

# **RIGHT TO INFORMATION ACT 2005**

**(Manual for Registrar of Cooperative  
Societies Office, Mizoram, Aizawl as on  
01.03.2019)**

# **RIGHT TO INFORMATION ACT, 2005**

## **(MANUAL FOR COOPERATION DEPARTMENT, MIZORAM AS ON 01.03.2019)**

### **1. The particulars of its Organizations, Functions and duties :**

#### **BRIEF HISTORY OF COOPERATION DEPARTMENT**

Mizoram was one of the Administrative Districts of Assam till it attained its Centrally Administered Union Territory on 21<sup>st</sup> of January 1972.

During erstwhile Mizo District of Assam the first registered Cooperative Society came into existence on 11.11.1949 under the name of “Aijal Central Trading Cooperative Society” bearing a registration No. 760/49.

In 1951 the Assam Government established a Cooperative Sub-Divisional Office at Aizawl manned by Sub-Divisional Deputy Cooperative Officer which is better known as Senior Inspector today. Then the Sub-Divisional Office was upgraded to a District Office on 3.1.1956 manned by the Assistant Registrar of Cooperative Societies.

With the new Centrally Administered Union Territory came into being Directorate of Cooperation Department was established along with other government Departments in 1972. The post of Registrar of Cooperative Societies was first occupied by one of the Deputy Secretaries of the Union Territory Government in an Ex-Officio capacity in addition to his normal work in the Secretariat from 13<sup>th</sup> of December, 1972 to 17<sup>th</sup> of November, 1976.

The Government had created a full fledged post of Registrar of Cooperative Societies in December 1976 and appointed Senior Officer from amongst the Provincial Civil Service personnel which has been changed to the Cadre post of I.A.S. since 1987.

In addition to the single District Office two more districts were created and opened at Lunglei and the undivided Chhimtuipui District in 1975 and 1979 respectively. Another 3(three) district Offices were opened at Champhai, Kolasib and Aizawl East in 1989.

At present there are 1282 registered Cooperative Societies at Primary Level and 10 Nos. of State Level Cooperative Federation.

- (a) Registrar, Cooperative Societies is the head of the Department of Cooperation in the State. As per provision of section 3(1) the Mizoram Cooperative Societies Act, 1991 the State Government of Mizoram appoints a Registrar of Cooperative Societies in Mizoram for the registration, supervision, assistance, counsel and control of registered societies and for the development of the Cooperative Movement and control over all Cooperative-Education. The Registrar, Cooperative Societies is vested with such other powers and responsibilities as are provided under this Act or Rules or Bye-Laws framed there under. He is assisted by the Joint Registrar, the Deputy Registrars, the Assistant Registrars and the Inspectors working under him at the Headquarter Office and at the District Offices.

- (b) There are 7 (seven) nos. of District Offices headed by the Assistant Registrars, Cooperative Societies as per provision of Section No.3(2) of the Mizoram Cooperative Societies Act, 1991. The District Officers are assisted by the Senior/Junior Inspectors as a Field Level Workers who are assigned works such as Enquiry, Inspections, Annual Statutory Audit of Coop. Societies and also to enquire into the economic feasibilities of all the proposed Cooperative Societies. They are also assigned liquidation works under their respective jurisdiction.

( Organizational Chart enclosed as Annexure - I)

- (c) Different types of Cooperative Societies are functioning under the overall control and supervision of the Registrar of Cooperative Societies.

( List of different types of societies are enclosed as Annexure - II )

## **2. Powers and duties of Officers and Employees :**

- 1) The R.C.S. : The post is manned by an IAS Officer. He is the head of the Department and delegated financial power under Rule 3 (f) of DFPR 1978. He appoints/promotes all Inspecting Staff, UDC, LDC and Drivers and all Group 'D' Staff. Transfer and posting of all JICS/Auditor, UDC, LDC and Drivers and Group 'D' and granting of leave and Registration of different kinds of State Level/District Level and Primary Level Societies. Supervision and assistance, counsel and control of all kinds of registered societies and for the development of the Cooperative Movement and control overall Cooperative Education and with such other powers and responsibilities as provided under this Act or Rules or Bye Laws framed there under.
- 2) The Addl. R.C.S : The post of Additional Registrar, Coop. Societies is manned by the Senior most Departmental Officer. He assists the Registrar in the day to day works by giving advice whenever necessary. Whenever the Registrar is on leave or he is out of station he takes the charge of Registrar. He is supported by the Joint Registrar, Cooperative Societies and the Deputy Registrar. Cooperative Societies as powers delegated to them by the State as provided under Section No.3(2) of the Mizoram Cooperative Societies Act, 1991. There is one (1) post of Addl. RCS in the Department.
- 2) The J.R.C.S : There are two (2) posts of Joint Registrar in the Department, one incharge of Administration and the other incharge of Audit. Their main task is to assist Registrar and Addl. Registrar. The Joint Registrars are assigned various kinds of duties such as Office Administration, the task of DDO, Planning, also Registration, Audit and Arbitration of all kinds of Cooperative Societies. He represent the Department at various meeting held with State Level Cooperative Federation.

- 3) The D.R.C.Ss : There are four (4) posts of Deputy Registrar in the Department. Their main task is to assist Registrar and Joint Registrar. The Deputy Registrars are assigned various kinds of duties such as Office Administration, Planning, Registration of Societies, Audit and Arbitration of all kinds of Cooperative Societies.
- 4) The A.R.C.S : There are twelve (12) posts of Assistant Registrar in the Department including one Chief Audit Officer. 7 (Seven) of them function as Head of Office in the Aizawl East and West, Lunglei, Champhai, Kolosib, Serchhip and Mamit Districts. The remaining 5 (five) Assistant Registrar including C.A.O. are in the Directorate Office. Their main duties are to assist Registrar, Joint Registrar, and Deputy Registrar as a subordinate Officer in discharging all duties, responsibilities assigned to them for the speedy development of Cooperative Movement in the State.
- 5) Sr./Jr. Inspectors : There are 18 SICS and 28 JICS posts in the Department. They are Field Officers mostly attached to different District Offices. They assist the District Officers as Field Level workers who are assigned works such as inspection, annual statutory audit of Coop. Societies and also enquire into the economic feasibilities of all the proposed Coop. Societies for registration. They are also assigned liquidation works under their respective jurisdiction.
- 6) Office Superintendent : He is the head of the Ministerial Staff in the Office of the Registrar, Cooperative Societies and his main duties are supervisory in nature, such as enforcing punctuality, discipline in general functioning of the entire Directorate. There is 1 (one) post of Superintendent in the Directorate.
- 7) Head Assistants : There are 5(five) posts of Head Assistant in the offices of ARCS, Aizawl East, Aizawl West, Lunglei, Serchhip and Kolasib District. He is the head of Ministerial Staff in the District Office. The duties and responsibilities are similar to those of Superintendent of the Directorate.
- 8) Assistants/Upper/  
Lower Divisional Clerks : There are 8 Assistant, 2 Accountant, 18 UDC, 23 LDC posts under the Department. They are clerical staffs dealing with the Works and Files allotted to them under the close-supervision of the Office Superintendent or Head Assistant as the case may be in their respective Offices.
- 9) Junior Engineer : There is 1 (one) post of J.E. in the Directorate to prepare Plan and Estimates of Departmental Buildings and repair works of the building, and supervises the departmental works.

- 10) Drivers : There are 16 posts of Drivers to man departmental vehicles attached to Officers.
- 11) Handyman : There are 2(two) posts of Handyman. Their main duties are to assist Drivers, however, since the department have only light vehicles their services utilized as Peon in the Office in addition to their normal duties.
- 12) Duftry : There are 5 (five) posts of Duftry. They look after the Duplicating Machine in the Office. Presently the post is declared as a withering post.
- 13) Process Server : There are 7 (seven) posts of Process Server. They assist Inspecting Staff works in the liquidation/arbitration of the Cooperative Societies in various Towns and Villages. The post is a withering post.
- 14) Peon : There are 43 sanctioned posts of Peon to assist Officers and Staffs by putting up files etc. in the Office.
- 15) Chowkidar : There are 5 (five) posts of Chowkidar to guard Office Building in the night time.
- 16) Sweeper : There are 2 (two) posts of Sweeper to clean Office Building and its premises

**3. The procedure followed in the decision making process, including channels 1 supervision and accountability :**

All matters requiring decisions are initiated by the dealing assistant and put up to Deputy Registrar of Cooperative Societies through Superintendent or ARCS as the case may be. The Deputy Registrar, after thorough examination of the subject consulting all relevant Rules and emulations, procedures. Acts. Rules and Bye Laws put up the matters with comments or suggestions to Registrar, Cooperative Societies through Joint Registrar, Cooperative Societies.

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

Apart from what have been stated at Paragraph 3 above, the Department has no set norms except that the Department has to function within the audit of the Mizoram Coop. Societies Act, 1991 and Rules 1996 and Bye Laws of registered Cooperative Societies.

**5. Rules, Regulations, Instructions, Manuals and records, held by it or under its control or used by its employees for discharging its functions :**

As adopted by Govt. of Mizoram, the Central Rules such as FR & SR Part 1, CCS (Leave) Rules, T.A. Rules, CCS (Pension) Rules, CCS (CCA) Rules, CCS (Conduct) Rules, GPF Rules, GFR, DFPR, HBA Rules, Medical Attendance Rules etc.

CTR, Service/Recruitment Rules of Employees. Staff Car Rules, Manual on Office Procedures, Seniority & Promotion etc. are used by this department for discharging its functions. Apart from these Rules, the Department has to follow and comply with the Mizoram Coop. Societies Act, Rules and Bye Laws of registered Cooperative Societies.

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

Apart from the general documents that are held by departments under Govt. of Mizoram the Cooperation Department has been maintaining the following documents :-

1. Legal proceedings of Arbitration Court.
2. Statistical Records.
3. Audit Reports of Coop. Societies.
4. Registration/Organization papers of Cooperative Societies.
5. Inspection & Inquiry reports of Coop. Societies.
6. Liquidation papers of dissolved Cooperative Societies.
7. Loan & G.I.A Register (State Govt.)
8. Loan & G.I.A. under Central Assistance.
9. Cooperative Acts and Rules, Bye Laws of different types of Cooperative Societies.
10. Appointment/Promotion/Transfer/Leave Order of Employees.
11. Service Books of Employees.
12. ACR of Group 'B' & 'C' Staff.
13. Cash Book, Bill Register, Contingencies Bill Register, Vouchers, A/Roll of employees.
14. Stock Register, Motor Vehicle Log Book.
15. Departmental Land Lease, LSC of Officials when HBA/LIC is granted.
16. Maintained record room.

**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 administration thereof :**

No such arrangement exists in the department so far.

**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 advise, 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 :**

No such bodies are constituted in the Department.

**9. A directory of its officers and employees :**

Telephone and an address Directory enclosed.

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

(Scale of Pay of Officer & Staff attached as Annexure-IV)

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

The Budget Allocation of Fund for the year 2016-2017 and disbursement already made thereof are enclosed).

**12. The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes :**

All the Budget allocation is made in the form of G.I.A. and executed under the close supervision of the Registrar, Cooperative Societies or his authorized Officers. Amount allocated & name of beneficiaries is enclosed.

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

Does not arise.

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

Information about the Department is available at  
<https://coop.mizoram.gov.in/page/rti.html>

**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 :**

No Library and Reading room exists in the Department.

**16. The names, designations and other particulars of the Public Information Officer :**

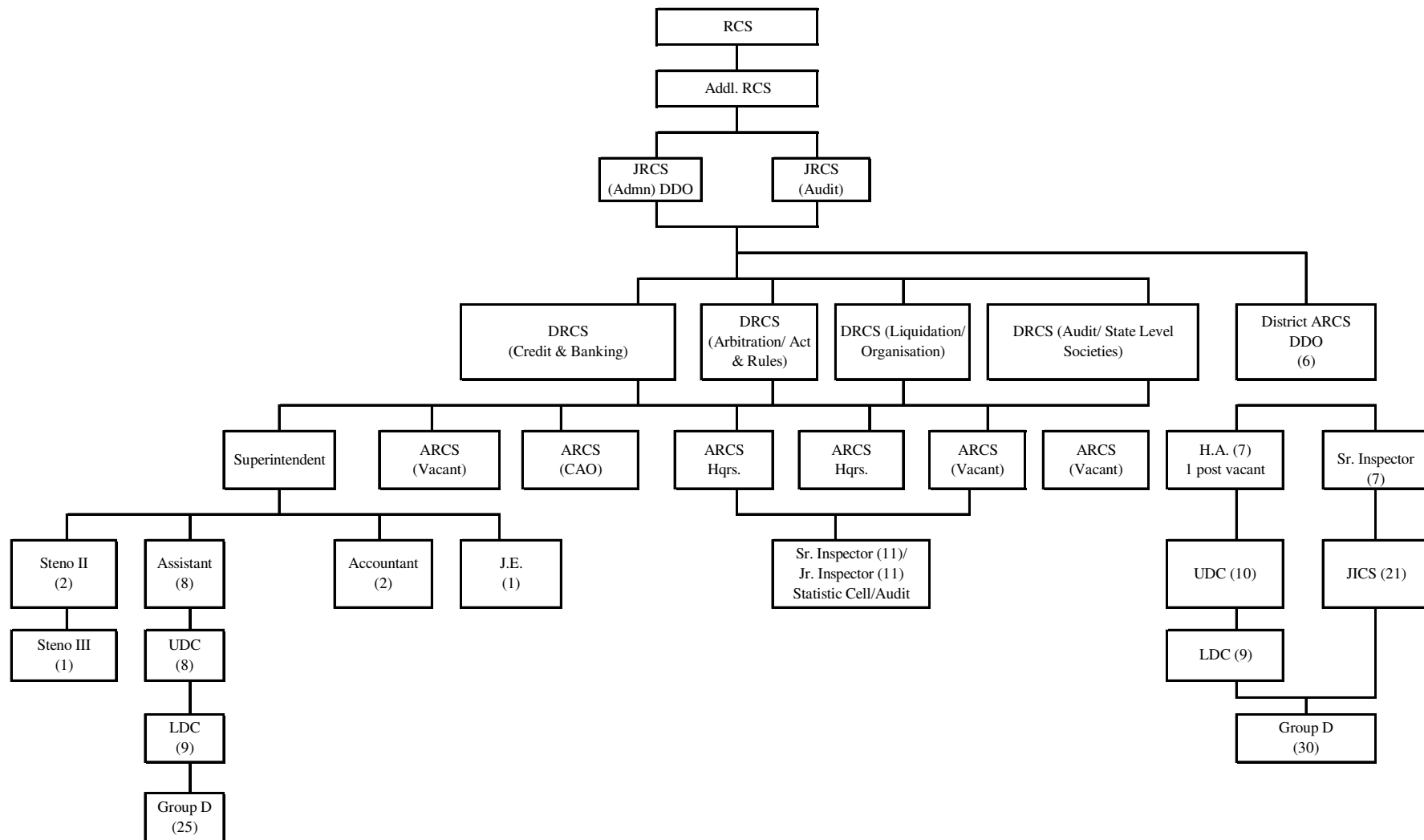
Name and Designation of the PIOs are enclosed.

**17. Such other information as may be prescribed ; and thereafter update these publication every year :**

If any such condition arise, update done and publication made to public every year.

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## ADMINISTRATIVE SET UP VIS-À-VIS HIERARCHY OF THE COOPERATION DEPARTMENT





**STRENGTH OF OFFICERS AND STAFF UNDER  
RCS AS ON MARCH, 2019**

Sl. No.	Name of Posts	Nos. of sanctioned posts	No. of posts filled-up	Vacant	Remarks
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1	RCS	1	1	-	
2	Addl. RCS	1	1	-	
3	JRCS	2	2	-	
4	DRCS	4	-	4	
5	ARCS / CAO	10+2=12	12	-	
6	Superintendent	1	1	-	
7	Accountant	2	1	1	
8	Assistant	8	8	-	
9	Head Assistant	7	3	4	
10	SICS	18	8	10	
11	JE	1	1	-	
12	Steno-II	2	1	1	
13	Steno-III	1	1	-	
14	JICS	32-4=28	9	19	4 post upgraded for 2 post of ARCS
15	UDC	18	11	7	
16	LDC	23	15	8	
17	Driver	16	13	3	
18	Duftry	5	-	5	
19	Process Server	7	-	7	
20	Peon	43	30	13	
21	Sweeper	5	4	1	
22	Chowkidar	5	2	3	
23	Sweeper-cum-Chowkidar	2	2	-	
24	Handyman	2	-	2	
	<b>TOTAL</b>	<b>214</b>	<b>126</b>	<b>88</b>	

MR LDC 2 Nos  
 MR Group 'D' 7 Nos.  
**TOTAL 9 Nos.**

**Table :****Category-wise Number of Co-operative Societies in Mizoram**

<b>Sl. No.</b>	<b>Category</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1.	BANKING/CREDIT	06	88	89
2.	INDUSTRIAL	60	56	54
3.	MULTIPURPOSE	130	133	137
4.	DAIRY & LIVESTOCK, MULTI-COMMODITY	115	131	125
5.	PIGGERY	244	238	235
6.	HANDLOOM& WEAVING	181	190	192
7.	CONSUMER	96	98	93
8.	SERVICE	38	38	35
9.	FISHERY	57	62	61
10.	FARMING (Including Fruits & Vegetables Growers )	242	171	165
11.	POULTRY FARMING	19	18	16
12.	CANTEEN	09	10	09
13.	LABOUR	08	08	05
14.	SERICULTURE	33	32	32
15.	HOUSING	05	05	04
16.	MARKETING (Including District Level)	06	10	10
17.	FLORICULTURE	03	11	03
18.	MEAT PROCESSING/ BUTCHER	08	08	08
19.	LAMPS	07	08	09
20.	STATE LEVEL SOCIETY / FED	10	10	10
	<b>TOTAL</b>	<b>1,277</b>	<b>1,325</b>	<b>1292</b>

**NAME OF OFFICER UNDER COOPERATION DEPARTMENT**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Phone Numbers</b>
1	Mr. N. Chakhai, RCS	2316412 (O) 2322139 (Fax)
2	Pu Lalrinsanga, Addl. RCS	2341184 (O) 9436149246
3	Pi Maria G. Ralte, JRCS	9862384281
4	Pu K. Lalthanpara, JRCS	9862322264
5	Pi Lalnuntluangi Hrahsel, ARCS (MD, MSCU)	9436142850
6	Pu C. Lalbethlehema, ARCS	9862374441
7	Pu Lalmalsawma, ARCS	9436155440
8	Pu K. Lalduhawma, ARCS	9862559348

**Establishment Section**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Mobile Numbers</b>
1	C. Thanthuami, Supdt.	9436350120
2	Hranglawta, Asst (deputed to Election Commission office)	9436141827
3	Zothanpari, Asst	9436362196
4	K. Lalthlamuani, Asst.	9862928316
5	Lalremsangi, Assistant	9615720959
6	Lalsangpuii Sailo, Asst.	
7	Rualthankhumi, UDC	9862648677
8	R. Lalmuanpuia, LDC	8732853966
9	H. Lalnunfela, LDC (MR)	9436360042
10	Lalmangaihi, Peon	9774634279
11	Lalramzauva, Driver	9862913442
12	Lalhmingliani, Sweeper	9862858801
13	Lalropari, Sweeper	8414013547
14	Lalhmingthangi, Chowkidar	9862709803
15	Lalrinmawia, Peon	9862385221
16	Lalrinkimi, Peon	9773452854
17	Thantluangi, Peon	9089607817
18	F. Lalchungnungi, Sweeper (MR)	9612377048
19	Tom. R. Lalrinawma, Chowkidar (MR)	9089946820

**Accounts Section**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Mobile Numbers</b>
1	Laltlanchhungi, Asst/Accountant	9862812521
2	Lalliankimi, UDC cum Cashier	9774006775
3	Lalrammawii, UDC	9436355278
4	J. Laltanpuii, UDC	9612769864
5	Lalremruati, Peon	9612574365
6	F. Lallawmzuala, Peon	9436953926

**Society Room**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Mobile Numbers</b>
1	Zothankimi, Asst	9856532036
2	R Lalparmawii, Asst	9862308373
3	Engthangpuii, LDC	9862311037
4	Lalhmingmawii, Peon	8414013244

**SLAT**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Mobile Numbers</b>
1	Lalmuanpuia, ARCS	9862132647
2	B. Lalchhanhima, JICS	9436195892
3	R. Lalliantluanga, JICS	9089963082
4	K. Malsawma, Peon	8414012513

**Statistic/NCDC Room**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Mobile Numbers</b>
1	Lalramengi, UDC	9436350214
2	Lalnunmawii, LDC	9862359196
3	Jacob H. Lalrinmawia, Peon	9862667201
4	Lalthannguri, Peon	9862770277

**Stationery Room**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Mobile Numbers</b>
1	Lalhmunmawii, LDC	9774374026
2	D.B Chhetri, Driver	7085052387

**Driver Room**

1	Lalramhluna, Driver	9862367841
2	Lalnunhlua, Driver	9862371170
3	Lalneihkima, Driver	9615368950
4	Chuangkima, Driver	9862361430
5	Lalrinawma, Driver	9862335310
6	Lalramzauva, Driver	9862913442

**Junior Engineer**

1	P.C Lalhlimpuii, JE	9436352194
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**Personal Branch**

1	Ngursailovi, Steno - II, PA to Addl. RCS	9436144159
2	Lalnunsiami, Steno-III, PA to RCS	9862962719
2	Ramhlunsangi, Peon	9615715911
3	Lalhriatpuia, Peon	9612069055
4	C. Zaithanmawii, Peon (MR)	9862761536

**Assistant Registrar Cooperative Societies, Aizawl East District .**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Phone Number</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Lalringzuala	ARCS	9436153539
2	H. Vanhlupuia	SICS	9436351950
3	Zosangpuii	HA	9436152599
4	H. Lalthanpuii	JICS	9615219285
5	Lalhmingliana	JICS	9436965478
6	C. Lalsangpuii	UDC	8974805808
7	Lalchangliana	LDC	9436192564
8	Rosangpuii Khiangte	LDC	9612857530
9	Hrachho Fachhai	LDC	9862275267
10	Laldinpuia	Chowkidar	9612714234
11	Lallawmi	Sweeper	9774159377
12	Malsawmthanga	Peon	9862532449
13	Lalnunpuia	Peon	9856653781
14	Vannunsangi	Chowkidar (MR)	8575775456

**Assistant Registrar Cooperative Societies, Aizawl West District**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Phone Number</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Zaliankhuma	ARCS	9862369309
2	L. Lalzidingi	SICS	9436198188
3	EN Lalsangzuali	SICS	9436372233
5	R. Zothanpara	JICS	9436154217
6	C. Lalbiaktluangi	UDC	9436196639
7	K. Lalmachhuani	UDC	9615216783
8	C. Biakvela	LDC	9436151655
9	William Lalmangaiha	Driver	9862467010
10	Lalmalsawma	Driver	8575403673
11	Lalchualovi	Peon	8794856091
12	Lalmalsawmi	Sweeper	9856247274
13	Lalromawii	Peon	8974175523
14	JC Malsawmtluanga	Peon	9612079053
15	Daniel Lalthanpuia	Peon	9856809440
16	Malsawmsangzela	Peon	9862596741

**Assistant Registrar Cooperative Societies, Lunglei District**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Phone Number</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	H. Lalnuntluanga	ARCS	9436147639
2	K. Lalruatfela	SICS	9862546112
3	S. Lalremngheta	JICS	
4	K. Malsawmdawngliana	JICS	9612081319
5	C. Zothanpari	Head Assistant	9862613922
6	B. Lalrimawii	UDC	9862428864
7	Lalchhuani	UDC	9863448888
8	K. Vanlalmawia	LDC	8014788630
10	Rohmingliana	Peon	8014009346
11	Lalrimawia	Chowkidar	9612800398
12	Lalhnuni	Sweeper	9436762290
13	N. Beithlalo	Peon	9729807147
14	N. Beiluakhu	Driver(MR)	9862160112
15	Marina Lalrokimi	Peon (MR)	8794907751

**Assistant Registrar Cooperative Societies, Champhai District**

OFFICE PHONE NO. 03831 – 234460

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Phone Number</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	AN Barbhuiya	ARCS	9436195567
2	Rothangliana Bawitlung	JICS	9436147753
3	C. Vanlalhruaia	JICS	9615712669
4	Anne Hmar	LDC	9862000564
5	C. Vanlalvura	PEON	9862685996
7	Eliver Chhandamkimi	LDC(MR)	9862090081
8	B.C Lalbiaknia	Sweeper Cum Chowkidar	8014777327

**Assistant Registrar Cooperative Societies, Kolasib District**

**ARCS OFFICE : 03837 - 220497**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Phone Number</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	M. Liansangpuii	ARCS	9612950586
2	Ralkapthangi	Head Assistant	9612823632
3	S.K Das	SICS	9436142625
4	Lalthlamuana	SICS	9436366803
5	Cicily Lalnunthari	UDC	8974980669
6	K. Lalchhuanliani	LDC	9863362237
7	P.B Ramenga	Driver	9862371655
8	Pijush Kumar Deb	PEON	9402179683
9	Lalrinmawii	Sweeper cum Chowkidar	8014946193
10	Lalmuanpuii	Peon	9612585082
11	C. Hmingthanzuali	Peon (MR)	8794215244

**Assistant Registrar Cooperative Societies, Serchhip District**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Phone Number</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	C. Vanlalchhuangi	ARCS	9436142267
2	Lalrinmawia	JICS	9612188191
3	James V. Hawhai	Head Assistant	8014197155
4	Lalremsiama	LDC	9436153783
5	K. Lalsangliani	LDC (MR)	9862382170
6	R. Lalliana	PEON	8414095960
7	Jacob Lalrammuanpuia	PEON	9089802463
8	Ricky Zoremsanga	Peon (MR)	9612226268

**Assistant Registrar Cooperative Societies, Mamit District**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Phone Number</b>
1	Robuanga	ARCS	9862566516
2	Lalthangfala	SICS	9436360905
3	Vanlalhruii	UDC	8131989425
4	Lalrinpuii Zote	LDC	99774396112
5	H. Lalremsanga	Peon	8974634279



**PROFORMA – 1                      STATE/CSS**  
**MAJOR HEADWISE AAND OBJECT HEADWISE ALLOCATION**

Actual 2017-2018	Head of Account	B.E. 2018-2019	R.E. 2018-2019	B.E. 2019-2020
	Major Head :			
	Object Head :			
	(01) – Salary	854.21	922.68	925.00
	(01) – Wages	19.66	19.66	20.00
	(06) – Medical Treatment	18.45	22.75	19.05
	(11) – Domestic Travel Expenses	15.00	24.00	31.00
	(13) – Office Expenses	17.94	23.64	31.00
	(14) – Rent, Rates & Taxes	4.66	4.86	5.00
	(16) – Publication	0.40	0.40	1.00
	(26) – Advertising and Publicity	0.50	0.50	1.00
	(27) – Minor Works	31.00	31.00	42.00
	(31) – Grants-in-Aid General (Salary)	191.17	191.17	212.00
	(32) – Grants-in-Aid General (Non-Salary)	15.00	140.00	315.04
	(33) – Subsidies	282.00	187.03	705.07
	(50) – Other Charges	0.50	2.80	3.00
	(53) – Major Works	-	150.00	-
	(54) – Investment	314.63	409.60	180.00
	<b>TOTAL</b>	<b>1765.12</b>	<b>2130.09</b>	<b>2670.16</b>

**SCALE OF PAY OF OFFICER & STAFF**

<b>Sl. No.</b>	<b>Group</b>	<b>Designation</b>	<b>Level of pay in the pay matrix</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	'A'	RCS	Level – 13 - 123100	
		Addl. RCS	Level – 13 - 123100	
		JRCS	Level – 12 – 78800	
		DRCS	Level – 12 – 78800	
		ARCS	Level – 10 – 56100	
		Supdt.	Level – 10 – 56100	
2	'B'	Assistant	Level – 7 – 39100	
		SICS	Level – 7 – 39100	
		J.E.	Level – 7 – 39100	
		Steno-II	Level – 7 – 39100	
		UDC	Level – 6 – 35400	
		JICS	Level – 6 – 35400	
		Steno-III	Level – 6 – 35400	
3	'C'	LDC	Level – 4 – 25500	
		Driver	Level – 2 – 19900	
		Duftry	Level – A1 – 18000	
		Process Server	Level – A1 – 18000	
4	'D'	Handyman	Level – 1 – 17400	
		Chowkidar	Level – 1 – 17400	
		Peon	Level – 1 – 17400	
		Sweeper	Level – 1 – 17400	

**GOVERNMENT OF MIZORAM  
COOPERATION DEPARTMENT  
AIZAWL : MIZORAM**

**NOTIFICATION**

In exercise of the power conferred by sections 5(1) and (2) of the Right to Information Act, 2005 and in the interest of public service, the Governor of Mizoram is pleased to designate the following persons a Departmental Appellate Authority (DDA) and State Public Information Officer (SPIO)/State Assistant Public Information Officer (SAPIO) respectively to discharge the duties of such officers under the said Act with immediate effect and until further orders :

<b>Sl. No.</b>	<b>Name &amp; Designation of Officer</b>	<b>Designation</b>	<b>Order number and Date</b>
1.	Pu N. Chakhai, Registrar of Cooperative Societies, Mizoram Aizawl.	DDA, Office of the Registrar of Cooperative Societies, Mizoram Aizawl.	No.B.11013/1/2009-COOP dt. 7.3.2019
2.	Pu Lalrinsanga, Addl. Registrar of Cooperative Societies, Mizoram Aizawl.	SPIO in the office of Registrar of Cooperative Societies, Mizoram Aizawl.	No.B.11013/1/2009-COOP dt. 7.3.2019
3.	Pu Robuanga, Assistant Registrar of Cooperative Societies, Mizoram Aizawl.	SAPIO in the office of Assistant Registrar of Cooperative Societies, Mamit	No.B.11013/1/2009-COOP dt. 7.3.2019
4.	Pi C. Thanthuami, Superintendent	SAPIO in the office of Registrar of Cooperative Societies, Mizoram Aizawl.	No.B.11013/1/2009-COOP dt. 21.5.2015
5.	Pu Lalringzuala, Assistant Registrar of Cooperative Societies, Aizawl East	SAPIO in the office of Assistant Registrar of Cooperative Societies, Aizawl East	No.B.11013/1/2009-COOP dt. 7.3.2019
6.	Pu Zaliankhuma, Assistant Registrar of Cooperative Societies, Aizawl West	SAPIO in the office of Assistant Registrar of Cooperative Societies, Aizawl West	No.B.11013/1/2009-COOP dt. 7.3.2019
7.	Pu H. Lalnuntluanga, Assistant Registrar of Cooperative Societies, Lunglei	SAPIO in the office of Assistant Registrar of Cooperative Societies, Lunglei	No.B.11010/1/09-COOP dt. 21.6.2016
8.	Pu AN Barbhuiya, Assistant Registrar of Cooperative Societies, Champhai	SAPIO in the office of Assistant Registrar of Cooperative Societies, Champhai	No.B.11013/1/09-COOP dt. 7.3.2019
9.	Pi C. Vanlalchhuangi, Assistant Registrar of Cooperative Societies, Serchhip	SAPIO in the office of Assistant Registrar of Cooperative Societies, Serchhip	No.B.11010/1/09-COOP dt. 21.6.2016
10.	Pi M. Liansangpuui, Assistant Registrar of Cooperative Societies, Kolasib	SAPIO in the office of Assistant Registrar of Cooperative Societies, Kolasib	No.B.11013/1/09-COOP dt. 7.3.2019

Sd/- J.P. AGARWAL  
Secretary to the Government of Mizoram  
Cooperation Department.

**GOVERNMENT OF MIZORAM  
COOPERATION DEPARTMENT  
ANNEX-II, MIZORAM SECRETARIAT  
TREASURY SQUARE : AIZAWL, MIZORAM**

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**NOTIFICATION**

Dated Aizawl, the 21<sup>st</sup> May, 2015.

**No.B.11013/1/2009-COOP** : In exercise of the powers conferred under Section 5(2) of the Right to Information Act, 2005 and in the interest of public services, the Governor of Mizoram is pleased to designate Pi C.Thanthuami, Superintendent, RCS office as State Assistant Public Information Officer (SAPIO) in place of Pu C.Vanlalsiama (Rtd.) in respect of Office of the Registrar of Cooperative Societies, Mizoram, Aizawl with immediate effect and until further orders.

Sd/-JACK L.DARKIM  
Secretary to the Govt.of Mizoram  
Cooperation Department

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Memo No. B.11013/1/2009-COOP :

Dated Aizawl, the 21<sup>st</sup> May, 2015

Copy to :-

- 1) P.S to Governor, Mizoram.
- 2) P.S to Chief Minister, Mizoram.
- 3) P.S to Speaker/Dy.Speaker, Mizoram.
- 4) P.S to All Ministers/Minister of State/Parliamentary Secretaries, Mizoram.
- 5) P.P.S to Chief Secretary, Govt.of Mizoram.
- 6) P.S. to Chairman, Mizoram State Planning Board, Aizawl.
- 7) All Administrative Department, Govt.of Mizoram.
- 8) Registrar, Cooperative Societies, Mizoram.
- 9) All Heads of Department, Govt.of Mizoram.
- 10) Controller, Printing & Stationery with 5 spare copies for favour of publication in the Official Gazette.
- 11) Secretary, Mizoram State Information Commission, Aizawl.
- 12) Officer concerned.
- 13) Guard File.

  
(R.ROHNUNA)

Deputy Secretary to the Govt.of Mizoram  
Cooperation Department

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**GOVERNMENT OF MIZORAM  
COOPERATION DEPARTMENT  
ANNEX-II, MIZORAM SECRETARIAT  
TREASURY SQUARE : AIZAWL, MIZORAM**

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**NOTIFICATION**

Dated Aizawl, the 21<sup>st</sup> June, 2016.

**No.B.11013/1/2009-COOP** : In partial modification of this Department's Notification of even No. dated 18.8.2015 and in exercise of the power conferred under section 5(1) and (2) of the Right to Information Act, 2005 and in the interest of Public Services, the Governor of Mizoram is pleased to designate the following persons as State Assistant Public Information Officer (SAPIO) respectively to discharge the duties of such officers under the said Act with immediate effect and until further order.

Sl. No.	Name & Designation of Officer	Designation
1	Pu K.Lalthanpara, ARCS +	SAPIO, ARCS office, Aizawl West
2	Pu H.Lalnuntluanga, ARCS ✓	SAPIO, ARCS office, Lunglei
3	Pu Zaliankhuma, ARCS +	SAPIO, ARCS office, Champhai
4	Pi C.Vanlalchhuangi, ARCS ✓	SAPIO, ARCS office, Serchhip

**Sd/-LALTHANGPUIA SAILO**  
Secretary to the Govt.of Mizoram  
Cooperation Department

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**Memo No. B.11013/1/2009-COOP**

Dated Aizawl, the 21<sup>st</sup> June, 2016.

Copy to :-

- 1) P.S to Governor, Mizoram.
- 2) P.S to Chief Minister, Mizoram.
- 3) P.S to Minister, Cooperation Department.
- 4) P.S to Speaker/Dy.Speaker, Mizoram.
- 5) P.S to All Ministers/Minister of State/Parliamentary Secretaries, Mizoram.
- 6) P.P.S to Chief Secretary, Govt.of Mizoram.
- 7) P.S to Secretary, Cooperation Department.
- 8) P.S. to Chairman, Mizoram State Planning Board, Aizawl.
- 9) All Administrative Department/Head of Department, Govt.of Mizoram.
- 10) Registrar, Cooperative Societies, Mizoram.
- 11) Controller, Printing & Stationery with 5 spare copies for favour of publication in the Official Gazette.
- 12) Secretary, Mizoram State Information Commission, Aizawl.
- 13) Officer concerned.
- 14) Guard File.



**( H.LAIZIKA )**  
Addl. Secretary to the Govt.of Mizoram  
Cooperation Department

**GOVERNMENT OF MIZORAM  
COOPERATION DEPARTMENT  
MIZORAM SECRETARIAT ADDL. BUILDING  
NEW SECRETARIAT COMPLEX**

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**NOTIFICATION**

Dated Aizawl, the 7<sup>th</sup> March, 2019.

**No.B.11013/1/2009-COOP** : In supersession of this Department's Notification of even No Dated 31.7.2018 and in exercise of the powers conferred under Section 5(1) and (2) of the Right to Information Act, 2005 and in the interest of public service, the Governor of Mizoram is pleased to designate the following persons as State Public Information Officer/State Assistant Public Information Officer respectively to discharge the duties of such officers under the said Act with immediate effect and until further orders.

Sl. No.	Name & Designation	Designation as DAA/SAPIO
1	Pu N.Chakhai, MCS, RCS	DAA, RCS's Office
2	Pu Lalrinsanga, Addl. RCS	SAPIO, RCS's office
3	Pu Lalringzuala, ARCS	SAPIO, ARCS's Office Aizawl East
4	Pu Zaliankhuma, ARCS	SAPIO, ARCS's Office, Aizawl West
5	Pu Robuanga, ARCS	SAPIO, ARCS's Office, Mamit
6	Pi Liansangpuii, ARCS	SAPIO, ARCS's office, Kolasib
7	Pu AN Barbhuiya, ARCS	SAPIO, ARCS's office, Champhai

**Sd/- J.P.AGRAWAL**

Secretary to the Govt. of Mizoram,  
Cooperation Department

**Memo No.B.11013/1/2009-COOP** : Dated Aizawl, the 7<sup>th</sup> March, 2019

Copy to :

1. The Secretary to Governor, Govt. of Mizoram.
2. P.S to the Chief Minister, Mizoram, Aizawl.
3. P.S. to Minister, Cooperation Department.
4. P.S to all Ministers/Speaker/Dy.Speaker/Parliamentary Secretaries, Mizoram.
5. Sr.PPS to Chief Secretary, Mizoram.
6. P.S. to Secretary, Cooperation Department.
7. All Administrative/Head of Department, Govt. of Mizoram.
8. The Registrar, Cooperative Societies, Mizoram.
9. Controller, Printing & Stationeries with 5 (five) spare copies for publication in the official Gazette.
10. The Secretary, Mizoram State Information Commission, Aizawl.
11. Officers Concerned.
12. Guard File.

  
( V.LALTLANLIANA )

Under Secretary to the Govt. of Mizoram  
Cooperation Department