

INFORMATION UNDER SECTION 4(1)(b) OF THE RTI ACT, 2005
WITH RESPECT TO
**THE OFFICE OF THE DEPUTY COMMISSIONER
CHAMPHAI DISTRICT**

1. The particulars of the Office, functions and duties.

Name of the office	Office of the Deputy Commissioner, Champhai	
Establishment	11 th March, 1998 <i>vide</i> Govt. Notification No. A. 60011/21/95-GAD	
Address	Keifangtlang, Champhai, 796321	
Contact	Phone	03831-234402
	Fax	03831-234400
	Email	dcofficechamphai@gmail.com
Website	https://dcchamphai.mizoram.gov.in	

2. The powers of duties of officers and staff -

The Deputy Commissioner :

- As District Magistrate, maintenance of law and order, and,
- Supervision of all Executive Magistrates in the district and controls and directs the actions of the police.
- As District Collector, is head of revenue matters in the district
- Supervision and coordination with line departments in implementation of Government policies.
- Keeping the State Government posted on all important matters.
- As Chairman of approximately 102 District Level Committees, oversees the functioning of departments and entities
- All matters of administration and establishment as prescribed by GAD from time to time.

The Addl. Deputy Commissioner:

- Assisting the Deputy Commissioner in the discharge of all duties and functions.

The Sub-Divisional Officer (Sadar):

- Assisting the Deputy Commissioner at the sub-divisional level.
- Drawing and Disbursing Officer for the Office.

Sub-Deputy Commissioners:

- Assisting the Deputy Commissioner through defined roles and responsibilities

Superintendent:

- Assisting the Deputy Commissioner in all establishment matters.

Sections/Branches under the Office : Staff in various sections/branches assist the Deputy Commissioner in carrying out assigned works and duties as follows -

Establishment Section

- All matters related to administration under the office
- Funds such as MPLADS, MLALADS, etc.

Judicial Section

- Arms & Ammunition
- Law & Order
- Inner Line Permit
- Issuance of certificates such as Scheduled Tribe Certificate, Residential Certificate, Income Certificate etc.

Nazir Section

- All matters related to finance and accounts

Disaster Management & Rehabilitation Section

- Branch of Disaster Management & Rehabilitation Department, Mizoram, attached to the office and headed by District Organizer.
- All matters related to disaster management & rehabilitation

Mahila Shakti Kendra Section

- Branch of Women and Child Welfare Department Mizoram, attached to the office and headed by Women Welfare Officer.

3. The procedure followed in the decision-making process, including channels of supervision and accountability.

The Office of the Deputy Commissioner, Champhai follows the procedures laid down in the Manual of Office Procedure (MOP) for decision making. All files are initiated by dealing staff via Superintendent and pass through the desks of the Branch Officers/SDC and on to the offices of the SDO(S), Addl. DC and finally DC. All channels are accountable for submission of true facts but the ultimate accountability lies with the highest level approving a proposal or taking decisions.

4. The norms set by the office for the discharge of its functions.

The office follows the norms set out by the General Administration Department, Government of Mizoram.

5. The rules, regulations, instructions, manuals and records held by the office or under its control are used by its employees for discharging its functions.

Rules, regulations, instructions and manuals etc. are as prescribed and published by the Ministry of Personnel, Pension and Public Grievances including AR Wing like FR/SR and other service/establishment manuals and instructions, financial rules like GFR, Delegation of Financial Power Rules etc issued by the departments concerned from time to time, as adopted by the Government of Mizoram.

Separate rules and regulations are not framed by the Office.

6. A statement of the categories of documents that are held by the office or under its control.

All Sections/Branch of the Office hold documents relating to work allocated to them.

7. The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof.

Policies are framed at the level of the State Government.

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

List of Boards/Councils/Committees chaired by DC is as under:

- 1) District Rural Development Agency (DRDA)
- 2) Champhai District Watershed Committee
- 3) MGNREGS District Programme Co-ordinator
- 4) District Task Force for Implementation of Prime Minister Employment Generation Programme (PMEGP)
- 5) District Monitoring Committee for BPL Baseline Survey
- 6) Site Allotment Advisory Board (SAAB)
- 7) District Education Committee
- 8) District Level Committee of Jal Kranti Abhiyan for Champhai District
- 9) Sarva Shiksha Abhiyan (SSA)
- 10) Rashtriya Madhyamik Shiksha Abhiyan (RMSA)
- 11) District Level Committee on Teacher's Day
- 12) Vidyalaya Management Committee
- 13) District Level Standing Committee on MP Election
- 14) Jail Board of Visitors
- 15) District Level Committee on Fire Prevention
- 16) District Level Environment Monitoring Cell

- 17) District Level Co - ordination on Green Mizoram
- 18) District Level Co - ordination Committee on Forestry
- 19) District Park Committee
- 20) Society for Prevention of Cruelty to Animals (SPCA)
- 21) District Leprosy Control Society
- 22) District Vector Borne Diseases Control Society
- 23) District Cancer Society
- 24) District TB Control Society
- 25) District Blindness Control Society
- 26) Indian Red-Cross Society of Mizoram, Champhai District Branch
- 27) District AIDS Prevention and Control Committee
- 28) District Level Steering Committee on Food Safety
- 29) Intensified Diarrhoea Control Fortnight (IDFC)
- 30) Anti - Tobacco Squad
- 31) Prohibition of Advertisement and Regulation of Trade & Commerce, Supply & Distribution
- 32) District Level Committee on National Maternity Benefit Scheme
- 33) District Level Integrated Diseases Surveillance Committee
- 34) District Co - ordination Committee on Severe Acute Respiratory Syndrome
- 35) District Rogi Kalyan Samity (RKS) Governing Body
- 36) District Health Society
- 37) District Level Committee on Cleanliness Week
- 38) District Urban Development Agency under (SJSRY)
- 39) District Task Force Committee on National Urban Livelihood Mission (NULM)
- 40) Town Vending Committee on for Champhai District
- 41) District Planning Committee (Development Plan for Champhai District)
- 42) City / District Level Executive Committee - DAY - NULM
- 43) CHANEM Management Authority
- 44) District Level Committee for Implementation of National Social Assistance Programme (NSAP)
- 45) District Disaster Management Committee
- 46) District Disaster Management Authority
- 47) District Level Services Authority
- 48) District Prohibition Committee
- 49) Crime Review Meeting

- 50) District Level Security Meeting (DLSC/DCC/DLRC-Lead Bank)
- 51) District Level Committee on Women's Empowerment
- 52) District Child Labour Survey Committee
- 53) District Level Committee for Prevention of Sexual Harassment
- 54) District Level Anti - Adulteration Cell
- 55) Consumer Dispute Redressal Forum (District Forum)
- 56) District Level Co - ordination Committee on ICDC Project
- 57) District Disability Rehabilitation Centre, Champhai District
- 58) District level Committee on Persons with Disability
- 59) District Level committee for Observance of National Safety Day
- 60) District Co - ordination Committee on Promotion of Nutrition Knowledge
- 61) Committee on Disposal of Damaged Foodstuffs
- 62) District Food Security Mission Executive Committee
- 63) District Level Co - ordination Committee on Agriculture & Allied Sectors
- 64) District Agriculture Planning Unit under RKVY
- 65) District NeGP Agriculture Implementation Team
- 66) Champhai District Agriculture Technology Management agency (ATMA) Governing Board
- 67) District Level Agriculture Mass Media Committee
- 68) District Vigilance Committee on Fertilizers
- 69) District Mission Committee on National Mission of Sustainable Agriculture (NMSA)
- 70) District Consultative Committee / District Level Review Committee (Lead Bank)
- 71) District Level Monitoring & Review Committee for RIDF Project (NABARD)
- 72) District Level Implementation Committee on Pradhan Mantri Sinchayee Yojana (PMKSY)
- 73) Prime Ministers New 15 Point Programme
- 74) District Level Review and Monitoring Committee (DLRMC) for Swachh Bharat Mission
- 75) District water and Sanitation Mission
- 76) District Level Vigilance Committee on Targeted Public Distribution (TPDS)
- 77) District Level Executive Committee on Animal Husbandry, Dairying & Fisheries

- 78) District Level FFDA (Fish Farmers Development Agency) Managing Board
- 79) District Advisory Committee for Renewable Energy
- 80) Implementation of Rajiv Gandhi Grameen Vidyaikaran Yojana (RGGVY)
- 81) District Sports Committee
- 82) District Level Executive Committee of Rajiv Khel Abhiyan (RGKA)
- 83) District Level Selection Committee of National Youth Award
- 84) District Level Road Safety Committee
- 85) District Level Vigilance Committee on Identification, Relief & Rehabilitation on Bonded Labourer
- 86) District Level Public Utilities Co - ordination Committee
- 87) Rastriya Utcharat Shiksha Abhiyan (RUSA)
- 88) District Level Executive Committee (DLEC) on District Annual Action Plan
- 89) District Level Committee on Anti-ragging
- 90) Local Level Committee (LLC) under Section 13 of the National Trust Act,1999
- 91) District Level Coordination & Monitoring Committee (DLCM) for the implementation of Van Dhan Mission under Cooperation Department.
- 92) District Level Monitoring Committee on Artificial Insemination Programme.
- 93) Champhai Town Clean, Beauty and Healthy Committee.
- 94) District Coordination Committee on national Hearing Awareness Campaign.
- 95) District Monitoring Unit (DMU) under National Disease Control Programme (NACP) for Foot & Mouth Disease and Brucellosis.
- 96) District Management Team for District Disability Rehabilitation Centre, Champhai District.
- 97) District Level Task Force Committee on COVID-19
- 98) District Level Chapchar Kut Celebration Committee.
- 99) District Level Monitoring Committee for BPL Baseline Survey
- 100) District Disaster Management Committee
- 101) Inter Village Boundary Disputes.
- 102) District Level Committee on Focus

Nature of the Boards/Councils/Committees vary and as such their openness to the public may vary. Access to the minutes may be governed by the RTI Process.

9. A directory of its officers and employees.

SI No	Name of the employee	Designation	Contact No.
1	Maria C.T Zuali	DC	8974056971
2	Henry C. Lalrawnkima	Addl. DC	9612153577
3	Lalnunfela Chawngthu	SDO (Sadar)	9856055680
4	Esther Leihang	SDC	9612221063
5	Obed Lalmalsawma	SDC	9612345829
6	Zirkimi	Superintendent	9863622725
7	Lalremruati Colney	PA to DC	9862225304
8	C.Zothanmawii	Assistant	9862881107
9	K.Lalzuithanga	UDC	8974411884
10	C.Lalnunsanga	UDC	8974981780
11	R.Lalngaihzuali	LDC	9862732692
12	Zairemsangi	LDC	9856449076
13	Laltlanzami	LDC	8014656645
14	K.Zonunsiami	LDC	9862930854
15	F.Vanlalruati	LDC	9612176994
16	Lalrinliani	LDC	9612112798
17	PC Zoremthanga	LDC	9089593005
18	Lalramchhani	LDC	7630081722
19	Lalthantluangi	LDC (PE)	9862735575
20	Paul Zakhuma	LDC (PE)	9615180147
21	H. Lalmunsiami	LDC (PE)	9862502044
22	Lalnunpuii	LDC (PE)	8731913893
23	Lalhmingliana	CA I	9862812837
24	J Damkhantluanga	CA I	8974669122
25	K.Lalsiamliani	CA II	9862732652
26	PC Rokima	Driver	9862601469
27	Hmingthantluanga	Driver	9862612263
28	Lalchhandama	Driver	8861434105
29	Lalthlana	Driver	8794288167
30	Kapthanga	Driver	9862614821
31	Lalrinmuana Zote	Driver (PE)	9612358819
32	Vanlalpeka	Driver (PE)	8014586138
33	Huliana	Peon	9612822987
34	Lalthangmawii	Peon	8974965079
35	Thanghliri	Peon	9862819163
36	Saizuala Sailo	Peon	9615673489
37	Luaisiama	Peon	9862569042

38	Lalhmingliani	Peon	8118971449
39	Vanlalawmpuia	Peon	8731873442
40	Kawlnithangi	Peon	9383178016
41	Laikhumlina	Peon	9862601121
42	Lawmkima	Peon (PE)	6909464947
43	Thangbuanga	Peon (PE)	8014779595
44	K Lalmawizuala	Peon (PE)	8414010401
45	Lalramchuana Bawihlung	Peon (PE)	9612995950

10. The monthly remuneration received by officers and employees, including the system of compensation as provided in its regulations.

Sl.No	Name	Designation	Pay Level	Basic Pay
1	Maria CT Zuali	DC	13A	152000.00
2	Henry C Lalrawnkima	Addl. DC	12	88700.00
3	Lalnunfela Chawngthu	SDO(S)	11	74000.00
4	Esther Leihang	SDC	10	67000.00
5	Obed Lalmalsawma	SDC	10	56100.00
6	Zirkimi	Supdt.		
7	Lalremruati Colney	PA to DC	9	81200.00
8	C Zothanmawii	Assistant	7	62700.00
9	K Lalzuithanga	UDC	7	64600.00
10	C Lalnunsanga	UDC	7	64600.00
11	R Lalngaihzuali	LDC	7	64600.00
12	Zairemsangi	LDC	6	56900.00
13	Laltlanzami	LDC	6	49000.00
14	K Zonunsiami	LDC	4	30500.00
15	F Vanlalruati	LDC	4	30500.00
16	Lalrinliani	LDC	4	27100.00
17	PC Zoremthanga	LDC	4	26900.00
18	Lalramchhani	LDC	4	27900.00
19	Lalthantluangi	LDC (PE)		18300.00
20	Paul Zakhuma	LDC (PE)		18300.00
21	H Lalhmunsiami	LDC (PE)		18300.00
22	Lalnunpuii	LDC (PE)		18300.00
23	Lalhmingliana	CA-I	7	66500.00
24	T Damkhantluanga	CA-I	5	40400.00
25	K Lalsiamliani	CA-II	4	37500.00
26	PC Rokima	Driver Gr. I	6	50500.00

27	Hmingthantluanga	Driver Gr. I	6	50500.00
28	Lalchhandama	Driver Gr. I	6	50500.00
29	Lalthlana	Driver Gr. II	4	30500.00
30	Kapthanga	Driver Gr. II	4	30500.00
31	Lalrinmuana Zote	Driver (PE)		17100.00
32	Vanlalpeka	Driver (PE)		17100.00
33	Huliana	Peon	3	38300.00
34	Lalthangmawii	Peon	2	36100.00
35	Thanghliri	Peon	2	36100.00
36	Saizuala Sailo	Peon	2	36100.00
37	Luaisiama	Peon	2	35000.00
38	Lalhmingliani	Peon	1A	27200.00
39	Vanlalawmpuia	Peon	1	23400.00
40	Kawlningthangi	Peon	1	22000.00
41	Laikhumlina	Peon	1	22000.00
42	Lawmkima	Peon (PE)		12970.00
43	Thangbuanga	Peon (PE)		12970.00
44	K Lalmawizuala	Peon (PE)		12970.00
45	Lalramchuana Bawihlung	Peon (PE)		12970.00

11. The budget allocated to each of the commission agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Year	Budget Estimates	Revised Estimates	Actual Expenditure
2020-2021	470.58	471.85	471.85
2021-2022	421.23		

12. The manner of execution of subsidy programmes, including amounts the allocated and the details of beneficiaries of such programmes.

N/A

13. Particulars of concessions, permits or authorizations granted by the organization.

N/A

14. Details in respect of the information, available to or held by the commission, reduced in an electronic form.

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

15. 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.

N/A

16. The names, designations and other particulars of the public information officers.

Sl. No	Name & Designation	Contact No	Appointed/ Designated as	Jurisdiction
1	Maria C.T. Zuali DC	8974056971	DAA	Champhai District
2	Henry C Lalrawnkima Addl. DC	9612153577	SPIO	Champhai District
3	Lalnunfela Chawngthu SDO(S)	9856055680	SAPIO	Champhai District

17. Such other information as may be prescribed.