



Government of Mizoram Citizen's Charter

for

Finance Department

For the year 2022

Address : Mizoram Secretariat, MINECO, Aizawl
Website : finance.mizoram.gov.in
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VISION AND MISSION

<p>OUR VISION</p> <p>Make the State a model of excellence in management of public finance and economic management for its sustainable development.</p>
<p>OUR MISSION</p> <p>Sound fiscal management through appropriate and prudent economic and financial policies; regular audit; inspection and expenditure rationalization.</p>

MAIN SERVICES

Sl. No.	Services delivered by the department to citizens or other departments/ organisations including non-governmental organisations	Responsible official with designation	Email and Mobile (Phone No)	Process for delivery of service within the department	Documents, if any, required for obtaining the service to be submitted by citizen/client	Fees, if any, for the services with amount
1.	Processing of proposals for consideration of Council of Ministers	Pu Daniel Sailo, Under Secretary, Establishment	Ph. 2336016 Email: dansai004@gmail.com	1. Receipt of proposals complete in all respect. 2. Examination of the proposals. 3. Obtaining approval of competent authority	1. Copy of the draft Cabinet Memo complete in all respect 2. Draft copy of Financial Memorandum	NIL
2.	Processing of proposals for Administrative Approval/Expenditure Sanction	Pi Chawngzikpuii, Under Secretary, Expenditure Control	Ph. 2336013 Email: zikpuiiimss@gmail.com	Examination of proposals and concurring of Administrative Approval and Expenditure Sanction with financial powers delegated to Officers and higher authorities	Documents and information as per check list for Administrative Approval and Expenditure Sanction vide No. G. 17018/1/2002 – FEC/136 dt. 20.10.2020	NIL
3.	Processing of proposal for retention of temporary posts	Pu Daniel Sailo, Under Secretary, Establishment	Ph. 2336016 Email: dansai004@gmail.com	Examination of the proposals	1. Last retention order showing post Creation Order No. and detail of head of accounts. 2. Order for creation of new posts	NIL
4.	Processing of proposal for declaration of Head of Department/ Office under DPF Rules	Pu Daniel Sailo, Under Secretary, Establishment	Ph. 2336016 Email: dansai004@gmail.com	Examination of the proposals	1. Order for creation or upgradation of post 2. Organisation Chart of the Department/ Office	NIL

5.	Processing of application for release of fund from Treasury like pending bills, cheques, K. Deposit, etc.	Pi Zoramdini, Under Secretary, Economic Affairs	Ph. 2336017 Email: Economicaffairs.finance@gmail.com	Examination of the proposals	1. Bill/Cheque details 2. For K. Deposit - Annexure-I - copy of Challans - other supporting documents	NIL
6.	Reforms proposals submitted by other Departments on governance and focal reforms under ADB-assisted MPRMP	Dr. Lalmuanpuia, Deputy Secretary, Fiscal Management Unit	Ph. 2334333 Email: lmprnthlei@gmail.com	Examination of the proposals	Various documents apprised by Finance Department to be sent to ADB	NIL
7.	Debt management and data on debt statistics	Pi Zoramdini, Under Secretary, Debt Management Unit	Ph. 2336017 Email: Economicaffairs.finance@gmail.com	Preparation and compilation of statistics	Debt statistics	NIL
8.	1. Matters relating to Audit 2. Pension of Govt. servants 3. GP Fund and Insurance Fund	Pu C. Lungmuanpuia, Under Secretary, APF	Ph. 2336015 Email: clmuanpuia77@gmail.com	1. Monitoring and examination of audit IRS and replies 2. Processing pension cases for framing policies etc. including GPF and IF	1. Audit I.R., replies of Govt. Dept. 2. Pension documents and revision of pension of Govt. of India and various instructions	NIL
9.	All matters relating to Pay and Allowances of Govt. employees	Pu C. Lungmuanpuia, Under Secretary, PRU	Ph. 2336015 Email: clmuanpuia77@gmail.com	Revision of pay, allowances and remuneration and matter relating to post upgradation and granting of advance increments	Existing orders on pay and allowances which are proposed to be revised. Organizational structures in respect of proposal for post upgradation. Relevant Notifications of University in the case of proposal for advance increments due to acquiring of degrees	NIL
10.	Proposals relating to grants under Finance Commissions	Pu C. Lungmuanpuia, Under Secretary, FCC	Ph. 2336015 Email: clmuanpuia77@gmail.com	Examination of proposals	Detailed plan and estimates prepared and countersigned by the competent authority	NIL

11.	Proposal for demolition of Government assets and write-off of loss	Pu C. Lungmuanpuia, Under Secretary, FCC	Ph. 2336015 Email: clmuanpuia77@gmail.com	Examination of proposals	Detailed estimates for the proposed demolition or loss to be written off	NIL
12.	Matters relating to Budget, funds allocation and re-appropriation	Pu Lalnuntluanga, Under Secretary, Budget Branch	Ph. 2334404 Email: Lnuntluanga03@gmail.com	Examination of proposals	For SMS, Planning Departments recommendation is required. For CSS, sanction order/release order issued by concerned Ministry may also be required	NIL

SERVICE DELIVERY STANDARD

Sl. No.	Services delivered by the Department to citizens or other departments/organisations including non-governmental organisations	Stipulated time limit for delivery of service (days/weeks/months)	Remarks, if any
1.	Processing of proposals for consideration of Council of Ministers	Within 30 working days	
2.	Processing of proposals for Administrative Approval/Expenditure Sanction	Within 30 working days	
3.	Processing of proposal for retention of temporary posts	Within 30 working days	
4.	Processing of proposal for declaration of Head of Department/Office under DFP Rules	Within 30 working days	
5.	Processing of application for release of fund from Treasury	Within 30 working days	Actual outcome depends on Govt's financial position
6.	Reforms proposals submitted by other Departments on governance and focal reforms under ADB – assisted MPRMP	Within 2 (two) months	
7.	Debt management and data on debt statistics	Within 30 working days	
8.	1. Matter relating to Audit 2. Pension of Govt. servants 3. GP Fund and Insurance Fund	Time limit for delivery of service vary depending on each cases	
9.	All matters relating to Pay and Allowances of Govt. employees	Not applicable. Cases are promptly dealt with on merit	
10.	Proposals relating to grants under Finance Commissions	Within 30 working days	
11.	Proposal for demolition of Government assets and write-off of loss	Within 30 working days	
12.	Matters relating to Budget, funds allocation and re-appropriation	Time limit for delivery of service vary depending on each cases	

GRIEVANCE REDRESS MECHANISM

Sl. No.	Name of the responsible officer to handle public grievances in the department	Contact number	Email	Time limit for redress of grievances
1.	Pu Daniel Sailo, Under Secretary, Establishment	Ph. 2336016	dansai004@gmail.com	2 weeks
2.	Pu C. Lungmuanpuia, Under Secretary, APF/PRU/FCC/PFPM	Ph. 2336015	clmuanpuia77@gmail.com	2 weeks
3.	Pu Lalnuntluanga, Under Secretary, Budget Branch	Ph. 2336014	lnuntluanga03@gmail.com	2 weeks
4.	Pi Zoramdini, Under Secretary, Economic Affairs/ Debt Management Unit	Ph. 2336017	Economicaffairs.finance@gmail.com	2 weeks
5.	Dr. Lalmuanpuia, Deputy Secretary, Fiscal Management Unit	Ph. 2334333	Imprenthlei@gmail.com	2 weeks
6.	Pi Chawngzikpuii, Under Secretary, Expenditure Control	Ph. 2336013	zikpuiimss@gmail.com	2 weeks

LIST OF STAKEHOLDERS/CLIENTS

Sl. No.	Stakeholders/Clients
1.	MF&AS/MWAS/MAAS/MTAS Associations
2.	Individual members of MF&AS/MWAS/MAAS/MTAS
3.	All Departments under the State Government
4.	All Autonomous Bodies/Organisations under the State Government
5.	All Government servants
6.	All pensioners of the State Government
7.	The General Public

EXPECTATIONS OF THE DEPARTMENT FROM CITIZENS/SERVICE RECIPIENTS

Sl. No.	Expectations of the Department from citizens/service recipients
1.	Submission of proposals complete in all respects as per the prescribe format, wherever possible
2.	Cross checking of information/latest position with the concerned officials before raising a query/grievance
3.	Justifications, wherever applicable, in support of the proposals

RIGHT TO INFORMATION ACT

Sl. No.	Name of the responsible officer to receive application and provide information to person requesting for information or appeals under RTI Act, 2005	Designation	Designated as	Contact number and Email	Concerned Branch
1.	Pu Ramchuana	Addl. Secretary	DAA	Ph. 2323224 Email: fincom.mz@gmail.com	
2.	Pu V. Ruatsanga	Joint Secretary	Nodal Officer	Ph. 2336003 Email: ruatsanga65@gmail.com	Establishment
3.	Pu T.C. Lalkhuma	Deputy Secretary	SPIO	Ph. 2335912 tlalkhuma@gmail.com	Establishment
4.	Pi Rebecca F. Lalnuntluangi	Deputy Secretary	SPIO	Ph. 2336307 Email: rebeccafanai@gmail.com	APF/PRU/FC&MC
5.	Pu Laldinpuia	Deputy Secretary	SPIO	Ph. 2336004 Email: dinpuiamfas@gmail.com	Budget/EA/DMU/FMU
6.	Pi Lallungawii	Deputy Secretary	SPIO	Ph. 2336002 Email: awipuii22@gmail.com	Expenditure Control
7.	Pu Daniel Sailo	Under Secretary	SAPIO	Ph. 2336016 Email: dansai004@gmail.com	Establishment
8.	Pu C. Lungmuanpuia	Under Secretary	SAPIO	Ph. 2336015 Email: clmuanpuia77@gmail.com	FMC/APF/PFPM
9.	Pi Chawngzikpuii	Under Secretary	SAPIO	Ph. 2336013 Email: zikpuiimss@gmail.com	Expenditure Control
10.	Pu Lalnuntluanga	Under Secretary	SAPIO	Ph. 2336014 Email: lnuntluanga03@gmail.com	Budget
11.	Dr. Lalmuanpuia	Under Secretary	SAPIO	Ph. 2334333 Email: lmprenthlei@gmail.com	FMU
12.	Pi Zoramdini	Under Secretary	SAPIO	Ph. 2336017 Email: zrizote@gmail.com & Economicaffairs.finance@gmail.com	EA/DMU