

DISCLOSURE UNDER SECTION 4(1)(b) OF RTI ACT, 2005

1. The particulars of its organization, functions and duties.

- Parliamentary Affairs Department is a Department under the Government of Mizoram. It is located in room no. 323 (3rd Floor), Mizoram Secretariat, MINECO. The Department is headed by a secretary to the Government of Mizoram, assisted by Deputy Secretary, Under Secretary, Superintendent and staffs under the Department.

The main functions and duties of the Department are :

- i. Summoning and prorogation of the Legislative Assembly including dissolution of the Assembly.
- ii. Preparing guidelines for State Consultative Committee.
- iii. Disbursing monthly pension to ex-MDC/MRC along with family pension.
- iv. Looking after the overall Office Establishment of the Deputy Government Chief Whip, Mizoram.
- v. Keeping vigil on the adherence of the submission Legislative proposals to the Mizoram Legislative Assembly.

2. The powers and duties of its officers and employees.

- To examine proposals on the subjects being dealt within the Department. The Assistant/UDC submits files/cases to Superintendent, who gives suggestions on the proposals and submits to Under Secretary and higher officers in accordance with the channel of submission and level of disposal of the matters under consideration.

The Secretary acts as the Controlling Officer in respect of funds placed at the disposal of the Department and the Under Secretary holds the charge of Drawing & Disbursing Authority.

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

- The main aim of the Department is to provide an efficient, effective, accountable, responsive and transparent administration on Parliamentary Affairs.

In dealing with receipts/case, Manual of Office Procedure issued by the Government of India is followed.

Most of the case related to the Department is disposed under the authority of Under Secretary or Deputy Secretary. Matters relating to sanction of payment of wages, pension and any matters relating to expenditure including Assembly matters and other important matters that require the decision of the Government is submitted to the Secretary for approval.

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

- The guidelines framed by the Government of Mizoram on various subjects, such as Government of Mizoram(Transaction of Business) Rules, etc., are kept in view while processing the proposals.

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

- a) Mizoram (Pension for Members of the Defunct Mizo District Council and of the Defunct Pawi – Lakher Regional Council) (Amendment) Act
- b) The Mizoram Salaries, Allowances and Pension of Members of the Legislative Assembly Act.
- c) The Mizoram Salaries, Allowances of Speaker/Dy. Speaker Act.
- d) The Mizoram Salaries, Allowances of the Government Chief Whip/Dy. Government Chief Whip.
- e) The Mizoram Legislative Assembly (Grant of Loans and Advances to Members) Rules.
- f) Procedure of submission of Legislative Proposals prepared by the Department.
- g) RTI Act, 2005.

Apart from the above mentioned Acts and regulations, the rules/regulations applicable to the Central Government employees are applied for discharging various functions under the Department.

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

- The categories of documents held by the Department are :
 - a) All Office Memorandums issued by the Department.
 - b) All orders issued by the Department.
 - c) Authenticated Legislative proposals submitted by the concerned Departments for submission to Mizoram Legislative Assembly.
 - d) Acts and Rules issued by the Department.
 - e) ACRs of its employees.

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.

- The Consultative Committee for the Parliamentary Affairs Department consisting of the following members:

Pu TJ Lalnuntluanga, Minister of State, PAD	Chairman
Dr. K. Pachhunga, MLA	Member
Pu C. Lalmuanpuia, MLA	Member
Prof. F. Lalnunmawia, MLA	Member
Dr. Vanlalhlana, MLA	Member
Pu KT Rokhaw, MLA	Member
Secretary, PAD	Member Secretary

8. A Statement of the boards, councils, committee 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 the public.

I. Departmental Promotion Committee (DPC) consisting of the following members :

Secretary, PAD	-	Chairman
Under Secretary, PAD	-	Member Secretary
Representative of DP&AR	-	Member

II. Local Purchase Advisory Board (DPAB) as follows :

Secretary, PAD	-	Chairman
Deputy Secretary, PAD	-	Member
Under Secretary, PAD	-	Member secretary

9. A directory of its officers and employees.

Sl. No.	Name of Officer/ Staff	Designation	Mobile Phone No.	Landline no.
1	Pi Helen Dawngliani	Secretary	9436151019	0389-2318212
2	Pi Lalrempuii Fanai	Dy. Secretary	9612433716	
3	Pi Lalnunpuii Ralte	Under Secretary	8014444676	
4	Pi Janet Lalthantluangi	Superintendent	9436140759	
5	Pu H. Lalawmpuia	Assistant	8974809903	
6	Pi Lalzikpuii Chenkual	Assistant	9862373773	
7	Pi C. Lalthanmawii	LDC	9612621571	
8	Pu Henry Lalnunsanga	LDC	9862333102	
9	Pu R. Lalhmingliana	Driver	9862376909	

10. 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 Officer/ Staff	Designation	Pay Level	Basic pay (₹)
1	Pi Helen Dawngliani	Secretary	14	140200
2	Pi Lalrempuii Fanai	Dy. Secretary	12	78800
3	Pi Lalnunpuii Ralte	Under Secretary	11	67700
4	Pi Janet Lalthantluangi	Superintendent	10A	64700
5	Pu H. Lalawmpuia	Assistant	7	48100
6	Pi Lalzikpuii Chenkual	Assistant	8	44900
7	Pi C. Lalthanmawii	LDC	4	25500
8	Pu Henry Lalnunsanga	LDC	4	25500
9	Pu R. Lalhmingliana	Driver	2	19900

11. The budget allocated to its agency to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made :

- During the year 2022-23, an amount of ₹ 87.80 lakh is being allocated for the administration of the Office of Deputy Government Chief Whip, Government of Mizoram, wherein, Secretary, PAD, is the sanctioning authority for the funds.

12. The manner of executions of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme :

- At this juncture, the Department does not operate any subsidy programme.

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

- Nil, so far.

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

- Nil.