules, 1963
- c) Central Treasury Rules Vol.-I
- d) Pension Rules, 1972
- e) DFPR, 1978
- f) Conduct Rules, 1964
- g) CCA Rules, 1965
- h) GPF Rules, 1960.
- i) HBA Rules
- j) LTC Rules
- k) Temporary Service Rules, 1965
- l) Medical Attendance, Rules, 1944

5.2 In addition to the above Rules, the following are specifically enforced in the Department:-

- a) The Mizoram Finance & Accounts Service Rules, 2021
- b) The Mizoram State Government Employees Group Insurance Scheme, 2014
- c) Appropriation Act
- d) MCS (Revised Pay) Rules
- e) Prize Chit of Money Circulation Schemes (Banking) Act, 1978 Chit Fund Act.
- f) Reserve Bank of India Act, 1934
- g) L.H.D (Money Lending by Non Tribal) Regulations, 1953
- h) The DFPR, 2019 (Mizoram)
- i) Indian Stamp (Mizoram Amendment) Act, 1995
- j) The Mizoram Lotteries (Regulation) Rules, 2019
- k) The Mizoram Protection of Interest of Depositors (in Financial Establishment) Act, 2019.
- l) The Mizoram Money Lenders and Accredited Loan Providers (Regulation) Act, 2010
- m) The Mizoram Chit Fund Rules, 2014
- n) The Money Circulation Scheme (Banning) (Mizoram) Rules, 2013

PART-VI

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

The following documents are held by the Administrative Department :

Establishment Branch

- a) Orders relating to appointment, promotion, transfer and posting of Gazetted officers under Finance Department.
- b) All ACRs of Gazetted officers under Finance Department.
- c) Orders relating to grant of leave of Gazetted officers under Finance Department.
- d) Legal documents in respect of Supreme Court, High Court and Subordinate Courts.
- e) Office Memorandum issued from Establishment.
- f) The Mizoram Lotteries (Regulation) Rules, 2019.
- g) The Mizoram Protection of Interest of Depositors (in Financial Establishment) Act, 2019.
- h) Legal documents in respect of Supreme Court, High Court and other sub-ordinate courts.

APF Branch

- a) The Mizoram State Government Employees Group Insurance Scheme, 1992.

- b) Hand-book of Instructions for speedy settlement of audit observations, inspection, reports, audit paragraphs.
- c) Office Memorandum issued from APF Branch.

Expenditure Control Branch

- a) Office Memorandum issued from Expenditure Control Branch.

Budget Branch

- a) Annual Financial Statement with Explanatory Memorandum.
- b) Budget Speech of Hon'ble Finance Minister.
- c) Government of Mizoram Demand for Grants.
- d) Copy of Surrender of Savings from all demands.
- e) Orders relating to re-appropriation of fund.
- f) Order relating to revalidation of fund.
- g) Statement of reconciled account with Accountant General.
- h) Appropriation Act.
- i) Office Memorandum.

Finance Commission Branch

- a) Memorandum submitted to Finance Commission of India.

Economic Affairs

- a) Compilation of Economy Measures introduced by Government of Mizoram.
- b) A copy of Assessment of Financial Resources of Mizoram.
- c) A copy of Medium Term Fiscal Policy of Mizoram.

Pay Research Unit Branch

- a) A copy of Pay Anomaly Committee, 1989
- b) Pay Revised Committee, 1990
- c) Cabinet Sub-Committee, 1994
- d) Mizoram Civil Service (Revised Pay) Rules, 1999
- e) Office Memoranda
- f) FR & SR Part V
- g) T.A. Rules
- h) 3rd, 4th, 5th Pay Commission Report & Record

PART-VII

7.1 The particulars of any arrangement that exists for consultation with or representation by the number of the public in relation to the formulation of its policy or implementation thereof:

The Consultative Committee for the Department of Finance consisting of 13 (thirteen) members are as follows:

Hon'ble Finance Minister

Chairman

MLA

Member

MLA

Member

MLA

Member

MLA

Member

MLA

Member

MLA

Member

Secretary to the concerned Department
Secretary, PAD or his representing not below
the rank of Joint Secretary

Member Secretary

Ex-Officio Member

PART-VIII

8.1 A Statement of the boards, councils, committee and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for the public.

1. State Purchase Advisory Board consisting of 5 (five) members as follows :
 - a) Chief Secretary - Chairman
 - b) Secretary to the concerned department - Member Secretary
 - c) Principal Secretary/Fin. Commissioner - Member
 - d) Secretary, Law & Judicial - Member
 - e) Head of Department concerned - Member
2. The Departmental Purchase Advisory Board as follows :-
 - a) Principal Secretary/Fin. Commissioner - Chairman
 - b) Director, A & T or Director, IF & SL - Member Secretary
 - c) Deputy Secretary, Law & Judicial - Member
 - d) Deputy Secretary, Finance (EC) - Member
 - e) Deputy Director, A&T or IF & SL - Member
3. The Mizoram State Lottery Committee consisting of 4 (four) members as follows :-
 - a) Chief Secretary - Member
 - b) Principal Secretary/Fin. Commissioner - Member
 - c) Secretary, Law & Judicial - Member
 - d) Director, IF & SL - Member Secretary
4. The Pay Committee 2017 consisting of 4(four) members as follows :-
 - a) Pu H. Liansailova, Vice Chairman, SPB - Chairman
 - b) Pu K.S. Thanga, Minister of State, Agriculture, etc. - Member
 - c) Pu Lalthansanga, Secretary, Finance(Rtd.) - Member
 - d) Pu Vanlalchhuanga, Finance Commissioner - Member Secretary

The Meeting Minutes of the Mizoram Pay Commission are open to the public subject to the approval of the Government.

9. The Departmental Promotion Committee of Gazetted Officers viz. MF&AS, Auditors, Treasury Accountants, Divisional Accountants under Finance Department is constituted from time to time as per relevant Rules.

The Minutes of SPAB/DPAB/DPC are open to the public

PART-IX

9.1 A directory of its officer and employees:

Personal Branch of Principal Secretary

Sl.No	Name & Designation	Home Address	Phone No.
1	Vanlalchhuanga, IA&AS Finance Commissioner	Mission Veng, Aizawl	9593166777
2	Laldingliani Parte P.P.S to Principal Secretary	Tuikual North, Aizawl	9436151513
3	V.L. Remhlupuii	Chanmari, Aizawl	8257003728
4	C. Lianzama	ITI, Aizawl	9862375633
5	Lalthanpuii	Govt. Complex, Aizawl	9612387700
6	Lalchungnunga	Kulikawn, Aizawl	9862751582
7	R. Lalengkimi	Electric Veng, Aizawl	9436377881
8	Lalramliana	New Capital Complex	9436193446

Personal Branch of Additional Secretary, Finance Department (E/B/EA/DMU/ FMU)

Sl.No	Name & Designation	Home Address	Phone No.
1	Ramchuana, MFAS Additional Secretary	Chawnpui	9436140769
2	Ramthantluangi P.A. to Addl. Secretary	Ramhlun Venglai, Aizawl	8575990398
3	Vanlalremi LDC	Armed Veng	9436195543
4	Lalremsiama Peon	ITI	9862312167
5	Meena Kumari Peon	Khatla	7005619569

Personal Branch of Additional Secretary, Finance Department (APF/PRU/EC/FCCM)

Sl.No	Name & Designation	Home Address	Phone No.
1	Lalhmingmawia Sailo, MFAS Additional Secretary	Tuithiang	9436156549
2	Rohlupuii, P.A. to Addl. Secretary	Dawrpui	9774003459
3	C. Lalrinsanga, LDC	Tuikual North	8131006416
4	Ramnghinglova, Peon	Armed Veng South	8730096595
5	C. Chhunthanga, Peon	Republic Vengthlang	8729869799

Personal Branch of Joint Secretary, Finance Department (E)

Sl.No	Name & Designation	Home Address	Phone No.
1	V. Ruatsanga, Joint Secretary	Zemabawk Vengthar	9436154128
2	R.K. Lalrinzuali	Kulikawn, Aizawl	9383076709
3	Vanlalruati	New Capital Complex	9615109452

Personal Branch of Joint Secretary (APF/PRU/PFPM/FMC), Finance Department.

Sl.No	Name & Designation	Home Address	Phone No.
1	Sailoliana Sailo, Joint Secretary	Mission Vengthlang	9612629854

2	R. Lalbiakdiki, PA	Tuikual North	9436157801
3	Lalropuia, Peon	Bawngkawn	8415066323
4	Lalhriata, Peon	Chaltlang Dingdi	8794814017

Personal Branch of Joint Secretary (B/EA/DMU)), Finance Department.

Sl.No	Name & Designation	Home Address	Phone No.
1	Lalpeklia, MF&AS Joint Secretary	Bungkwon Tlangveng	9436142280
2	Lalduhawmi PA	Vaivakawn	7005433321
3	Hrangthanmawii Peon	Dinthar	7085505052
4	C. Lalrinpuia Peon	Chanmari	8794832056

Personal Branch of Deputy Secretary, Finance Department (B/EA/DMU).

Sl.No	Name & Designation	Home Address	Phone No.
1	Laldinpuia, Deputy Secretary	Aizawl Venglai	9436153765
2	Zothanpuui, Steno-III	Electric Veng	9774781155
3	Thanliana, Peon	Hlimen Damveng	8415849320

Personal Branch of Deputy Secretary, Finance Department (C).

Sl.No	Name & Designation	Home Address	Phone No.
1	C. Lalbiaknungi, Deputy Secretary	Model Veng, Aizawl	9436153545/ 2318187 (R)
2	Romawii, LDC	Chanmari, Aizawl	9774929848
3	K. Lalchhandama, Peon	Tuikual South	6909591126

Personal Branch of Deputy Secretary, Finance Department (APF/PRU/FMC/PFPM).

Sl.No	Name & Designation	Home Address	Phone No.
1	Rebecca F. Lalnuntluangi, Deputy Secretary	Chanmari, Aizawl	9436141711
2	Zoramchhani Vanchhawng, Steno Grade-III, P.A. to Dy. Secretary	Mission Veng South	9612122617
3	J. Lalawmpuia, Peon	Hlimen, Aizawl	6909484522

Personal Branch of Deputy Secretary, Finance Department (E).

Sl.No	Name & Designation	Home Address	Phone No.
1	T.C. Lalkhuma, Deputy Secretary	Chawnpuui	9436141961
2	Lalthlamuani, LDC	Venghnuai	7085844757
3	Kiriti Nandi, Peon	Tuikhuahtlang	9856263439

Staff under Finance Department (E)

Sl.No	Name & Designation	Home Address	Phone No.
1	C. Laltleipuii, MCS Under Secretary	MINECO	9862860325
2	H. Lalrotluanga, Superintendent	Ramhlun North	8131823744
3	Vanlalruati Assistant	Chhinga Veng	8787498071
4	K. Lalthlamuani Assistant	Zotlang	9862928316
5	L. Thanglianmanga Assistant	Bawngkawn South	9612296146

6	Laldingpuii Khiangte Assistant	Eden Thar	9436361514
7	H. Sanghluna UDC	Tuithiang	9862358637
8	Lalchhiarkimi LDC	Upper Republic	9436159826
9	Lalthazuali LDC	Ramhlun Vengthar	8416076342
10	Lalropari	New Capital Complex	986590774
11	Chawngthanpuia DEO	Tuikual South	9612122553
12	C. Lalrinchhana Peon	Bethlehem Vengthlang	7005845249
13	Zonunsangi Peon	Nursery Veng	8974232794
14	Samuel Rochharliana Peon	Chaltlang	8014182097

Staff under Finance Department (EA).

Sl.No	Name & Designation	Home Address	Phone No.
1	Zoramdini, MCS Under Secretary	Chaltlang	9862458326
2	Lalchhandami Superintendent	Mission Vengthlang	8575562031
3	V. Lalneihkimi Assistant	Venghnuai	9436352734
4	Z.F. Rokima Assistant	Khatla South	9366093965
5	Ngamchungnunga Assistant	New Capital Complex	8794229579
6	Lalruatkimi Assistant	Bawngkawn	9089057722
7	Lalzarmawii LDC	Bethlehem	9862364510
8	C. Thangchungi LDC	Khatla	8974183991
9	Lalremruata LDC	Chanmari	9366340892
10	Lalthuamliani Sailo LDC	Dawrpui Vengthar	8414095669
11	K. Lalduhsaka Peon	Zemabawk	9089601269
12	Ramdinmawia Hnamte Peon	Armed Veng	9774630070
13	H. C. Lalrempuii Peon	Ramhlun South	8730026148
14.	P.C. Hmangaihzuala Peon	Hualngo	9612894734

Staff under Finance Department (B).

Sl.No	Name & Designation	Home Address	Phone No.
1	Lalnuntluanga, MSS Under Secretary	Tlangnuam	9436194100
2	B. Lalthantluanga Sailo Superintendent	Bethlehem Vengthlang	7005648429
3	Lalmuankima Assistant	Saikhamakawn	9862882060
4	Vanlaldika	Chanmari	8259028252

	Assistant		
5	Zodinpuii Assistant	Thuampui	9436153932
6	Laldinpuii Assistant	Ramthar Veng	7005681849
7	H. Lalnunsiam LDC	Durtlang North	9612531761
8	Robert Vanhmingpuia Computer Operator	Bawngkawn	8794675113
9	C. Lalfakawma Peon	Luangmual Vengthlang	9612585775
9	Lalzauva Peon	Model Veng	9862496723
10	Lalawmpuia, Peon Peon	Durtlang Mualveng	9383314776
11	Henry Lalhruaitluanga Peon (PE)	Vaivakawn	8575946675

Staff under Finance Department (EC).

Sl.No	Name & Designation	Home Address	Phone No.
1	Chawngzikpuii, Under Secretary	Luangmual, Aizawl	9862331283 0389-2336013 (O)
2	Albert Zonunsanga Superintendent	Dinthar, Aizawl	9862568013
3	Lalmuankimi Assistant	Mission Vengthlang	9774008263 8794858065
4	H. Malsawma Assistant	Tuikual South	9436142812
5	R. Lalbiakchunga Assistant	Tuikual North	9436199687
6	Lalchungnungi UDC	Dawrpui Vengthar	9436361052
7	Lalramliani UDC	Mission Veng	9862364746
8	Lalchhuanawma LDC	Dawrpui Vengthar	8787650804
9	R. Lalremmawia LDC	Saron Veng	9856563451
10	Pradhan Hasda Peon	Lapuitlang	9612977850
11	Lalhuapzauva Peon	Govt. Complex	9862378727
12	Vanlalmuanawmi Peon	Mission Veng	9774583201

Staff under Finance Department (APF).

Sl.No	Name & Designation	Home Address	Phone No.
1	C. Lungmuanpuia, MFAS Under Secretary	Durtlang	8414094939
2	C. Lalremruata Assistant	Zemabawk North	7005393644
3	Chawngnuni UDC	Dinthar-II	9862516997
4	Melody V.L. Rinpuii LDC	Ramhlun South	9862972602
5	Lalkhawngaiha LDC	Bethlehem Vengthlang	9612298289
6	P.C Lalbiakdiki	Dinthar Veng	9862363882

	LDC		
7	Vansanga Peon	Chawlhmun	9862335944
11	Lalngurliani Peon	Tuikual South	7005723483
12	V.L. Hruaitluanga Peon	Nursery Veng	8258863751

Staff under Finance Department (PRU).

Sl.No	Name & Designation	Home Address	Phone No.
1	Lalrinmawii Superintendent	Dawrpui	9436190942
2	C. Lalrinchhani Assistant	Khatla	9856602840
3	Krospari Assistant	Bethlehem Vengthlang	9862368175
4	C. Zonunthara UDC	Khatla East	8794025740
8	T. Lalremkimi Computer Operator	Chhinga Veng	8794277203
9	Lalrampuii Peon	Nursery Veng	8257005563
10	Vanlalhruaii Peon	Mission Vengthlang	8014228117

Staff under Finance Department (FMU).

Sl.No	Name & Designation	Home Address	Phone No.
1	Dr. Lalmuanpuia, Under Secretary & Dy. Prog. Director	Bawngkawn	8787316062
2	Lalhmingmawii AAO	Kulikawn	9436152191
3	Rowland Chhange AAO	Mission Veng	9774107887
4.	Vanlalawmpuii Assistant	Tuikual South	9862557060
5	L.C Vanlallawma UDC	Bungkawn Vengthar	9436199563
6	Malsawmpari Pautu DEO	ITI Veng	9774635796
7	Lalremchhungi SO	Tuikual North	9856185524
8.	Lalchhuanmawii DEO	Zemabawk North	9366515058
9	H. Lalchhanchhuaha Peon	ITI Veng	8014364900
10	J. Lalrinzara Peon	Armed Veng	8974322081
11	Lynda Lalthanpuii PE	Chawnpui	9612113505
12	Lianchhinga Peon	Bungkawn Vengthar	9862532196

Staff under Finance Department (FC&MC).

Sl.No	Name & Designation	Home Address	Phone No.
1	Vungzathanga Superintendent	MINECO	7085906186

2	Lalropui Assistant	Upper Khatla	9862686486
3	Lalhminganga Pachuau Assistant	Vaivakawn	9774211581
4	V. Laltlanthangi UDC	Zotlang	9856932289
5	P.C Lalchhuanmawii UDC	Khatla 'E'	9862334048
6	Lalkrosthangi LDC	Tlangnuam Vengthar	9862819181
7	F. Vanlalramngaia DEO	Salem Veng	9862142411
8	Lalduhawma Ralte Peon	Durtlang	9612355917
9	Lalremliani Peon	MINECO	6009295616

PART-X

10.1 The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :

The monthly remuneration of each of the officers and staff of Finance Department Secretariat as per the Mizoram Civil Service(Revised Pay) Rules,1996 or other relevant orders etc. may be seen in Appendix-III.

PART-XI

11.1 The manner of executions of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme :

No subsidy programmes is executed by the Finance Department. Details if any, of such programmes may be obtained from Secretariat Administration Department.

PART-XIII

12.1 Particulars of recipients of concessions, permits or authorisation granted by it.

Does not arise.

PART-XIV

13.1 Details in respect of the information, available to or held by it, reduced in an electronic form :

Nil so far.

PART-XV

14.1 The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use :

There is no library or reading room maintained by the Department at the Secretariat level.

PART-XVI

16.1 The name, designations and other particulars of the Public Information Officers :

DAA	SPIOs
Ramchuana, Additional Secretary. 9436140769	TC Lalkhuma, Deputy Secretary(E) 0389-2335912, 7005371008
	Rebecca F. Lalnuntluangi, Deputy Secretary (APF/PRU/FC&MC) 9436141711
	Laldinpuia, Deputy Secretary (Bud/EA/DMU/FMU) 0389-2336004, 9436153765
	C. Lalbiaknungi, Deputy Secretary (C) 0389-2336002, 9436153545

PART-XVII

17.1 Such other information as may be prescribed, and thereafter update these publications every year.

No other information so far.