

**MANUAL ON INFORMATION UNDER SECTION 4(1)(B) OF THE RIGHT TO
INFORMATION ACT, 2005 PERTAINING TO DEPARTMENT OF INFORMATION AND PUBLIC
RELATIONS**

A.PARTICULARS OF ORGANISATION:

The Secretary to the Govt. of Mizoram, Department of Information & Public Relations (I&PR) is the head of department. He/she controls and supervises the overall functioning of I&PR. The organizational structure of the department is shown as below:

ORGANISATIONAL CHART (as on 18.09.2022)

(strength of each grade/post except Secretary, I&PR Secretariat vary from time to time as decided by the Government)

Secretariat

Secretary

Additional Secretary

Deputy Secretary

Under Secretary

Superintendent

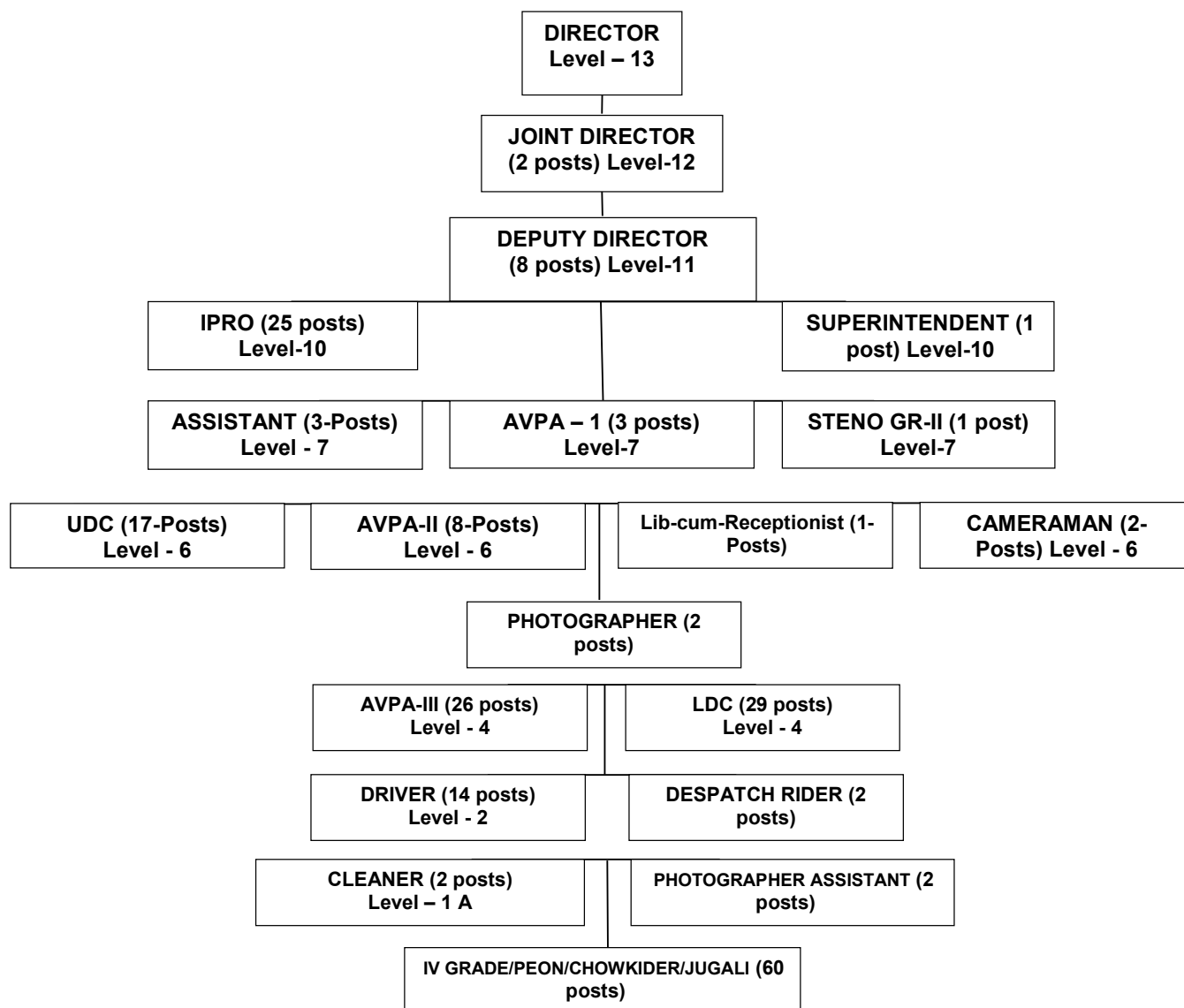
Assistant

Upper Division Clerk (UDC)

Lower Division Clerk (LDC)

Group 'D'

Directorate of I&PR



B.FUNCTIONS AND DUTIES OF I&PR{under section 4(b)(i)}

The Role and Function of Information & Public Relations as written in the Government of Mizoram (Allocation of Business) Rules, 2019 is shown below:

NINETEENTH SCHEDULE: INFORMATION & PUBLIC RELATIONS DEPARTMENT

1. Press, Newspapers and Periodicals and Electronic Media.
2. Publication and Publicity.
3. Advertisements.
4. Public Relation and Mass Communications.
5. Co-ordination with AIR and Doordarshan, PIB.
6. Regulating, Censoring and Monitoring the making, producing, displaying, broadcasting and exhibition of Movies, Films, News Clippings etc. through any medium or channel of mass communication operating in Mizoram, which imply application of relevant Act and

Rules, such as :- i) the Cinematograph Act. ii) Cable TV Network Act, 1995 & Amendment Act, 2000. iii) The Mizoram Exhibition of Films on TV Screen through VCP Rules, 2000 & Amendment Act, 2005.

7. Field publicity, etc.

8. Journalist welfare.

9. Speeches of Governor in the first session after each Election of the Legislative Assembly and at the commencement of the first session of Legislative Assembly each year.

10. Speeches of Governor and Chief Minister on National Important Days.

C. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES {section 4(b)(ii)}

Secretariat

- a) Secretary: The Secretary is the Administrative Head of the Department. He/She is responsible for the overall functioning this department.
- b) Additional Secretary : Assist the Secretary
- c) Deputy Secretary: Assist the Additional Secretary
- d) Under Secretary : Assist the Deputy Secretary
- e) Superintendent: Superintendent is the section officer who supervises all dealing hands, who checks on delays, proper gives proper guidance on various rules, regulations, maintenance of office records etc and overall management of this department at the secretariat.
- f) Assistant/Upper Division Clerk (UDC): Dealing with files relating to all matters under the supervision of superintendent. Proper maintenance of all records on allotted subjects.
- g) Lower Division Clerk (LDC): Responsible for all receipt and issue of daks received in this Department.
- h) Group 'D': Dispatch of Daks issued by the department or any other works entrusted to them from time to time.

Directorate

- a) Director: Director is the Head of the Department at the Directorate. He/She is responsible for the overall functioning of the directorate.
- b) Joint Director : Assist the Director
- c) Deputy Director: perform the task assign by Director from time to time.
- d) IPRO/DIPRO: IPRO at the Directorate, Chief Minister's Office and Governor's Office are the specialist officer entrusted for coverage of official functions, programs, events and other issues related to PR works. They are also entrusted to publish the press releases and other tasks related to Public Relations. DIPRO are the head of office at the District level in addition to the normal duties of IPROs.
- e) Superintendent: Superintendent is the section officer who supervises all dealing hands, who checks on delays, proper gives proper guidance on various rules,

regulations, maintenance of office records etc and overall management of this department at the Directorate.

- f) Assistant/Upper Division Clerk (UDC): Dealing with files relating to all matters under the supervision of superintendent. Proper maintenance of all records on allotted subjects.
- g) Lower Division Clerk (LDC): Responsible for all receipt and issue of daks received in this Department.
- h) Group 'D': Dispatch of Daks issued by the department or any other works entrusted to them from time to time.

D. The procedure followed in the decision making process, including channels of supervision and accountability;{under section 4(b)(iii)}

As provided under rule 6 of the Government of Mizoram (Transaction of Business) Rules, 2019, the expression '*decision*' or '*orders*' or '*approval*' of the Government of Mizoram means the decision of the Council of Ministers or the concerned Ministers as the case may be, and as such to arrive at the decision of the Government. All policy matters dealt with in the Department are processed in file, routing through all the executive officers in the Department and Chief Secretary before submission to the Minister concerned with suggestion regarding the line of action.

This includes matters relating to journalists' welfare, darshans, exposure tours for journalists and I&PR's officials, preparation & publication of calendar & diaries, speeches of Governor, Chief Minister and other Ministers on important occasions, publication of Press Releases on sensitive matters are also deemed that needed prior approval from higher authorities.

E. The norms set by it for the discharge of its functions; {under section 4(b)(iv)}

There are no specific norms for I & PR that is worth or pertinent to mention. The secretariat and the directorate functions like any other department that are under Government of Mizoram

F. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; {under section 4(b)(v)}

- 1 1) FR & SR
- 2 2) CCS (Pension) Rules, 1972
- 3 3) CCS (Leave) Rules, 1972
- 4 4) CCS (Joining Time) Rules, 1979
- 5 5) CCS (CCA) Rules, 1965
- 6 6) The Mizoram Information Service Rules, 2022
- 7) The Govt. of Mizoram (Allocation of Business) Rule, 2019
- 8) The Govt. of Mizoram (Transaction of Business) Rule, 2014 as amended
- 9) The Mizoram Press Representative Accreditation (Constitution of the Mizoram Press Representative Accreditation and Grant of Accreditation) Rules, 2014.

G. A statement of the categories of documents that are held by it or under its control; {under section 4(b)(vi)}

i) Personal file of all MIS Officers and ACR and service records of all staff serving under I&PR Department, Govt. of Mizoram.

ii) Files and concerned records pertaining to all the business of I&PR mentioned in Schedule IX of the Govt. of Mizoram (Allocation of Business) Rule, 2019

H. 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; Right to Information Act, 2005 (Chapter II Right to information and obligations of public authorities.) {under section 4(b)(vii)}

Not applicable

I. A statement of the boards, councils, committees 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 public; {under section 4(b)(viii)}

Not applicable

J. A directory of its officers and employees; {under section 4(b)(ix)}

I&PR Secretariat

Sl No	Name	Designation	Contact no.
1	2	3	4
1	Pi H.M Hualsangi, MSS	Secretary	0389 2336631
2	Pi Betsy Zothanpari Sailo, MSS	Additional Secretary	0389 2334305
3	Pu Liansangzuala, MCS	Deputy Secretary	
4	Pu V.Laltlanliana, MSS	Under Secretary	0389 2333852
5	Pi Lalrinliani, MSS	Superintendent	
6		Assistant	
7		Assistant	
8		Assistant	
9		Assistant	
10		Upper Division Clerk	
11		Lower Division Clerk	

I&PR Directorate & District Directory

Director's

1	Pu C. Lalnunkima	Director	9436144035
2	Pu F. Lalfakzuala	Jt. Director	9436140483
3	Pi P.B. Lianthangpuii	Jt. Director	9436142473
4	Pi K. Vanlalsangi	Dy. Director	9436142521
5	Pi Mina Zoliani Joute	Dy. Director	9436156977
6	Pu Malsawmsanga	Dy. Director	8974334070
7	Pu Pratap Chhetri	Dy. Director	9436361130
8	Pi Lalnunmawii	Dy. Director	8575180289
9	Pu Andrew H. Lalremruata	Dy. Director	9862588091

IPRO's

1	Pi Emily Lalrinpuii	IPRO	9862562167
2	Pi Saithantluangi Zote	IPRO	7005212542

Superintendent

1	David V.L. Hriatzela	Superintendent	8974742109
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Assistant

1	Pu K. Laldawngliana	Assistant	8974024636
2	Pi Lalhmangaihzuai	Assistant	9862304514
3	Pu Laldawngliana Tochwawng	Assistant	8787489831

Stenographer

1	Pi R. Lalhmingliani	Stenographer-II	9366430688
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Librarian-cum-Receptionist

1	Pi Laldingliani	Lib-cum Recept	9862381091
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UDC's

1	Pi H. Vanlalsawmi	UDC	9774396405
2	Pi Lalthannguri	UDC	9862399755
3	Pi Ramnghakliani	UDC	9612120894

LDC's

1	Pi Zoparliani	LDC	
2	Pi Rosangluri	LDC	9436199776
3	Pi Zothanpari	LDC	9612887720
4	Pi K. Lalhmangaihzuai	LDC	9436199234
5	Pi Saikhami	LDC	9615616995
6	Pu Lalduhawma	LDC	9436360654
7	Pi Alyssa Lalrinsangi	LDC	8794277409
8	Pu K. Lalsawmliana	LDC	9862236643
9	Pi Melody C. Laldinpuii	LDC	8414899811
10	Pi P.C Vanlaldini	LDC	8974747498

AVPA's/ Technical

1	Pi Ngurthankhumi	AVPA-I	9774583770
2	Pu R.K Rodingluaia	AVPA-I	9862331500
3	Pu Varhmingthanga	AVPA-II	9862426043

4	Pu Lalbiakenga	AVPA-II	8731873498
5	Pu J. Lalthutia	AVPA-II	9436374437
6	Pu C. Lalhriatpuia	AVPA-II	
7	Pu Lalruatsanga	AVPA-III	9862328006
8	Pu Lahuapzauva	AVPA-III	9612297033
9	Pu B.C Ralkapzauva	Camerman	
10	Pu Lalbiakkaia	Assistant Photographer	9436199235

Drivers

1	Pu Lalchhanhima	Spl Grade Driver	9862726185
2	Pu P.C Lalngaihawma	Driver Grade-I	
3	Pu Vanlalbiakchhuanga	Driver Grade-I	9485116566
4	Pu Vanlalvuana	Driver Grade-I	8837353928
5	Pu Vanlalhruaia	Driver Grade-II	9862791281
6	Pu Lalfakawma	Driver Grade-II	9862385687

IV-Grade

1	Pi Lalfakzuali	Jugali	
2	Pu Hari Bahadur	Peon	
3	Pu P.C Lalmuankima	Chawkidar	9612461061
4	Pi Vanlalpari	Cleaner	9862382986
5	Pu Lianphunga	Peon	8014403047
6	Pu Ngurthanvula	Peon	9366430568
7	Pi Mary Vanlalruati	Peon	8415881540
8	Pu Vanlalringa	Peon	7005734661
9	Pu Albert Z Lawmawma	Peon	8974729048
10	Pu Lalzawmpuia	Peon	
11	Pi Malsawmkimi Hlychho	Peon	7629968186
12	Pu H.B Lalremsanga	Peon	9615255336
13	Pu M. Ramthanmawia	Peon	8731000682
14	Pi Vanlalhriati	Peon	8974189521
15	Pu R.L Lalrengpuia	Peon	6909406875
16	Pi R. Zoramthangi	Peon	9774344529
17	Pu Zarzolia	Peon	8794872926
18	Pi P.C Zoremawii	Peon	8794533407

DISTRICT

Lunglei District –

1	Pi C.Lalremruati	IPRO	8974213605
2	Pu Chawngnhuna	LDC	9436733517
3	Pi R.Malsawmdawngkimi	LDC	8794403106
4	Pu Hmingmawia	AVPA-II	9485148908
5	Pu C.Rozama	AVPA-III	9612120895
6	Pu Lalhmuaka	Peon/Chowkider	9615903629

Siaha District –

1	Pu N.Vabeiratlua	Dy.Director	9436379394
2	Pu F.Lalparmawia	LDC	9612447846
3	Pu Ngurkhuma	AVPA-I	9862859929
4	Pu Hrangduma	AVPA-II	9612248682
5	Pu Region Chhuana	Peon/Chowkider	8730928948

Lawngtlai District –

1	Pu C.Lalhruaitluanga	IPRO	8974861506
2	Pu Lalthawhpua	LDC	7005441833
3	Pu HC Byhnarona	Peon/Chowkider	8974658587
4	Pu Richard VL Tlawmlova	Peon/Chowkider	9366934875

Serchhip District –

1	Pu K. Saitluanga,	Deputy Director	8730970574
2	Pi C. Ropari	LDC	9089284758
3	Pu F.Ramfangzauva	AVPA-III	9862235480
4	Pu Zirsangliana	Peon/Chowkider	9612121747

Champhai District –

1	Dr Lallawmkima	IPRO	8974138751
2	Pi F.Zothanpuui	UDC	8131987173
3	Pu Francis Lalfakzuala	LDC	8413061613
4	Pu Lalhmingthanga	Driver	8974965251

Kolasib District –

1	Dr Hmingthanzuala	IPRO	9774634454
2	Pi K.Lalrinmawii	UDC	9862325034
3	Pu Albert Lalnunsanga Khawbung	LDC	8131934133
4	Pu Lallungliana	AVPA-II	9862383040
5	Pu Thomas Rosanglura	AVPA-II	9862340201
6	Pu Samuel Lalruatfela	Peon/Chowkider	8257904937

Mamit District –

1	Pu Paul Rokima	IPRO	9862527976
2	Pi Lalrammawii Pachuau	LDC	9862335855
3	Pu C.Lalrinmawia	AVPA-III	9862244951
4	Pu PC Lalngaihawma	Peon/Chowkider	8730094213
5	Pu Lalchhanchhuaha	Peon/Chowkider	8416045121

K.The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations {under section 4(b)(x)}

I&PR Secretariat

SI No	Designation	Pay Level
1	3	4
1	Secretary	Level 14
2	Additional Secretary	Level 13A
3	Deputy Secretary	Level 12
4	Under Secretary	Level 11
5	Superintendent	Level 10
6	Assistant	Level 7
7	Assistant	Level 7
8	Assistant	Level 7
9	Assistant	Level 7
10	Upper Division Clerk	Level 6
11	Lower Division Clerk	Level 4
12	Lower Division Clerk	Level 4
13	Group 'D'	Level 1
14	Group 'D' (PE)	Level 1

I&PR Directorate

SI No	Designation	Pay Level
1	3	4
1	Director	Level - 13
2	Joint Director	Level - 12
3	Joint Director	Level - 12
4	Deputy Director	Level - 11
5	IPRO	Level - 10
6	Superintendent	Level - 10
7	Assistant	Level - 7
8	Stenographer	Level - 7
9	Lib-cumReceptionist	Level 6
10	UDC	Level - 6
11	LDC	Level - 4
12	AVPA	Level – 4
13	Driver	Level – 2
14	AVPA	Level – 4
15	IV Grade/Peon	Level - 1

L.The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made; {under section 4(b)(xi)}

I&PR

Sl. No	Detailed Head of Account	Total Fund allocated during 2022 – 2023 (Rs. In lakh)
1	2	3
1	(01) Salary	852.15
2	(02) Wages	7.60
3	(06) Medical Treatment	6.75
4.	(11) Domestic Travel Expenses	15.00
5.	(13) Office Expenses	19.11
6.	(14) Rents, Rate and Taxes	0.30
7.	(16) Publication	70.00
8.	(20) Other Administrative Expenses	1.00
9.	(21) Supplies & Material	1.30
10	(26) Advertising & Publicity	14.00
11	(27) Minor Works	10.00
12	(32) – Grant-in Aid (Non Salary)	70.00
13	(50) Other Charges	93.64
	GRAND TOTAL	1160.85

M.The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; {under section 4(b)(xii)}

There is no such scheme or project under this department

N. Particulars of recipients of concessions, permits or authorisations granted by it; {under section 4(b)(xiii)} –

1) I&PR is entrusted to select journalists for accreditation

<https://dipr.mizoram.gov.in/page/list-of-mizoram-accredited-journalist>

2) I&PR is the nodal agency in the state for advertisements and displays from the departments under Government of Mizoram

List of Print Media Firms and electronic media firms on I&PR's Advertisement registers

All the News Paper under registration of Government of Mizoram

O.Details in respect of the information, available to or held by it, reduced in an electronic form; {under section 4(b)(xiv)}

1) I&PR's as the Government organ for publicity hold all the press release and speeches covered by it at <https://dipr.mizoram.gov.in/>

2) I&PR at the directorate has **Archive Cell** where all the videos and photos used for publicities are stored in a digital format.

P. The names, designations and other particulars of the Public Information Officers;
{under section 4(b)(xv)}

I&PR Secretariat

Sl. No	Name	Designation	Contact no.
1	2	3	4
1.		DAA	
2.		SPIO	
3.			

I&PR Directorate & I&PR District Offices

<https://dipr.mizoram.gov.in/page/spio>

Second Appeal : Mizoram Information Commission

Sl. No	Name	Designation	Contact no.
1	2	3	4
1.	Pu Lalnunmawia Chuaungo, IAS (Rtd.)	Chief Information Commissioner	0389-2334825 (O) 0389-2335550 (Fax) 9879565877 (M)
2.	Zorammmawia, IPS (Rtd)	State Information Commissioner	0389-2333191 (O) 9436142594 (M)