

# **Manual Relating to Right to Information Act, 2005 in respect of Mizoram Public Service Commission.**

## **1. With reference to Section - 4 (1) (b) (i) of the RTI Act, 2005**

The mandate of the Mizoram Public Service Commission under Article 320 and 321 of the Constitution of India includes:

- (i) Recruitment by conduct of Competitive Examinations;
- (ii) Recruitment by Selection through Personal Interviews;
- (iii) Advising on the suitability of officers for appointment on promotion.
- (iv) Advising the Government on all matters relating to methods of Recruitment to various services and posts, framing and amendment of Recruitment Rules;
- (v) Advising the Government on Disiplinary cases relating to different civil services whenever reference is made to the Commission
- (vi) Advising the Government on any matter referred to the Commission by the Government of Mizoram.

## **2&3 With reference to Section - 4 (1) (b) (ii)&(iii) of the RTI Act, 2005**

<i>Matters relating to:</i>	<i>File Channel</i>
a) Establishment/Account & Store & Vehicle	- DA-Supdt-US-DS-JS-Addl.Secy-Secy
b) Financial Sanctions.	- DA-Supdt-US-DS-COE-Secy
c) Promotion/Disciplinary/Court Case	- DA-Supdt-US-DS-JS-Addl.Secy-Secy -Chairman
d) Direct Recruitment (Non Confidential)	- DA-ACE(Recruitment))-DCE-JS- COE -Secy-Chairman
e) Recruitment Rules	- DA-Supdt/ACE-US-DS-JS-Addl.Secy -Secy-Chairman
f) Examination matters (Confidential)	- DA-ACE(Confidential)-DCE-JS-COE -Secy-Chairman
g) RTI & Record	- DA-ACE(Direct Rectt./Confidential))/Supdt-SAPIO -SPIO-DAA.

All important decisions are taken with the prior consent of the Chairman, MPSC.

All important policy matters are decided in the meetings of the Commission.

## **4. With reference to Section - 4 (1) (b) (iv) of the RTI Act, 2005**

All decisions are made in the Commission through collective endeavours in the manner of step by step movement of files, and by holding of meetings.

## **5. With reference to Section - 4 (1) (b) (v) of the RTI Act, 2005**

All employees in the discharge of their functions adhere to all Central Rules, Regulations and Instructions as adopted by the Government of Mizoram. The Rules, Regulations and Instructions issued by the Government of Mizoram also govern the functioning of the employees of the Commission. The Commission also issued various Guidelines, and other instructions to govern its functioning.

**6. With reference to Section - 4 (1) (b) (vi) of the RTI Act, 2005**

The main procedure of processing each case is done through files opened for this purpose. Besides, there are various documents in connection with recruitment and proposal. The document held by the Commission are broadly as below:-

- 1) Files
- 2) Advertisements for recruitments
- 3) Question papers
- 4) DPC Minutes for recruitment
- 5) DPC Minutes for LDE, Departmental Examination, etc.
- 6) DPC Minutes for Promotion recommendation
- 7) Advice/Comments on Service Rules, Recruitment Rules, etc.
- 8) Advice on Disciplinary Proceeding
- 9) Results of Examination – Direct Recruitment, LDE, Departmental Examinations etc.
- 10) Recommendation for appointment to posts to be filled up by Direct Recruitment, LDE, etc.
- 11) Documents in connection with conduct of examination for Direct Recruitments.
- 12) Documents in connection with conduct of examination for LDE, Departmental Exams, etc.
- 13) Notifications/OMs/Orders issued by the Commission in connection with conduct of examinations, etc.
- 14) Guidelines issued by the Commission in connection with conduct of examinations etc.

**7. With reference to Section - 4 (1) (b) (vii) of the RTI Act, 2005**

The Commission is not akin to other Departments of the State Government where policy or implementation thereof is required. Hence arrangement contemplated under this sub clause is not in existence.

**8. With reference to Section - 4 (1) (b) (viii) of the RTI Act, 2005**

For every board constituted to complete the purpose already furnished under Reference to Section - 4 (1) (b) (i) of the RTI Act, 2005 of this Manual, the composition is as below:

Chairman MPSC, Members MPSC and Expert(s) constitute the Board in the case of interviews. In the case of Departmental Promotion Committee, the Board consists of the Chairman MPSC, Members MPSC and Department representative.

Meeting Minutes of the Boards/DPC are provided to the concerned Departments.

**9. With reference to Section - 4 (1) (b) (ix) of the RTI Act, 2005**

Sl. No	Name	Designation	Phone
1	JC Ramthanga	Chairman	2335810/2335811(O)
2	Vanlalngaihhsaka	Member	2335813(O)

3	PB Lianthangpuii	Member	2335814(O)
4	Vanlalmawia	Secretary	2335816(O) 9436148016(M)
5	K.Lalrinkima	Additional Secretary	2335812(O) 9436140299
5	Zosangzuali Pachuau	Controller of Examinations/DAA	2335812(O) 9436141974(M)
6	K.Rosiamliana	Joint Secretary	2335818(O) 9436153832
7	Lalsawmzuala	Deputy Secretary/SPIO	2335820 (O) 9436756439
8	Ngurmuankima Sailo	Deputy Controller of Examinations	8974064998
9	R.Lalthantluanga	Assistant Controller of Examinations/SAPIO	9436153542
10	Hmingthanchhunga	Superintendent	9436362475
11	C.Lalparmawii	Assistant Controller of Examinations	9612522604
12	Lalthlamuani	Sr.PPS	8131824355
13	Lalawmpuii	PPS	9436152299
14	Malsawmdawngliani Ralte	PS	8132055148
15	Zohmangaiha	Assistant	8837209818
16	F.Lalramengmawii	Assistant	9862431638
17	Lalrinpuii	Assistant	9862685080
18	Lalengliana	Assistant	9862040764
19	K.Lalrinpuia	Assistant	8794867429
20	C.Lalsangpuii	Assistant	9436195636
21	Rinmuanpuii	Assistant	8794650722
22	K.Lalchawimawii	Steno-II	9615572145

23	B.Lalremkimi	UDC	9436154111
24	C.Lalbiakmawia	UDC	9436365126
25	Rosie Lalnunmawii	UDC	9862384076
26	Ellie Lalmuanpuii	UDC	9436141784
27	Lalthianghlimi	UDC	9856588821
28	Helen Lalzikpuii	UDC	7005786849
29	David Lalfakawma	Data Entry Operator	9774008740
30	Zohmingliani	LDC	7085956310
31	Zonuntluangi	LDC	7005576202
32	Lalawmpuii Pachuau	LDC	8974969584
33	K.Lalramnghaki	LDC	9612307675
34	Lalmuanpuia	LDC	9856090041
35	Lalhriattluangi Ralte	LDC	9862372854
36	H.Lalhriatpuii	LDC	9436366556
37	Vanlalchhama	Driver	9863363617
38	Lalnunhlina	Driver	7630822968
39	Lalremsiama	Driver	9436196418
40	Zohmingthanga	Driver	9862132689
41	Lalremthanga	Driver	9862982446
42	Lalpianthanga	Driver	8794587752
43	Bhanu Prakash Bhardwaj	Driver	9856721516

44	Vanlalruata	Despatch Rider	9862344657
45	Lianggura	Peon	9615030549
46	Lawmthanga	Peon	9615469668
47	Arjun Kumar Thapa	Peon	8974590778
48	Lalthawmmawii	Peon	8974733351
49	Baba Sana Singha	Peon	9856721673
50	I.Tlanthangi	Peon	9615488156
51	Lalchhuangpuii	Peon	9612500640
52	Vanlalpeki	Peon	8731001468
53	Vanlalkima	Peon	9862373438
54	Vanlaltlani	Peon	9206014366
55	Liansanga	Peon	8974964836
56	Lalrintluangi	Peon	8837218856
57	V.L. Hriatpuia	Peon	8413836948
58	Lalhmingthanga	Peon	9402112349
59	Lalthianghlina	Peon	9862438264
60	Lalthangzela	Peon	9862373886
61	C.Lalthawmmawia	Peon	9862867226
62	Lalramliani	Peon	9862739067
63	K.Junia	Peon	8974257359

10.

**With reference to Section - 4 (1) (b) (x) of the RTI Act, 2005**

Sl. No	Name	Designation	Level	Pay
1	JC Ramthanga	Chairman		` 2,25,000/- (Fixed)
2	Vanlalngaihhsaka	Member		` 2,04,000/- (Fixed)
3	PB Lianthangpuii	Member		` 2,04,000/- (Fixed)
4	Vanlalmawia	Secretary	14	` 167400/-
5	K.Lalrinkima	Additional Secretary	13A	` 156600/-
6	Zosangzuali Pachuau	Controller of Examinations/SPIO	13	` 126800/-
7	K.Rosiamliana	Joint Secretary	13	` 123100/-
8	Lalthlamuani	Sr.PPS	12	` 122900/-
9	Lalsawmzuala	Deputy Secretary	12	` 78800/-
10	Ngurmuankima Sailo	Deputy Controller of Examinations	11	` 78500/-
11	Lalawmpuii	PPS	11	` 96600/-
12	R.Lalthantluanga	Assistant Controller of Examinations - I	10	` 82400/-
13	Hmingthanchhunga	Superintendent	10	` 71100/-
14	C. Lalparmawii	Assistant Controller of Examinations - II	10	` 70000/-
15	Malsawmdawngliani Ralte	PS	10	` 59500/-
16	Zohmangaiha	Assistant	8	` 52500/-
17	F.Lalramengmawii	Assistant	7	` 68000/-
18	Lalrinpuii	Assistant	7	` 45300/-

19	Lalengliana	Assistant	7	` 62700/-
20	K.Lalrinpuia	Assistant	7	` 59100/-
21	C.Lalsangpuii	Assistant	7	` 54100/-
22	Rinmuanpuii	Assistant	7	` 39900/-
23	B.Lalremkimi	UDC	6	` 47600/-
24	C.Lalbiakmawia	UDC	6	` 47600/-
25	Rosie Lalnunmawii	UDC	6	` 45400/-
26	Ellie Lalmuanpuii	UDC	6	` 46800/-
27	Lalthianghlimi	UDC	6	` 46800/-
28	Helen Lalzikpuii	UDC	6	` 42800/-
29	David Lalfakawma	Data Entry Operator	5	` 39900/-
30	Zohmingliani	LDC	5	` 39200/-
31	Zonuntluangi	LDC	4	` 37000/-
32	Lalawmpuii Pachuau	LDC	4	` 32300/-
33	K.Lalramnghaki	LDC	4	` 29600/-
34	Lalmuanpuia	LDC	4	` 25500/-
35	Lalhriattluangi Ralte	LDC	4	` 25500/-
36	H. Lalhriatpuii	LDC	4	` 25500/-
37	Vanlalchhama	Driver	7	` 62700/-
38	Lalnunhlma	Driver	7	` 60900/-

39	Lalremsiama	Driver	7	` 57400/-
40	Zohmingthanga	Driver	7	` 57400/-
41	Lalremthanga	Driver	7	` 57400/-
42	Lalpianthanga	Driver	4	` 36400/-
43	Bhanu Prakash Bhardwaj	Driver	4	` 35300/-
44	Vanlalruata	Despatch Rider	6	` 56900/-
45	Lianggura	Peon	3	` 42200/-
46	Lawmthanga	Peon	3	` 42200/-
47	Arjun Kumar Thapa	Peon	2	` 35000/-
48	Lalthawmmawii	Peon	2	` 35000/-
49	Baba Sana Singha	Peon	1A	` 31500/-
50	I.Tlanthangi	Peon	1A	` 31500/-
51	Lalchhuangpuii	Peon	1	` 30600/-
52	Vanlalpeki	Peon	1	` 28800/-
53	Vanlalkima	Peon	1	` 26300/-
54	Vanlaltlani	Peon	1A	` 27200/-
55	Liansanga	Peon	1A	` 27200/-
56	Lalrintluangi	Peon	1	` 23400/-
57	V.L. Hriatpuia	Peon	1	` 20800/-
58	Lalhmingthanga	Peon	1	` 20800/-



59	Lalthianghlima	Peon	1	` 20800/-
60	Lalthangzela	Peon	1	` 20200/-
61	C.Lalthawmmawia	Peon	1	` 20200/-
62	Lalramliani	Peon	1	` 18400/-
63	K.Junia	Peon	1	` 17400/-

**11. With reference to Section - 4 (1) (b) (xi) of the RTI Act, 2005**

**DEMAND NO.10  
MIZORAM PUBLIC SERVICE COMMISSION  
Major Head : 2051 - Public Service Commission**

(` in Lakh)

Actuals 2021- 2022	Budget Estimates 2022- 2023	Revised Estimates 2023- 2024	Object Heads of Account	Budget Estimates 2024 - 2025	
				State	Total
<i>Non-Plan</i>	<i>Non-Plan</i>	<i>Non-Plan</i>			
555.44	607.97	667.32	<b>( 01 ) - Salaries</b>	798.31	<b>798.31</b>
110.69	115.81	121.66	<b>( 02 ) - Wages</b>	121.67	<b>121.67</b>
31.79	9.75	16.92	<b>( 06 ) - Medical Treatment</b>	9.90	<b>9.90</b>
0.96	2.25	2.25	<b>( 11 ) - Domestic Travel Expenses</b>	5.00	<b>5.00</b>
0.00	0.10	0.10	<b>( 12 ) - Foreign Travel Expenses</b>	0.10	<b>0.10</b>
49.50	49.50	64.50	<b>( 13 ) - Office Expenses</b>	60.00	<b>60.00</b>
0.95	2.50	2.50	<b>( 14 ) - Rents, Rates, Taxes</b>	2.50	<b>2.50</b>
2.80	1.00	2.00	<b>( 16 ) - Printing &amp; Publications</b>	1.00	<b>1.00</b>
29.50	8.00	8.00	<b>( 20 ) - Other Administrative Expenses</b>		
3.70	4.00	24.80	<b>( 26 ) - Advertising and Publicity</b>	20.00	<b>20.00</b>
8.78	0.80	1.50	<b>( 27 ) - Minor Civil &amp; and Electrical Works</b>	5.00	<b>5.00</b>
3.60	3.40	3.60	<b>( 28 ) - Professional Service</b>	3.60	<b>3.60</b>
<b>797.71</b>	<b>805.08</b>	<b>915.15</b>	<b>TOTAL OF 102 (01) (Charged)</b>	<b>1027.08</b>	<b>1027.08</b>
			Sub Head : (02) - Secret Service (Charged)		
			Detailed Head : 00		
<b>20.00</b>	<b>20.00</b>	<b>100.00</b>	<b>Object Head : (41) - Secret Service Expenditure</b>	<b>80.00</b>	<b>80.00</b>
<b>20.00</b>	<b>20.00</b>	<b>100.00</b>	<b>TOTAL OF 102 (02) (Charged)</b>	<b>80.00</b>	<b>80.00</b>
			Minor Head : 800-Other Expenditure		
			Sub Head : (90) Socio- Economic Development Policy (SEDP)		
			Detailed Head : 01 - Implementation of SEDP under MPSC		
<b>66.46</b>			<b>Object Head : (27)- Minor Works</b>		
<b>66.46</b>			<b>TOTAL OF 800 (90) (01)</b>		
<b>884.17</b>	<b>825.08</b>	<b>1015.15</b>	<b>TOTAL OF MAJOR HEAD : 2051</b>	<b>1107.08</b>	<b>1107.08</b>
<b>817.71</b>	<b>825.08</b>	<b>1015.15</b>	<b>TOTAL OF DEMAND NO. 10 (CHARGED)</b>	<b>1107.08</b>	<b>1107.08</b>
<b>66.46</b>		<b>0.00</b>	<b>TOTAL OF DEMAND NO. 10 (VOTED)</b>		
<b>884.17</b>	<b>825.08</b>	<b>1015.15</b>	<b>GRAND TOTAL OF DEMAND NO. 10</b>	<b>1107.08</b>	<b>1107.08</b>

12. **With reference to Section - 4 (1) (b) (xii) of the RTI Act, 2005**

Does not arise

13. **With reference to Section - 4 (1) (b) (xiii) of the RTI Act, 2005**

Does not arise

14. **With reference to Section - 4 (1) (b) (xiv) of the RTI Act, 2005**

[mpsc.mizoram.gov.in](http://mpsc.mizoram.gov.in)

15. **With reference to Section - 4 (1) (b) (xv) of the RTI Act, 2005**

No such facilities are yet arranged by the Commission. All the important and relevant information are provide through the website of the Commission as uploaded at [mpsc.mizoram.gov.in](http://mpsc.mizoram.gov.in)

16. **With reference to Section - 4 (1) (b) (xvi) of the RTI Act, 2005**

**DAA/SPIO/SAPIO**

DAA- Zosangzuali Pachuau, Controller of Examinations, MPSC – 2335816(O)/9436141974(M)

SPIO – Lalsawmzuala, Deputy Secretary, MPSC - 2335820(O) / 9436756439(M)

SAPIO – Ngurmuankima Sailo, DCE, MPSC - 2335822(O) / 8974064998

SAPIO – R.Lalthantluanga, ACE, MPSC - 2335819 (O) / 9436153542(M)

17. **With reference to Section - 4 (1) (b) (xvii) of the RTI Act, 2005**

The Commission publishes its Annual Report at the close of each Financial Year.