



NO.F.12011/2/2009-LADC/GAD
LAI AUTONOMOUS DISTRICT COUNCIL
GENERAL ADMINISTRATION AND CONTROL DEPARTMENT

Dated Lawngtlai the 8th September, 2026.

OFFICE MEMORANDUM

Subject: Mandatory Registration and Immediate Profile Updation by SPIOs, SAPIOs, and DAAs on the Mizoram RTI Online Portal – Reg.

It has been observed with serious concern that several State Public Information Officers (SPIOs), State Assistant Public Information Officers (SAPIOs), and Departmental Appellate Authorities (DAAs) continue to remain registered under their previous designations on the Mizoram RTI Online Portal long after relinquishing their charges due to transfer, promotion, or retirement. Furthermore, it has come to light that several newly designated or existing public authorities have failed to onboard themselves onto the digital platform entirely.

This administrative lapse has resulted in critical procedural discrepancies. It directly obstructs information seekers from successfully filing applications and statutory First Appeals, while simultaneously preventing incumbent officers from receiving and processing these time-bound legal communications. Such gaps directly subvert the statutory mandates and objectives of the Right to Information (RTI) Act, 2005.

Accordingly, the following strict directives are hereby issued for immediate and absolute compliance by all concerned Public Authorities:

- **Compulsory Immediate Registration:** Any designated SPIO, SAPIO, or DAA who has not yet registered on the Mizoram RTI Online Portal **must complete their registration immediately**. There shall be no exemption or delay allowed for any functional public authority.
- **Mandatory Profile Updation:** All registered SPIOs, SAPIOs, and DAAs must **log into the portal and update their profile, contact, and account details immediately** upon any change in official status—specifically at the time of transfer, retirement, or assumption of a new charge.
- **Accountability for Timelines:** Outgoing officers must ensure their digital accounts are handed over or deactivated, and incoming officers must activate their profiles on the exact day of taking charge. This is critical to ensure that legal deadlines for RTI disposal are not breached.
- **Strict Monitoring:** Heads of Departments (HoDs) are directed to audit their respective offices immediately, oversee this onboarding process, and ensure that no RTI desk remains unlinked or digitally tied to a transferred or retired official.
- **Mandatory Submission of Dashboard Verification:** All registered public authorities (SPIOs, SAPIOs and DAAs) must submit Portal dashboard screenshots to the undersigned. This submission serves as mandatory confirmation of the active status of the registered officers.

Non-compliance with these instructions, leading to an omission of registration or a delay in disposing of RTI applications and First Appeals, will be viewed as a serious dereliction of statutory duty. Neglecting this directive will invite appropriate disciplinary proceedings and strict penalties as prescribed under the RTI Act, 2005.

Sd/- K. Lalthanzara
Executive Secretary
Lai Autonomous District Council
Lawngtlai

Memo.No.F.12011/2/2009-LADC/GAD : Dated Lawngtlai the 8th September, 2026.

Copy to:

- 1) P.A to Executive Secretary, LADC for kind information.
- 2) All DAA, RTI for information & to ensure that His/Her subordinate officer designated as SPIO, SAPIO register in the RTI online portal.
- 3) All SPIO/ SAPIO for information & compliance.
- 4) I&PRO, LADC for information & wide publicity.
- 5) Guard file.


(THANSIAMA)
Nodal Officer (RTI)
&

Deputy Secretary to the Lai Autonomous District Council
General Administration & Control Department