

**THE LAI AUTONOMOUS DISTRICT
COUNCIL (LADC)
PUBLIC WORKS DEPARTMENT (PWD)**

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

(As on 28th October 2022)

1. 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 execution of various developmental activities undertaken by the LADC and to attain better infrastructural development within LADC.

Further, for the better improvement of the functions and assigned duties amongst officers and staff and to ensure infrastructural development within LADC, the Department has also taken up a full responsibility in respect of all these aspects.

2. THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

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

- A. **Superintending Engineer** 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.
- B. **(B) Executive Engineer** is an executive unit directly concerned with procurement of men/ material/ machinery for speedy and economic execution of works under its charge and is directly responsible for proper up keeps of works account and implementation of the terms of contract entered in to with various parties viz. contractors and suppliers. It supervises works of Assistant Engineers and has regular clerical staff and accounts officers for this purpose. Checking of preliminary estimate, detailed estimate, revised estimate, NIT design & drawings, scheduled of rates & specifications. Responsible for correct compilation of works account through JAO/AO & responsible for furnishing timely information in case of likely hood of excess over estimated cost of work. Responsible to supply preliminary data and information on several points to Superintending Engineer. Responsible to inspect at least once a year, the more important buildings and works under its charge and is responsible to take proper measures to preserve them in good condition.

C. **Assistant Engineer:** He looks after the daily activities of the office and execute instructions received from superior officers.

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 within the office;

ii) Responsibilities relating to Work:

- (i) To see that all corrections have been made in the proposed work plan;
- (ii) To examines work proposal before executing the work;
- (iii) To check all the estimates and drawings such that the estimates and drawings are technically sound;
- (iv) To check weekly work progress and submit the report to superiors to finish the work on scheduled;

D. Junior Engineer:

E. Surveyor: Surveyor surveys all the proposed work site and submits his report to the Assistant Engineer so that the Assistant Engineer along with his team could prepare work plans, estimates, drawings and all other necessary proposal. Success or failure of works deeply depends on the surveyor's report. Certain proposal are often executed, cancel or diverted based on bis report.

F. Sectional Assistant

G. Carpenter

H. 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.

H. Computer Operator:

Computer Operators are assigned works with all computers related jobs such as typing & printing letters to be issued to all concerned in various matters within and outside the department.

I. Peon:

They are posted at several places such as Executive Member's Chamber, Officer's Room and General Room. They help in maintaining the cleanliness of the places they are posted. Several files and other registers are arranged in a specific manner to quick and easy identification.

G. Chowkidar/Care-taker:

He/She has to be posted in General Branch and responsible for the cleanliness and up keep of office premises.

Duties of the Officers and the Staffs:

Sl No	Names of the officers and the staffs.	Designation	Powers & Duties
1.	V.Boiliana	OSD (SE)	Currently on Special Leave
2.	Malsawmtluanga Hlawnehhing	Executive Engineer	Administrative in-charge of the Department.
3	R. Lalthlamuana	Assistant Engineer	Assistant Engineer prepares the annual work plan. He prepares estimates and drawings for the work. He technically examines the work proposals, drawings and estimates prepared by Junior Engineers. He inspects the worksite and monitors the work progress and reports to his superior officers for final decision. Checking of all work bills prepared by Junior Engineers is done by him.
4	F. Lalrothanga	Junior Engineer	Junior Engineer is a field officer in-charge at the work site. Preliminary estimates, plan, drawings, surveys and other investigations are done by him under the guidance of Assistant Engineers. He looks after the worksite, makes daily progress report, quality control reports, hindrance register and all other matters relating to his work site. All the work bills are prepared by him and submit to his superiors for further necessary action.

5	C. Laltleiliana	Junior Engineer	Junior Engineer is a field officer in-charge at the work site. Preliminary estimates, plan, drawings, surveys and other investigations are done by him under the guidance of Assistant Engineers. He looks after the worksite, makes daily progress report, quality control reports, hindrance register and all other matters relating to his work site. All the work bills are prepared by him and submit to his superiors for further necessary action.
6	F.R. Hupa	Junior Engineer	Junior Engineer is a field officer in-charge at the work site. Preliminary estimates, plan, drawings, surveys and other investigations are done by him under the guidance of Assistant Engineers. He looks after the worksite, makes daily progress report, quality control reports, hindrance register and all other matters relating to his work site. All the work bills are prepared by him and submit to his superiors for further necessary action.
7	C. Lianbuanga	Junior Engineer	Junior Engineer is a field officer in-charge at the work site. Preliminary estimates, plan, drawings, surveys and other investigations are done by him under the guidance of Assistant Engineers. He looks after the worksite, makes daily progress report, quality control reports, hindrance register and all other matters relating to his work site. All the work bills are prepared by him and submit to his superiors for further necessary action.
8	Lalnunzuala	Surveyor	Surveyor prepares preliminary survey report for the work site, preparation of location Map, approach Map.
9	R. Lalrampana	Sectional Assistant	Sectional Assistant maintains daily work progress chart and takes measurement at worksite. He assists Junior Engineer for all kinds of necessary works at the worksite. He represents the department at the worksite and reports all matters concerning the work to his superior officers.
10	B. Vanngbaka	Sectional Assistant	Sectional Assistant maintains daily work progress chart and takes measurement at worksite. He assists Junior Engineer for all kinds of necessary works at the worksite. He represents the department at the worksite and reports all matters concerning the work to his superior officers.

11	Vanhnuaitlirha	Sectional Assistant	Sectional Assistant maintains daily work progress chart and takes measurement at worksite. He assists Junior Engineer for all kinds of necessary works at the worksite. He represents the department at the worksite and reports all matters concerning the work to his superior officers.
12	Lalnunchawia	Sectional Assistant	Sectional Assistant maintains daily work progress chart and takes measurement at worksite. He assists Junior Engineer for all kinds of necessary works at the worksite. He represents the department at the worksite and reports all matters concerning the work to his superior officers.
13	T. Lalremsanga	Sectional Assistant	Sectional Assistant maintains daily work progress chart and takes measurement at worksite. He assists Junior Engineer for all kinds of necessary works at the worksite. He represents the department at the worksite and reports all matters concerning the work to his superior officers.
14	Lalthlengliana	Sectional Assistant	Sectional Assistant maintains daily work progress chart and takes measurement at worksite. He assists Junior Engineer for all kinds of necessary works at the worksite. He represents the department at the worksite and reports all matters concerning the work to his superior officers.
15	T. Lalmunsanga	Sectional Assistant	Sectional Assistant maintains daily work progress chart and takes measurement at worksite. He assists Junior Engineer for all kinds of necessary works at the worksite. He represents the department at the worksite and reports all matters concerning the work to his superior officers.
16	Joel R. Vanlalzauva	Sectional Assistant	Sectional Assistant maintains daily work progress chart and takes measurement at worksite. He assists Junior Engineer for all kinds of necessary works at the worksite. He represents the department at the worksite and reports all matters concerning the work to his superior officers.

17	F. Lalchhuanliana	Sectional Assistant	Sectional Assistant maintains daily work progress chart and takes measurement at worksite. He assists Junior Engineer for all kinds of necessary works at the worksite. He represents the department at the worksite and reports all matters concerning the work to his superior officers.
18	Lalnunfela	Sectional Assistant	Sectional Assistant maintains daily work progress chart and takes measurement at worksite. He assists Junior Engineer for all kinds of necessary works at the worksite. He represents the department at the worksite and reports all matters concerning the work to his superior officers.
19	V. Lalendinga	Sectional Assistant	Sectional Assistant maintains daily work progress chart and takes measurement at worksite. He assists Junior Engineer for all kinds of necessary works at the worksite. He represents the department at the worksite and reports all matters concerning the work to his superior officers.
20	T. Lalrinkima	Sectional Assistant	Sectional Assistant maintains daily work progress chart and takes measurement at worksite. He assists Junior Engineer for all kinds of necessary works at the worksite. He represents the department at the worksite and reports all matters concerning the work to his superior officers.
21	Lalrawngbawli	Com. Opt.	He/she should verify and keep the entire document in the Office Computer data base from paper to electronic format safely. All normal office works relating to computer are done by him/her.
22	Lalsangliani	LDC	Lower Division clerks are ordinarily entrusted with works of routine nature, for eg. – registration of Dak, maintenance of section Diary File register, File movement Register, Indexing and Recording, company, dispatch preparation of arrears and other statements supervision of correction of define books and submission of routine and simple drafts etc.

23	Tlanghmingthangi	LDC	Lower Division clerks are ordinarily entrusted with works of routine nature, for eg. – registration of Dak, maintenance of section Diary File register, File movement Register, Indexing and Recording, company, dispatch preparation of arrears and other statements supervision of correction of define books and submission of routine and simple drafts etc.
24	R. Malsawmzuala	LDC	Lower Division clerks are ordinarily entrusted with works of routine nature, for eg. – registration of Dak, maintenance of section Diary File register, File movement Register, Indexing and Recording, company, dispatch preparation of arrears and other statements supervision of correction of define books and submission of routine and simple drafts etc.
25	Lalbiakdika	LDC	Lower Division clerks are ordinarily entrusted with works of routine nature, for eg. – registration of Dak, maintenance of section Diary File register, File movement Register, Indexing and Recording, company, dispatch preparation of arrears and other statements supervision of correction of define books and submission of routine and simple drafts etc.
26	T. Lalliantluanga	Carpenter	Carpenters are assigned to do all minor repair works within the office such as repair & maintenance office furniture, door and window panes and glasses, etc.
27	S. Lalnunkima	Carpenter	Carpenters are assigned to do all minor repair works within the office such as repair & maintenance office furniture, door and window panes and glasses, etc.
28	K. Lalrodinga	Peon	He/She has to be posted with Executive Member/Officers/sections. In section or general branch, they have to arrange files, distribute the dak/Office letters in wherever he/she is necessary thereof.
29	Rochuailova	Peon	He/She has to be posted with Executive Member/Officers/sections. In section or general branch, they have to arrange files, distribute the dak/Office letters in wherever he/she is necessary thereof.

30	Lalchhandama	Peon	He/She has to be posted with Executive Member/Officers/sections. In section or general branch, they have to arrange files, distribute the dak/Office letters in wherever he/she is necessary thereof.
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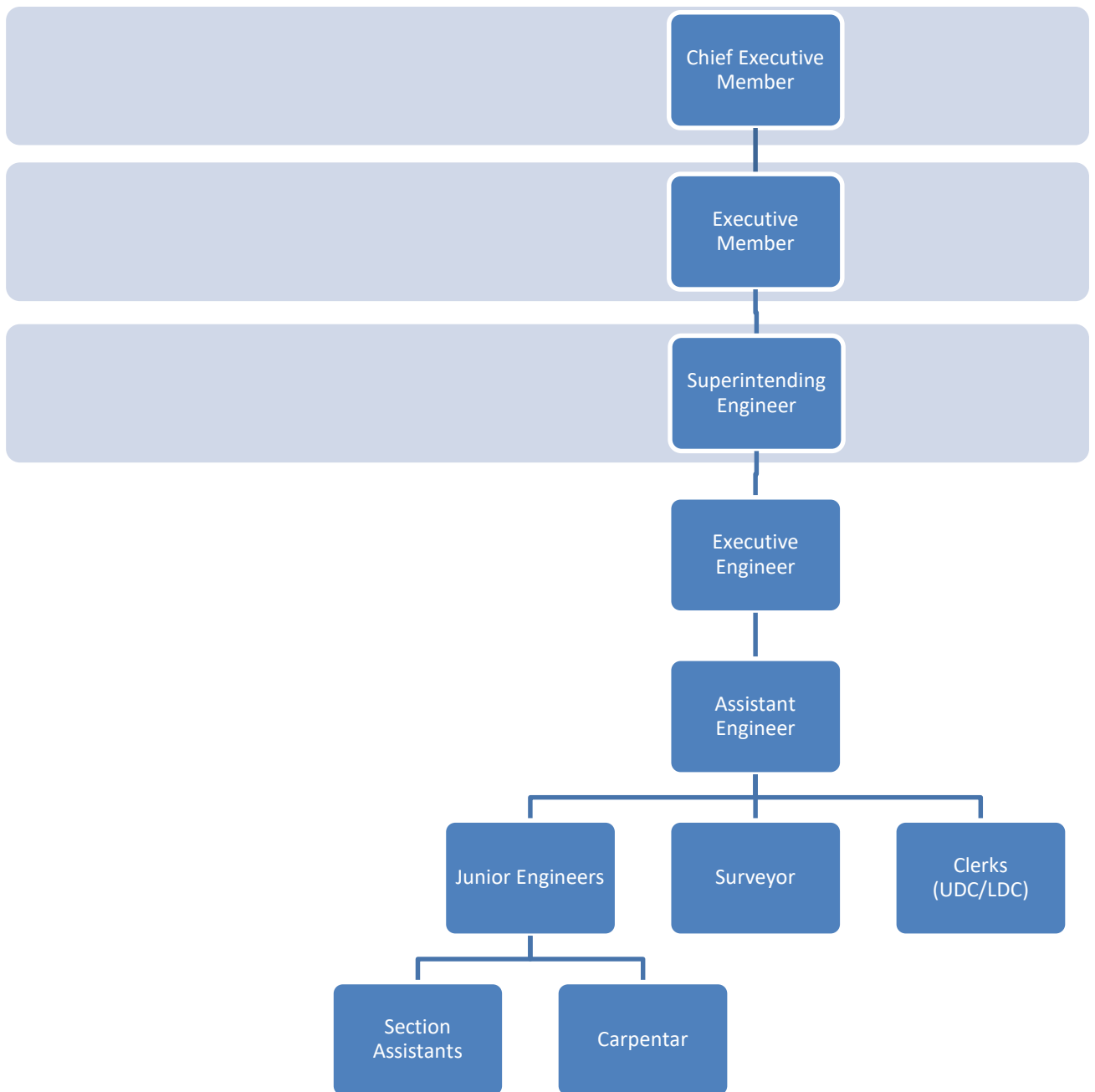
3. The procedure followed in the decision-making process, including channels of supervision and accountability

(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 4 clerks 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:



4. The norms set by it for the discharge of its functions

(In Pursuance of Section 4(I)(b)(Iv) of the Right to Information Act, 2005)

N/A

5. **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(1)(b)(v) of the Right to Information Act, 2005)

N/A

6. **A Statement of the categories of documents that are held by it or under its control**

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

7. **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

8. **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

9. A directory of its Officers and employees

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

S.No	Name of the officers and staffs	Designation	Contact
1	V. Boiliana	SE (OSD)	8415886318
2	Malsawmtluanga Hlawnychhing	EE	8731874643
3	R. Lalthlamuana	AE	9862631184
4	F. Lalrothanga	JE	9612520500
5	Laltleiliana Chinzah	JE	9436378377
6	FR Hupa	JE	NA
7	C Lianbuanga	JE	9862507235
8	Lalnunzuala	Surveyor	
9	R. Lalrampana	SA	7627912390
10	B Vannghaka	SA	9612233354
11	Vanhnuaitlirha	SA	8974800305
12	L. Johana	SA	NA
13	Lalnunchawia	SA	8132928579
14	Lalthlengliana	SA	9862327672
15	T. Lalremsanga	SA	9862631338
16	T. Lalhmunsanga	SA	8974159062
17	Joel R Vanlalzauva	SA (Training)	8731084255
18	F. Lalchhuanliana	SA	9362595255
19	Lalnunfela	SA (Training)	7629869926
20	V. Lalendinga	SA (Training)	7630078166
21	T. Lalrinkima	SA	8415046686
22	F. Lalliantluanga	Carpenter	9862148211
23	S. Lalnunkima	Carpenter	8974903583
24	Lalsangliani	LDC	8730931670
25	Tlanghmingthangi	LDC	6909106001
26	R. Lalmalsawma	LDC	8798792188
27	Lalbiakdika	LDC	NA
28	K. Lalrodinga	Peon	7630900586
29	Chuailova	Peon	NA
30	Lalchhandama	Peon	9394433124

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

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

The Monthly emoluments received by the officers and employees of Public Works Department are given as under: (as on the month of October 2022)

S No	Names of employees	designation	Basic Pay	Total Emoluments
1	V. Boiliana	SE (OSD)		NA
2	Malsawmtluanga Hlawnyching	EE		NA
3	R. Lalthlamuana	AE		NA
4	F. Lalrothanga	JE		NA
5	Laltleiliana Chinzah	JE		NA
6	FR Hupa	JE		NA
7	C Lianbuanga	JE		NA
8	R. Lalrampana	SA		NA
9	B Vannghaka	SA		NA
10	Vanhnuaitlirha	SA		NA
11	L. Johana	SA		NA
12	Lalnunchawia	SA		NA
13	Lalthlengliana	SA		NA
14	T. Lalremsanga	SA		NA
15	T. Lalmunsanga	SA		NA
16	Joel R Vanlalzauva	SA (Training)		NA
17	F. Lalchhuanliana	SA		NA
18	Lalnunfela	SA (Training)		NA
19	V. Lalendinga	SA (Training)		NA
20	T. Lalrinkima	SA		NA
21	F. Lalliantluanga	Carpenter		NA
22	S. Lalnunkima	Carpenter		NA
23	Lalsangliani	LDC		NA
24	Tlanghmingthangi	LDC		NA
25	R. Lalmalsawma	LDC		NA
26	Lalbiakdika	LDC		NA
27	K. Lalrodinga	Peon		NA
28	Chuailova	Peon		NA
29	Lalchhandama	Peon		NA

11. 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 Works Department Budget estimated for non-salary is Rs 34.50 lakhs so far.

12. 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 Public Works Department has no subsidy programmes and no amount is allocated and, therefore, there are no beneficiaries.

13. 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 authorizations.

14. 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)

The department has not its own website to avail an information for the public use, the LADC website has been treated as departmental website whenever its required. All the important information pertaining to the various areas of its functioning such as list of the office staffs and their Contact no, RTI application etc were available on the LADC website.

15. 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)

NA.

16. 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, Shri V. Boiliana, SE; Malsawmtluanga Hlawhching, EE and R. Lalthlamuana, AE have been designated as State Public Information Officer in the Department. Their address and contact Mobile number are as below.

1. Shri. V. Boiliana, Superintending Engineer

Public Works Department
Lai Autonomous District Council (LADC)

Ph: 8415886318

2. Shri. Malsawmtluanga Hlawhching, Executive Engineer

Public Works Department
Lai Autonomous District Council (LADC)

Ph: 8731874643

3. Shri. R. Lalthlamuana, Assistant Engineer

Public Works Department
Lai Autonomous District Council (LADC)

Ph: 9862631184

17. 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 practicing as far as applicable.

(h) Whether Information manual/hand book available free of cost or not

(In pursuance of Section 4(4) (h) of the right to information act 2005)

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

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

ANNEXURE-I

**LIST OF
EXECUTIVE MEMBER
PUBLIC WORKS DEPARTMENT.**

LAI AUTONOMOUS DISTRICT COUNCIL

S/N	NAME	TERM OF OFFICE	
		FROM	TO
1	C. THANGHLUNA	25.5.1992	8.5.1997
2	F. ROHNUNA	27.5.1997	13.4.1999
3	UKMANG ZATHANG	5.8.1999	4.4.2001
4	MANGHMUNGA CHINZAH	17.4.2001	23.5.2002
5	ZUNGHEMA	14.6.2002	23.5.2004
6	B. THANCHUNGA	14.6.2004	7.10.2005
7	B. THANCHUNGA	24.11.2005	3.4.2007
8	C. THANGHLUNA	3.7.2007	12.1.2009
9	C. NGUNLIANCHUNGA	16.1.2009	9.10.2010
10	C. NGUNLIANCHUNGA	9.12.2010	10.1.2014
11	V. ZIRSANGA	3.2.2014	6.11.2015
12	VL HMUAKA	18.12.2015	9.2.2017
13	T. ZAKUNGA	10.4.2017	4.11.2020
14	MANGHMUNGA CHINZAH	22.11.2020	26.8.2021
15	V. ZIRSANGA	20.9.2021	Till date

ANNEXURE-II

**LIST OF
SUPERINTENDING ENGINEER
LAI AUTONOMOUS DISTRICT COUNCIL**

<i>S/N</i>	<i>NAME</i>	<i>FROM</i>	<i>TO</i>
<i>1</i>	V. BOILIANA	<i>28.09.2020</i>	<i>Till date</i>

ANNEXURE-III

**LIST OF
EXECUTIVE ENGINEER (PWD)
LAI AUTONOMOUS DISTRICT COUNCIL**

<i>S/N</i>	<i>NAME</i>	<i>FROM</i>	<i>TO</i>
<i>1</i>	V. BOILIANA	<i>08.08.2004</i>	<i>20.03.2015</i>
<i>2</i>	HT JOHN	<i>20.03.2015</i>	
<i>3</i>	V. BOILIANA		<i>28.09.2021</i>
<i>4</i>	MALSAWMTLUANGA HLAWNCHHING	<i>22.11.2021</i>	<i>Till date</i>

ANNEXURE-IV

**LIST OF
SENIOR ASSISTANT ENGINEER (PWD)
LAI AUTONOMOUS DISTRICT COUNCIL**

<i>S/N</i>	<i>NAME</i>	<i>FROM</i>	<i>TO</i>
<i>1</i>	LALRAMZAWNGA	<i>13.05.2021</i>	<i>1.06.2022</i>

ANNEXURE-V

**LIST OF
ASSISTANT ENGINEER (PWD)
LAI AUTONOMOUS DISTRICT COUNCIL**

<i>S/N</i>	<i>NAME</i>	<i>FROM</i>	<i>TO</i>
<i>1</i>	V. BOILIANA		
<i>2</i>	F. LALPANCHHUNGI		
<i>3</i>	H. ZONUNMAWIA		
<i>4</i>	K. ZASIAMA		
<i>5</i>	MALSAWMTLUANGA HLAWNCHHING	<i>31.03.2015</i>	
<i>6</i>	LALRAMZAWNGA	<i>22.06.2016</i>	<i>13.05.2021</i>
<i>7</i>	C. MALSAWMKIMA	<i>29.05.2018</i>	<i>13.05.2021</i>
<i>8</i>	R. LALTHLAMUANA	<i>13.05.2021</i>	<i>Till date</i>