

**THE LAI AUTONOMOUS DISTRICT COUNCIL
(LADC)**

Public Health Engineering Department

DETAILS
OF
THE SUBMISSION
OF

**Information under Section 4(1)(b) of the
Right to Information Act, 2005**

(As on 26th October 2022)



(i) **The particulars of its organization, functions and duties**

(In Pursuance of Section 4(1)(b)(i) of the Right to Information Act, 2005)

To strengthen the mechanism for the effective monitoring of various activities which were undertaken by the department and to attain participatory local self Government through village Council.

Further, for the better improvement of the functions and assigned duties amongst officers and staff and to ensure empowerment of village councils within LADC, the Department has also taken up a full responsibility in respect of all these aspect. In this connection the Department is also play a vital role between the Village councils and the State Government to the Central Government.

(ii) **THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

(In Pursuance of Section 4(1)(b)(ii) of the Right to Information Act, 2005)

(A) **Executive Enginner** is the administrative head of the Department. Besides he/she is the adviser of the concern Executive member (EM) in respect of all matters administration within the Department, and his/her responsibility is complete and undivided. Such a functionary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within the department. of papers. Work comes to him from the General/section under his charge and may put to the higher authority if it's required.

=====

(B) **Senior Assistant Engineer/Assistant Engineer:** He/She disposes of as many cases as possible at his/her own level but he/she takes the

orders of Executive Engineer or higher Officers on important cases.

(i) General Duties:

- (i) Distribution of work among the staff as evenly as possible;
- (ii) Training, helping and advising the staff;
- (iii) Management and co-ordination of the work;
- (iv) Maintenance of order and discipline in the section;
- (v) Maintenance of a list of residential addresses of the Staff.
- (vi) Scrutinize the section diary once a week to know that it is being properly maintained.

(ii) Responsibilities relating to issue of draft:

- (i) To see that all corrections have been made in the draft before it is marked for issue;
- (ii) To indicate whether a clean copy of the draft is necessary;
- (iii) To indicate the number of spare copies required;
- (iv) To check whether all enclosures are attached;
- (v) To indicate priority marking;
- (vi) To indicate mode of despatch.
- (vii) Responsibility of efficient and expeditious disposal of work and checks on delays
- (viii) To keep a note of important receipts with a view to watching the progress of action.
- (ix) To undertake inspection of clerks' table to ensure that no paper of file has been overlooked

(iii)Independent disposal of cases:

He/She should take independently action of the following types:

- (i) Issuing reminders;
- (ii) Obtaining or supplying factual information of a non-classified nature;
- (iii) Any other action which a Section Officer is authorized to take independently.
- (iv) Duties in respect of recording and indexing
- (v) To approve the recording of files and their classification;
- (vi) To review the recorded file before destruction;
- (vii) To order and supervise periodic weeding of unwanted spare copies;
- (viii) Ensuring proper maintenance of registers required to be maintained in the section;
- (ix) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- (x) Ensuring neatness and tidiness in the Section;
- (xi) Dealing with important and complicated cases him/herself;
- (xii) Ensuring strict compliance with Departmental Security Instructions.

C. Junior Engineer(JE) : He/She is monitoring the physical work at the side of the work place as it required. Further, drawing of the work proposal, technical analysis of the work, and assist the work holders were also his/her primary task

(D) S.A :

Supervision of work at his/her sitework.

(E). Lower Division Clerk (General)

Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, comparing, despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.

(F) Peon:

He/She has to be posted with EM/Officers/Sections. In Section or general branch they have to arrange files, distribute the dak/Office



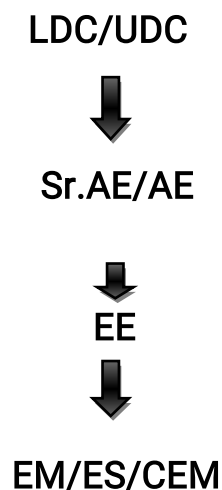
(ii)The procedure followed in the decision making process, including channels of supervision and accountability

(In pursuance of Section 4(1)(b)(iii) of the Right to Information Act, 2005)

The work in the Department has been distributed among to 3 clerk of the Sectional branch for smooth functioning of work.

The process of work starts with received of letters by Issue concerned Sections/Officers on every working day. The letter/information received in the Sectional branch or directly by the Officers are sent for initiating appropriate action. As per the received information/direction from the higher authority, the dealing should examine and check properly to put up in file accordance with the rules, regulations etc in force on the subject matter and submitted to the higher authorities through the Sectional in-charge for approval/orders.

The Channel of supervision are:



(iii) **The norms set by it for the discharge of its functions**

(In Pursuance of Section 4(l)(b)(v) of the Right to Information Act, 2005)

N/A

=====

(iv) **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

(In Pursuance of Section 4(l)(b)(v) of the Right to Information Act, 2005)

There is no particular rules and regulation, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions Whereas, there are rules and act for the control of Village council court, which were the following.

- i) The Lai Autonomous District (Village Councils) act, 2010
- i) The Lai Autonomous District Council (Election to the Village Council) Rules 2011.

=====

(v) **A Statement of the categories of documents that are held by it or under it's control**

(In Pursuance of Section 4(l)(b)(vi) of the Right to Information Act, 2005)



- (vi) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof

(In pursuance of Section 4(1)(b)(vii) of the Right to Information Act, 2005)

N/A

=====

- (vii) A statement of the 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

(In pursuance of Section 4(1)(b)(viii) of the Right to Information Act, 2005)

N/A

=====

- (viii) The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

(In pursuance of Section 4(1)(b)(xi) of The Right to Information Act, 2005)



For the Current Financial year of 2022-2023, The Public Health Engineering Department Budget estimated was Rs 19.90 lakhs so far.

a	Travelling expences	0.70	0.20	0.5 0	0.2 0	0.30
b	Office Expences	0.70	0.20	0.5 0	0.2 0	0.30
c	Procurement of Polyethylene Reservoir (Syntex) for free distribution	18.0 0	18.0 0	-	-	-
d	Purchase/ Maint. Of Xerox/computer	0.50	0.10	0.4 0	0.1 0	0.30
GT. Of DEMAND NO.15		19.9 0	18.5 0	1.1 4	0.5 0	0.90

=====

(ix) The manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes.

(In pursuance of Section 4(1)(b)(xii) of The Right to Information Act, 2005)

The PHE Department has no subsidy programmes and no amount is allocated and, therefore, there are no beneficiaries.

=====

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

(In pursuance of Section 4(1)(b)(xiii) of The Right to Information Act, 2005)

The Department does not grant any concessions, permits or authorization.



- (xi) **Details in respect of the information, available to or held by it, reduced in an electronic form**

(In pursuance of Section 4(1)(b)(xiv) of the Right to Information Act, 2005)

Due to the department has no its own website to avail an information for the public use, the LADC website has been treated as departmental website as of it's required. All the important information pertaining to the various areas of its functioning such as Guidelines, Rules, Acts/Bills, Population census, names of the various villages within the LADC area, Notification, List of the office staffs and their Contact no, RTI application etc were available on the LADC website.

- (xii) **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.**

(In pursuance of Section 4(1)(b)(xv) of the Right to Information Act, 2005)

The department has no Library room or reading room to obtain an information. But people may apply RTI by through LADC Website or at the office in working hours on any working days.

- (xiii) **The names, designations and other particulars of the Public Information Officers**

(In pursuance of Section 4(1)(b)(xvi) of the Right to Information Act, 2005)

According to the provisions of Sections 5(1) of Right to Information Act, 2005, Lalramzawnga has been designated as Public Information Officer in the Department. His address and contactable Mobile number are as below.

1. Lalramzawnga (EE) Office phone number = 03835232028

Public Health Engineering Department

Lai Autonomous District Council (LADC)

Ph: 9612850014(email :- zawngaramzawnga@gmail.com)



(xiv) Such other information as may be prescribed*(In pursuance of Section 4(1)(b)(xvii) of the Right to Information Act, 2005)*

N/A

=====

As per the Section 4(1) (C,D,E,F & G) of the right to information act 2005 had demand to pursue them all the mentioned above, the Department has been practising as far as applicable.

(h) Whether Information manual/hand book available free of coast or not*(In pursuance of Section 4(4) (h) of the right to information act 2005)*

1	<i>Information related to Procurement</i>	<i>NA</i>
2	<i>Public Private Partnership</i>	<i>NA</i>
3	<i>Transfer policy and Transfer Order</i>	<i>NA</i>
4	<i>RTI application</i>	<i>Available</i>
5	<i>CAG & PAC paras</i>	<i>NA</i>
6	<i>Citizen's Charter</i>	<i>NA</i>
7	<i>Discretionary and non Discretionary grants</i>	<i>NA</i>
8	<i>Foreign/Domestic tour of EM/Official</i>	<i>NA</i>
9	<i>Accessibility of information manual/hand book</i>	<i>Yes</i>
10	<i>Language of manual hand book available</i>	<i>Lai,Mizo, Eng</i>
11	<i>When was Manual/hand book last update</i>	<i>2011</i>
12	<i>Publication of info widely and in such form and manner.</i>	<i>Yes</i>

B. Additional category of information to be disclosed under guidelines –Suo Motu Disclosure of more items under section 4 are cited the above

=====



Duties of the Officers and the Staffs:

Sl No	Name of the officer and the staffs.	Designation	Power and duties
1.	Lalramzawnga	EE	Administrative in-charge of the PHE Department
2.		Assistant Engineer	Administrative in-charge of the PHE Department in the absent of EE.
3.	T.Lalsangpuia	Junior Enginner	Local Body fund and IX finance commission
4.	Lalremveli	Junior Enginner	Distributing Free supply of syntax.
5.	C.Liankhuma	UDC	Session Question & Answer, RTI , Other Department file, Complaints, Court & Tribunals, Office Expense, Travelling Allowance, Maintenance / Purchased Of computer, Budget.
6.	Laltanpuia	LDC	
7.	Abraham LR Hmangaihchhunga	LDC	Office Administration, Supply of Syntax File, Utilization Certificate
8.	K.Lalsangzova	SA	
9.	V.Lalendinga	SA	
10.	Tc. Tlangremthanga	Peon	
11.	Lalbiakzuali	Peon	



Edit with WPS Office