

**DIRECTORATE OF SCIENCE & TECHNOLOGY
GOVERNMENT OF MIZORAM**

**MANUAL OF
RIGHT TO INFORMATION ACT, 2005
(Under Section 4 of RTI ACT, 2005)**

Updated in May, 2023

INTRODUCTION

1.1 In order to promote transparency and accountability in the working of every public authority to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. The enactment of this Act is a historic event in the annals of democracy in India. In accordance with the provisions of section 4(1)(b) of this Act, the Directorate of Science & Technology has brought out this manual for information and guidance of the stakeholders and the general public.

1.2 The purpose of this manual is to inform the general public about this Department’s organizational set-up, functions and duties of its officers and employees, records and documents available with the Department.

1.3 This manual is aimed at the public in general and users of the services and provides information about the organizations under its administrative control.

1.4. The Directorate of Science & Technology as per approval of the Government of Mizoram has designated the Principal Scientific Officer as its State Public Information Officer (SPIO) for matters concerning the Directorate under Right to Information Act, 2005.

1.5 A person requiring any information in respect of the Directorate of Science & Technology under the Act may contact the Principal Scientific Officer, Directorate of Science & Technology, Mizoram New Capital Complex (MINECO), Aizawl, Mizoram. A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee as may be prescribed in cash or by demand draft or banker’s cheque or Indian Postal Order or Court Fee Stamp.

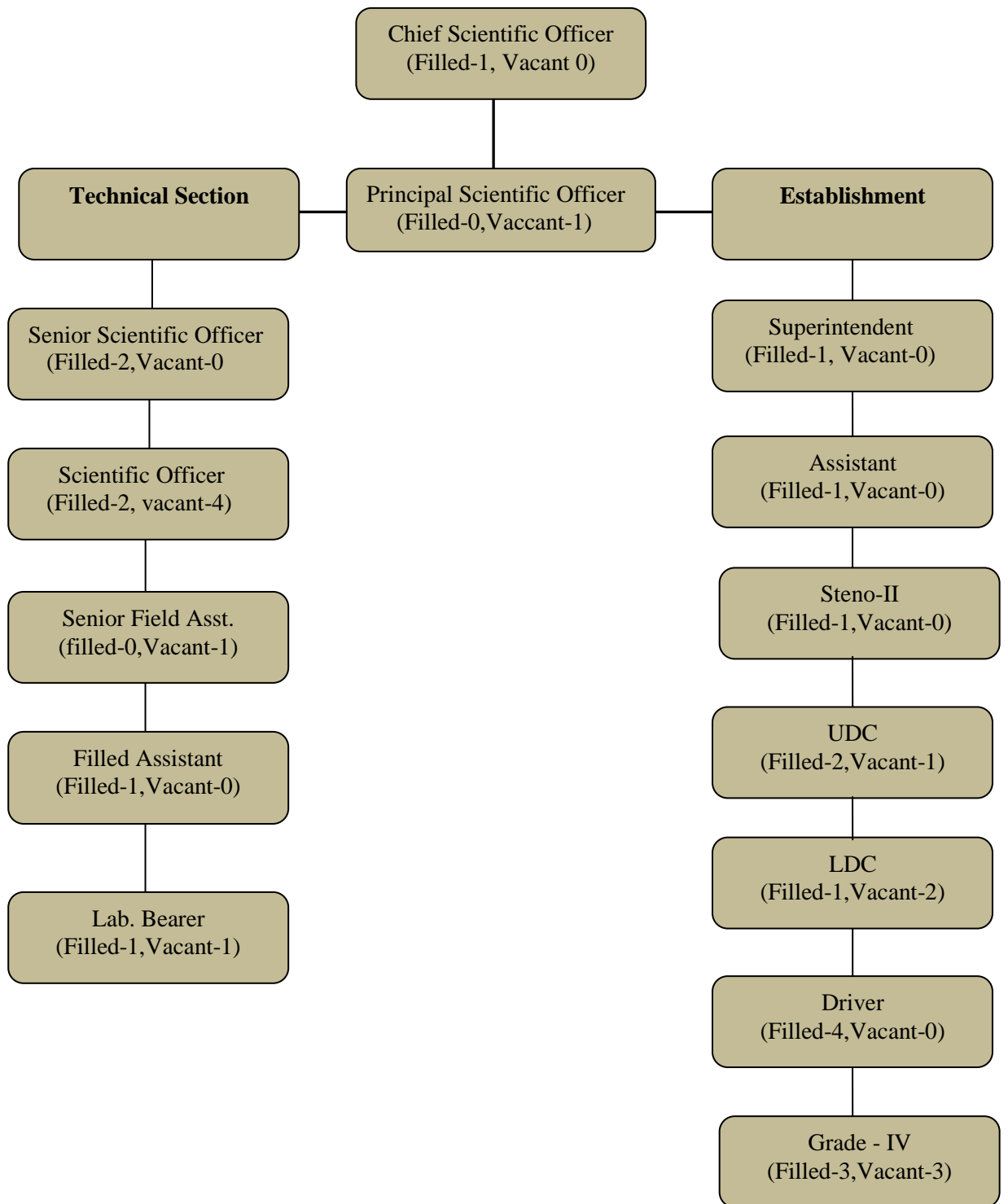
(H. LALSAWMLIANA)
Chief Scientific Officer,
Directorate of Science & Technology,
Mizoram: Aizawl

INFORMATION MANUAL

Manual - 1 Section 4(1)(b)(i) of RTI Act, 2005

The particulars of organizations, functions and duties of the DIRECTORATE OF SCIENCE & TECHNOLOGY: -

Name of the Public Authority	Directorate of Science & Technology
Address	Mizoram New Capital Complex, Khatla, Aizawl-796001
Head of Office	Chief Scientific Officer
Parent Government Department	Planning & Programme Implementation Department
Reporting to which Office	Planning & Programme Implementation Department
Jurisdiction-Geographical	Entire Mizoram
Mission	Harnessing the potential of Science & Technology for sustainable development
Vision	Science & Technology for sustainable development
Functions	<ul style="list-style-type: none">* Promotion and Popularization of Science & Technology.* Remote Sensing, GIS and Space Applications* Matters relating to Intellectual Property Right's including Copyright Act 1957; Patent 5 Act, 1970 involving establishment of Patent Information Centre, Design Act, 1999; Trademark Act, 1999; and all Rules/regulation there under*Meteorological & Climate Change Bio-resources and Biotechnology
Objectives	<ul style="list-style-type: none">*To provide appropriate scientific and technological input for development planning*To popularize science, technology and spread scientific temperament among the people*To promote applied research, development project and innovation*To promote Intellectual Property Rights management*To generate and disseminate*To study climate change and its impacts
Details of Services provided	Implementation of scientific & technological projects for sustainable development of the state.
Land area of Directorate of Science & Technology	1527.125 Sq.m



Manual - 2 Section 4(1)(b)(i) of RTI Act, 2005

Duties of officers and employees in the office of Directorate of Science & Technology.

Sl.No.	Designation	Duties	Remarks
1	Chief Scientific Officer	1.Financial sanction as permissible under DFP Rules. 2. Giving administrative decision within the competence of HoD. 3. Quasi-Judicial duties as and when need arises.	
2	Principal Scientific Officer	He supports the Chief Scientific Officer in the discharge of his duties	
3	Senior Scientific Officer	1.He coordinates activities of MIRSAC on behalf of the Chief Scientific Officer. 2.He also supports the Chief Scientific Officer in the discharge of his duties. 3.He acts as DDO on behalf of the Chief Scientific Officer	
4	Scientific Officers – 2 (two)	They deal and coordinate all scientific & technological works within the Directorate.	
5	Superintendent	1.Supervision of all staff 2.Training, helping and advising of staff 3. Maintenance of discipline 4. Maintenance of regularity and punctuality 5. Cleanliness of office	
6	Assistant	Dealing with files	
7	P.A to Chief Scientific Officer i.e. Steno-II	Helps and assists the Chief Scientific Officer in the discharge of his duties	
8	U.D.C.	Dealing with files	
9	L.D.C	Dealing with files	
10	Field Assistant	Dealing with files	
11	Driver	Attach to Office vehicle (including MIRSAC, MISTIC & MSC vehicle)	
12	Peons	Upkeep of the office as assigned to them by superior officers	
13	Laboratory Bearer	Helping of Scientific Officer	
14	MR Drivers	Distribution of Daks	
15	MR Peons	Diarizing and issuing works and helping of Scientific Officer	

Manual - 2 Section 4(1)(b)(ii) of RTI Act, 2005
Power of officers and employees in the office of Directorate of Science & Technology.

Sl.No.	Designation	Duties	Remarks
1	Chief Scientific Officer	1. Administrative 2. Financial 3. Quasi-Judicial in respect of Group C &D employees.	He is Member Secretary to MIRSAC, MISTIC & MSC
2	Principal Scientific Officer	He supports the Chief Scientific Officer in the discharge of his duties.	
3	Senior Scientific Officer - 2(two)	They also support the Chief Scientific Officer in the discharge of his duties.	
4	Scientific Officer – 2 (Two)	They also support the Chief Scientific Officer in the discharge of his duties.	
5	Superintendent	Responsible for: 1. Supervision of all staff 2. Training, helping and advising of staff 3. Maintenance of discipline 4. Maintenance of regularity and punctuality 5. Cleanliness of office	

Manual - 3 Section 4(1)(b)(iii) of RTI Act, 2005

The procedure followed in the decision-making process, including channels of supervision and accountability in the office of Directorate of Science & Technology

Sl. no.	Activity	Steps involved	Authority Role & Responsibility of the employee/officer in connection with each activity	Re- marks
1	Provide appropriate scientific and technological input for development planning	1.Preparation of project Proposal 2.Obtaining of Govt.'s Approval on the project Proposal and approved Cost 3.Preparation of Detail Project report and Obtaining of Govt.'s Approval on the same 4.Implementation of the approved projects through MIRSAC/ MISTIC/ MSC	1.Preparation of project proposal by the Scientific Officers 2.Approval of the Chief Scientific Officer 3.Obtaining of Govt.'s approval on the project 4.Endorsement of the approved Project to MIRSAC/MISTIC/ MSC for their implementation.	
2	Popularization Science & technology	Implementation of Popularization of science and technological activities like organization of seminar, workshop etc. through MISTIC, MIRSAC & MSC	1.Initiate action on the file by Dealing assistant 2.Approval of the Chief Scientific Officer 3.Endorsement of the Chief Scientific Officer's approval to MIRSAC/MISTIC/ MSC for their implementation	
3	Financial sanction	1.Scrutiny of vouchers 2.Process on the file 3.Vetting of sanction 4.Issue of sanction	1.Scrutiny of vouchers and process of the case by the Supdt./Dealing assistant 2.Vetting of sanction by the Principal Scientific Officer (DDO) 3.Sanction by the Chief Scientific Officer	
4	Quasi-Judicial activity	1.Suspension if called for 2.Issue of chargesheet 3.Appointment of IO and PO, if necessary 4.Conduct of inquiry 5.Examination of inquiry Report and furnishing the report to Charged Officer. 6.Issued of order for Disciplinary action	1.Receipt of report about commission of offence. 2.Process on the file by dealing assistant 3.Issue of suspension order by Chief Scientific Officer, if necessary 4.Issue of charge-sheet by Chief Scientific Officer 5.Appointment of IO and PO by Chief Scientific Officer 6.Conduct of inquiry by IO 7.Receipt of inquiry report by the Chief Scientific Officer 8.Issue of quasi-judicial order by Chief Scientific Officer	
5	Administrative Activities	All routine administrative activities are dealt with on the files by all dealing hands	1.Initiate action by dealing hands on file 2.Examination and scrutiny of cases by Supdt. Final decision by the Chief Scientific Officer	

Manual - 4 Section 4(1)(b)(iv) of RTI Act, 2005

Norms set for discharge of its functions in the office of Directorate of Science & Technology

ORGANIZATIONAL TARGETS: Yearly

Sl. no.	Activity	Physical targets	Financial targets	Re- marks
1	Popularization of science & technology Organisation of seminars/trainings/camps/workshop/ Meeting/ symposia/campaign/lecture/demonstration to school & colleges students, NGOs and Govt. servants and research scholars	15-Organisation of seminars/ trainings/camps/workshops/ meetings/symposia/campaign/ lecture/demonstration to school & colleges students, NGOs and Govt. servants and research scholars		
2	Popularization of Science & technology through Mizoram Science Centre	16000 visitors		
3	Generation & Dissemination of Meteorological Data to the public	365 days Generation & Dissemination of Meteorological Data to the public		
4	Generation of relevant scientific Data for users Departments	To supply any relevant data and Maps of GIS and other applications deal by the Directorate as per demanded by line departments		
5	Publication of Journals	3 Scientific Journals	7.5 lakh	

Statement of categories of documents held in the office of Directorate of Science & Technology

Sl. no.	Subject	Type of Document file or register	Remarks
1	Service records of employees	Confidential documents	Service records of employees other than Officers are in the custody of the Chief Scientific Officer.
2	ACRs of UDC, LDC, F.A and Performance Records of Group 'D' staff	Confidential documents	
3	Internal and external Communications issued by the Government from time to time	This subject includes confidential/secret communication	
4	General	Notifications, Office – Memorandum, Circulars, Orders, Regulations, Instructions etc. issued by the Govt. from time to time	

Manual - 5 Section 4(1)(b)(v) of RTI Act, 2005

The rules/regulations related with the function of Directorate of Science & Technology

Sl.No.	Subject	G.R/Circular/Office Order Rules No. Notification etc. date	Remarks if any
1	FR&ST Part-I (General Rules)	OM/Circular/Notification etc. Issued by the Government from time to time	
2	FR&SR Part-II (T.A. Rules)	-do-	
3	FR&SR Part-III (Leave Rules)	-do-	
4	FR&SR Part-IV (Dearness Allowance & Dearness Relief Rules)	-do-	
5	FR&SR Part-V (HRA&CCA Rules)	-do-	
6	GPF Rules	-do-	
7	Medical Attendance Rules	-do-	
8	CSS (Conduct) Rules, 1964	-do-	
9	CCS (CCA) Rules, 1965	-do-	
10	Central Secretariat Manual of Office Procedure	-do-	
11	Central Treasury Rules	-do-	
12	General Financial Rules	-do-	
13	Transaction of Business Rules	-do-	
14	Delegation of Financial Power Rules	-do-	
15	Mizoram Treasury Manual	-do-	
16	LTC Rules	-do-	
17	Temporary Service Rules	-do-	
18	Swamy's Compilation of Establishment and Administration	-do-	
19	Swamy's Compilation of Seniority and Promotion	-do-	
20	The State of Mizoram Act, 1986	-do-	
21	CCS (Pension) Rules, 1972	-do-	
22	House Building Advance Rules	-do-	

Manual - 6 (1)(b)(vi) of RTI Act, 2005 6 Section

Statement of categories of documents held in the office of Directorate of Science & Technology

Sl. no.	Subject	Type of Document file or register	Remarks
1	Service records of employees	Confidential documents	Service records of employees other than Officers are in the Custody of the Chief Scientific Officer
2	ACRs of UDC, LDC, F.A and Performance Records of Group 'D' staff	Confidential documents	
3	Internal and external communications issued by the Govt. from time to time	This subject includes confidential/secret communication	
4	General	Notifications, Office Memorandum, Circulars, orders Regulation, Instructions etc. issued by the Govt. from time to time	

Manual – 7 Section 4(1)(b)(vii) of RTI Act, 2005

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy & implementation in the office of the Directorate of Science & Technology.

In the Directorate of Science & Technology there is no arrangement for consultation with members of the public in relation to the formulation of policy & implementation.

Manual –8 Section4 (1)(b)(viii) of RTI Act, 2005

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, 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.

There are three autonomous bodies under the Directorate of Science & Technology

Sl. no.	Name of autonomous body	Administrator	Function	Remarks
1	Mizoram Science, Technology & Innovation Council (MISTIC)	It is administered by the Governing Body under the Chairmanship of the hon'ble Chief minister and the Executive Committee under the Chairmanship of the Secretary, Planning & Programme Implementation Department, Government of Mizoram.	It undertakes various projects and programmes pertaining to R&D, IPR related inventions/innovations in science and technology to popularise and optimize its utilization for sustainable development	1.Information held by MISTIC, if any, that would prejudicially affect scientific interests of the State is exempted from disclosure of information under Section 8(1)(a) of RTI Act, 2005 2.Trade marks/IPR related function of the Council is exempted from disclosures of information under Section 8(1)(d) of RTI Act, 2005
2	Mizoram Remote Sensing Application Centre (MIRSAC)	It is administered by the Governing Body under the Chairmanship of the Chief Minister, Govt. of Mizoram and the Executive Committee under the Chairmanship of the Secretary, Planning & Programme Implementation Department, Govt. of Mizoram	It is the Nodal agency and apex organization in the State for advising and disseminating Remote Sensing Technology and Geographic Information System to various Departments in the State.	Information held by MIRSAC, if any, that would prejudicially affect Scientific interests of the State is exempted from disclosure of information under Section 8(1)(a) of RTI Act, 2005
3	Mizoram Science Centre (MSC)	It is administered by the Governing Body under the Chairmanship of the Chief Secretary, Govt. of Mizoram and the Executive Committee under the Chairmanship of the Secretary, Planning & Programme Implementation Department, Govt. of Mizoram	Mizoram Science Centre was declared an Autonomous Government Institution under DST, Govt. of Mizoram on 2.3.2017. MSC coupled with Innovation Hub has been serving the people by communicating Science & Technology through its exhibits and activities in enjoyable ways with the primary objective of developing scientific temper in the society and to promote creative learning of science in schools and colleges.	

Manual - 9 Section 4(1)(b)(ix) of RTI Act, 2005

Directory of the officers and employees in the office of Directorate of Science & Tech. as on April, 2023

Sl.No.	Name & Designation	Address	Phone No.	Re- marks
1	H. Lalsawmliana, Chief Scientific Officer	Bungkawn, Aizawl	3336659 (O) 9436195589(M)	
2	K.Lalrammuana, Principal Scientific Officer	Shivaji Tilla, Khatla	21336127(O) 8415924626	
3	F. Lalramchuana, Senior Scientific Officer	MINECO, Khatla	96121158190	
4	Dr. Aldrin Malsawmtluanga, Scientific Officer	Tuikual, Aizawl	9436351500	
5	Edward Lalzuihanga, Scientific Officer	Mission Veng, Aizawl	9612324540	
6	Ngurthanpuii Khiangte, Superintendent	Luangmual West, Aizawl	9862565579	
7	Lalrinkimi, Steno – II	Tuikual, Aizawl	8794970368	
8	Lalnunmawii Sailo, Assistant	Tlangnuam, Aizawl	9436352607	
9	Lalnuntluangi, UDC	Bawngkawn, Aizawl	9774582069	
10	Lalmuanpuii Sailo, UDC	ThakthingVeng,Aizawl	9436156960	
11	Lalhmunsiami, Field Assistant	Venghlui, Aizawl	9862311065	
12	Lalhmingpuia, LDC	Republic Vengthlang, Aizawl	9615673585	
13	Lalremruata, Driver	Ramhlun Sports Complex, Aizawl	9402320821	
14	Biakngura, Driver	Kulikawn, Aizawl	9862149857	
15	F. Lalthenlova, Peon	Luangmual, Aizawl	8258044204	
16	R. Thantluanga, Peon	LuangmualVengthlang, Aizawl	9612113437	
17	R. Lalduhawma, Lab. Bearer	Ramhlun North, Aizawl	9862925128	
18	Zothansanga, Driver	Saron Veng, Aizawl	7005109094	
19	R.Lalrawna, Peon	LuangmualVengthlang, Aizawl	9862787267	
20	Andrew V.L.Malsawmtluanga, Driver P.E.	Republic Veng, Aizawl	9862383928	
21	Rabin Lalhriatzuala, Peon	Venghlui, Aizawl	8974446581	
22	C. Lalramnghinglova, Chowkidar,P.E.	Chanmari, Aizawl	8414984366	
23	LalenzamiChawngthu,Lab.Bearer, P.E.	MINECO,Khatla,Aizawl	9862378145	
24	R.Laldinpuia, Data Collector, M.R.	Bungkawn Damveng,Aizawl	6009415812	

WAGES OF PROVISIONAL EMPLOYEES

Sl. No.	Name & Designation	Rate per day	Wages per month (In 31 days)	Remarks
1	Andrew V.L.Malsawmtluanga, SK-II		17,790	
2	LalengzamiChawngthu, Unskilled		13,490	
3	C. Lalramnghinglova, Unskilled		13,490	

WAGES OF MUSTER ROLL EMPLOYEES

Sl. No.	Name & Designation	Rate per day	Wages per month (In 31 days)	Re- marks
1	R. Laldinpuia, Skilled - I	640	19,840	

Manual – 11 Section 4(1)(b)(xi) of RTI Act, 2005

Details of allocation of budget & disbursement made in the office of Directorate of Science & Technology

Budget Allocation for 2022-2023

Budget Allocation for 2023-2024

Major Head – 3425-Other Scientific Research

Actual 2022-2023		Object Heads	BE 2023-2024	
State	CSS		State	CSS
		Major Head – 3425 – Other Scientific Research		
		Object Head -		
198.00		(01) – Salaries	217.53	
11.95		(02) – Wages	9.38	
2.70		(06) – Medical Treatment	2.70	
3.75		(11) – Domestic Travel Expenses	3.75	
6.75		(13) – Office Expenses	6.75	
-		(14) – Rent, Rates & Taxes	-	
10.00		(27) – Minor Works	10.00	
-		(31) – Grants-in-aid General (salary)	-	
8.00		(32) – Grants-in-aid General (non- salary)	8.00	
6.80		(50) – Other Charges	6.80	
247.95		TOTAL	264.91	

Manual – 12 Section 4(1)(b)(xii) of RTI Act, 2005

Manner of Execution of subsidy program in the office of Directorate of Science & Technology.

The Directorate is not a subsidy providing Department

Manual – 13 Section 4(1)(b)(xiii) of RTI Act, 2005

Particulars of recipients of concessions, permits or authorization granted in the office of Directorate of Science & Technology

-No such system exists in the Directorate of Science & Technology

Manual – 14 Section 4(1)(b)(xiv) of RTI Act, 2005

Details of information available in electronic form in the office of Directorate of Science & Technology

Sl. No.	Type of Document	In which electronic format is kept	Person in charge
1	Office documents are kept in file	All important office documents are stored in computer which can be accessed if and when necessary	No particular person is assigned as in charge, documents can be obtained as per permission of Chief Scientific Officer

Manual – 15 Section 4(1)(b)(xv) of RTI Act, 2005

Particulars of facilities available for citizen for obtaining information in the office of the Directorate of Science & Technology

Sl. No.	Type of facility	Timings	Location	Person in charge
1	Information about visiting hours	On all working days (Monday to Friday) 9:00 AM to 5:00 PM (15 th Feb. – 15 th Oct. or as notified by the Govt. from time to time) 9:00 AM to 4:00 PM (1 ST Oct. – 14 th Feb. or as notified by the Govt. from time to time)	Directorate of Science & Technology, MINECO, Khatla, Aizawl	
2	Information about visiting days of Mizoram Science Centre	Tuesday to Saturday during working hours	Berawtlang, Aizawl	F. Lalramchuana, Sr. Scientific Officer
3	Information about Notice Boards	On all working days (Monday to Friday) 9:00 AM to 5:00 PM (15 th Feb. – 15 th Oct. or as notified by the Govt. from time to time) 9:00 AM to 4:00 PM (1 st Oct.-14 th Feb. or as notified by the Govt. from time to time)	Directorate of Science & Technology, MINECO, Khatla, Aizawl	

Manual – 16 Section 4(1)(b)(xvi) of RTI Act, 2005

Details of State Public Information Officers/State Assistant Public Information Officers/Appellate Authority in the jurisdiction of Directorate of Science & Technology

State Public Information Officer:

State Public Information Officer: Name of SPIO	Designation	Jurisdiction as SPIO under DST	Office Address/Phone No.	E-mail ID for purpose of DST
K.Lalrammuana	Principal Scientific Officer	Within the jurisdiction of Directorate of Science & Technology	Directorate of Science & Technology, Mizoram New Capital Complex 0389 2336127	klalrammuana2@gmail.com

State Assistant Public Information Officer:

Name of SPIO	Designation	Jurisdiction as SPIO under DST	Office Address/Phone No.	E-mail ID for purpose of DST
Ngurthanpuii Khangte	Superintendent	Within the jurisdiction of Directorate of Science & Technology	Directorate of Science & Technology, Mizoram New Capital Complex 9862565579	ngurthanpuii khangte@gmail.com

Departmental Appellate Authority:

Name of DAA	Designation	Jurisdiction as SPIO under DST	Office Address/Phone No.	E-mail ID for purpose of DST
H. Lalsawmliana	Chief Scientific Officer	Within the jurisdiction of Directorate of Science & Technology	Directorate of Science & Technology, Mizoram New Capital Complex 0389-2336159	cso.dst@gmail.com