

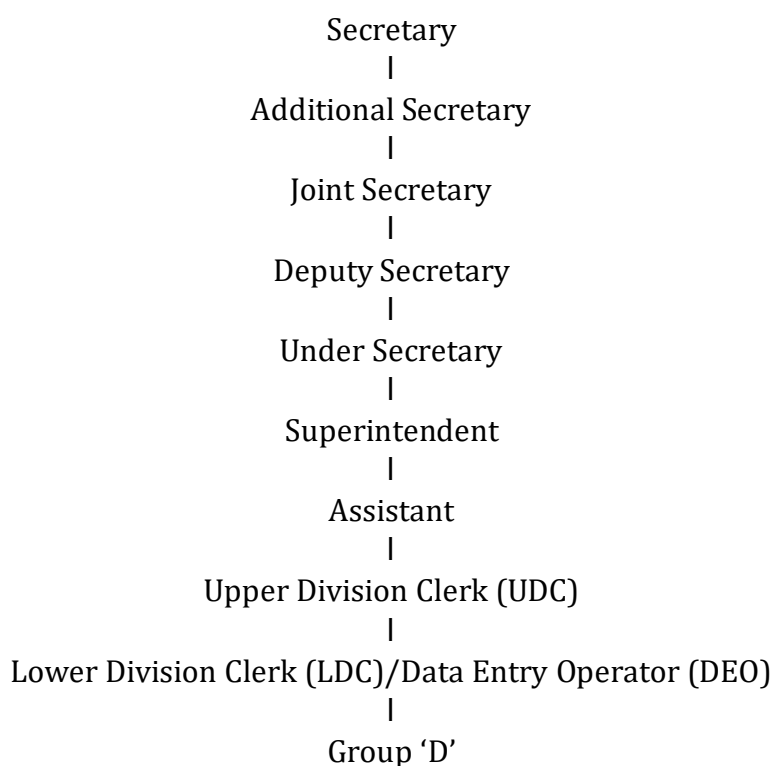
**INFORMATION UNDER SECTION 4(1)(B) OF THE RIGHT TO INFORMATION ACT,
2005 PERTAINING TO SCHOOL EDUCATION DEPARTMENT**

Section. 4 (1) (b)(i). Particulars of organization, functions and duties;

The Secretary to the Govt. of Mizoram, School Education Department is the head of the department. He controls & supervises the overall working of School Education Department. The organization structure of the department is as below.

ORGANISATION CHART (as on 31.02.2023)

(strength of each grade/post except Secretary, SED vary from time to time as decided by
the Government)



Section.4 (1)(b)(ii).Powers and duties of officers and employees ;

- (1C) **Secretary:** The Secretary is the Administrative Head of the Department. He is responsible for the overall functioning of this Department.
- (2C) **Additional Secretary:** The Additional Secretary provides administrative support to the Department Secretary and assists in managing the workflow. He represents the secretary whenever necessary. He participates in decision-making processes providing his expertise and insights.

- (3C) **Joint Secretary:** The Joint Secretary is responsible for managing the day-to-day administrative operations of the Department. He provides advice, recommendations and analysis to higher authorities, helping them make informed decisions.
- (4C) **Deputy Secretary:** The Deputy Secretary assists the Joint Secretary in all matters, make necessary suggestions where necessary, to enable higher officials to make prompt decisions in accordance with the extant rules and regulations.
- (5C) **Under Secretary:** The Under Secretary is the branch officer who supervises all other subordinate officers in all matters relating to files allocated to her/him.
- (6c) **Superintendent :** Superintendent is the section officer who supervises all dealing hands, who checks on delays, gives proper guidance on various rules, regulations, maintenance of office records etc. and overall management of the department.
- (7C) **Assistant/Upper Division Clerk (UDC):** Dealing with files relating to all matters under the supervision of superintendent. Proper maintenance of all records on allotted subjects is the job of Assistant/Upper Division Clerk (UDC).
- (8C) **Lower Division Clerk (LDC):** Responsible for all receipt and issue of daks received in the department. Maintenance of registers, guard files and other official record are the jobs assigned to LDC.
- (9C) **Group 'D':** Dispatch of Daks issued by the department, running office errands or any other works entrusted to them from time to time.

Section.4 (1)(b)(iii). The procedure followed in he decision making process, including channel, if supervision and accountability;

Sl. No.	Types of cases	Channel of submission	Level of disposal
1	All matters relating to promotion/posting/transfer M/S Headmaster, H/S Headmaster, HSS Lecturer & Principal	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary
2	All matters relating to promotion/posting/transfer of officers under School Education Department	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary
3	All matters relating to promotion/posting/transfer of Lecturers & Principals of	Dealing Assistant/ Superintendent/Under Secretary/	Under Secretary/ Secretary

	DIET officers of SCERT	Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	
4	Retirement of M/S Headmaster, H/S Headmaster, HSS Lecturer & Principal	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary
5	Retirement of officers under School Education Department	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary
6	Retirement of DIET Lecturers & Principals and officers of SCER.	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary
7	Civil/Court Case.	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary
8	All matters relating to recruitment of M/S Headmaster, H/S Headmaster, HSS Lecturers & Principals	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary
9	All matters relating to recruitment of officers under School Education Department	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary
10	All matters relating to recruitment of Lecturers & Principals of DIET and officers of SCERT	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary
11	Leave of M/S Headmaster, H/S Headmaster, HSS Lectures & Principals, officers of Directorate of School Education & Directorate of SCERT, DIET Lecturer & Principals.	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/Joint Secretary/ Secretary
12	Non functional pay upgradation of Teachers & Headmaster	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/Joint Secretary/ Secretary

13	Mizoram Assured Career Progression Scheme (MACPS), 2020	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary
14	Confirmation into service	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary
15	Mizoram Language Board Development	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary
16	Matters relating to various schemes of Samagra Shiksha	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary
17	Matters relating to various schemes of Central Govt.	Dealing Assistant/ Superintendent/Under Secretary/ Deputy Secretary/Joint Secretary /Additional Secretary/Secretary.	Under Secretary/ Secretary

Section.4.(1) (b) (iv) – the norms set by it for the discharge of its functions:

All matters dealt with in the Department are processed in file, routing through all the executive officers in the Department and Chief Secretary (as the case may be) before submission to the Minister concerned with suggestion regarding the line of action.

This includes in depth examination, discussion, meetings and consultation with the department directorates as and when required.

All matters/cases received in this department are recorded with specific receipt number and all correspondences (letters & files) conveyed from this department are also recorded separately in its register. Each and every dealing hand maintain LOG BOOK for all cases/matters received by them, records are being maintain in this Log Book with details of processing, its connected files and its disposal. Every case received is processed in its connected file with proper examination sheet and submits to higher authorities for decision. Decisions are normally conveyed in a letter form or otherwise

Section.4. (1)(b) (v) - The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

1. The Right of children to free & compulsory Education Rules,2011

2. The Mizoram Middle Schools and High Schools (Provincialisation) Rules, 1994 & Amendment Rules, 2002
3. The Mizoram Education (Transfer & Posting of School Teacher) Rules, 2020
4. The Mizoram Education (Grand-in-Aid for General Maintenance of Private School) Rules, 2006
5. The Mizoram Education (Establishment and Management of Private Higher Secondary Schools) Rules, 2006
6. The Mizoram Education (Establishment and Management of Private High Schools) Rules, 2006
7. The Mizoram Education (Establishment and Management of Private Middle Schools) Rules, 2006
8. The Mizoram Recognized Private Schools (Regulation) Rules, 2006
9. The Mizoram Education (Inspection of Recognized Schools) Rules, 2008
10. The Mizoram Aided Middle Schools and High Schools Management Rules
11. The Mizoram Aided Schools (Recurring and Non-Recurring Grants-in-Aid) Rules, 1990
12. Adhoc Recurring Grants-in-Aid for General Maintenance of Schools Rules, 1997
13. The Mizoram Prevention of Malpractices at Examination Act, 1990
14. The Mizoram Board of School education (Management of Examinations) Regulations, 1991
15. The Mizoram (Pre- Matric Special Scholarship) Rules, 1991
16. The Mizoram (Pre- Matric Merit Scholarship) Rules, 1990
17. The Mizoram Special Voluntary Retirement for School Teachers Rules, 2009
18. Mizoram Language Development Board (Preparation & Submission of budget estimate & administration of fund) Rules, 2023
19. Rules issued by DP&AR(ArW)/(GSW) and Finance Department that are relevant for the department

Section.4. (1)(b) (vi) - A statement of the categories of documents that are held by it or under its control;

1. Various recruitment rules in respect of School Education Department.
2. Mizoram Language Development Board Act, 2022
3. Mizoram Language Development Board Terms & Condition for the appointment of Chairmen, Secretary & Members, 2023
4. Various rules and regulations in respect of School Education Department
5. PARs of Gazetted officers under the Department

Section.4. (1)(b) (vii) - 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;

Members of the public are not directly involved in the formulation of its policy or implementation itself. However, public participation in schools is done through School Management Committees and PTAs

Section.4. (1) (b) (viii) - 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;

The Mizo Language Development Board was constituted and started functioning with effect from 06.02.2023

Sl.no	Name of Post	No. of post	Pay Level	Remarks
1	Chairman	1	13A	To be appointed on contract basis with person having at least master's degree from any recognized Indian university with a minimum of 20 years' experience in the field of education
2	Secretary	1	12	To be filled up by deputation from officers from state government holding the post in Level 12 failing which officers in Level 11 with 5 years regular service in the grade
3	Superintendent	1	10	To be filled up by deputation from regular Govt. servant from State Govt. holding the post of Superintendent (MSS) failing which from Assistant Grade (Level-7) with 5 years regular service in the grade
4	UDC	1	6	To be filled up by deputation from regular Govt. servant holding the post of UDC with 5 years regular service in the grade
5	LDC	2	4	To be filled up by deputation from regular Govt. servant holding the post of LDC with 5 years regular service in the grade
6	IV Grade	2	1	To be filled up by deputation from regular Govt. servant holding the post of IV Grade with 5 years regular service in the grade

Section.4. (1)(b) (ix) – a directory of its officers & employees

Secretary & Personal Branch of Secretary				
Sl. No	Name	Designation	Contact	Home Address
1	Dr. Lalzirmawia Chhange	Secretary	9436142260	Ramhlun Venglai
2	Lalduhawmi Chawngthu	P.S. to Secretary	7005945474	Tuikual North
3	Lalthansanga	DEO	9774394265	Chhinga Veng
4	Lalremzauva	IV-Grade	8974805925	College Veng
5	Lalrinchhana	IV-Grade	8787580545	Chanmari West
6	Esther Lalchhanhimi	LDC	8258931954	Bungkawn Vengthar
7	Lalfakawmi Ralte	Technician	9436352110	Chawnpui Veng

Additional Secretary & Personal Branch of Additional Secretary				
Sl. No	Name	Designation	Contact	Home Address
1	Prasanna A Acharya	Additional Secretary	9604732844	NC-V/2/2, Type V, Block B, MINECO, Khatla
2	Zonunsangi	P.S. to Addl. Secretary	9436360846	Ramhlun South
3	Chawngthanpari	LDC	9856194101	Ramhlun Vengchhak
4	R. Lalnunsangi	IV-Grade	9862363755	Tuikual North
5	C. Rohlupua	IV-Grade	9774379730	Ramthar Veng

Joint Secretary & Personal Branch of Joint Secretary				
Sl. No	Name	Designation	Contact	Home Address
1	R. Lalbiakzuala	Joint Secretary	9612377270	Venghlui
2	V. Lalhlimpuii	Steno	9615233962	Bethlehem
3	H. Zomuanpuii	IV-Grade	8575674297	Zarkawt
4	Thangliana Varte	IV-Grade	8415881484	Durtlang North

Deputy Secretary & Personal Branch of Deputy Secretary				
Sl. No	Name	Designation	Contact	Home Address
1	Pinky Zosangpuii	Deputy Secretary	9862329373	Ramhlun Venglai
2	K. Lalnunziri	P.A to D/S	9862371212	Ramhlun North

3	Vanlalpeka	IV-Grade	9862810661	College Veng
4	Vanlalbiakhlui	IV-Grade	9863497216	Salem Veng

School Education Department				
Sl. No	Name	Designation	Contact	Contact
1	Lalrinpuii Hnamte	Under Secretary	7005278493	New Secretariat
2	Lalbiakkimi	Under Secretary	9862331950	Ramhlun
3	C. Lalawmpuii	Superintendent	8787460486	Chanmari West
4	K. Lalruatpuii	Superintendent	9862383537	Venghnuai
5	Zothankima	Lecturer	9863197362	Chawnpui
6	Zothantluanga	Vocational Education Teacher	9862951632	Venghlui
7	C. Zonunmawii	Vocational Education Teacher	8974963395	I.T.I. Veng
8	Lalmuanpuii	Assistant	9436153227	Zarkawt
9	Vanlalhruaii	Assistant	9862363466	Dinthar
10	Lalchhanhima Sailo	Assistant	9436152521 7005909337	Nursery Veng
11	Malsawmtluanga Hauzel	Assistant	9862887028	Upper Republic
12	Gospel Zoramengi	Assistant	9862322503	Ramhlun Venglai
13	Zothankima Chhakchhuak	Programme Officer	9436191126	Khatla East
14	H. Lalngaihawmi	UDC	8974168872	Khatla South
15	C. Lalnunsanga	Project Assistant	8787411880	Laiputlang
16	Zonunmawii	LDC	9233199072	Khatla Bethel
17	K. Zaiangi	LDC	8257970456	Bungkawn
18	V. Lalnunpuii	LDC	9862457609	Venghlui
19	Vanlalruata	Data Entry Operator	8014765062	Dawrpui Vengthar
20	Kenny Lalmuanpuia	Data Entry Operator	9612564217	Ramthar Veng
21	C. Lalhmangaihi	Accountant	8575278399	Zemabawk
22	Lalvunga	IV-Grade	9436152857	Saron Veng
23	Ramkinlova	IV-Grade	8118971852	Durtlang
24	Lalruatkimi	IV-Grade	7005565883	Kulikawn
25	Lalmuansangi	IV-Grade	8974941175	Kulikawn
26	Lalmuanpuia	IV-Grade	9862361106	Zemabawk
27	Lalrawnkungi	IV-Grade	9862790779	Chawnpui
28	Freddy Lalremruata	IV-Grade	8794276703	Saron Veng

Section.4 (1)(b) (x) - The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Secretary & Personal Branch of Secretary

Sl.no	Name	Designation	Pay Level
1	Dr. Lalzirmawia Chhangte	Secretary	13
2	Lalduhawmi Chawngthu	P.S. to Secretary	10A
3	Lalthansanga	Data Entry Operator	CSS
4	Esther Lalchhanhimi	LDC	CSS
5	Lalfakawmi Ralte	Technician	CSS
6	Lalrinchhana	IV grade	4
7	Lalremzauva	IV grade	1

Additional Secretary & Personal Branch of Additional Secretary

Sl.no	Name	Designation	Pay Level
1	Prasanna A Acharya	Additional Secretary	11
2	Zonunsangi	P.S. to Additional Secretary	10
3	Chawngthanpari	LDC	4
4	R. Lalnunsangi	IV grade	1
5	C. Rohlupaia	IV grade	PE

Joint Secretary & Personal Branch of Joint Secretary

Sl.no	Name	Designation	Pay Level
1	R. Lalbiakzuala	Joint Secretary	12
2	V. Lalhlimpuii	Stenographer	7
3	H.Zomuanpuii	IV grade	1
4	Thangliana Varte	IV grade	1

Deputy Secretary & Personal Branch of Deputy Secretary

Sl.no	Name	Designation	Pay Level
1	Pinky Zosangpuii	Deputy Secretary	12
2	K. Lalnunziri	P.A to Deputy Secretary	8
3	Vanlalpeka	IV grade	4
4	Vanlalbiakhlui	IV grade	CSS

School Education Department

Sl.no	Name	Designation	Pay Level
1	Lalrinpuii Hnamte	Under Secretary	11
2	Lalbiakkimi	Under Secretary	11
3	C. Lalawmpuii	Superintendent	10
4	K. Lalruatpuii	Superintendent	10
5	Zothankima	Lecturer	10A

6	Zothantluanga	Vocational Education Teacher	8
7	C. Zonunmawii	Vocational Education Teacher	8
8	Lalmuanpuii	Assistant	7
9	Vanlalhruaii	Assistant	7
10	Lalchhanhima Sailo	Assistant	7
11	Malsawmtluanga Hauzel	Assistant	7
12	Gospel Zoramengi	Assistant	7
13	Zothankima Chhakchhuak	Programme Officer	CSS
14	H. Lalngaihawmi	UDC	6
15	C. Lalnunsanga	Project Assistant	CSS
16	Zonunmawii	LDC	6
17	K. Zaiangi	LDC	6
18	V. Lalnunpuii	LDC	4
19	Vanlalruata	Data Entry Operator	CSS
20	Kenny Lalmuanpuia	Data Entry Operator	CSS
21	C. Lalmangaihi	Accountant	CSS
22	Lalvunga	IV grade	4
23	Ramkinlova	IV grade	4
24	Lalruatkimi	IV grade	CSS
25	Lalmuansangi	IV grade	CSS
26	Lalmuanpuia	IV grade	CSS
27	Lalrawnkungi	IV grade	CSS
28	Freddy Lalremruata	IV grade	CSS

Section.4 (1)(b) (xi) - The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Not applicable.

Section.4 (1)(b) (xii) - The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

There is no such scheme or project under this department. All projects or schemes are taken up by its directorates viz., Directorate of School Education, Directorate of State Council of Educational Research & Training, Samagra Shiksha Mizoram.

Section.4 (1)(b) (xiii) - Particulars of recipients of concessions, permits or authorisations granted by it;

Not applicable.

Section.4 (1)(b) (xiv) - Details in respect of the information, available to or held by it, reduced in an electronic form:

Every service rules/ recruitment rules framed by School Education and all other rules pertaining to service matters, documents like notification, office orders etc., as well as all other information issued by this department are all uploaded in the official website – schooleducation.mizoram.gov.in and are open to the public

Section.4 (1) (b) (xv) - the particulars of facilities available to citizens for obtaining including the working hours of the library or reading room, if maintained for public use:

The department created an official website – schooleducation.mizoram.gov.in, in which the day to day disposal of works in connection with the business allotted to the department are uploaded and updated regularly.

Section.4 (1)(b) (xvi) - The names, designations and other particulars of the Public Information Officers:

Sl.No	Name	Designation	Contact No
1	R. Lalbiakzuala	Appellate Authority	0389-2335741/ 9612377270
2	Lalrinpuii Hnamte	State Public Information Officer	7005278493
3	C. Lalawmpuii	State Assistant Public Information Officer	8787460486

Section.4 (1)(b) (xvii) - such other information as may be prescribed; and thereafter update these publication every year:

As and when necessary.