

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

2023 - 2024

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 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>	<i>-do-</i>
(iii) <i>Copy in larger paper</i>	<i>Actual charge or cost</i>	<i>-do-</i>
(iv) <i>For Sample or model</i>	<i>Actual cost or price</i>	<i>-do-</i>
(v) <i>Information provided in soft copy</i>	<i>Rupees Thirty per CD</i>	<i>-do-</i>
(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>	<i>-do-</i>

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.
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 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.

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	K. Laldingliana, MCS	1	-	-
3	Deputy Secretary	R. Vanrengpuia, MCS	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	2	
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	24	5	

As required under Sub-Section (1) of Section 19 of the RTI Act, 2005, **Pu K. Laldingliana, MCS. 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 R. Vanrengpuia, Deputy Secretary** is appointed as **State Public Information Officer (SPIO)** to provide information under the State Election Commission, Mizoram.

As required under Sub-Section (2) of Section 5 of the RTI Act, 2005, **Pu F. Hranglawta, Superintendent** is appointed as **State Assistant Public Information Officer (SAPIO)** to receive the information or appeal under this Act and to forward the same forthwith to the SPIO or Senior Officers under the State Election Commission, Mizoram.

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:

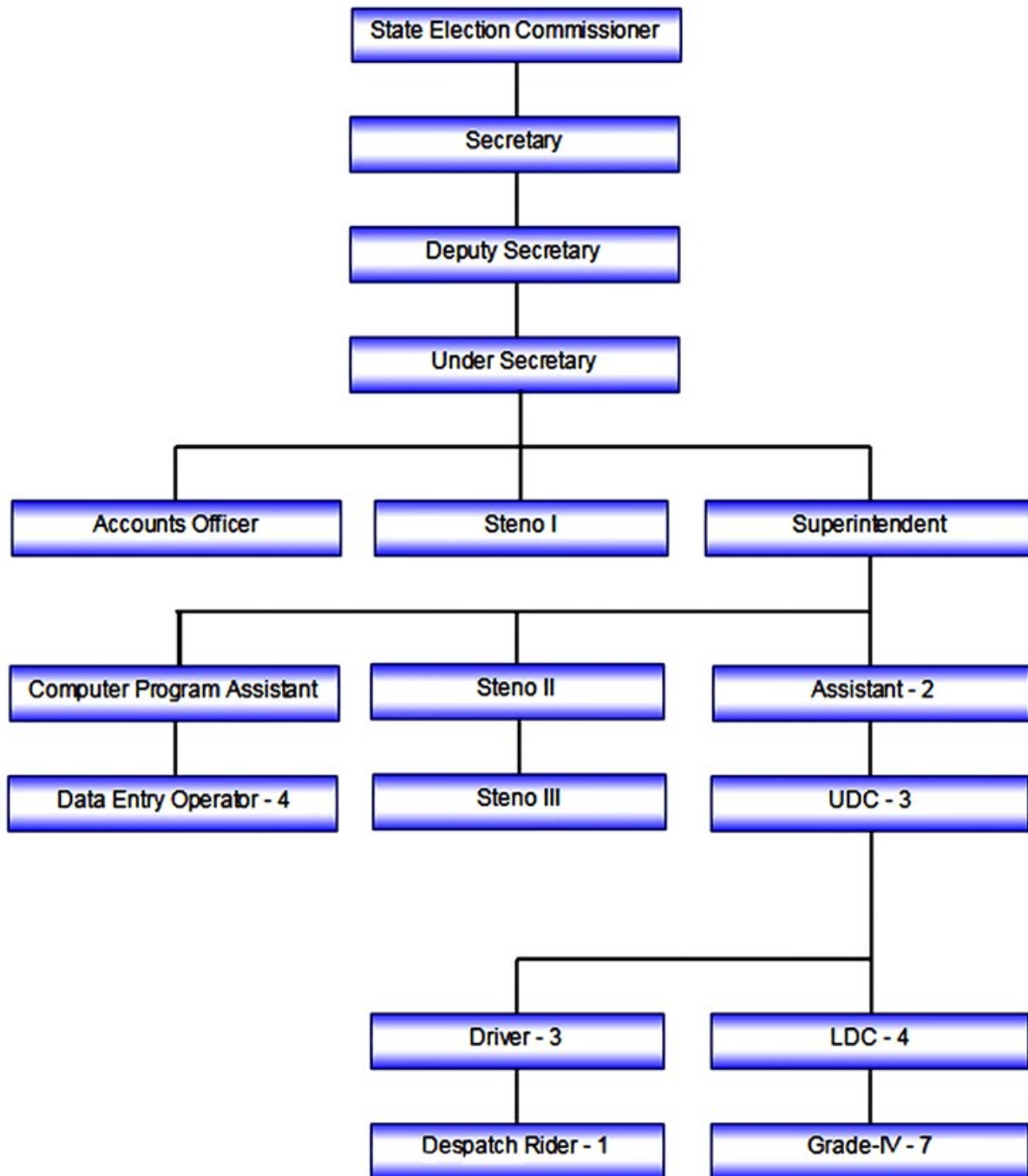
General Elections

S/N	Name of Election
1	Elections to Aizawl Municipal Corporation
2	Elections to Local Councils within Aizawl Municipal Corporation
3	Elections to Lunglei Municipal Council
4	Elections to Local Councils within Lunglei Municipal Council
5	Elections to Village Councils within Non-Sixth Schedule Areas
6	Elections to Chakma Autonomous District Council
7	Elections to Village Councils under Chakma Autonomous District Council
8	Elections to Lai Autonomous District Council
9	Elections to Village Councils under Lai Autonomous District Council
10	Elections to Mara Autonomous District Council
11	Elections to Village Councils under Mara Autonomous District Council
12	Elections to Sinlung Hills Council

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 (As fixed by the Govt. of Mizoram)
9:00 AM to 4:00 PM (IST) : During Winter (As fixed by the Govt. of Mizoram)

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:** To assist higher authority.
- 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 higher authority 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 higher authority 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.
- 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.
- 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 Council/Corporation	
Municipalities	
1	The Mizoram Municipalities Act, 2007
2	The Mizoram Municipalities (Election of Councillors) Rules, 2007
Local Councils	
3	The Mizoram Municipalities (Ward Committee and Local Council) Rules, 2010
4	The Mizoram Municipalities (Election to Local Council) Rules, 2015
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
3	The Chakma Autonomous District Council (Constitution, Conduct of Business, etc.) Rules, 2002
Autonomous District Councils	
Chakma Autonomous District Council	
1	The Chakma Autonomous District Council (Village Councils) Act, 2002
2	The Chakma Autonomous District Council (Election to Village Councils) Rules, 2007

Lai Autonomous District Council	
3	The Lai Autonomous District Council (Village Councils) Act, 2010
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
6	The Mara Autonomous District Council (Election to Village Councils) Rules, 2014
Mizoram Village Councils	
1	The Lushai Hills District (Village Councils) Act, 1953
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 Sinlung Hills Councils, 2019**
 - 1) RO&PO Handbook - Sinlung Hills Council, 2019
 - 2) SHC Guidelines for Observer 2019
 - 3) Compendium
- 4. General Election to Village Councils under LADC, 2019**
 - 1) Handbook for RO & PrO, 2019
 - 2) Compendium
- 5. General Election to LADC, 2020**
 - 1) Handbook for Presiding Officers, 2020
 - 2) Compendium
- 6. 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
- 7. General Election to Village Councils under CADC, 2020**
 - 1) Handbook for RO & PrO, 2020
 - 2) Compendium
- 8. General Election to Local Councils within AMC, 2021**
 - 1) [Guidelines for Observers, 2020](#)
 - 2) [Handbook for Returning Officers & Presiding Officers LC 2020](#)
 - 3) Compendium
- 9. 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

10. General Election to MADC, 2022

- 1) Guidelines for Observer, MADC, 2022
- 2) Handbook for Presiding Officer, 2022
- 3) Compendium

11. General Election to CADC, 2023

- 1) Handbook for Presiding Officer, 2023
- 2) Guidelines for Observers, 2023

12. General Election to Village Councils under MADC, 2023

- 1) Handbook for RO & PrO, MADC, 2023
- 2) Guidelines for Observer, MADC, 2023

13. General Election to Lunglei Municipal Council, 2023

- 1) Handbook for Presiding Officers – General Election to Municipalities, 2023
- 2) Guidelines for Observer - General Election to Municipalities, 2023

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 K. Laldingliana, MCS, Secretary,
State Election Commission, Mizoram
Tel: +91-389 2300380 (Office),

State Public Information Officer (SPIO)

Pu R. Vanrengpuia, MCS, Deputy Secretary,
State Election Commission, Mizoram
Tel: +91-389 2300475 (Office).

State Assistant Public Information Officer (SAPIO)

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

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.*

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
2	K. Laldingliana, MCS	Secretary	Durtlang Leitan	2300380(O)	9436141199
3	R. Vanrengpuia, MCS	Deputy Secretary	Armed Veng South	2300475(O)	9436383058
4	F. Hranglawta	Superintendent	Ramhlun South	2300401(O)	9436141827
5	C. Lalremruati	Steno-II	Venghlui	-	9862373009
6	C. Lalrinkimi	Steno-III	Zotlang	-	9862948839
7	G. Laldinthari	Steno-III	Dawrpui West	-	9862404704
8	Judy M.S Dawngliani	Assistant	Tuikual South	-	9862587769
9	B. Lalhmingthari	U.D.C	MINECO	-	9436144095
10	J. Albert Laltanpuia	U.D.C	MINECO	-	9436140066
11	H.S Lenny Vanlalmuana	D.E Operator	Mission Vengthlang	-	9862017124
12	R. Lalnunpuia	D.E Operator	Bungkawn Vengthar	-	9862312936
13	David Lalengrenga	D.E Operator	Chaltlang	-	8974231446
14	Henry Laltanpuia	D.E Operator	Mission Vengthlang	-	9089913275
15	Lalthazuala	L.D.C	Chaltlang	-	7005460903
16	B. Lalbiakmawii	L.D.C	Upper Khatla	-	9862810491
17	Lalthazuala	Despatch Rider	Bungkawn	-	9862357371
18	R. Lalsangzuala	Driver	Upper Republic	-	9612567476
19	Lalhmunmawia	Driver	Khatla South	-	9862386017
20	Lalramauva	Driver	Tuikual South	-	9436960069
21	Paul Vanlalnghaka	Driver	Tuithiang	-	7630081219
22	FC. Beimopha	Driver	Dawrpui Vengthar	-	6909293340
23	Elvis Lalsiamthara	IV Grade	Salem Veng	-	9862961610
24	Biaknghinglova	IV Grade	Zemabawk	-	6009006751
25	David Lalhmingliana	IV Grade	Tuithiang	-	7005024353
26	B. Lalthangmawia	IV Grade	Tuikhuahtlang	-	9612636771
27	PC Lalbiakdiki	IV Grade	Upper Republic	-	9436352916
28	Lalrinpuui	IV Grade	Maubawk	-	9774888604
29	Lalhriatzuala	IV Grade	Tuithiang	-	8259884388
30	Lalnundika	PSO-I	Khatla East	-	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
2	K. Laldingliana, MCS	Secretary	13A	Regular
3	R. Vanrengpuia, MCS	Deputy Secretary	12	Deputation
4	-	Under Secretary	11	Vacant

Sl. No.	Name	Designation	Pay Level	Remarks
5	F. Hranglawta	Superintendent	10	Deputation
6	C. Lalremruati	Steno-II	7	Regular
7	C. Lalrinkimi	Steno-III	Fixed	Contract
8	G. Laldinthari	Steno-III	Fixed	Contract
9	Judy M.S Dawngliani	Assistant	7	Regular
10	B. Lalhmingthari	U.D.C	6	Regular
11	J. Albert Laltanpuia	U.D.C	6	Regular
12	H.S Lenny Vanlalmuana	D.E Operator	5	Regular
13	R. Lalnunpuia	D.E Operator	5	Regular
14	David Lalengrenga	D.E Operator	5	Regular
15	Henry Laltanpuia	D.E Operator	Fixed	PE
16	Lalthazuala	L.D.C	4	Regular
17	B. Lalbiakmawii	L.D.C	4	Regular
18	Lalthazuala	Despatch Rider	4	Regular
19	R. Lalsangzuala	Driver	4	Regular
20	Lalhmunmawia	Driver	4	Regular
21	Lalramauva	Driver	4	Regular
22	Paul Vanlalnghaka	Driver	Fixed	PE
23	FC. Beimopha	Driver	Fixed	PE
24	Elvis Lalsiamthara	IV Grade	1	Regular
25	Biaknghinglova	IV Grade	Fixed	PE
26	David Lalhmingliana	IV Grade	Fixed	PE
27	B. Lalthangmawia	IV Grade	1	Regular
28	PC Lalbiakdiki	IV Grade	1	Regular
29	Lalrinpuui	IV Grade	Fixed	PE
30	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 2023 – 2024 (Rs. in Lakh)
1.	Salaries	193.69
2.	Wages	26.03
3.	O.E.	18.34
4.	Medical Treatment	2.70
5.	Rent	6.00
6.	DTE	1.50
Total		248.26

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 hmain 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 I 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:

(R. VANRENGPUIA)
State Public Information Officer,
State Election Commission,
Mizoram

**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: