

# **MANUAL**

*ON*

**RIGHT TO INFORMATION**

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*Soil & Water Conservation Department  
Government of Mizoram*

**MANUAL ON RIGHT TO INFORMATION  
SOIL & WATER CONSERVATION DEPARTMENT,  
GOVERNMENT OF MIZORAM**

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**1. Particulars of Organisation, Functions and Duties :**

**Brief Historical Background of the Department :**

Soil & Water Conservation activities with specific objective were introduced in the erstwhile Mizo District of Assam State as a 'Pilot Project' under Forest Jhum Control Division of Assam Forest Department. Trial-cum-Demonstration Centres were established at Durtlang and Beraw in 1954-1955. Main objectives are proper land use through Soil & Water Conservation measures like afforestation of barren and steep slopes, terracing on milder slopes for cash crop plantation and wet rice cultivation in valley bottom lands.

Mizo District Soil Conservation Division, Hqrs at Aizawl was established in 1.4.1959. This was subsequently bifurcated into Lunglei Soil Conservation Division with headquarters at Lunglei on 20.8.1970.

When Mizoram attained U.T status on 21.1.1972, Soil Conservation Department functioned under Director of Mizoram Forest Department and since 2.12.1977, Soil Conservation Department was again put under Mizoram Agriculture Department. In the meantime, Lunglei Soil Conservation Division was again bifurcated into Chhintuipui Soil Conservation Division with its headquarters at Lawngtlai on 6.8.1980.

On 18.10.1985, Soil Conservation Department was declared as a full fledged Department by the Government of Mizoram and since then the Department has been expanded to 5(five) more S.C.Division, Research Institute, Engineering Division and 36 Nos. S.C. Ranges. The organizational set up of the Department at present is as follows :

Organisation

**A. Directorate Level :**

- (i) Director – overall incharge of the Department.
- (ii) Joint Director – to assist Director in all matters of administration.
- (iii) Planning & Project Formulation headed by Planning Officer.
- (iv) Establishment headed by Office Superintendent.
- (v) Account Section headed by Finance & Account Officer.
- (vi) Vehicle Section headed by Foreman.
- (vii) Information & Store section headed by Asst. Soil Conservation Officer or equivalent rank.
- (viii) Engineering Wing headed by Divisional Engineer.

**B. Various establishments at the District ( Division) level are :**

- (1) Aizawl Soil & Water Conservation Division for Aizawl District headed by Divisional Officer.
- (ii) Mamit Soil & Water Conservation Division for Mamit District headed by Divisional Officer.
- (iii) Kolasib Soil & Water Conservation Division for Champhai District by Divisional Officer.
- (iv) Khawzawl Soil & Water Conservation Division for Champhai District headed by Divisional Officer.
- (v) Serchhip Soil & Water Conservation Division for Serchhip District headed by Divisional Officer.
- (vi) Lunglei Soil & Water Conservation Division for Lunglei District headed by the Divisional Officer.
- (vii) Hnahthial Soil & Water Conservation Division for Lunglei District headed by Divisional Officer.
- (viii) Lawngtlai Soil & Water Conservation Division for Chhimtuipui District ( Lai, Mara & Chakma District Councils ) headed by Divisional Officer.
- (viii) Research, Education & Training Institute, Durtlang headed by the principal.

Under each functional Divisions, there are Soil Conservation Ranges headed by Soil Conservation Ranger/Range Officers as indicated below :

<u>Sl. No.</u>	<u>Division</u>	<u>Name of S.C. Ranges</u>	
1.	Aizawl Soil & Water Conservation Division.	1. Durtlang. 3. Thingsul. 5. Darlawn.	2. Aibawk. 4. Khawruhlian. 6. Suangpuilawn.
2.	Mamit Soil & Water Conservation Division	1. Reiek. 3. W. Phaileng	2. Lengpui 4. Zawlnuam
3.	Kolasib Soil & Water Conservation Division.	1. Kolasib 3. Vairengte	2. Bilkhawthlir
4.	Khawzawl Soil & Water Conservation Division	1. Khawzawl. 3. Khawbung 5. Ngopa	2. Champhai 4. Hnahlan
5.	Serchhip Soil & Water Conservation Division	1. Serchhip 3. E.Lungdar	2. Thenzawl
6.	Hnahthial Soil & Water Conservation Division	1. Hnahthial 3. Thingsai	2. S. Vanlaiphai 4. Pangzawl
7.	Lunglei Soil & Water Conservation division	1. Lunglei 3. Haulawng 5. Thenhlum	2. Tlabung 4. Tawipui
8.	Lawngtlai Soil & Water Conservation Division	1. Lawngtlai 3. Chawngte 5. Tuipang	2. Diltlang 4. Saiha 6. Phura.

**Organisation Chart is attached in Appendix –I**

The Functions and duties of the department are defined in a) The Government of Mizoram ( Allocation of Business ) Rules,1987 and b) The Government of Mizoram ( Transaction of Business ) Rules, 1987as amended/ modified from time to time.

The said Allocation of Business Rules 1987 allocates the business to the Department to perform such functions as :

- (1) Soil Conservation.
- (2) Hillside terracing.
- (3) Plantations for Soil Conservation, including Coffee & Rubber Plantation.
- (4) Utilisation of Terrace land for other ( agricultural ) purposes.
- (5) Contour bunding.
- (6) Soil Erosion Control Works.
- (7) Stream Bank Erosion Control.
- (8) Gully Control Measures.
- (9) Water Retention Dams/Water Harvesting.
- (10) Tea Cultivation/Plantation.

Secretary/Commissioner acts as the administrative head of the department and principal adviser of the concerned Minister on all matters of policy and administration within the department. He is assisted by sub-ordinate officers and staff.

- (1) Minister-in-charge of the Department – to formulate policies and dispose business pertaining to the Department.
- (2) Secretary of the Department – to assist and carry out the instructions of the Minister-in-charge in this regard.
- (3) The Department – to execute and carry out various business and works allocated through officers and staff, monitor and review from time to time in accordance with policy and govt. rules and regulations.

**11. POWER AND DUTIES OF OFFICERS AND EMPLOYEES :****1. Director.**

- (a) To act as executive head of the Department.
- (b) To provide executive direction required in implementation of the policies laid down by the Department.
- (c) to ensure compliance with subsisting government rules and regulation in activities/working procedure of the department.
- (d) To serve as repository of technical information and direct the Department on technical aspects of questions.
- (e) To ensure timely submission of ACRs of Officers and staff. As per O.M. No.A.28011/1/90-POL/pt dated,the 20<sup>th</sup> April,1999, He is the reporting authority of ACRs for Joint Director/Planning Officer/Divisional SoilConservationOfficers/Principal,RETI/FAO/Research Officer/Superintendent and Reviewing Authority for ASCO/ASCE/Stenographer and Accepting Authority for all ministerial staff, all field staff below ASCO/all technical staff below ASCE and other group B.C. & D staff.

- (f) Has the power to grant leave to all staff under him except Gazetted Officers.
- (g) He will do frequent inspection/checks on various works carried out as per Annual Plan.

**2. Joint Director :**

- (a) to assist Director in all matters of administration and formulation of policy and rules.
- (b) to act as DDO on behalf of the Director.
- (c) will scrutinize notes of the dealing hands.
- (d) record, where necessary, a note setting out his own comments or suggestion.
- (e) submit the case to the Director for approval/further necessary action.
- (f) is the reporting authority of ACRs of ASCO (attached to Directorate), and reviewing authority for technical staff (Directorate) and Rangers i/c Range Officers.

**3. Planning Officer :**

- (a) acts as head in the Planning Section.
- (b) collect basic data and information and prepare Plans under both State fund and CSS.
- (c) prepare Annual Plan for the Department.
- (d) will monitor various works carried out as per Annual Action Plan.
- (e) will keep Plan and related documents for safe custody.
- (f) will scrutinize notes, make his own comments, if necessary and submit the case to Joint Director.
- (g) is the reporting authority of ACRs of technical staff ( Directorate) and Cinema Operator/iv grade staff and reviewing authority for Drivers/Handyman.

**4. Divisional Engineer :**

- (a) acts as head in the Engineering Section.
- (b) will direct subordinate staff for spot survey, investigation, collect data relating to works of civil engineering.
- (c) compile a consolidated report and submit to the next superior officer.
- (d) will scrutinize notes, make comments, if necessary, and submit the case to next superior officer.
- (e) is the reporting authority of ACRs for ASCE(Engg.Cell) and a reviewing authority or Carto. Assistant/Survey Assistant/J.E./Overseer/Surveyor/Draftsman (Engineering Cell).
- (f) should ensure all Plan & Estimates of Engineering nature be properly checked, corrected if necessary, and authenticated under his signature.

**5. Assistant Soil Conservation Engineer :**

- (a) assist Divisional Engineer in all matters of administration, file works, plan and estimates, reporting ACRs for Carto Assistant/J.E./Overseer/Surveyor/Draftsman.

**6. Assistant Soil Conservation Officer( attached to Directorate ) :**

- (1) assist Planning Officer in compilation of Departmental Plan, Schemes and policies.
- (2) will gather information and disseminate Departmental activities to the public.

**7. Finance & Account Officer :**

- (1) assist and guide the Department in all matters of financial expenditures.
- (2) will scrutinize and vet all expenditure proposals.
- (3) will instruct, guide and advise accountant for maintaining cash books and all other related matters.

**8. Office Superintendent (Directorate & Head Assistant (Division))**

- (1) will scrutinize notes of the dealing hand and see whether all the statements are correct.
- (2) point out mistakes, mis-statements, missing data or information if any draw attention, where necessary, and point out relevant law and rules :
- (3) draw attention, where necessary, and point out relevant law and rules;
- (4) furnish relevant data/information available in the Department, if any.
- (5) draw attentions to precedents.
- (6) finally dispose of routine cases :
- (7) take immediate routine actions :
- (8) record, where necessary, a note setting out his own comments or suggestion :
- (9) submit the case to the appropriate higher authority.
- (10) is the reporting authority of ACRs for ministerial staff in the Directorate:

**9. Principal, RETI :**

- 1) He is the head of the Institute.
- 2) He is a reporting authority for any Gazetted Officer under him and a reviewing authority for ministerial staff and other Non-gazetted Group 'B' staff under him.

**10. Divisional Soil & Water Conservation Officers :**

- 1) will act as executive and administrative head of the Division
- 2) will put forward any proposals, reports and returns, after scrutinize to appropriate authority
- 3) will give relevant instructions in matters concerning the Department to his subordinate officer and staff.
- 4) will execute works as per Action Plan through subordinate officers and staff and monitor/check from time to time.
- 5) is a reporting authority of ACRs for S.C. Rangers/Range Officers/ASCOS/ equal status of technical staff placed under him and reviewing authority for ministerial staff/field & technical staff placed under him.

**11. Asst. Soil Conservation Officer (ASCO)(Division)**

- (1) will assist the Divisional Officer in administration and execution of works.
- (2) will function as incharge of the DSCO during absence on tour/leave etc.
- (3) will function as Range Officers after duly authorized by appropriate authority.
- (4) will deal certain files, wherever necessary, as per instruction by next superior authority.

**12. Soil Conservation Ranger :**

- (1) is the head in the lowest Departmental establishment at field level.
- (2) will identify priority areas with his subordinate staff, for works/schemes.
- (3) contact farmers and appraised them of Department activities. Collect information and problems and need of farmers.

- (4) prepare consolidated reports on proposed works and submit the same for implementation of schemes, suggestions for improvement etc. on a monthly basis to DSCO.
- (5) report the progress of works, problems and difficulties faced in implementation of schemes, suggestions for improvement etc. on a monthly basis to DSCO.
- (6) is the reporting authority of ACRs for all field staff under him.

**13. Soil Conservation Demonstrator (Senior)/  
Soil Conservation Demonstrator (Junior)**

*They are the lower level of field staff under S.C. Ranger. They are to -*

- (1) make first hand identification, survey, demarcation etc. of priority area with Range Officer.
- (2) guide/supervise labour and work in the field as per instruction of Range Officer.
- (3) maintain register for Muster Roll labourers engaged in works to be checked occasionally by Range Officer and other superior Officers.

**14. Soil Conservation Field Worker/Soil Conservation Fieldman /Rubber Tapper/Budder :**

**They are to –**

- (1) Work with labourer in the field as head of labourers.
- (2) guide labourers in field works.

**15. Carto Assistant :**

*He is responsible for cartographic works like –*

- (1) map drawing for Project/Plans based on consolidated survey reports.
- (2) to submit the same to the appropriate authority for incorporation in the Project/Plans.

**16. Survey Assistant :**

- (1) is to collect basic data from field survey reports.
- (2) is to sort out relevant data and arrange in a sequential and consolidated manner
- (3) submit for preparation of viable Plans/Schemes.

**17. Junior Engineer, Overseer :**

*They are basically with Civil Engineer background and are required to -*

- (1) prepare Plan & Estimates for construction of Department buildings, repair and maintenance works.
- (2) check and scrutinize plan and estimates for engineering works like retaining walls, water harvesting, gully control works, stream bank erosion control works, silt retention dams etc. and submit to the next higher authority.
- (3) go on worksite, wherever necessary, to conduct survey and prepare plan and estimates for engineering works.

**18. S.C. Surveyor :**

*They are to -*

- (1) do survey works, wherever necessary, of Departmental lands, buildings and proposed worksites.
- (2) prepare a consolidated report and submit to the appropriate authority.

**19. Draftsman :**

*He is to do –*

- (1) map drawing
- (2) carto works
- (3) writing on display materials.

**20. Assistant/UDC :**

*They are the dealing hands at Directorate, Division and Research, Education & Training Institute and will –*

- (1) docket the receipt and reproduce on the notes portion of the file.
- (2) locate and collect other files or papers, if any, referred to in the receipt.
- (3) identify and examine the issue involved in the case and record a note therein.
- (4) arrange reference papers, if any, in the case properly.
- (5) where necessary, attach label for urgent, most urgent, fixed date etc.
- (6) put up the case to the appropriate higher officers.

**21. L.D.C :**

*They are to do both typing and receipt/issue works. They will –*

- (1) go through the receipts and separate urgent ones;
- (2) enter receipts/issues in the register,
- (3) deal with urgent ones first,
- (4) check and ascertain enclosures, if any,
- (5) ascertain the concerned section of the receipts.
- (6) type drafts of all kinds and compare type copy and draft thoroughly and hand it over to concerned dealing hand.

**22. Peon/Chowkider/Dak Runner :**

*They are to –*

- (1) safeguard office and documents from theft and incidental untoward happenings,
- (2) clean office, furnitures etc. every day,
- (3) distribute daks to concerned section.

**23. Cinema Operator :**

*He is to –*

- (1) take photograph of various Department activities for information and publicity purposes.
- (2) operates projectors/film shows etc. of Department activities to the public, in the seminars etc. for training/publicity purposes.

**24. Instructor, Research, Education & Training Institute :**

*They are to –*

- (1) conduct training to in service staff (SCD and SCFW/SCFM)
- (2) conduct short course training to farmers/planters,
- (3) conduct study tour of trainees within/outside the State.

**25. Hostel Superintendent :**

*He is to –*

- (1) look after welfare of the Hostel and its occupants.
- (2) conduct training classes.
- (3) assist Principal in administration.

**26. Stenographer :**

*He/She is to –*

- (1) do stenographic works for concerned officer,
- (2) keep concerned officer aware of meetings, committees etc. fixed by superior authority.
- (3) do any relevant assignment as instructed by concerned officer.

Any authority empowered by or under the Delegation of Financial Power Rules, 1978, General Financial Rules, Central Treasury Rules and instruction issued by the Government of Mizoram from time to time shall exercise such power to incur contingent or miscellaneous expenditure as per the schedules indicated below :

Financial Power	1.	Director, Soil & Water Conservation	Schedule -	I
	2.	Jt. Director, Soil & Water Conservation	Schedule -	II
	3.	Divisional Officer/Divisional Engineer/ Principal RETI, Soil & Water Conservation	Schedule -	III

Expenditure beyond the power delegated should be put up to the Government for administrative & financial sanctions.

**III. Procedure followed in decision making process, including channels of supervision and accountability.**

- |                         |     |  |
|-------------------------|-----|--|
| Decision making process | (a) | In order that the programmes and project undertaken by the Department are implemented in a systematic manner, the Department will formulate an annual action plan soon after approval of annual plan. This will reflect the manner and time frame of action with quarter wise break up of targets to be achieved in respect of each of activities to be performed. |
|                         | (b) | The action plan will be put up to Government for approval.   |
|                         | (c) | Each officer will review the progress made against action points pertaining to his charge every month and take appropriate steps for effective and timely implementation of the tasks assigned. Secretary of the Department will review the performance as a whole in respect of the action plan items in a quarterly meeting with senior officers.                |
- (e) For each category of officers and staff indicated under para (ii) above, accountability would be identified as –
- |                |     |  |
|----------------|-----|--|
| Accountability | (1) | timely completion of Plan and Projects and their submission. |
|                | (2) | timely submission of Reports and Returns.                    |
|                | (3) | timely execution and completion of works/programmes.         |
|                | (4) | timely reporting, reviewing and accepting of ACRs.           |
|                | (5) | timely clearance of file works.                              |
|                | (6) | regularity in attendance.                                    |
|                | (7) | efficiency and reliability in reports and returns.           |

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

*The norms for discharge of functions are –*

- (1) All officers of the level of Divisional Officer and above will redress public grievances pertaining to the works and duties assigned to them with sympathy and make special efforts to decide on such cases expeditiously. Delays in the movement of papers on such matter will be checked at decision making levels.

Norms for  
Discharge  
of functions

- (2) On last working day of every week, each dealing hand will :
  - (a) prepare a weekly arrear statement.
  - (b) give particulars of receipts/case, pending with him/her more than 7 days
  - (c) send the two statements to the section officer.
- (3) The section officer will :
  - (a) check the arrear statements for their completeness and accuracy.
  - (b) scrutinize the statements of receipts/cases.
  - (c) give his remarks or instructions, where necessary,
  - (d) submit the statements to the next appropriate authority.
- (4) The concerned officer will watch the progress of work in the section, and where necessary, give suitable directions for expeditions handling of delayed receipts/cases.
- (5) Every section will prepare, on the last working day of each month, a statement indicating briefly the position of each case pending disposal for over a month.
- (6) The Divisional Officer/Planning Officer or Officers of equivalent rank may bring any case included in the monthly statement to the specific notice of higher officers as deemed fit.
- (7) Unless authorized by specific orders, no official will communicate to another official or non-official, any classified papers/documents which has come into his possession in the course of his/her official duties.

**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 Mizoram Soil & Water Conservation Act, 1990.
- (2) The Mizoram (Prevention of Government Land Encroachment) Act, 2001.
- (3) Recruitment Rules for each category of officers and staff in the Department.
- (4) Account Code, 1938 (Vol. III)
- (5) General Financial Rules, 1978.
- (6) Central Treasury Rules.
- (7) SR & FR.
- (8) G.P.F. Rules, 1960.
- (9) CCS Pension Rules, 1972.
- (10) Leave Rules, 1972.
- (11) CCS(CCA) Rules, 1965.
- (12) CCS (Conduct Rules), 1964.
- (13) T.A. Rules.
- (14) H.B.A Rules.
- (15) DFP Rules, 1978.
- (16) DFP Rules (Mizoram 1993).
- (17) Revised Pay Rules, 1973.
- (18) Revised Pay Rules, 1986.
- (19) Revised Pay Rules, 1999.
- (20) Pay Anomaly Committee, 1989.
- (21) Pay Review Committee, 1991.
- (22) Cabinet Sub-Committee, 1994.
- (23) ACP Scheme, 2003.
- (24) The Mizoram Special Voluntary Retirement Rules, 2001.
- (25) Govt. of Mizoram Transaction of Business Rules, 1987.
- (26) Govt. of Mizoram Allocation of Business Rules, 1987.
- (27) P.W.D Schedules of Rates.

The rules  
Regualtions,  
instruction,  
manuals &  
records.

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

Statement  
of category  
of  
document

- (1) Certificate of Departmental Land Lease.
- (2) Appointment orders of officers and staff.
- (3) Last Pay Certificates issued to officers and staff.
- (4) Service Books of all non-gazetted staff in the Department.
- (5) A.C.R's of all non-gazetted staff in the Department.
- (6) All other documents pertaining to activities of the Department as permitted under the Government Mizoram Allocation of Business Rules, 1987.

**VII. The particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof :**

- (1) Consultative Committee as reconstituted by Parliamentary Affairs Department vide O.M No. H-13013/1/96-PAD dt. 29.7.2004.

**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 advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public the minutes of such meetings are accessible for public :**

- (1) State Level Coffee Coordination Committee.
- (2) Departmental Purchase Advisory Board (DPAB).
- (3) Departmental Promotion Committee for Non-Gazetted Officers/Staff.
- (4) Nodality for River Valley Projects and Flood Prone River Schemes under CSS, 2000.
- (5) Departmental Screening Committee for ACP Scheme, 2003.

**IX. A directory of its officers and employees.**  
As per Appendix - II.

**X. The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations :**  
As per Appendix - III.

**XI. The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made :  
Subsidy in the form of works are carried out for the following -**

- (1) As per Annual Plan.
- (2) Monthly/Quarterly Progress Report.

**XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes :  
Subsidy in the form of works are carried out for the following -**

Manner of  
Execution of  
subsidy  
programmes  
etc.

- (1) Cashcrop plantation.
- (2) Terracing.
- (3) Water Harvesting.
- (4) Soil Conservation Engineering Measures.

***Manner of Execution :***

- (1) Identification of priority area.
- (2) Survey & Investigation on the spots.
- (3) Preparation of Plan & Estimates.
- (4) Administrative & Expenditure sanction.
- (5) Execution of works through Divisional Officers and their field staff.

*Amount allocated and beneficiaries in appendix – IV.*

**XIII. Particulars of recipients of concessions permits or authorization granted by it :**

Information  
in electronic  
form.

No concessions, permits or authorization is granted by the Directorate of Soil & Water Conservation Department.

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

None available at present.

**XV. The particulars of facilities available to citizens for obtaining informations, including the working hours of a library or reading room, if maintained for public use :**

Facilities  
available to  
citizens.

There is no library or reading room etc. maintained by the Directorate. However, information can be collected from State Headquarter and District/Divisional Offices of the Department during working hours on all working days.

**XVI. The names, designations and other particulars of the public information officers :**

Public  
Information  
Officers.

*As per Notification vide No.B-16013/2/2005-S&WC of 13<sup>th</sup> Sept, 2005 attached in appendix-V.*

**XVII. Such other information as may be presented.**

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No.B-16013/2/2005-S&WC  
GOVERNMENT OF MIZORAM  
SOIL & WATER CONSERVATION DEPARTMENT

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**NOTIFICATION**

*Dated Aizawl, the 13<sup>th</sup> September, 2005.*

In exercise of powers conferred under sections 5(1) and 5(2) of the Right to Information Act, 2005 (nNo. 32 of 2005), and in the interest of public service, the Governor of Mizoram is pleased to designate the following officers in the Directorate of Soil & Water Conservation as State Public Information Officer and State Assistant Public Information Officer respectively, to provide information to persons requesting for information and to receive applications for information or appeals as the case may be under this Act with immediate effect and until further orders :

- |    |  |   |   |
|----|--|---|---|
| 1. | Joint Director                           | : | State Public Information Officer                            |
| 2. | Pu B.B Nandy, Planning Officer           | : | State Asst. Public Information Officer, (Headquarters).     |
| 3. | Dr. Jerome Rokima, DSCO., Aizawl         | : | State Asst. Public Information Officer, Aizawl Division     |
| 4. | Pu K. Kapthuama, DSCO, Kolasib           | : | State Asstt.Public Information Officer, Kolasib Division.   |
| 5. | Pu Hualthanga Chhakchhuak, DSCO : Mamit. | : | State Asstt.Public Information Officer, Mamit Division.     |
| 6. | Pu R. Zoengmawia, DSCO, Lunglei          | : | State Asstt.Public Information Officer, Lunglei Division.   |
| 7. | Pu H.L. Chungnunga, DSCO, Khawzawl       | : | State Asstt.Public Information Officer, Khawzawl Division.  |
| 8. | Pu R. Lalramliana, DSCO Serchhip         | : | State Asstt.Public Information Officer, Serchhip Division.  |
| 9. | Pu S.C. Das, DSCO, Lawngtlai             | : | State Asst. Public Information Officer, Lawngtlai Division. |

As the post of Joint Director is vacant, the Governor of Mizoram is further pleased to designate the Director, Soil & Water Conservation Department as State Public Information Officer until such time the post of Joint Director is filled.

**By order :**

Sd/- N. BALACHANDRAN  
Secretary to the Government of Mizoram,  
Soil & Water Conservation Department.

Memo No.B-16013/2/2005-S&WC :

Dated Aizawl, the 13<sup>th</sup> September, 2005.

Copy to :

1. The P.S to Governor, Mizoram.
2. The P.S to Chief Minister, Mizoram.
3. The P.S to All Ministers, Mizoram.
4. The P.S to Speaker, Mizoram.
5. The P.S to M.O.S/Dy. Speaker, Mizoram.
6. The P.P.S to Chief Secretary, Mizoram.
7. All Administrative Departments.
8. All Head of Departments.
9. Controller, Printing & Stationaries for publication in the Mizoram Official Gazette. He is requested to send copies of publication to Soil & Water Conservation Department.
10. Guard File.

( H.M. HUALSANGI )

Under Secretary to the Government of Mizoram,  
Soil & Water Conservation Department.

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