

**RTI MANUAL OF
STATE ELECTION COMMISSION, MIZORAM
SECTION 4 OF RTI ACT,2005**

2022 - 2023

CHAPTER – 1

INTRODUCTION

Background of this Handbook/Manual (Right to Information Act, 2005)

1. The RTI Act is the basic structure of the Constitution of India. It acknowledges and proceeds to implement the right to information for citizens with respect to the information under the control of public authorities in order to promote transparency and accountability in the working of every public authority and may also be stated as a keystone to Good Governance. The Right to Information Act, 2005 is a stimulus for the growth of knowledge of the right to the citizen, equality before law or the equal protection of the laws within the territory of India conferred by Article 14 of the Constitution of India and protect the right to freedom of speech and expression in Article 19 of the Constitution based on the foundation of freedom of right to know. The secrecy of Govt. activities in the old times now became transparent under this Act by way of disclosure of information to the public. Requiring the public authorities to give all the information pertaining to their organizational structure and functioning on proactive basis is an essential feature of the Act.

2. *Objective/Purpose of this Handbook/Manual:*

The objective/purpose of this handbook is to maintain all relevant information. records and documents in respect of State Election Commission, Mizoram, both in print and electronic forms including computerization for easy access of information as and when required to educate, guide and motivate the public in the right direction so that citizens are able to perform the fundamental duties conferred by the Constitution and to develop scientific temper, humanism and the spirit of inquiry and reforms.

3. *Who are the intended users?*

Any citizens of the country in India except Jammu & Kashmir can have access information under this Act.

4. *Organization of the information in this Handbook*

State Election Commission, Mizoram

5. *Procedure and Fee structure for getting information and available in the Handbook:*

As per Rule 4 of the Mizoram Right to Information Rules, 2010, the fees/amount to be charged for providing information is as below.

PART –I

Fees/Amount to be charged for providing information

(A) Application	Rate to be charged	Mode of deposit
i) <i>Application for seeking information</i>	Rupees Ten per application	Treasury Challan/Cash

PART -II

(B) Amount to be charged for providing information		
(i) <i>Inspection of documents</i>	<i>No fee for the first hour and a fee of Rupees Five per each subsequent hour or fraction thereof</i>	<i>By cash/ Treasury Challan/Demand Draft</i>
(ii) <i>Information created or copied in A4 or A3 size paper</i>	<i>Rupees One for each page</i>	-do-
(iii) <i>Copy in larger paper</i>	<i>Actual charge or cost</i>	-do-
(iv) <i>For Sample or model</i>	<i>Actual cost or price</i>	-do-
(v) <i>Information provided in soft copy</i>	<i>Rupees Thirty per CD</i>	-do-
(vi) <i>Information provided in printed form from</i>	<i>The price fixed for such publication or Rupee One per page of photocopy for extracts from the publication</i>	-do-

As per Rule 5 of the Mizoram Right to Information Rules, 2010, any fee collected from the information provided under the RTI Act, 2005 shall be deposited under the Head of Account given below

- 0070 - Other Administrative Services
- 60 - Other Services
- 118 - Receipts under RTI Act, 2005

As per Rule 5 of the Mizoram Right to Information Rules, 2010, no fee shall be charged on the following cases :-

- (a) *Person who are of Below Poverty Line as may be determined by the Govt. of Mizoram for provisions of information related to welfare BPL.*
- (b) *Where the SPIO fails to comply with the time limit specified under Sub-Section (1) of Section 7 of the Act or where the application is deemed to have been refused on the information being given, the same shall be given free of cost.*
- (c) *Where an information is such which should have been published or disseminated widely as required by Section 4 of the Act but has not been published nor disseminated, no fee for such information shall be charged.*

6. Procedure for getting information:

- 1) Submit an application form to the State Public Information Officer (SPIO) or State Assistant Public Information Officer (SAPIO) as mentioned in Chapter-8 of this Manual giving clear indication on (i) subject matter of information (ii) the period to which the information relates (iii) specific details of information required (iv) the manner in which information is to be provided and (v) the name & address with contact number of applicant for early disposal. Information/document will be supplied only after application fee/further fee is deposited as the case may be. Sample application form may be seen at **Appendix -1**.
- 2) For providing copies of documents/inspection of documents etc. the applicant has to pay further fee at the rate prescribed in Para 5(B).
- 3) In case the applicant belongs to BPL category, furnished the proof of the same.
- 4) The SPIO can reject the application seeking information the disclosure of which appears to be harmful in the eye of the provision of Section 8 of the Act.
- 5) Any applicant feeling aggrieved by the decision of SPIO or if the information requested for is not provided within the time specified by the Act may file an appeal before the Departmental Appellate Authority (DAA) i.e. Secretary, State Election Commission within 30 (thirty)days. An appeal fee of Rs.40/- (Rupees Forty) only in the form of Court fee stamp should be pasted in the Appeal Memorandum. Sample appeal form may be seen at **Appendix-2**
- 6) Any person aggrieved by the decision of the Departmental Appellate Authority (DAA) may, within 90 days from the date of such decision, prefer a second appeal to the State Information Commission on payment of Rs.50/- (Rupees Fifty)only in the form of Court fee stamp. The decision of the Commission shall be final.

CHAPTER- 2

PARTICULARS OF ORGANIZATION, FUNCTION AND DUTIES

See Section 4(1)(b)(i)

Objective/Purpose of the Public Authority:

1. To conduct General Elections and By-Elections to Local Bodies
2. To prepare Electoral Roll for use in the General Elections and By-Elections to Local Bodies including Autonomous District Councils
3. To administer free and fair election.
4. To introduce electoral reforms in the election system of local bodies in the State.

7. Mission/Vision Statement of the Public Authority:

To conduct free and fair elections and to prepare Electoral Roll for use in the General Elections and By-Elections to Local Bodies including Autonomous District Councils, to introduce electoral reforms in the election system of local bodies in the State.

8. Brief history of the public authority and context of its formation:

The State Election Commission, Mizoram was established by the Govt. of Mizoram under **Article 243K and 243ZA** of the Constitution of India on **3rd October, 2008** to conduct General Elections, By-Elections to Local Bodies and to prepare Electoral Roll for use in the General Elections and By-Elections to Local Bodies including Autonomous District Councils.

The State Election Commission, since its inception, has introduced several electoral reforms in the election system of local bodies in the State. Some of these are Model Code of Conduct, common Ballot Paper, single ballot box, appointment of Election Observers. These new practices have resulted in free and fair elections to local bodies in the State.

The present Organisation structure of the State Election Commission, Mizoram is as under:-

1) Gazetted Post

S/N	Name of Post	Present incumbent	No. of Post	Vacant Post	Remarks
1	State Election Commissioner	Laima Chozah, IAS(Retd.)	1	-	-
2	Secretary	V.L. Remliana, MCS	1	-	Deputation
3	Deputy Secretary	-	1	1	Deputation
4	Under Secretary	-	1	1	Deputation
5	PS to State Election Commissioner	-	1	1	-
6	Accounts Officer	-	1	1	-
7	Superintendent	F. Hranglawta	1	-	Deputation
Total			7	3	

2) Non-Gazetted Post

S/N	Name of Post	Sanctioned Strength	Filled up	Vacant Post	Remarks
1	Computer Programme Assistant	1	-	1	Group 'B' Non-Gazetted
2	Assistant	2	1	1	
3	Steno Grade-II	1	1	-	
4	Steno Grade-III	1	1(+1)	-	2 Posts filled up on PE basis
5	UDC	3	2	1	
6	Data Entry Operator	4	3(+1)	-	(+1) Post filled up on PE basis
7	LDC	4	2(+1)	1	(+1) Post filled up on PE basis
8	Despatch Rider	1	1	-	
9	Driver	3	3(+1)	-	(+1) Post filled up on PE basis
10	IV Grade	7	3(+4)	-	(+4) Posts filled up on PE basis
Total		27	25	4	

As required under Rule 3(1) of the Mizoram RTI Rules, 2006, **Pu VL. Remliana. Secretary**, is appointed as **Departmental Appellate Authority (DAA)** in case the applicant may like to exercise his right to appeal due to non-receipt of information within the specified period or the applicant feeling aggrieved by decision of the State Public Information Officer.

As required under Sub-Section (1) of Section 5 of the RTI Act, 2005, **Pu F. Hranglawta, Superintendent** is appointed as **State Public Information Officer (SPIO)** to provide information under the State Election Commission, Mizoram.

State Assistant Public Information Officer (SAPIO) is not designated at present due to constraint of staff.

9. Main Activities/Function for the Public Authority:

The activities performed by this Commission are as follows:

- 1) Prepares Electoral Rolls for use in the General Elections and By-Elections to local bodies.
- 2) Conducted the following General Elections and By-Elections to local bodies of the State:

General Elections

S/N	Name of Election	Date of Poll
1	17 th General Election to Village Councils - Aizawl, Lunglei, Serchhip, Champhai, Mamit & Kolasib Districts	24-Feb-2009
2	1 st General Election to Aizawl Municipal Council (AMC)	03-Nov-2010
3	18 th General Election to Village Councils (Non-Sixth Schedule Areas)	23-Feb-2012
4	1st General Election to Local Councils	23-Feb-2012
5	10 th General Election to Mara Autonomous District Council	03-May-2012
6	9 th General Election to Chakma Autonomous District Council	17-Apr-2013
7	General Election to Village Councils under Lai Autonomous District Council	25-Mar-2014
8	General Election to Village Councils under Chakma Autonomous District Council	25-Feb-2015
9	19 th General Election to Village Councils (Non-Sixth Schedule Areas)	30-Apr-2015
10	2nd General Election to Local Councils	30-Apr-2015
11	10 th General Election to Lai Autonomous District Council	26-Nov-2015
12	2 nd General Election to Aizawl Municipal Councils	26-Nov-2015
13	11 th General Election to Mara Autonomous District Council, 2017	04-May-2017

S/N	Name of Election	Date of Poll
14	14 th General Election to Village Councils under Mara Autonomous District Council, 2018	17-Apr-2018
15	10 th General Election to Chakma Autonomous District Council, 2018	20-Apr-2018
16	General Election to Village Councils under Lai Autonomous District Council, 2019	08-May-2019
17	1 st General Election to Sinlung Hills Councils, 2019	05-Nov-2019
18	General Election to Village Councils under CADC, 2020	13-Mar-2020
19	General Election to Village Councils, 2020	27-Aug-2020
		04-Sep-2020
20	General Election to Local Councils, 2020	27-Aug-2020
		04-Sep-2020
		10-Sep-2020
21	General Election to MDC under Lai Autonomous District Council, 2020	04-Dec-2020
22	Re-Poll to N. Vanlaiphai Village Council under Serchhip District	10-Dec-2020
23	Re-Poll to Darlawn Venghlun Village Council under Aizawl District	05-Feb-2021
24	General Election to Aizawl Municipal Corporation, 2021	16-Feb-2021
25	12 th General Election to Mara Autonomous District Council, 2022	05-May-2022

S/N	Name of Election	Date of Poll
1	General/Mid Term Election to Village Councils:	7-Apr-2010
	1) Tuivamit (New) & Zuangtui (Dissolved) - Aizawl District	
	2) Rotlang 'W' (New), Malsury (New), Sailen (New), Thlengang (Dissolved) - Lunglei District	
	3) Serchhip-IV (New) - Serchhip District	
	4) Champhai Dinthar (New) - Champhai District	
	5) Kolasib Project Veng (New)	
2	By-Election to 2(two) Village Councils in compliance with Order dt.6.8.2010 passed by Hon'ble Gauhati High Court, Aizawl Bench in WP(C) No.18 OF 2010 & WP© No. 19 of 2010:	13-Oct-2010
	1) Malsury - Lunglei District	
	2) Kolasib Project Veng - Kolasib	
3	By-Election to Mualpui Chhingchhip Village Council, Serchhip District in compliance with Order dt. 8.2.2011 passed by the Hon'ble Gauhati High Court in WP© No. 85 of 2010.	13-Apr-2011
4	By-Election to 5(Five) Village Councils under LADC & CADC:	15-Oct-2012
	1) Lungpher 'S', Siachangkawn, Saihazawl 'E' - LADC	
	2) Jamersury & Nalbonya - CADC	

S/N	Name of Election		Date of Poll
5	By-Election to Village Councils within Aizawl & Kolasib District:		23-Jul-2013
	1)	Sakawrdai, Zohmun, Vaitin, Mauchar, New Vervek, N. Tinghmun, Khawpuar, Palsang, Lungsum, Thingsat, Damdai (Vervek), N. Khawdungsei, Zokhawthiang - Aizawl District	
	2)	Saiphai & Saipum - Kolasib District	
6	By-Election to MDC under LADC & MADC:		4-Jun-2014
	1)	Tuipang-II - MADC	
	2)	Lawngtlai Bazar & Tuithumhnar - LADC	
7	By-Election to MDC under CADC:		2-Jul-2014
	1)	2-Borapansury-II	
8	By-Election to 4(four) Village Councils under MADC:		20-Jul-2015
	1)	Ahmypi	
	2)	Chhaolo	
	3)	Siata-II	
	4)	Maisa	
9	By-Election to MDC under CADC:		28-Apr-2016
	1)	10-Mandirasora	
10	General Election/ By-Election/ Re-poll under CADC (Village Councils):		28-Apr-2016
	1)	Montola	
	2)	Udalthana-I	
	3)	Ajasora-II	
	4)	Borakabakhali-I	
	5)	Charluitlang	
	6)	Futsury	
	7)	Lukkisury	
	8)	Jaruldubasora	
	9)	Gerasury	
	10)	Gobasury	
11	By-Election to 25 Village Councils under Aizawl District and 6 Village Councils under Kolasib District.		19-May-2016
12	By-Election to Village Councils under MADC		26-May-2016
	1)	Theiri	
	2)	Lotai	
	3)	Saikao	
13	By-Election to Khawzawl-I Village Council under Champhai District		23-Aug-2016
14	By-Election to Local Councils:		26-Aug-2016
	1)	Chhing Veng	
	2)	Chite	
	3)	Mission Veng	
15	By-Election to Dawrpui Vengthar Local Council		31-Oct-2016
16	By-Election to 4 (four) Village Councils under Chakma Autonomous District Council, 2016		18-Nov-2016
	1)	2- Kurbalavasora	
	2)	23- Saizawh 'W'	
	3)	51-Longpuighat-II	
	4)	53-Golasury	
17	By-Election to Chawlhmun Local Council		12-Dec-2016

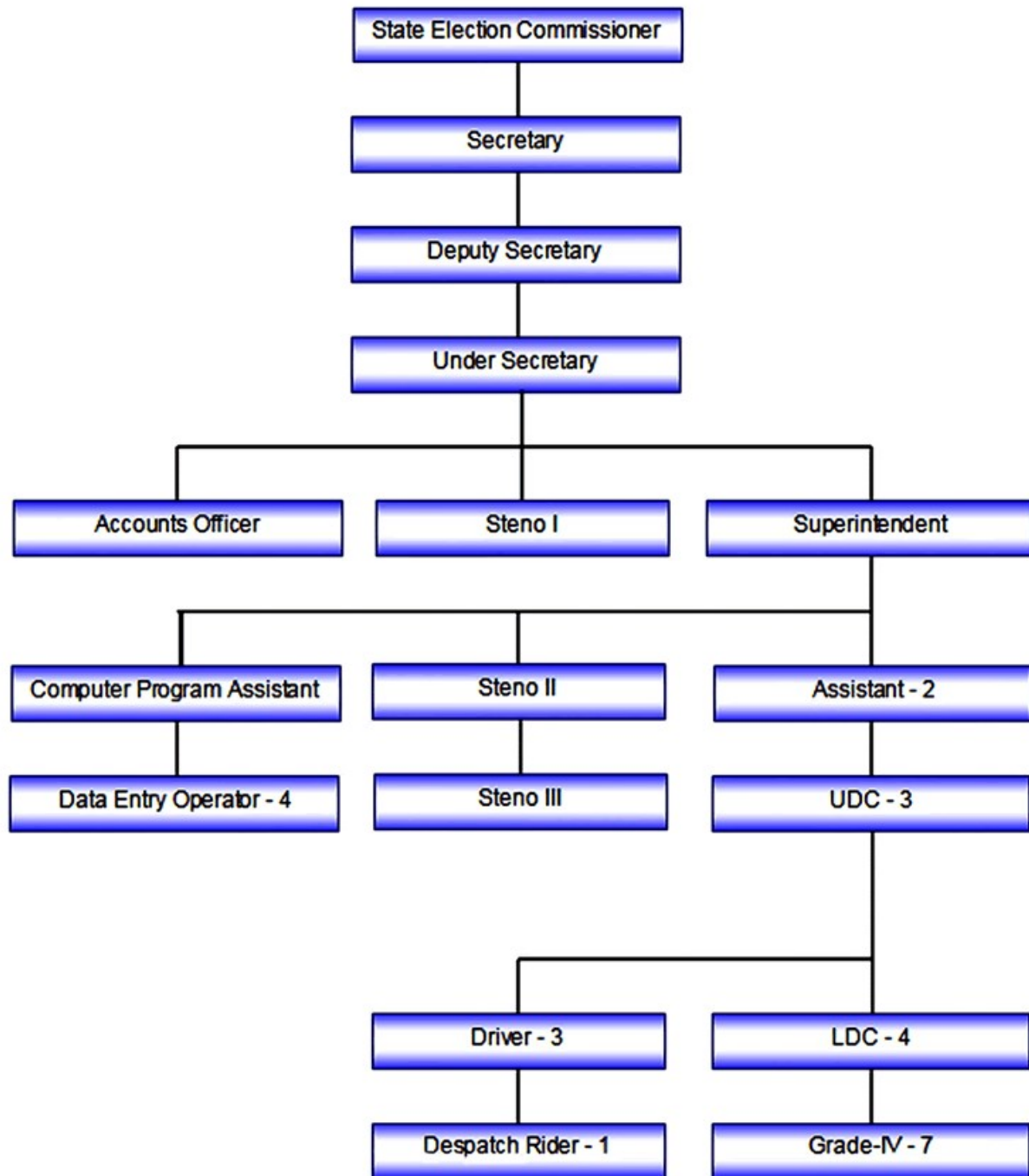
S/N	Name of Election	Date of Poll
18	By-Election to Village Councils under Mara Autonomous District Council, 2016	15-Dec-2016
	1) New Siaha 'W'	
	2) Chhaolo-II	
	3) Amobyu Vaithie	
	4) Mawhro	
	5) Chapi-II	
	6) Pala	
	7) Miepu-II	
19	By-Election to Village Councils under CADC & LADC, 2017	22-Aug-2017
	1) Gobasury	
	2) Chawngtelui	
	3) Ngengpuitlang	
	4) Hmawngbuchhuah	
	5) Dumzautlang	
	6) Bolisora	
	7) Tuisentlang	
	8) Lawngtlai Vengpui	
9) Archhuang		
20	By-Election to Durtlang Local Council, 2017	8-Dec-2017
21	By-Election to 3 (three) Village Councils under LADC, 2018	26-Jun-2018
	1) 11-Ngengpuikai	
	2) 13-Thingkah	
	3) 34-Damlui	
22	By-Election to Village Councils under CADC, 2019	8-May-2019
	1) Borapansury-I	
	2) Kamalanagar-I	
	3) Kamalanagar-III	
	4) Longpuighat-II	
	5) Simeisury	
6) New Jognasury		
23	By-Election to MDC under CADC & LADC, 2019	6-Jun-2019
	1) 5-Lungtian MDC Constituency under LADC	
	2) 9-Ugudasury MDC Under CADC	
24	By-Election to Local Councils, 2019	30-Aug-2019
	1) Chaltlang (Reserved)	
	2) Chhinga Veng (Reserved)	
	3) Kanan (1 General)	
25	By-Election to 1-Tokalo MDC under Mara Autonomous District Councils, 2019	30-Oct-2019
26	By-Election to 26-Hmunnuam & 50-Kakichhuah Village Councils under Lai Autonomous District Councils, 2019	3-Dec-2019
27	By-Election to 5 Village Councils under Mara Autonomous District Councils, 2020	31-Jan-2020
	1) 13-Siaha Vaihpi-III	
	2) 22-College Vaih-II	
	3) 42-Kaochao 'E'-II	
	4) 68-Zyhno-I	
	5) 93-Khaikhy	

S/N	Name of Election	Date of Poll
28	By-Election to Council Veng Village Council under Lai Autonomous District Councils, 2020	13-Mar-2020
29	By-Election to 18-Siaha North-I MDC under Mara Autonomous District Councils, 2020	26-Aug-2020
30	By-Election to Village Councils under Mara Autonomous District Councils, 2020	10-Nov-2020
	1) 9-Meisavaih East (Dissolved)	
	2) 10-Meisavaih West (Dissolved)	
	3) 19-New Colony-III (Dissolved)	
	4) 21-College Vaih-I (Resigned one member)	
	5) 26-Siahatla-I (Dissolved)	
	6) 76-Ahmypi (Dissolved)	
	7) 79-Phura South (Boycotted)	
8) 84-Khopai (Dissolved)		
31	By-Election to Village Councils under Mara Autonomous District Councils, 2021	16-Dec-2021
	1) 16-Council Vaih (One Member expired)	
	2) 29-No-aotlah-I (Dissolved)	
	3) 39-Amobyu 'CH' (Two Member Resigned)	
	4) 57-Siasi (Dissolved)	
	5) 68-Zyhno (One Member expired)	
	6) 84-Khopai (One Member Resigned)	
7) 60-Tipa 'V' - II (One Member expired)		
32	By-Election to Local Councils under Aizawl Municipal Corporation, 2021	16-Dec-2021
	1) XVII/2- Republic (Deceased)	
	2) III/5- Laipuitlang (Deceased)	
	3) VII/1- Zemabawk (Elected to AMC Councillor)	
	4) XVIII/6- Venghnuai (Deceased)	
	5) VIII/1- Armed Veng (Deceased)	
6) IX/4- Tuithiang (Marriage)		
33	By-Election to Village Councils under Chakma Autonomous District Councils, 2021	16-Dec-2021
	1) 4 - Borapansury - II (Dissolved)	
	2) 80 - Parva - IV (Dissolved)	
	3) 58 - New Jagnasury - I (Death)	
	4) 72 - Samuksora (Death)	
	5) 84 - Kamalanagar - V (Resignation)	
6) 37 - Ajasora - II (Dissolved)		
34	By-Election to Village Councils under Lai Autonomous District Councils, 2021	16-Dec-2021
	1) 40 - Darnamtlang (Resigned)	
	2) 91 - Vawmbuk - II (Vaivakawn) (Resigned)	
	3) 3 - Mualbu 'L' (Resigned)	
4) 86 - Lungpher 'S' (Removed)		
35	By-Election to 2 Local Councils under AMC, 2022	7-Apr-2022
	1) IX/3-Chhinga Veng	
	2) XVIII/1-Tuikhuahtlang	

10. List of services being provided by the Public Authority with a brief write-up on them:

- 1) Providing electoral information to citizens to their doorstep by using information technology for easy access to citizens. For this purpose the Commission is hosting and maintained a web domain <https://sec.mizoram.gov.in>
- 2) Providing a web portal for manipulating and maintaining Electoral Rolls through a web domain <https://seceroll.mizoram.gov.in>

11. Organization structure/diagram at various levels namely



12. Expectation of the public authority from the public for enhancing its effectiveness and efficiency:

Citizens are expected to exercise their rights to information under this Act and make useful suggestions to the public authorities for effectiveness and efficiency.

13. Arrangements and methods made for seeking public participation/ contribution

No separate public participation is arranged so far. But the way of having access to information in exercise of their right to information make the public participation in the administration process.

14. Mechanism available for monitoring the service delivery and public grievances resolution:

- 1) *by correspondence*
- 2) *e-mail*
- 3) *through print and visual media.*

15. Address of the main office and other offices at different levels as under:

State Election Commission, Mizoram, B. Sanghnuna Bldg., Tuikhuahtlang, Mizoram, Aizawl.-796001

16. Office working hours

9:00 AM to 5:00 PM (IST) : During Summer
9:00 AM to 4:00 PM (IST) : During Winter

CHAPTER – 3

17. Powers & Duties of officers and employees:

- 1) **Secretary:** The Secretary is declared as Head of Department. He exercises the powers conferred by or under Delegation of Financial Power Rules, 1978 and order issued there under from time to time by the Govt. of Mizoram. He is the overall administrator of the Commission.
- 2) **Deputy Secretary (Vacant):** To assist the Secretary.
- 3) **Under Secretary (Vacant):** The Under Secretary exercises his duties and responsibilities in relation to efficiency of administration in the Commission. Though, not vested with financial and statutory power he is also functioned to assist and support the Secretary to carry out financial and statutory power and decision making as well.
- 4) **Superintendent:** He is a supervisory officer in-charge of the section responsible for maintenance of regularity and punctuality in office attendance and is to assist the Under Secretary in administration.
- 5) **Accounts Officer (Vacant):** Maintenance and monitoring of all accounts matters and budget under the Commission.
- 6) **Assistant:** Dealing with Establishment matters under the supervision of the Superintendent as the case may be. He is responsible for maintenance of records and any other works as may be assigned by the Secretary.
- 7) **Steno Grade- II:** Attached to the Personal Branch of the State Election Commissioner and any other works as may be assigned to him by the State Election Commissioner.

- 8) **Steno Grade- III:** Attached to the Personal Branch of the Secretary and the Deputy Secretary, any other works as may be assigned to him/her by the Secretary and the Deputy Secretary.
- 9) **UDC:** Dealing with Accounts, Establishment and election related matters under the supervision of Finance & Accounts Officer or Superintendent as the case may be. They are responsible for maintenance of records and any other works as may be assigned by the Commission.
- 10) **Data Entry Operator:** The duties of Data Entry Operator is to operate the Computer and performs all the technical works including typing, maintaining of Computer and its peripherals, networking, internet matters and other works assigned to them.
- 11) **LDC:** Dealing with Accounts, Establishment and election related matters under the supervision of Accounts Officer or Superintendent as the case may be. They are also responsible for receipt of Daks, issue of letters and maintenance of records and any other works as assigned by superior.
- 12) **Despatch Rider:** Delivers and carries office Daks to other Offices.
- 13) **Driver:** To maintain and drive the vehicle of the Commission.
- 14) **IV Grade:** They are on duty at various rooms of the Office as well as at Officers' Rooms. 1 (one) IV Grade is assigned as a Chowkider.

CHAPTER – 4

18. Rules, Regulations, Instructions, Manual & Records for Discharging functions

All the Central Civil Service Rules of the Government of India as adopted by the Government of Mizoram are being followed. Besides, orders, instruction, Office Memorandums, etc. issued by Government of Mizoram are followed as and when necessary.

Other Acts and Rules followed by the Commission:

Municipal Corporation	
Aizawl Municipal Corporation	
1	The Mizoram Municipalities Act, 2007 as amended in 2015
2	The Mizoram Municipalities (Election of Councillors) Rules, 2007
Local Councils	
3	The Mizoram Municipalities (Ward Committee and Local Council) Rules, 2010 as amended in 2015
4	The Mizoram Municipalities (Election to Local Council) Rules, 2015 as amended in 2020
CCB Rules for Autonomous District Councils	
1	The Mara Autonomous District Council (Constitution, Conduct of Business, etc.) Rules, 2017
2	The Lai Autonomous District Council (Constitution, Conduct of Business, etc.) Rules, 2010 (As amended)
3	The Chakma Autonomous District Council (Constitution, Conduct of Business, etc.) Rules, 2002 (As amended)
Autonomous District Councils	
Chakma Autonomous District Council	
1	The Chakma Autonomous District Council (Village Councils) Act, 2002 as amended in 2014
2	The Chakma Autonomous District Council (Election to Village Councils) Rules, 2007 as amended in 2013

Lai Autonomous District Council	
3	The Lai Autonomous District Council (Village Councils) Act, 2010 as amended in 2013
4	The Lai Autonomous District Council (Election to Village Councils) Rules, 2011
Mara Autonomous District Council	
5	The Mara Autonomous District Council (Village Councils) Act, 1974 as amended in 2015
6	The Mara Autonomous District Council (Election to Village Councils) Rules, 2014
Mizoram Village Councils	
1	The Lushai Hills District (Village Councils) Act, 1953 (As adapted and amended in 2014)
2	The Mizoram (Election to Village Council) Rules, 2014
Sinlung Hills Council	
1	The Sinlung Hills Council Act, 2018
2	The Mizoram (Election to Sinlung Hills Council) Rules, 2019

Apart from these Rules, the following Regulations/Instructions/Manuals/Records etc. are followed in the functioning of the State Election Commission, Mizoram:-

- 1. Model Code of conduct for Election conducted by SEC, Mizoram, 2022**
- 2. Handbook for Returning Officer, 2019 (ECI)**
- 3. General Election to MADC, 2022**
 - 1) Guidelines for Observer, MADC, 2022
 - 2) Handbook for Presiding Officer, 2022
 - 3) Compendium
- 4. General Election to AMC, 2021**
 - 1) Guidelines for Observers for GE to AMC 2021
 - 2) Handbook for Presiding Officers AMC 2020
 - 3) Handbook for RO, AMC 2021
 - 4) Compendium
- 5. General Election to LADC, 2020**
 - 1) Handbook for Presiding Officers, 2020
 - 2) Compendium
- 6. General Election to Local Councils within AMC, 2021**
 - 1) [Guidelines for Observers, 2020](#)
 - 2) [Handbook for Returning Officers & Presiding Officers LC 2020](#)
 - 3) Compendium
- 7. General Election to Village Councils (Non Sixth Schedule Area), 2020**
 - 1) [Guidelines for Observers, 2020](#)
 - 2) [Handbook for Returning Officers & Presiding Officers, 2020](#)
 - 3) Compendium
- 8. General Election to Village Councils under CADC, 2020**
 - 1) Handbook for RO & PrO, 2020
 - 2) Compendium
- 9. General Election to Sinlung Hills Councils, 2019**
 - 1) RO&PO Handbook - Sinlung Hills Council, 2019
 - 2) SHC Guidelines for Observer 2019
 - 3) Compendium

10. General Election to Village Councils under LADC, 2019

- 1) Handbook for RO & PrO, 2019
- 2) Compendium

11. General Election to CADC, 2018

- 1) Handbook for Presiding Officer, 2018
- 2) Compendium

12. General Election to Village Councils under MADC, 2018

- 1) Handbook for RO & PrO, MADC, 2018
- 2) Guidelines for Observer, MADC, 2018
- 3) Compendium

CHAPTER – 5

19. Particulars of any arrangement that exists for consultation with or representation by the members of public in relation to the formulation of its policy or implementation thereof :

No separate arrangement exists for public participation in relation of its policy or implementation except the Government calls for the representation from the member of public. However, the RTI Act, 2005 permits all the citizens to have access information so that they are better equipped to make useful suggestion or their grievances redress at an appropriate authority.

CHAPTER- 6

20. A statement of the categories of documents that are held by it or under its control:

- a) Files relating to Establishment matters.
- b) Files relating to Vigilance matters.
- c) Files relating to Common Office Service
- d) Files relating to Public Relations
- e) Files relating to Budget & Accounts matters.
- f) Files relating to Parliament/Assembly matters.
- g) Files relating to IT.
- h) Files relating to RTI.
- i) Service Records of Contract employees
- j) Service Records of Non-Gazetted Group B, C & D.
- k) Files relating to Conduct of Election

All correspondences received are processed in file and file is the main document, which is under the control of the Secretary, State Election Commission, Mizoram.

Confidential documents held in the Commission:

- a) ACRs of Non-Gazetted Group B, C & D
- b) Performance Report of Contract/Provisional employees.
- c) Any communication of confidential character received (internal/outside the State).

However, information of any official documents including notes portion of a file which is not authorized by the authority competent to do so to have access or disclose shall be treated as unauthorized communication of information for the purpose of Rule 11 of CCS(Conduct) Rules,1965.

CHAPTER-7

21. A statement of the boards, councils, committees and other bodies constituted as its part:

No such boards, councils, committees etc. exist in the Commission so far.

CHAPTER – 8

22. The names, designations and other particulars of the Public Information Officers

Departmental Appellate Authority (DAA)

Pu VL. Remliana, Secretary,
State Election Commission, Mizoram
Tel: +91-389 2300380 (Office),

State Public Information Officer (SPIO)

Pu F. Hranglawta, Superintendent,
State Election Commission, Mizoram
Tel: +91-389 2300401 (Office).

State Assistant Public Information Officer (SAPIO)

Not designated at present due to constraint of staff.

CHAPTER-9

23. Procedure followed in the decision making process:

The following are the levels of working in day to day administration:

- 1st stage* : *Dealing Assistant initiates action in file*
- 2nd stage* : *Suggestion/examination by Superintendent*
- 3rd stage* : *Examination by the Secretary.*
- 4th stage* : *Decision by the State Election Commissioner in general.*

All office matters including cases requiring Govt. approval/sanction are submitted to the Administrative Department of State Election Commission, Mizoram for seeking final decision of appropriate authority as it deems proper.

CHAPTER-10

24. Office and residential address of the officers and staff with office phone no. are as shown below:

Sl. No.	Name	Designation	Address	Office/Fax/ Res	Mobile
1	Laima Chozah, I.A.S (Retd.)	State Election Commissioner	MINECO	2300378(O) 2300180(F)	9674385002
	C. Lalremruati	P.A to Commissioner	Khatla	-	9862373009
2	V.L. Remliana, MCS	Secretary	Zarkawt	2300380(O)	9612081196
	C. Lalrinkimi	P.A to Secretary	Ramhlun Venglai	-	9862948839
3	-	Deputy Secretary	-	2300475(O)	-
	G. Laldinthari	P.A to Deputy Secretary	Dawrpui West	-	9862404704
4	F. Hranglawta	Superintendent	Ramhlun South	2300401(O)	9436141827
5	Judy M.S Dawngliani	Assistant	Tuikual South	-	9862587769
6	B. Lalhmingthari	U.D.C	Khatla South	-	9436144095
7	J. Albert Laltanpuia	U.D.C	Electric Veng	-	9436140066
8	H.S Lenny Vanlalmuana	D.E Operator	Mission Vengthlang	-	9862017124
9	R. Lalnunpuia	D.E Operator	Bungkawn Vengthar	-	9862312936
10	David Lalengrenga	D.E Operator	Chaltlang	-	8974231446
11	Henry Laltanpuia	D.E Operator	Mission Vengthlang	-	9089913275
12	Vanromawia	L.D.C	Chhinga Veng	-	9612386779
13	Lalthazuala	L.D.C	Chaltlang	-	7005460903
14	B. Lalbiakmawii	L.D.C	Upper Khatla	-	9862810491
15	Lalthazuala	Despatch Rider	Bungkawn	-	9862357371
16	R. Lalsangzuala	Driver	Upper Republic	-	9612567476
17	Lalhmunmawia	Driver	Khatla South	-	9862386017
18	Lalramauva	Driver	Tuikual South	-	9436960069
19	Vanlalnghaktea	Driver	Bethlehem Veng	-	7630081219
20	Elvis Lalsiamthara	IV Grade	Salem Veng	-	9862961610
21	Biaknghinglova	IV Grade	Zemabawk	-	6009006751
22	David Lalhmingliana	IV Grade	Tuithiang	-	7005024353
23	B. Lalthangmawia	IV Grade	Tuikhuahtlang	-	9612636771
24	PC Lalbiakdiki	IV Grade	Upper Republic	-	9436352916
25	Lalrinpuii	IV Grade	Maubawk	-	9774888604
26	Lalhriatzuala	IV Grade	Zarkawt	-	8259884388
27	Lalnundika	PSO-I	Dawrpui Vengthar	-	8974638361

25. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation are given as below:

Sl. No.	Name	Designation	Pay Level	Remarks
1	Laima Chozah, I.A.S (Retd.)	State Election Commissioner	225000/- (Fixed)	Re-Employed
	C. Lalremruati	P.A to Commissioner	Level 7	Regular
2	V.L. Remliana, MCS	Secretary	13A	Deputation
	C. Lalrinkimi	P.A to Secretary	Fixed	Contract

Sl. No.	Name	Designation	Pay Level	Remarks
3	-	Deputy Secretary	12	Vacant
	G. Laldinthari	P.A to Deputy Secretary	Fixed	Contract
4	-	Under Secretary	11	Vacant
5	F. Hranglawta	Superintendent	10	Deputation
6	Judy M.S Dawngliani	Assistant	7	Regular
7	B. Lalhmingthari	U.D.C	6	Regular
8	J. Albert Laltanpuia	U.D.C	6	Regular
9	H.S Lenny Vanlalmuana	D.E Operator	5	Regular
10	R. Lalnunpuia	D.E Operator	5	Regular
11	David Lalengrenga	D.E Operator	5	Regular
12	Henry Laltanpuia	D.E Operator	Fixed	PE
13	Vanromawia	L.D.C	4	Regular
14	Lalthazuala	L.D.C	4	Regular
15	B. Lalbiakmawii	L.D.C	Fixed	PE
16	Lalthazuala	Despatch Rider	4	Regular
17	R. Lalsangzuala	Driver	4	Regular
18	Lalhmunmawia	Driver	4	Regular
19	Lalramauva	Driver	4	Regular
20	Vanlalngaktea	Driver	Fixed	PE
21	Elvis Lalsiamthara	IV Grade	1	Regular
22	Biaknghinglova	IV Grade	Fixed	PE
23	David Lalhmingliana	IV Grade	Fixed	PE
24	B. Lalthangmawia	IV Grade	1	Regular
25	PC Lalbiakdiki	IV Grade	1	Regular
26	Lalrinpuui	IV Grade	Fixed	PE
27	Lalhriatzuala	IV Grade	Fixed	PE

26. The Budget allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

The Budget allocation for the establishment of State Election Commission, Mizoram is as shown below:

Sl.No.	Item of Expenditures	Budget 2022 – 2023 (Rs. in Lakh)
1.	Salaries	176.84
2.	Wages	24.81
3.	O.E.	18.34
4.	Medical Treatment	2.85
5.	Rent	6.00
6.	DTE	1.50
Total		230.34

CHAPTER 13

27. *The manner of execution of subsidy program*

No subsidy program has been executed by this Commission so far.

CHAPTER-14

28. *Particulars of recipients of concession, permits or authorization granted by it:*

No such recipient

CHAPTER-15

29. *Norms set by it for the discharge of its functions*

No separate norm is set by State Election Commission, Mizoram. All statutory norms set by the Government of Mizoram in line with the Central norms are adhered to.

CHAPTER -16

30. *Information available in electronic forms:*

By visiting the Commission's office and website: <https://sec.mizoram.gov.in/>

CHAPTER - 17

31. *Particulars of the facilities available to citizens for obtaining information*

The facilities available to citizens for obtaining information's are :

- 1) *Visiting official website of Mizoram*<https://mizoram.gov.in/>
- 2) *Visiting the Commission's website*<https://sec.mizoram.gov.in/>
- 3) *Through print/visual media*
- 4) *Notice board*
- 5) *Workshop/Seminar*
- 6) *Advertisement*
- 7) *Through SPIO by correspondence after observing the prescribed procedure*

APPENDIX-I
FORM 'A'
[See Rule 4(1)]

RTI ACT SEC.6(1) HMANGA INFORMATION DILNA

To,

The State Public Information Officer,
State Election Commission, Mizoram
B. Sanghnuna Bldg., Tuikhuahtlang, Aizawl - 796 001

1. Diltu hming pum :
2. Pa/Nupui/Pasal hming :
3. Permanent Address leh Contact No. :
4. Diltu nihna tar lang thei thil :
5. Information dil chipchiar :
 - a) Information thu ken (subject matter):
 - b) Information-in a huam chhung:
 - c) Information mamawh chipchiar.
 - d) Information hi daka thawn tur nge a nih a, amah (diltu) pek tur (daka thawn man hi information pek manah telh tur a ni):
 - e) Daka thawn a nihin a pangngai nge, register tur nge, speed post-a thawn tur:
6. Information thawwna tur address leh a thawn dan tur.:
7. A hmam information dil kha pek a nih tawh leh tawh loh:
8. Public Authority-in information a pechhuak em?
9. Fee pek tul zat pek i inhuam em?
10. Dilna fee l pe em? (Pek chuan pek luhna chipchiar):
11. BPL nih leh nih loh, nih chuan tih chianna i thehlut em?

Diltu signature

Place: _____

Address: _____

Date: _____

Phone No.: _____

OFFICE OF THE PUBLIC INFORMATION OFFICER

Receipt No. _____

Information dilna hi _____ (hming leh address) hnen atangin dawn a ni e.

Place:
Date:

(F. HRANGLAWTA)
State Public Information Officer

**APPENDIX-II
FORM'D'**
[See rule 10(1)]

**FIRST/DEPARTMENTAL APPELLATE
AUTHORITY HNENA ZUALKONA (APPEAL) THEHLUH**

From:

(Diltu hming leh Address)

First Appellate Authority hnenah

1. Zualkona thehluttu hming pum:
2. Address kimchang:
3. Phone No.:
4. PIO nihna chipchiar:
5. Zualkonaa a khin Order hmuh/dawn ni:
6. Zualkona thehluh ni hnuhnung:
7. Information dil chipchiar
 - a) Information mamawh dinhmun (a nihna) leh a thu ken (subject matter):
 - b) Information-in a kawh (kawltu, neitu, a huam, etc.) Office emaw, Department emaw hming:
8. Zualkona chhante (a chipchiarin lehkha phek hranah ziakin thil tel tur a ni).

Kei _____ (Zualkona thehluttu hming),
son/daughter/wife of _____ hian he zualkonaa tarlan thilte hi a dik a
ni tih leh eng mah thup leh zep ruk a awm lo tih ka puang e.

Zualkona thehluttu signature

Date:

Place: