

SUO MOTO DISCLOSURE UNDER SECTION 4(1) (b) OF RTI ACT 2005

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

The Department of Finance is divided into different wings/branches. The Department has been entrusted with the following subjects by the Government of Mizoram (Allocation of Business) Rules 2019:

1. Financial powers and delegation thereof.
2. Revisions of pay & allowances.
3. General Financial Rules & Treasury Rules.
4. Embezzlement and other financial irregularities in public finance.
5. Rules relating to pay, allowance and travelling allowance.
6. Write off of loss
7. Pre-audit and arrear claims.
8. Matters relating to Treasuries.
9. Rules relating to security deposits.
10. Cadre control for MFAS & MSFAS.
11. General advice on financial aspects of Service Rules etc.
12. Rules relating to grants-in-aid. Ex-396/2019 - 6 - 13.
13. All budgetary matters including control of expenditure.
14. Internal Audit and Audit of Local Funds.
15. Bank/Development of Bank in Mizoram.
16. Pension. Authorization of pension, DCRG etc., communication thereof.
17. Departmentalization of Accounts.
18. Lottery/IF&SL.
19. General insurance and insurance schemes of Govt. servants.
20. Discretionary Grants Rules and procedures.
21. Authorization of entitlement of Group A & B Officers of Mizoram Government Employees.
22. Rules relating to advances to government servants.
23. Matters relating to fiscal policy and public finance.
24. The Mizoram Transparency in Public Procurement Act, 2008 and Rules thereof.
25. State Finance Commission of Mizoram.
26. The Mizoram Public Demand Recovery Act & Rules, 2004.
27. Budget speech of Finance Minister.
28. State borrowings and debt management.

29. State Government Guarantees.
 30. Management of cash balances.
 31. Management of public accounts, including GPF, GIS, civil deposits, remittances, etc.
 32. Policies and guidelines relating to procurement of goods, works and services.
 33. Fixation of rent rates for accommodation of Government offices/purposes.
 34. Administrative Approval for all new works/projects.
 35. Expenditure sanction of fund beyond the delegated financial power.
 36. Financial management including standardization/computerisation of Treasuries.
 37. Public Expenditure reforms including Public Sector Undertakings/ Local Bodies under State Government.
 38. Mizoram Protection of Interest of Depositors (In Financial Establishment) Act, 2002.
 39. Matters relating to engagement of consultancy firms.
 40. Matters relating to public accounts-deposits & advances.
 41. Framing of rules/procedures pertaining to medical reimbursement.
 42. All matters relating to Externally Aided Projects, and all other Loan Projects.
 43. Allocation of State Matching Share.
2. **Section 4(1)(b)(ii): Powers and duties of its officers and employees:**

Subjects of Finance Department is distributed among different wings/branches headed by a Joint Secretary.

Branch	Activities
Establishment	Financial Powers and Delegation thereof and declaration of Drawing and Disbursing Officer (DDO), Service matters of MF&AS and subordinates Account officers, Framing & Implementation of rules, Creation & abolition of post, Creation of Establishment, Filling up of posts, Retention of establishment and post, Parliamentary & Assembly Question, Court Case, RTI, Coordinating State Level Bankers Committee meeting etc.
Audit Pension Fund	Audit, Pre-Audit and Arrear Claims, write off of losses, Embezzlement and other financial irregularities, Insurance Scheme of Government Servants, Verification of Department Accounts, General Provident Fund, Opening of Bank Account, PAC and C&AG Reports and laying of C&AG Report to Legislature, Condemnation of Stores, Properties/ Land & Building Motor Vehicles, etc.

Budget	Declaration of controlling Officers in respect of Budget, Preparation of Detailed Budget Estimated and Revised Estimates, Sanction of acceptance of Supplementary Demands and Appropriation, Sanction and regularization of Advance from contingency fund, Preparation of Excessed Demand and Grants, re-appropriation of funds, Overall management of State Finances, Matters relating to Discretionary grants of Ministers/Speakers, etc.
Economic Affairs & Debt Management Unit	Debt Management, Mobilization of Financial Resources, Economic Issues, Fiscal Management and Fiscal Reforms, Management of Cash Balance, Expenditure Management, Government Accounts & Record, Government Companies/PSUs, Economy Measures, Framing of rules, procedures pertaining to Medical Re-imburement, Loans and Advances including EAPs and negotiated loans and Equity Investment, Consolidated Sinking Fund and Guarantee Redemption Fund.
Expenditure Control	All Administrative Approval and Expenditure Sanction concurrence and approval of all Department under Govt. of Mizoram including CSS Fund, GeM purchases approval and exemption, Monthly expenditure Return/Report (MER)
Finance Commission & Monitoring Cell	Submission of Memorandum for Finance Commission of India, Mizoram Finance Commission, Implementation of Recommendation of Reports of Finance Commission of India (FC-XV)
Pay Research Unit	Pay & Allowances, Pay Anomaly of various Department, Revision of Pay, Various representations of Pay matters, Fixation of Pay, Upgradation of Pay Scales.
Fiscal Management Unit	Implementation of Integrated Financial Management System (IFMIS), Implementation of Projects/ programs relating to reforms in financial/sectors (EAPs), Monitor/ Management of system integrations with other institutions like RBI,SBI,GST,AG etc, Management of Health Corpus Fund for Mizoram Health Care Scheme, Review of proposed policies and procedures, regulations and legislation to determine fiscal or procedural impacts on the department, Manage and coordinate inputs from all consultants and liase with the Administrative departments etc.

3. Section 4(1)(b)(iii): Procedure followed in the decision making process including channels of supervision and accountability

All cases are generally processed by respective Dealing Assistant in Branch/Wing and submitted to Superintendent, Under Secretary, Deputy Secretary, Joint Secretary, Additional Secretary / Principal Secretary/ Minister as per the requirement on case to case basis.

Work flow: Supdt. - U/S - D/S - J/S - A/S – Prin. Secy - Minister.

All Officers in respective Branches are accountable in the works undertaken/dealt by branches under their charge as shown in Section 4(1)(b)(ii) above.

4. Section 4(1)(b)(iv): Norms for the discharge of functions

The norms set by the Government in the Government of Mizoram (Transaction of Business) Rules 2014 and 3rd Amendment Rules, 2019 are followed.

SERVICE DELIVERY STANDARD

Sl. No.	Service deliver by the Department	Stipulated time limit for delivery	Remarks
1	Proposal for consideration of Council of Ministers	30 working days	
2	Administrative Approval/ Expenditure sanction	30 working days	
3	Retention of post	30 working days	
4	Declaration of Head of Department/ Office under DFP Rules	30 working days	
5.	Release of fund	30 working days	Depends on financial position
6.	Governance and focal reforms under ADB-assisted by MPRMP	2 months	
7.	Debt management and data on debt statistics	30 working days	
8	Matters relating to Audit/ Pension of govt, servant/GP Fund & Insurance Fund	Vary from case to case	
9	Pay & Allowances of employees	Not specified	
10	Grants under Finance Commission	30 working days	
11	Demolition of Govt. Assets and write off of loss	30 working days	
12	Budget, funds allocation and re-appropriation	Not specified	

5. **Section 4(1)(b)(v): Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:**

The rules, regulation, instruction, manuals and records etc. issued by the Govt. of Mizoram from time to time are followed in discharging of its function.

6. **Section 4(1)(b) (vi): Statement of the categories of documents that are held by it or under its control.**

All documents relating to the business allocated to this department as per Govt. of Mizoram (Allocation of Business) Rules 2019 are held.

7. **Section 4(1)(b)(vii): The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:**

The Department generally does not directly deal with the members of general public in relation to the formulation of its policy or implementation thereof. In case of matters concerning external assistance involving Deposits, Advances and Loans etc., a policy and implementation thereof are framed in consultation with stakeholders like NGOs, Board and financial institutions within and outside the state through seminars, meeting etc.

8. **Section 4(1)(b)(viii): A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice,**

The Govt. of Mizoram has constituted a commission called Finance Commission vide Notification No. G. 11024/1/2017-FMC dt. 24.9.2021.

9. **Section 4(1)(b)(ix): Directory of officers and employees**

Please see List of Officers.

10. **Section 4(1)(b)(x): Monthly remuneration received by officers and employees, including the system of compensation as provided in its regulations:**

Officers and employees are being paid monthly remuneration in their respective Level of the pay matrix as per 7th Central Pay as modified and extended to the employees under the state government as below:

Sl No	Designation	No of officers	Level
1.	Principal Secretary	1	
2.	Additional Secretary	2	Level 13A
3	Joint Secretary	3	Level 13
4.	Deputy Secretary	5	Level 12
5.	Under Secretary	6	Level 11
6.	Superintendent	6	Level 10

7.	Accounts Officer	2	Level 10
8.	Assistant	21	Level 7
9.	UDC	8	Level 6
10	LDC	13	Level 4
11	DEO	3	Level 5
12	Computer Operator	2	Level 7
13.	Group D	18	Level 1

11. Section 4(1)(b)(xi): Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Rs. 332,474.79 lakh has been allocated to Finance for the Financial Year 2023-2024.

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

Nil

13. Section 4(1)(b)(xiii): Particulars of recipients of concessions, permits or authorizations granted by it:

Nil

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

Nil

15. Section 4(1)(b)(xv): 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:

No library is run by the Department.

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

Sl. no.	Name	Designation	Designation as	Contact no. & Email	Concerned Branch
1	2	3	4	5	6
1.	Pu Ramchuana	Addl. Secretary	DAA	Ph. 2323224 Email: fincom.mz@gmail.com	
2.	Pu H. Thanga Zate	Joint Secretary	Nodal Officer	Ph. 2333304	Establishment
3.	Pu T.C. Lalkhuma	Deputy Secretary	SPIO	Ph. 2335912 Email:	Establishment

				tclalkhuma@gmail.com	
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 Vanlaltanpuia	Under Secretary	SAPIO	Ph. 2336016	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 C. Zasiama	Under Secretary	SAPIO	Ph. 2336014	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