

Disclosure of Section 4(1) (b) of RTI ACT.2005

Publish within one hundred and twenty days from the enactment of this Act

i) The Particulars of its organisation, functions and duties .

- Land Resources Soil & Water Conservation Department.

Sl. No	Name of Post	Role of Post
1.	District Council Soil Conservation Officer (DCSCO)	Head of Department and the administrator of the department. Exercise all the powers delegated to HOD.
2.	Assistant Soil Conservation Officer (ASCO)	He assists the District Council Soil Conservation Officer in all administrative and financial matters.
3.	Range Officer (RO)	Field staff and responsible for all kinds of field work.
4.	Upper Divisional Clerk	UDCs works under the supervision of ASCO and is responsible for the works entrusted to them.
5.	Lower Divisional Clerk	LDCs are entrusted with registration of Daks, file register, file movement, maintenance of section diary, typing etc.
6.	Demonstrator	Demonstrator are field staff and responsible for all the field work under the supervision of Range Officer.
7.	Computer Operator	Operating Computer / system analysing in the Department.
8.	IV Grade	Attending the bell of the Officers, ensuring that arrangement in the staff's room and officer's room is clean and hygienic. Carrying files & Daksetc to Officers/Staff concerned

ii) The power and duties of its Officers and employees.

- Works allotted to all Officers and staff under Land Resources Soil and Water conservation Department.

a) Catherine Vanlalsawmliani (DCSCO)

She is the Head of Department and all the administrative work under the department is entrusted to her. She exercises all the powers delegated to her.

b) Eriq Zonunsanga (ASCO)

He will assist DCSCO in overall works under the department.

c) K. Laikunga (RO)

He is responsible for field visit, spot verification and other departmental works. He will also supervise Demonstrator regarding field works.

d) F. Vanhmingthanga (RO)

He is responsible for field visit, spot verification and other departmental works. He will also supervise Demonstrator regarding field works.

e) Remlengi (UDC)

Responsible to matters relating to Audit Objections, Arecanut Plantation, Achievement reports, Office Administration, Office Order/Circular, Casual Leave.

f) B. Ngurhlunchungi (UDC)

Responsible to matters relating to Office Expenses, Travel Expenses, Land lease, Assets & Properties, Utilization Certificate, Session Question & Answer.

g) Lizzie Zosangpuui (LDC)

Responsible to matters relating to Polythene Pipe, RTI, Budget Estimate, Copta, Training.

h) David C. Zothansanga (Demonstrator)

Responsible for field visit, site visit, spot verification, survey under departmental work.

i) B. Lalventluanga (Demonstrator)

Responsible for field visit, site visit, spot verification, survey under departmental work.

j) K. Thansiama(Demonstrator)

Responsible for field visit, site visit, spot verification, survey under departmental work.

k) C. Lalropuia(Demonstrator)

Responsible for field visit, site visit, spot verification, survey under departmental work.

l) B. Lalchanruala (Data Entry Operator)

Operating Computer / system analysing in the department.

m) Ramluahpuii(Data Entry Operator)

Operating Computer / system analysing in the department.

n) Lalramtiamma (IVGrade)

Attending bell of Officer, cleanliness of Officer's and staff's room. Carrying file &Daks etc. to Officers/ Staff concerned.

o) Laibiklana (IV Grade)

Attending bell of Officer, cleanliness of Officer's and staff's room. Carrying file &Daks etc. to Officers/ Staff concerned.

iii) The procedure followed in the decision making process, including channels of supervision and accountability.

- All decisions are made in files, all guidelines, office memorandum, instruction issued by the LADC are followed by all staff's and officers under Land Resources Soil & water Conservation Department.

iv) The norms set by it for the discharge of its function.

- Followed guidelines issue by Lai Autonomous District Council from time to time.

v) The rules, regulation, instruction, manuals, records held by it or under its control or used by the employers for discharging its function.

- As per rules followed by Lai Autonomous District Council under state Govt Employers.

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

- As per rules and regulations instructed by Lai Autonomous District Council.

vii) The particulars of any arrangement that exist for consultation with, or representation by the members of the public relation to the formulation of its policy or implementation thereof.

- As per rules and regulations instructed by Lai Autonomous District Council.

viii) A statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part of the purpose of its advice, and as to whether meetings of those boards, councils, committees such as other bodies are open to the public or the minutes of such meetings are accessible for public.

- No Boards, Council, Committees of its own.

ix) A directory of its Officers and Employees :

Sl. No	Name of Incumbent	Designation	Residential Address	Contact No.s
1.	Catherine Vanlalsawmliani	District Council Soil Conservation Officer	Lawngtlai	9862613962
2.	Eriq Zonunsanga	Assistant Soil Conservation Officer	Lawngtlai	7085890287
3.	K. Laikunga	Range Officer	Diltlang 'S'	9862418594
4.	F. Vanhmingthanga	Range Officer	Lawngtlai	9402375453
5.	Remlengi	UDC	Lawngtlai	8730802164
6.	B. Ngurhlunchhungi	UDC	Lawngtlai	8413948047
7.	Lizzie Zosangpuii	LDC	Lawngtlai	8974794062
8.	David C. Zothansanga	Demonstrator	Lawngtlai	9436186452
9.	B. Lalventluanga	Demonstrator	Lawngtlai	8974919787
10.	K. Thansiamia	Demonstrator	Lawngtlai	9862438307
11.	C. Lalropuia	Demonstrator	Lawngtlai	6009440396
12.	B. Lalchanruala	Data Entry Operator	Lawngtlai	7005898962
13.	Ramluahpuii	Data Entry Operator	Paithar	9862427082
14.	Lalramtiamia	IV Grade	Chawnhu	9612310615
15.	Laibiklana	IV Grade	Lawngtlai	9612206654

- x) **The monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in its regulations :**

Sl. No	Name of Post		Pay Level	Pay
1.	District Council Soil Conservation Officer		11	1,228,46
2	Assistant Soil Conservation Officer		8	69,312
3	1	Range Officer	7	78,217
	2	Range Officer	7	60,955
4	UDC (2)		8	95,205
5	LDC		5	61,092
6	1	Demonstrator	5	57,804
	2	Demonstrator	4	41,227
	3	Demonstrator	4	38,255
	4	Demonstrator	4	38,255
7	1	Data Entry Operator	4	38,255
	2	Data Entry Operator	4	38,255
8	1	IVGrade	1	45350
	2	IVGrade	1	53100

- xii) **The budget allocated to each of its agency, indicating the “ particulars of all plans, proposed expenditures and reports on disbursements made.**

- Budget allocated during 2022 – 2023 under annual plan fund is Rs. 110.70 lakhs.

- xii) **The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.**

- Execution of subsidy includes filling up application provided by the department which is verified and selection is made according to need based by the concerned department and concerned Executive Member incharged. The amount allocated to the subsidy programmes is Rs. 11.00 lakhs. Details of beneficiaries of the programme is enclosed in annexure- I

xiii) Particulars of recipients of concessions, permits or authorizations granted by it.

- Not applicable for the department.

xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.

- Through LADC website : www.ladc.mizoram.gov.in

xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

- Not applicable for the department.

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

Sl. No	Public Information Officer	Apointed Officer	Designation
1	SPIO	Catherine Vanlalsawmliani	DCSCO
2	SAPIO	Eriq Zonunsanga	ASCO