

# **CITIZEN'S CHARTER**

**DIRECTORATE OF INSTITUTIONAL FINANCE &  
STATE LOTTERY  
GOVERNMENT OF MIZORAM  
AIZAWL**

## **CONTENTS**

1. INTRODUCTION
2. ORGANISATIONAL STRUCTURE
3. DUTIES AND FUNCTIONS OF THE DEPARTMENT
4. IMPORTANT INFORMATION ON MIZORAM STATE LOTTERY
5. IMPORTANT INFORMATION ON SMALL SAVINGS
6. IMPORTANT INFORMATION ON BANKING
7. LAND AND BUILDING
8. NODAL OFFICERS FOR LOOKING INTO CUSTOMER RELATED PROBLEMS
9. DESIGNATION OF OFFICERS UNDER RTI ACT 2005
10. GRIEVANCES REDRESSAL
11. SUGGESTION/COMMENT
12. FUNCTIONERIES OF THE DEPARTMENT
13. DISTRIBUTION OF WORKS OF OTHERS EMPLOYEES
14. RULES, REGULATIONS, INSTRUCTIONS, MANUALS
15. ARRANGEMENT FOR CONSULTATION
16. DOCUMENTS HELD
17. BOARDS, COUNCIL, COMMITTEES AND OTHERS BODIES
18. PROCEDURE IN DECISION MAKING
19. DIRECTORY OF OFFICERS AND EMPLOYEES
20. BUDGET ALLOCATION
21. MISCELLANEOUS

## **FORWARD**

*This Citizen's Charter enumerates the rights of the citizens vis-a-vis the services of which the Department has to deliver and a clear iteration of the step required to be taken by the citizens to avail the services of the Department. It is a document which represents a systematic effort to focus on the commitment of the Department towards its customers in respect of standard of services, information, choice, consultation, non-discrimination and accessibility, redressal of grievances, courtesy and value of the money.*

*In addition to preparation of Citizen's Charter, this Directorate Office is hanging a Notice Board near the entrance of the Office Building in which the name of the key functionaries of different Sections/Branches, who are responsible for interacting with the public are displayed.*

*I hope this Citizen's Charter is much helpful to all customers and to the general public.*

***Thanking you,***

***(JENNIFER H.L.DUHAWMI)***  
***Director***  
***Institutional Finance & State Lottery***  
***Mizoram : Aizawl***

## CHAPTER – I

### I. INTRODUCTION :

The Government of Mizoram started organizing Mizoram State Lotteries from 21<sup>st</sup> April 1987. The Directorate of Mizoram State Lottery was established on 29<sup>th</sup> July 1989. The erstwhile two minor Departments under the Administrative control of Finance Department viz. (1) Department of Institutional Finance & Small Savings and (2) Department of Mizoram State Lottery were amalgamated on 10.01.2005 by the State Government forming one major Department called "Department of Small Savings & State Lottery" vide Notification No.A.11016/1/04-F.Est/14 of 10/1/05. Thereafter, the nomenclature of the Department is changed as "Department of Institutional Finance & State Lottery" vide Government Notification No.G.16010/40/94-F.Est. of 22.09.2005.

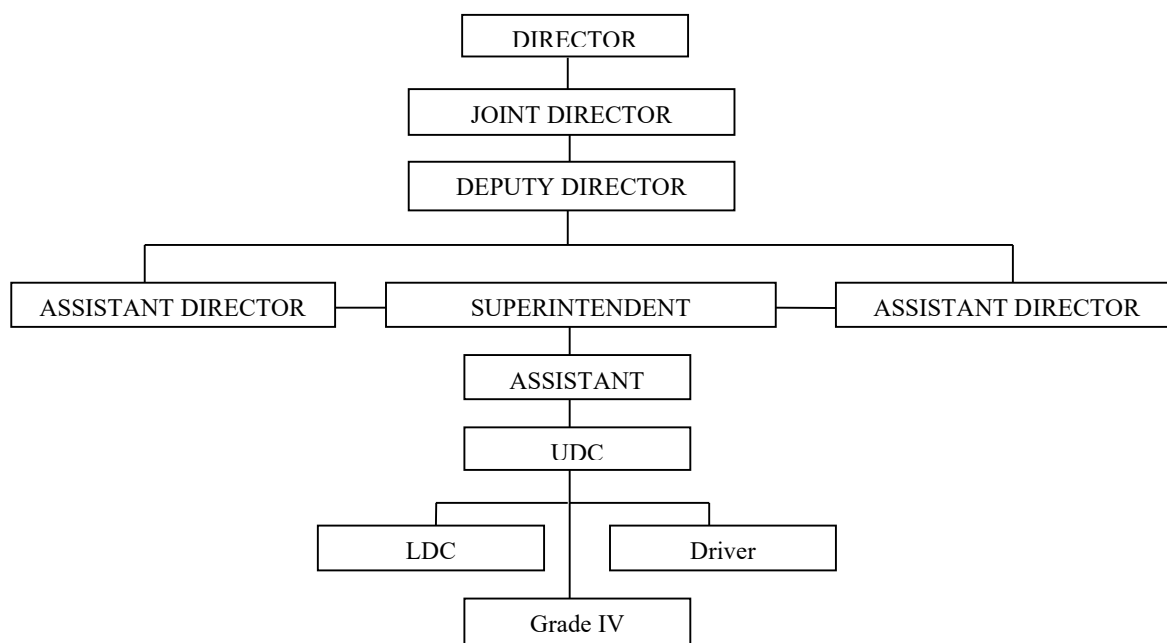
At present, the Directorate is accommodated in the building at **Tuikhuahtlang, Aizawl**, in a rented building.

As the Department is established and instituted mainly to generate 'Revenue' for the State Government and also to improve the 'Additional Resources Mobilisation' of the State Government with less administrative expenditure, it endeavours to strive for achieving such goal and target with untiring zeal.

## CHAPTER – II

### 2. ORGANISATIONAL CHART

The Department has been functioning under the Administrative control of Finance Department, Government of Mizoram. The organizational structure of the Department are as below :-



There are 49 (forty nine) sanctioned posts in the Department of which, 30 posts are filled up and 19 posts are lying vacant due to promotion, pension of staff and deceased of staff. The existing number of various posts sanctioned by Government for the Institutional Finance & State Lottery Department with scale of pay are as under :-

17 nos. of casual employees are engaged as LDC, Driver & Despatch Rider.

**A. Regular Employees**

Sl. No	Name of Post	Level of pay	Category Or Group	No. of post sanctioned	No. of post filled up	No. of post vacant
1	2	3	4	5	6	7
1.	Director	Level - 13	A	1	1	-
2.	Joint Director	Level - 12	A	1	1	-
3.	Deputy Director	Level – 11	A	1	-	1
4.	Assistant Director	Level - 10	A	2	1	1
5.	Superintendent	Level - 10 A	A	1	1	-
6.	Assistant	Level - 8	B	6	3	3
7.	U.D.C	Level - 7	B	11	6	5
8.	L.D.C	Level - 6	C	8	3	5
9.	Driver (Special Grade)	Level - 7	C	5	3	2
10.	Driver ( Grade - I)	Level - 6	C			
11.	Driver ( Grade -II)	Level - 4	C			
12.	Steno (Grade- III)	Level - 6	C	2	1	1
13.	Group - D	Level - 1	D	11	9	2
			<b>TOTAL</b>	<b>49</b>	<b>30</b>	<b>19</b>

**B. PROVISIONAL EMPLOYEES**

		Present Pay (Rs.)	No. of P.E Filled - up	No. of P.E vacant
1	2	3	4	5
1.	LDC (Skilled – II)	@ Rs. 18,300/-	11	-
2.	Driver (Skilled – II)	@ Rs. 17,097/-	2	-
3.	Despatch Rider (Skilled – II)	@ Rs. 17,097/-	1	-
4.	Group - D (Unskilled)	@ Rs. 12,969/-	3	-
		<b>TOTAL</b>	<b>17</b>	

## CHAPTER – III

### 3. Duties and Functions of the Department

The main duties and functions of the Department are :-

- 1) to generate 'Revenue' for the State Government by launching the Mizoram State Lottery / Bumper with less administrative expenses in the States where sales of lottery tickets are permitted.
- 2) to examine all lottery schemes submitted by the Sole Distributors / applications submitted by private parties, associations, firms or other persons for conduct of lotteries and forwarding the same to Government for approval or otherwise and issue of such Government decision to them.
- 3) to improve the 'Additional Resources Mobilisation' of the State Government through Small Savings Schemes from among Government employees as well as from the general public, and
- 4) acting as a 'Nodal Department' in the State Government in Banking spheres in Mizoram dealing with co-ordination between the Banks and the State Government as well as individual Government Departments, the Banks and other banking and non-banking financial institutions belonging to the Central Government as well as the State Government. It also screens the schemes formulated by the Government Departments and endorses the same to Administrative Department after proper examination and elaboration.

To facilitate and expedite in the discharge of various duties and functions, the Directorate is divided into 5 (five) Branches/Sections in accordance with the assignment and nature of works as below :-

**(i) General Branch :** This Branch deals with administrative and accounts matters of the Department like creation of posts, recruitment, appointment of staff, filling up of posts, engagement of Muster Roll employees, Medical Reimbursement, leave, distribution of works, ACR and property return, purchase and maintenance of vehicles, procurement of stores, stationeries, advertisements, subscription of newspaper, preparation of budget, budget speech, issue of LOC, expenditure sanctions, preparation of bills including pay and allowances bills, reappropriation of funds, reconciliation of accounts with A.G., Mizoram, record of loan and advances, preparation and submission of Monthly / Quarterly Expenditure Return and submission of Monthly Revenue Receipts, etc.

**(ii) Small Savings Branch :** The Department is the appointing authority for Standardised Agency (SAS) and Mahila Pradhan Kshetriya Bachat Yojana (MPKBY) Agents to collect and deposit money to concerned Head Post Office (HPO) or Sub Post Office (SPO) as his/her attachment may be from the Post Office Savings Scheme. There are 32 (thirty two) Agents for Standardized Agent Scheme (SAS) and 48 (forty eight) Agents from Mahila Pradhan Kshetriya Bachat Yojana (MPKB Y).

The savings through Postal Savings Schemes plays a very important role for the State Government since 100% of the net collection can be utilized as long-term loan from the Government of India for development works of the Government ; and the fund accruing out of this amounted very high every year.

## LIST OF SAS Agent

<i>Sl. No</i>	<i>Name &amp; Address</i>	<i>SAS</i>	<i>Date of Validity</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
1.	Sailothangi, Ramhlun North	MZ/DSS/12 dt. 26.08.1004	18.07.2022
2.	Zothankhumi, Republic	MZ/DSS/90 dt. 15.05.2006	28.06.2022
3.	Remlentiri C/o Lalchhuanawma Republic Venglai	MZ/DSS/11 dt. 25.08.1994	23.07.2022
4.	F. Zahmingliani D/o Zahmingthanga Kolasib Venglai	MZ/DSS/144 dt. 16.07.2020	17.08.2022
5.	C. Laltlanmawii D/o C. Lalhuala Dinthar-II, Aizawl	MZ/DSS/130 dt. 05.09.2017	11.09.2022
6.	Cecelia Chingsiandim D/o John Tuanzakhap (L), Electric Hebron veng	MZ/DSS/179 dt. 16.07.2021	08.04.2022
7.	Lalramengi Khiangte, D/o Lalzauva Khiangte	MZ/DSS/178 dt. 26.03.2021	23.03.2022
8.	P.B. Lalrinawmi, D/o P.B. Laldinmawia, D/2-13 (E) Dinthar, Aizawl	MZ/DSS/131 dt. 05.09.2027	14.10.2022
9.	Lalpianmawii, D/o R. Hualkhuma H/No. 118, Champhai Venglai	MZ/DSS/138 dt. 30.07.2018	22.11.2022
10.	Penty Lalramhluni, D/o Lalthlamuana Republic Veng, Aizawl	MZ/DSS/145 dt. 05.08.2020	24.11.2022
11.	Lalhuapzauvi, D/o Chalngenga Republic Venghlun, Aizawl	MZ/DSS/176 dt. 02.12.2005	04.02.2023
12.	Vanlalchhuangi D/o K. Lalbiakzauva, Aizawl Venglai	MZ/DSS/143 dt. 15.11.2019	15.11.2022
13.	Lalengkimi, D/o Lalmuanthanga Lunglei, Chanmari-III	MZ/DSS/124 dt. 16.12.2015	28.12.2022
14.	Vanlalruati Ralte, D/o K. Ramliana Ralte Ramthar, Lunglei	MZ/DSS/147 dt. 29.09.2022	27.09.2023
15.	H. Vanlalmangaihi D/o H. Lalhmingthanga Tuikula South, aizawl	MZ/DSS/121 dt. 01.12.2014	24.11.2022
16.	K. Malsawmtluangi D/o K. Lalthansanga Bawngkawn Bazar Veng	MZ/DSS/123 dt. 06.02.2018	01.09.2022
17.	H. Thanghlunchhungi D/o Rualthanga N. Vanlaiphai, Damdawi Veng	MZ/DSS/142 dt. 23.10.2019	23.10.2022
18.	C. Laldinpuii Zonuam Lalkhawchhana Point, Aizawl	MZ/DSS/47 dt. 21.04.1988	21.03.2022
19.	H. Malsawma Ramhlun North, Aizawl	MZ/DSS/120 dt. 20.05.2014	14.05.2022
20.	R. Lalbiaksangi D/o Chawisanga (L) Chanmari, Aizawl	MZ/DSS/10 dt. 23.03.1994	09.03.2023
21.	Lily Lalremruati Pautu D/o Vanlalhuma Republicvenghlun, Aizawl	MZ/DSS/75 dt. 02.12.2005	04.02.2023
22.	P.C. Lalramnghaki D/o P.C. Lalringa Republic Veng, Aizawl	MZ/DSS/04 dt. 13.10.2014	20.12.2022
23.	C. Laldinpuii Republic Venghlun, Aizawl Lunglei LDSC Ground-II	MZ/DSS/18 dt. 29.05.1997	19.11.2022
24.	David Lalsangpuia S/o Lalbiakenga Dinthar-II, Aizawl	MZ/DSS/146 dt. 19.09.2020	28.12.2022
25.	C. Malsawmkimi D/o C. Vannghinga E.C.M Veng, salem	MZ/DSS/180 dt. 05.05.2022	25.04.2023

**LIST OF MPKBY AGENT**

<b><i>Sl. No</i></b>	<b><i>Name &amp; Address</i></b>	<b><i>MPKBY</i></b>	<b><i>Date of Validity</i></b>
<b><i>1</i></b>	<b><i>2</i></b>	<b><i>3</i></b>	<b><i>4</i></b>
1.	Sairothangi, Ramhlun North	2361/MZ/12/99 dt. 29.07.1999	27.07.2023
2.	Zothankhumi, Republic	3 of 2022 dt. 05.12.2022	22.11.2023
3.	Remlentiri C/o Lalchhuanawma Republic Venglai	1679/MZ-5/94 dt. 11.08.1994	12.08.2024
4.	C. Vanunziri W/o David Lalzarzova Chhiahtlang Venghlun	FSS/MPKBY/MZ-034/2006 dt. 31.07.2006	30.07.2024
5.	F. Laltlani D/o Biakliana (L) Tlangnuam Vengthar	FSS/MPKBY/MZ-068/2018 dt. 23.07.2018	23.07.2024
6.	F. Zahmingliani D/o Zahmingthanga Kolasib Venglai	FSS/MPKBY/MZ-074/2020 dt. 16.07.2020	16.07.2023
7.	C. Laltlanmawii D/o C. Lalhuala Dinthar-II, Aizawl	FSS/MPKBY/MZ-061/2017 dt. 05.09.2017	05.09.2023
8.	Cecelia Chingsiandim D/o John Tuanzakhap (L), Electric Hebron veng	FSS/MPKBY/MZ-078/2021 dt. 16.07.2021	26.03.2024
9.	Lalramengi Khiangte, D/o Lalzauva Khiangte, P&E Veng Serchhip	FSS/MPKBY/MZ-077/2021 dt. 26.03.2021	26.03.2024
10.	P.B. Lalrinawmi, D/o P.B. Laldinmawia, D/2-13 (E) Dinthar, Aizawl	FSS/MPKBY/MZ-002/2017 dt. 05.09.2017	05.09.2023
11.	Lalpianmawii, D/o R. Hualkhuma H/No. 118, Champhai Venglai	FSS/MPKBY/MZ-069/2018 dt. 30.07.2018	30.07.2024
12.	C. Lalfakawmi W/o Jessey Lalringluai Aizawl Venglai	FSS/MPKBY/MZ-047/2012 dt. 04.09.2012	04.09.2024
13.	V. Vanthangpuii D/o V. Rozama Champhai	FSS/MPKBY/MZ-044/2015 dt. 28.04.2011	27.05.2023
14.	Lallawmzeli D/o Lalhmingthara Dinthar-II Aizawl	FSS/MPKBY/MZ-044/2018 dt. 19.07.2011	20.07.2023
15.	Lalrinpuii D/o Lalphirthanga Aizawl Venglai	FSS/MPKBY/MZ-038/2007 dt. 06.11.2007	05.11.2022
16.	Vanlalhluni D/o H. Malsawma Ramhlun North	FSS/MPKBY/MZ-049/2014 dt. 25.03.2014	24.03.2023
17.	Shilu Rani Das, power House Complex Electric Veng, Aizawl	FSS/MPKBY/MZ-013/2014 dt. 18.01.2005	16.01.2023
18.	Penty Lalramhluni, D/o Lalthlamuana Republic Veng, Aizawl	FSS/MPKBY/MZ-075/2020 dt. 05.08.2020	05.08.2023
19.	Lalremmawii D/o Lalthlamuana Republic, Veng Aizawl	FSS/MPKBY/MZ-026/2005 dt. 22.12.2005	22.22.2023
20.	Remsangpuii ralte D/o Lalramlawma Serchhip Bazar Veng	FSS/MPKBY/MZ-035/2006 dt. 07.09.2006	06.09.2024
21.	R.K. Lalthlengliani D/o R. Kawlkunga Mission Vengthlang Aizawl	FSS/MPKBY/MZ-065/2018 dt. 22.02.2018	27.02.2024
22.	Lalhuapzauvi, D/o Chalngenga Republic Venghlun, Aizawl	FSS/MPKBY/MZ-023/2005 dt. 02.12.2005	31.12.2023



23.	Vanlalchhuangi D/o K. Lalbiakzauva, Aizawl Venglai	FSS/MPKBY/MZ-073/2019 dt. 15.11.2019	15.11.2022
24.	K. Lawmsangzuali D/o K. Lalzauva Lunglei Electric Veng	FSS/MPKBY/MZ-060/2017 dt. 05.09.2023	05.09.2023
25.	Lalengkimi, D/o Lalmuanthanga Lunglei, Chanmari-III	FSS/MPKBY/MZ-053/2015 dt. 16.12.2015	16.12.2024
26.	R. Lalmuanpuii H/No. G. 41, Khatla South	FSS/MPKBY/MZ-002/2003 dt. 07.05.2003	01.04.2024
27.	Vanlalruati Ralte, D/o K. Ramliana Ralte Ramthar, Lunglei	FSS/MPKBY/MZ-076/2021 dt. 26.09.2020	29.09.2023
28.	H. Vanlalmangaihi D/o H. Lalhmingthanga Tuikual South, Aizawl	FSS/MPKBY/MZ-051/2014 dt. 02.12.2014	01.12.2023
29.	K. Vanlaltlani D/o Lalbiakkimi Thakthing Veng Aizawl	FSS/MPKBY/MZ-044/2016 dt. 19.07.2011	20.07.2023
30.	K. Malsawmtluangi D/o K. Lalthansanga Bawngkawn Bazar Veng	FSS/MPKBY/MZ-063/2018 dt. 06.02.2018	06.02.2024
31.	P.C. Lalremsiami D/o Ropara (L) Thenzawl Bazar Veng	FSS/MPKBY/MZ-052/2015 dt. 12.05.2021	12.05.2024
32.	K. Lalawmpuii D/o K. Lalzara Lunglei LDSC Ground-II	FSS/MPKBY/MZ-059/2017 dt. 05.09.2017	05.09.2023
33.	H. Thanghlunchhungi D/o Rualthanga N. Vanlaiphai, Damdawi Veng	FSS/MPKBY/MZ-072/2018 dt. 30.10.2018	30.10.2024
34.	C. Lalhlupuii W/o Lianthanga Serchhip Tuikhuah Veng	FSS/MPKBY/MZ-067/2018 dt. 20.05.2018	20.05.2024
35.	C. Laldinpuii Zonuam Lalkhawchhana Point, Aizawl	MPKBY No. 2246 MZ-11/98 dt. 23.12.1988	19.11.2022
36.	R. Lalbiaksangi D/o Chawisanga (L) Chanmari, Aizawl	MPKBY No. 2127 MZ-8/98 dt. 08.09.1988	08.09.2022
37.	Lily Lalremruati Pautu D/o Vanlalhuma Republic Venghlun, Aizawl	FSS/MPKBY/MZ-022/05 dt. 02.12.2005	31.12.2023
38.	P.C. Lalchhanhimi W/o Lalzamlana Thangluah Thakthing Veng Aizawl	MPKBY No. 1969MZ-6/97 dt. 23.02.1997	15.01.2024
39.	P.C. Lalramnghaki D/o P.C. Lalringa Republic Veng, Aizawl	MPKBY No.1969 MZ-012/2014 dt. 19.10.2014	18.10.2022
40.	V. Hmingthanauvi D/o V. lalmachhuana Lunglei Electric Veng	FSS/MPKBY/MZ-058/2017 dt. 05.09.2017	05.09.2023
41.	C. Laldinpuii Republic Venghlun, Aizawl Lunglei LDSC Ground-II	MPKBY No. 2218 MZ-10/98 dt. 10.12.1998	29.11.2022
42.	Diap Malakar W/o Chandan Malakar H/No. A-43/2 Tuikual South	FSS/MPKBY/MZ-071/2018 dt. 26.09.2018	26.09.2024
43.	Zodinpuii D/o Lalhmingthara Dinthar-II Aizawl	FSS/MPKBY/MZ-055/2017 dt. 11.04.2017	27.03.2023
44.	Seema Cheetri D/o A.S.Rana Dinthar-II Aizawl	FSS/MPKBY/MZ-066/2018 dt. 26.02.2018	27.02.2024
45.	C. Malsawmkimi D/O C. Vannghinga E.C.M Veng, Siaha	FSS/MPKBY/MZ-079/2022	05.05.2025

**(iii) Lottery Branch :** This Section deals with floating of tenders for appointment of Sole Distributors/Sole Selling Agents of Mizoram State Lottery, signing of contractual agreements with Selected Sole Distributors/Sole Selling Agents, examination / approval of lottery schemes submitted by Sole Distributors/Sole Selling Agents, examination of private lotteries and forwarding the same to Administration Department for approval, issue of Printing Order of Mizoram State Lottery tickets, maintenance of Sale Proceed accounts including draw expenses separately for each Sole Distributors/Sole Selling Agents, disbursement of prizes (Rs.10,000 & above) to the winners after deducting admissible amount of income-tax, issue of appointment / termination order to the Mizoram State Lottery Judges, preparation of monthly duty roster of draw Judges, inter-state matters relating to Mizoram State Lottery, framing of Rules and Regulations for Mizoram State Lottery and typing and printing of all Lottery Draw Judge Registers and maintenance of Department Website and all other residuary works pertaining to Mizoram State Lottery. And also deals with matters pertaining to all Lottery draw results for its compilation, sorting and keeping the records to enable Public or Private Parties to check/enquire the results as and when necessity arises.

**(iv) Computer Branch :** This Section deals with all typing works of the Department and in addition printing of all lottery draw sheets and maintenance of Draw Judges Register alongwith supporting staff of daily draws..

**(v) Result Section :** This Section deals with matters pertaining to all Lottery results for its compilations, sorting and keeping the records to enable Public or Private Parties to check/enquire the results as and when necessity arises and for publication in the Official Gazette.

The postal address of the Directorate is as follow :-  
Director,  
Institutional Finance & State Lottery,  
Mizoram : Aizawl,  
Tuikhuahtlang,  
PIN 796001  
Phone No. 0389-2322291.

The Office working hours is as below :-

Summer	-	9:00 AM to 5:00 PM
Winter	-	9:00 AM to 4:00 PM

## **CHAPTER – IV**

### **4. IMPORTANT INFORMATION ON MIZORAM STATE LOTTERY**

#### **1) Appointment of Sole Distributors/Sole Selling Agents, Stockists and Selling Agents:**

The Government may, by floating open tenders or such other manners as deemed appropriate, appoint a person or persons or firm having at least three years experience in running lotteries as Sole Distributor/Sole Selling Agent for distribution /marketing of Mizoram State Lottery tickets throughout the country. An Agreement was signed by the Government with each of the Sole Distributors/ Sole Selling Agents. The Sole Distributors/ Sole Selling Agents pay agreed amounts of Sale Proceeds to the Government for the sale of lottery tickets.

The Sole Distributor/ Sole Selling Agent may appoint Stockists or Selling Agents to sell lottery tickets to the public. The following are the existing Sole Distributors/ Sole Selling Agents appointed by Government of Mizoram for distribution/marketing of Mizoram State Lottery tickets :-

Sl. No.	Name & Address of Sole Distributors/Sole Selling Agents	Date of Signing Agreement	
		Paper	Online
1	B.S Enterprise 201, 2 <sup>nd</sup> Floor, Bhakti Park, RHD Road Cross S.L. Road Junction Mulud (West), Mumbai-400 080	19.08.2019	
2	M/s Skill Lotto Solutions Pvt. Ltd. No. 6, Parasu Pillai Street, Kilpauk, Chennai-600 010	19.08.2019	
3	M/s Teesta Distributors T-19 (D), Peace Villa, Beside PWD Building, Tuikhuahtlang, Aizawl,-796001, Mizoram	19.08.2019	

**2) Approval of Schemes and Printing of Tickets :** All the schemes of Mizoram State Lottery are accorded after obtaining prior approval of the Government before the tickets are printed and sold. Print Order for printing Lottery tickets for Approved schemes are sent to the Security Printing Presses duly approved by RBI and IBA Mumbai indicating the number of tickets to be printed with other conditions of printing, details of prizes, deductions to be made from prize money like Income Tax etc., terms and conditions for claims along with Department's website.

**3) Prizes :** The total value of prize per draw including bonus/incentive to Stockists or Agents or Sellers shall not be less than 50 (fifty) per cent of the total value of the tickets printed for each draw. Incase the prizes are offered in kind, the rank, amount and item of prizes offered in kind shall not less than ten thousand rupees. No ticket shall be eligible for more than one prize in a draw. All prizes are guaranteed by the Government.

**4) Draw of Lottery :** All draws of Mizoram State Lottery are held at a time and date indicated on the tickets in the draw hall of the Department at Aizawl and are open to public. The draws are conducted under the supervision of the Director or his representative in the presence of two Judges duly appointed by the Government. The draw results are duly recorded by the two Judges and are authenticated by the Supervising Officer. The Judges are entitled to receive an honorarium for the draw, the rate of which is fixed by the Government from time to time.

**5) Publication of Results :** Result of each draw are published in the National and Local Newspapers where lottery ticket are marketed as well as in the Official Gazette and Department's website.

**6) Claim of Prizes :** All claims of taxable prizes (Rs.10001 & above) should be submitted to Director, Institutional Finance & State Lottery in prescribed form duly filled in indicating clearly the name of the claimant, full postal address, ticket number, name of the lottery and date of draw. Original prize winning ticket with one photocopy duly attested by a Gazetted Officer, three passport-size photographs of the claimant, an affidavit of ownership of the prize winning tickets from any 1<sup>st</sup> Class Magistrate/Notary should also be submitted. Prizes amounting to Rs.10000 and below shall be claimed with original winning tickets from the Sole Distributor/Sole Selling Agent, Stockists and Selling Agents concerned. All prizes of each draw shall be claimed by the prize-winners within 60 (sixty) days from the date of draw

failing which the Government shall, in no case, be held responsible for non-payment of prizes. However, Government reserves the right to disburse the prize even if the claim is received after 60 (sixty) days, but the maximum period of the same shall, in no way, exceed 90 (ninety) days from the date of draw. Prize winning ticket must be kept intact. Government shall not be liable to pay prizes on tickets lost in postal transit, defaced or mutilated. Tampered ticket cannot be entitled to any prize and any person claiming prize money with tampered tickets may be sued in a Court of Law.

**7) Examination of Prize Winning Tickets :** The prize winning tickets received by the Director through the Sole Distributor or directly from the holder are examined carefully in line with the following procedures :-

(a) the ticket which is found genuine may be sent to the printer of the ticket for final authentication of its genuineness ;

(b) the ticket even if mutilated by the series and ticket number remaining intact may also be accepted for examining its genuineness or otherwise.

**8) Payment of Prize Money :** The Director shall disburse prize money for accepted genuine claims after deducting the necessary items viz. Income Tax, etc. Prize money of Rs. 10000 and above payable to winners shall be transferred to the account of the claimant through RTGS. All prizes up to Rs.10000/- and below is authorised to be disbursed by the Sole Distributors, Stockists and Selling Agents.

**9) Mode of Payment to and by the Government :** All payment due to the Government shall be made by the Sole Distributor by Demand Draft only and drawn in favour of the Director on any Nationalised or Public Sector Bank located at Aizawl. The Director shall initially credit all the amount received in a Bank account in the State Bank of India or any other Nationalised or Public Sector Bank. The transactions relating to the payment of Prize Money, charges for publication of results, expenses incurred in connection with lottery draws and other miscellaneous expenses shall be done through the Bank Account jointly operated by Director and Joint Director of the Department.

**10) Honorarium :** Officers and staff of this Department are entitled to receive honorarium at the rates duly fixed / approved by the Government from time to time for the official duties performed by them pertaining to the Mizoram State Lottery draws beyond working hours on working days as well as on government holidays including Saturdays and Sundays. The existing rate of honorarium paid to the Officers and staff is mentioned below :-

- |                        |   |                       |                      |
|------------------------|---|-----------------------|----------------------|
| 1. Supervising Officer | - | Rs. 2,300/- per shift | ( w.e.f. 01.07.2022) |
| 2. Staff Cat I & II    | - | Rs. 1,200/- per shift | ( w.e.f. 01.07.2022) |
| 3. Other staff         | - | Rs. 900/- per shift   | ( w.e.f. 01.07.2022) |

NOTE : Supervising Officer - All Gazetted Officers of the Department  
Staff - Assistant, UDC, Steno – III LDC on regular basis  
Other Staff - LDC(PE), Driver, Driver (PE) and all Group D Staff.

## CHAPTER – V

### 4. IMPORTANT INFORMATIONS ON SMALL SAVINGS :

- 1) Pay Roll Savings Scheme :** Persons employed in Government Offices, Offices of Government Undertakings, public and private sector establishments & commercial establishments enjoy this scheme.

The main objectives of the scheme are:

- (i) To make available facility of savings to an individual at his/her working place.
- (ii) To save the time, labour and money required for going to Post Office and to avoid standing in a queue for opening an account and depositing money.
- (iii) To motivate employees to save money regularly and provide them financial security for future prosperity and for odd times.

The main features of the scheme are :

- (i) The account can be opened with the amount divisible by 5. The minimum amount is Rs.200/- and there is no maximum limit.
- (ii) a depositor/Pay Roll Savings Group member can have more than one account in his name or jointly with other person or persons in the same Post Office or in different Post Office.
- (iii) the accounts can be opened at any time.
- (iv) the account can be closed prematurely after 3 (three) years from date of opening. However, interest will be calculated @ 3.5% p.a. (compounded quarterly).
- (v) the Head of Office will appoint himself or any other reliable officer under him as Pay Roll Savings Supervising Officer in order to supervise the works of Group Leader strictly.
- (vi) A subscriber may nominate one or more persons to received the amount standing to his credit in the event of his death.
- (vii) Rate of interest w.e.f 31.12.2016 to till date is 7.3% p.a. (quarterly compounded).
- (vii) the scheme is applicable to all the staff both gazetted and non-gazetted.
- (ix) the account can be transferred to any Post Office in India free of cost.

### 2) Other National Savings Schemes :

Sl. No	Scheme Name	Current Interest Rate	Received Interest Rate	Frequency of Compounding	Effective Return	Minimum Deposit	Maximum Deposit	Tenure
1	Savings Deposit	4.00%	4.00%	NA	4%	Rs. 20 for opening	No Limit	NA
2	Term Deposit 1 yr	5.50%	5.50%	Qly	5.61%	Rs. 200	No Limit	1Yr
3	Term Deposit 2 yrs	5.50%	5.50%	Qly	5.61%	Rs. 200	No Limit	2 Yrs
4	Term Deposit 3 yrs	5.50%	5.50%	Qly	5.61%	Rs. 200	No Limit	3 Yrs
5	Term Deposit 5 yrs	6.70%	6.70%	Qly	6.87%	Rs. 200	No Limit	5 Yrs
6	RD-5 Yrs	5.80%	5.80%	Qly	5.92%	Rs. 10 month	No Limit	5 Yrs
7	NSC-5 Yrs	6.80%	6.80%	Yearly	6.80%	Rs. 100	No Limit	5 Yrs

8	Post Office Monthly Income Scheme (MIS)	6.60%	6.60%	NA	6.00%	Rs. 1500	Rs. 4.5 lakh (singles) Rs. 9 lakh (Jointly)	5 Yrs
9	Public Provident Fund (PPF)	7.10%	7.10%	Yearly	7.10%	Rs. 500 per year	Rs. 1.5 lakh per year	15 Yrs
10	Senior Citizen Savings Scheme (SCSS)	7.40%	7.40%	NA	7.40%	Rs. 1000	Rs. 15 lakh	5 Yrs
11	Kisan Vikas Patra (KVP)	6.90%	6.90%	Yearly	6.90%	Rs. 1000	No Limit	124 months
12	Sukariya Samridhhi Scheme	7.60%	7.60%	Yearly	7.60%	Rs. 1000	Rs. 1.5 lakh per year	21 Yrs

## CHAPTER – VI

### 6. IMPORTANT INFORMATIONS ON BANKING :

The Institutional Finance & State Lottery Department is acting as Nodal Department in the Government in Banking spheres in Mizoram. It deals with co-ordination between the Banks and the Government as well as individual Government Departments, the Banks and other banking and non-banking financial institutions belonging to the Central Government as well as the State Government. It represents the Government in the various meetings held with banking authorities and other Financial institutions within and outside the State. It screens the schemes formulated by the Government Departments and endorses the same to the banking authorities concerned for implementation after proper elaboration.

The functions of Institutional Finance & Small Savings Department in this respect in a nutshell are as follows :-

- (a) Development of Banks in Mizoram.
- (b) Opening and Closing of Banks in Mizoram.
- (c) Lead Bank Schemes.
- (d) Annual Action Plan (Lead Bank).
- (e) Improvement of C:D ratio in Mizoram.
- (f) Payment and recoveries of Bank loans to public and private sectors including personal loans to Government servants and general public.
- (g) Maintenance of Security Measures to Banks in Mizoram.
- (h) Flow of Agriculture Credits through Banks.
- (i) Co-ordination of Financial Institutions.
- (j) Matters relating to NEDFI.
- (k) L.H.D. (Money Lending by Non-Tribals).
- (l) Prize Chits of Money Circulating Schemes (Banking).
- (m) Vigilance on the Non-Banking Financial Institutions within the State.
- (n) All other residuary matters pertaining to Banks in Mizoram.

## CHAPTER – VII

### 7. LAND AND BUILDING :

The Department purchased land and building at Tuikhuahtlang, Aizawl from Pu Lalthanmawia of Chhinga Veng, Aizawl under LSC No.203 of 1972 covering an area of 3440 sq.ft. with its building on 9.4.1996 at the cost of Rs.16 lakhs.

The Department also hired a private building belonging to Pu F. Hmingthanga of Republic Veng, Aizawl which is adjacent to the Departmental building. The monthly rental charges of this private building as approved by the Government is @ Rs.37,926/- per month w.e.f. January, 2022.

Government approval of Rs.401.18 lakh for the construction of a new office building for Directorate of Institutional Finance & State Lottery, IF&SL has been accorded vide order No.D.11047/1/2018-PWD(T)(order enclosed).The fund is allotted under PWD and the new building being constructed at the present site at Tuikhuahtlang, where a makeshift/temporary office of IF&SL stands.

## CHAPTER – VIII

### 8. NODAL OFFICERS FOR LOOKING INTO CUSTOMER RELATED PROBLEMS

The Nodal Officers for looking into customers related problems are :

- Jennifer HL. Duhawmi, MFAS** 0389-2322291(O)  
Director 0389-23110978 (Fax)
- Sangkhawma** 0389-2325768(O)  
Joint Director 7085416446 (M)

In case of any difficulty, the customer can contact them during Office working hours as below :-

Summer	-	9:00 AM to 5:00 PM
Winter	-	9:00 AM to 4:00 PM

## CHAPTER – IX

### 9. DESIGNATION OF OFFICERS UNDER RTI ACT, 2005.

In exercise of the powers conferred under section 5 (1) & (2) and Section 19 (1) of the Right to Information Act, 2005, the following officers as shown against there names are to receive application and to provide information to persons requesting for information or appeals :-

Sl. No	Name of employee	Designation	Designation as	Contact No.
1	2	3	4	5
1.	Jennifer H.L.Duhawmi	Director	DAA	0389-2322291(O) 0389-23110978 (fax)
2.	Sangkhawma	Joint Director	SPIO	0389-2325768(O) 7085416446 (M)
3.	Allen V.L.Pundir	Assistant Director	SAPIO	0389-2314207(O) 8826054096 (M)

Fees for getting information is as per the rate fixed by the Nodal Department i.e Information and Public Relations Department, Government of Mizoram.

## CHAPTER – X

### 10. GRIEVANCES REDRESSAL

- a. In case any member of the public is not satisfied with the services provided by the Department, complaint can be sent in the following ways and appropriate action will be taken for redressal thereof at an earliest possible date :
- a. to leave a complaint in the Letter Box which is hanging near the entrance of the Office,
  - b. to send complaint by post/courier to the **Director, Institutional Finance & State Lottery, Government of Mizoram, Aizawl, Mizoram, Pin – 796 001.**
  - c. to send complaint by e-mail at [ifsl\\_mizoram@yahoo.in](mailto:ifsl_mizoram@yahoo.in)
  - d. to see Lottery Result and other information at [www.ifsl.mizoram.gov.in](http://www.ifsl.mizoram.gov.in)
  - e. to contact the following officials in person or telephone for redressal of any kind of grievances.

## CHAPTER – XI

### 11. SUGGESTION/COMMENT

In case any member of the public has any suggestion/comment to offer in regard to the Citizen's Charter and for improvement of the services provided by the Department, he/she may write to the **Director, Institutional Finance & State Lottery, Government of Mizoram, Aizawl, Mizoram, Pin – 796 001.**

## CHAPTER – XII

### 12. FUNCTIONERIES OF THE DEPARTMENT

The Head of Directorate of Institutional Finance & State Lottery is Director. He/She is assisted by 1 (one) Joint Director, 1 (one) Assistant Directors, 1 (one) Superintendent and a number of Group 'B', 'C' and 'D' staff.

(i) **Director**

Administratively he is an over all in-charge of the whole functionaries of the Directorate. He/She is vested with the power to appoint the staff working in Directorate upto the level of Officers and Group 'C' and 'D' Non-Gazetted. He/She has the power to grant of leave in respect of all staff. Beside this, Director has financial power as envisages in the Delegation of Financial Power, 1992 issued by Govt. of Mizoram.

(ii) **Joint Director, Deputy Director, Assistant Director, Superintendent .**

Any power which may be redelegated by Director, whether it is administrative or financial.

(iii) The mode of functioning in respect of decision making is that the processing and examination of cases usually start at the level of the Dealing hand and upto the level of Head of Department i.e. Director, at whose level decision is finally made. Once decision is taken, authentication and communication is done by other Officers other than the Director himself depending upon the nature of cases.



## CHAPTER – XIII

### 13. DISTRIBUTION OF WORKS OF OTHERS EMPLOYEES :-

Sl. No.	Name & Designation	Work allotted
1.	<b>K. Vanlalruati, Assistant</b>	1. Matters relating to Election
		2. Assembly/Parliament Question
		3. Promotion/Appointment
		4. Inter-se-Seniority of Officers & Staff
		5. MACP
		6. P.F. of Drivers and Group 'D'
		7. ACR/PAR
		8. Regularization of Provisional Employees
		9. Departmental Exam
		10. Training of Officers & Staff
		11. Posting and Transfer of Staff
		12. Promotion (Non-Functional) of Driver
		13. Construction of Office Building & Maintenance
		14. Confirmation
2.	<b>Lalfela Pautu, Assistant</b>	1. All matters relating to Accounts viz. Predation of Budget, Re-appropriation LOC, Reconciliation etc.
		2. Monthly Revenue Report.
		3. Loan & Advances, Professional Tax.
		4. Audit matters.
		5. PAC/C&AG Report
		6. Court Cases
		7. Release of Cheque
		8. Increment
		9. Budget Speech
		10. Pay & Allowances
		11. Salary & Employment Data
		12. HRA
		13. Consultative Committee
		14. Finance Commission
3.	<b>Robert Lalramhluna, Assistant &amp; Lalngaihawmi, LDC (PE)</b>	1. Property Returns
		2. Creation/Retention of Posts
		3. Conduct Rules/Disciplinary proceedings
		4. Pension
		5. Local purchase Board
		6. Personal file of Officers & Staff
		7. Office Discipline
		8. Citizen Charter
		9. Transaction of Business
		10. Compassionate appointment
		11. Reservation of posts for PwDs
		12. Distribution of Works
		13. Surprise Check

4.	Lalthlamuani, U.D.C	1. Matter Relating to GeM
		2. Chit Fund/Money Circulation Scheme (Banking) Mizoram, Rules
		3. Matters relating to Banking
		4. MPID Act, Rules
		5. General correspondence of Mizoram State Lottery.
		6. Lottery Business in different State
		7. Tender for appointment of Sale Distributors/Agreement
		8. Mizoram State Lottery Rules
		9. State Lottery Committee
5.	Lalbiaknungi U.D.C & Lucy Lalthanpuui, LDC (P.E)	1. All Correspondences in respect of M/S Skill Lotto
		2. Proposal and approval of Schemes
		3. Revision/Suspension/Resumption/Cancellation of Schemes.
		4. Print Order/Delivery instruction/Payment of Printing charges.
		5. Prize payment/Prize Claim/Unsold ticket
		6. Unclaimed prize
		7. Selection of Printers for Paper Lottery
		8. Verification of Prize winning tickets and any other correspondences relating to the concerned Distributors/ Unsold ticket
		9. Acknowledgement of claim
		10. Issue of Certificate
		11. Sales report/Invoice
* Note : As and when new schemes are approved by the Government they will intimate the concerned states where the tickets are to be marketed from the scheme file itself.		
6.	Lalthansanga, Steno Grade –III	P.A to Director
7.	Malsawmi, L.D.C & Biakhluni, LDC	1. All matters relating to Pay Roll Savings
		2. Review Meeting on Small Savings Collection
		3. Compilation of Quarterly Collection
		4. All Schemes & Correspondence in respect of M/S Teesta Distributors.
		5. Proposal and approval of Schemes
		6. Revision/Suspension/Resumption/Cancellation of Schemes
		7. Print Order/Delivery instruction/Payment of Printing charges.
		8. Prize payment/Prize Claim/Unsold tickets
		9. Unclaimed prize
		10. Selection of Printers for Paper Lottery
		11. Verification of Prize winning tickets and any other correspondences relating to the concerned Distributors/ Unsold ticket
		12. Acknowledgement of claim
		13. Issue of Certificate
		14. Sales report/Invoice
		15. Payment of MGR & AE
8.	Zothanmawii L.D.C.	1. Preparation of Bills of Officer & Staff
		2. GPF/Travelling Allowance

9.	Lalmuanpuia, L.D.C	1. Cashier
		2. Submission of bills
		3. Drawing and disbursing of Cash
		4. Welfare fund collection
		5. Revenue Stamp
		6. Misc Expenditure
		7. Telephone/Electric/Water Connection bill,/ House Rent
		8. Subscription of Newspaper
		9. Festival Advance
		10. All Contingent Bills
		11. Medical Reimbursement Bill
		12. POL/Maintenance of Office Vehicles
		<b>* Note : As necessitated by Treasury Officer, Aizawl South Treasury, Cashier shall submit all bills personally.</b>
10.	Lallawmzeli, L.D.C	1. Deputation
		2. Private /Local Lottery
		3. Publication of Lottery Draws & Maintenance of Draw Register
		4. Meeting of Secretaries
		5. Notification
		6. Advertisement
		7. Census
		8. Tour Programme/Notes of Offices
		9. Workshop on Result frame work documents
		10. Press Clipping
		11. Natural Calamities/Disaster Management
		12. Good governance/E-Government
		13. Record of Office properties/maintenance of stock register
		14. Repair, Disposal and procurement of Office Equipment.
		15. Office Stationery/Store
		16. Liveries
		17. Cleanliness
		18. Celebration of Important Days
11.	Lalawmpuia Ralte, L.D.C	1. Lottery Cashier
		2. Maintenance of record of SP & AE, Prize Money, Unclaimed Prize Money and other receipt relating to Lottery
		3. Preparation of challan and transfer of fund through RTGS
		4. Security Deposit/Bank Guarantee/Advance Prize Pool/MGR
		5. Correspondences relating to Bank Account
		6. CGST/SGST
		7. RTI
12.	C. Laldinpuii, LDC	1. Typing work in relation to correspondences in respect of Pi Lalhlamuani, Pu Lalawmpuia Ralte & Pi Lucy Lalthanpuii
13.	Vanlalmuani L.D.C ( P.E)	1. Receipt of Dak
14.	R.Malsawmtluangi, L.D.C ( P.E)	1. Typing work in relation to Establishment matters, correspondences and sanction order etc in respect of Pu T. Ronghinglova, Pu Robert Lalramhluna & Pi Lallawmzeli.

15.	<b>T.Lalramsangi, L.D.C ( P.E)</b>	1. Typing work in relation to correspondence in respect of Pi C. Lalbiaknungi, Pi Malsawmi.
16.	<b>C.Lalrinchhani L.D.C ( P.E)</b>	Issue/Despatch
17.	<b>B.Lalchhuanawma L.D.C ( P.E)</b>	1. Result uploading
		2. Appointment of Lottery Draw Judges
		3. Duty Roster of Lottery Draw Judges/SO/Staff
		4. All files relating to TDS/Service Tax
		5. Online submission of Monthly Expenditure Report
		6. To broadcast and update Duty Roster of Judges/SO/Staff in the designated WhatsApp group created by the Department.
		7. Update and maintenance of Department Website/Lottery Draw
		8. General Correspondence on Computer Technology
18.	<b>Vanlalruatsaki, L.D.C (P.E)</b>	1. Result record
		2. Compilation of Lottery Draw Results.
		3. Complain/Inquiries in respect of Lottery
19.	<b>Fredy Lalrindika, L.D.C. (P.E)</b>	1. Preparation of Wages of P.E.
		2. IFMIS
		3. Monthly Revenue Report
		4. Typing work in respect of Joint Director Floor.
20.	<b>Zoremthuanga, Despatch Rider</b>	1. Collect and Despatch of Dak

## 21. IV GRADE

### DIRECTOR FLOOR

1. **K. Lalawmpuia**
2. **R.Lalremsiama**
3. **Sangthuami**
4. **P.C. Ramthianghlina**  
A tul hunah Treasury leh  
Bank-ah Challan, Cheque etc.  
a buaipui ang.  
A tul hunah Despatch Rider  
hna a kawp tel ang.

### JOINT DIRECTOR FLOOR

1. **Vanlalzara**
2. **Lalnunfeli**
3. **Lalsangliana,**

### CHOWKIDER

**Thangruma**

### ASSISTANT DIRECTOR FLOOR

1. **Vanlalhriata**
2. **Lalfamkima**

### SWEEPERS

1. **Zosanglura - Director & JD Floor**
2. **Laltlankimi - AD Floor/Draw Hall and Driver Room**

Sweeper te hian bawhlawlh  
paih ni apiangin Office  
bawhlawlh te an paih thin  
ang.

Further, inter-linking of Dealing Assistant is hereby made as follows.  
During leave/ absence of staffs, the arrangement will be applicable automatically.

1. K. Vanlalruati, Assistant	-	Robert Lalramhluna, Assistant
2. B. Lalchhuanawma, P.E	-	R. Malsawmtluangi, P.E
3. Lalfela Pautu, Assistant	-	Lalmuanpuia, LDC
4. Zothanmawii, LDC	-	Fredy Lalrindika, P.E
5. Vanlalmuani, P.E	-	C. Lalrinchhani, P.E
6. Lalbiaknungi, UDC	-	Malsawmi, UDC
7. Lalthlamuani, UDC	-	Lalawmpuia Ralte, LDC
8. Biakhluni, LDC	-	Lucy Lalthanpuui, P.E
9. C. Laldinpuui, LDC	-	Lalramsangi, P.E

## **CHAPTER – XIV**

### **14. RULES, REGULATIONS, INSTRUCTIONS, MANUALS**

The Department is regulated and run under the Act and Rules of both Central and State Governments as well as Government instructions and notifications, namely :-

1. The Central Lotteries (Regulation) Rules, 2010
2. The Mizoram Lotteries (Regulation) Rules, 2019 as amended from time to time.
3. The Central Lotteries (Regulation) Act, 1998.
4. The Mizoram Chit Fund Rules, 2014.
5. The Mizoram Chit Fund Act, 1982.
6. The Mizoram Money Lenders and Accredited Loan Providers (Regulation) Rules, 2010.
7. The Mizoram Money Lenders and Accredited Loan Providers (Regulation) Act, 2010 (Act No.12 of 2010).
8. The Mizoram Protection of Interests of Depositors (in Financial Establishments) (Second Amendment) Act, 2019.
9. The Money Circulation Scheme (Banning) Rules, 2013.
10. The Money Circulation Scheme (Banning)(Mizoram) Rules, 2013.
11. The Mizoram Protection of Interests of Depositors (in Financial Establishments) Rules, 2022.
12. The Mizoram Protection of Interests of Depositors (in Financial Establishments) Act, 2019.
13. The Mizoram Public Demands Recovery Act, 2001.
14. The Mizoram Public Demands Recovery Rules, 2004.
15. The Mizoram Preferential Stores Purchase Rules, 1994.
16. The Prize Chits and Money Circulation Schemes (Banning) Act, 1978.
17. Banning of Unregulated Deposit Schemes, 2022 (BUDS).
18. The Government of Mizoram (Transaction of Business) Rules, 1987.
19. The Scheme for Mobilization of Savings in Mizoram through Prize on Coupons.
20. An Incentive Scheme for Mobilization of Small Savings in Mizoram, 1992.
21. Executive Instructions under Standardized Agency System (Small Savings Schemes).
22. Post Office Small Savings Schemes.
23. Fundamental Rules & Supplementary Rules, Part-I (General Rules).
24. Fundamental Rules & Supplementary Rules, Part II (T.A. Rules)

25. Fundamental Rules & Supplementary Rules, Part III (CCS (Leave) Rules, 1972)
26. Fundamental Rules & Supplementary Rules, Part IV (DA and DR)
27. Fundamental Rules & Supplementary Rules, Part V (HRA & CCA)
28. General Financial Rules
29. Delegation of Financial Power Rules
30. Central Treasury Rules, Vol. I
31. Central Treasury Rules, Vol. II
32. Accounts Code Vol. I-IV
33. CCS Conduct Rules
34. Medical Attendance Rules
35. CCS CCA Rules
36. General Provident Fund Rules
37. CCS Pension Rules
38. State Government Employees Group Insurance Scheme
39. House Building Advance Rules
40. CCS (Leave) Rules
41. Any other instructions issued by Government from time to time

## **CHAPTER – XV**

### **15. ARRANGEMENT FOR CONSULTATION**

There is no arrangement for consultation with, or representation by members of public in relation to the formulation of Department's policy or implementation thereof as the Department is not involved in Development and Plan Scheme.

## **CHAPTER – XVI**

### **16. DOCUMENTS HELD**

The following are documents held by the Directorate :-

- (a) Service Books of Non-Gazetted employees working in the Directorate of Institutional Finance & State Lottery.
- (b) Quarterly Reports on Pay Roll Savings Scheme submitted by various Departments Officers.
- (c) Quarterly Reports submitted by SAS Agents and MPKBY Agents.
- (d) Agreements signed by Govt. of Mizoram with various Sole Distributors for Paper and Online Lottery .
- (e) All Lottery Results drawn under the Govt. of Mizoram.
- (f) Others documents like Appointments Order of Lottery Draw Judges & SAS/ MPKBY Agents, Expenditure Sanction Order, Leave Sanctioning Order, Other Office Circular/Order, etc.

## ***CHAPTER – XVII***

### **17. BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES.**

#### **Mizoram State Lottery Committee (MSLC):**

The Government of Mizoram constituted Mizoram State Lottery Committee vide Notification No.G 20015/1/2011-F.Est. dt. 07.05.2018 consisting of the following officials with immediate effect and until further order :-

- |    |   |   |                  |
|----|---|---|------------------|
| 1) | Principal Secretary, Finance Department         | - | Chairman         |
| 2) | Secretary, Law & Judicial Dept.                 | - | Member           |
| 3) | Director, Institutional Finance & State Lottery | - | Member Secretary |

#### **The terms of reference of this Committee is as under :-**

- 1) Appointment of Distributors/Dealers of Mizoram State Lottery Tickets.
- 2) Framing and amendment of Mizoram State Lottery Rules.
- 3) Determination of the modes of draw result.
- 4) Determination of the rates of Minimum Guaranteed Revenue payable to the Government of Mizoram by the selected Distributors.
- 5) Legal aspect of Lottery Affairs.
- 6) Other relevant issues pertaining to Lottery Affairs that requires Government approval.
- 7) Private Lottery Affairs.

#### **Selection Committee for Appointment of Lottery Draw Judges :**

The Government of Mizoram, constituted Selection Committee for Appointment of Lottery Draw Judges vide No.F.20016/1/2007- F. EST/42 Dated 17<sup>th</sup> June, 2009 consisting of the following officials with immediate effect and until further order :-

#### **The terms of reference of this Committee is as under :-**

Selection of Lottery Draw Judges from the list sponsored by the Mizoram Civil Pensioners Association on the conditions stipulated below :-

- 1) Pensioners should hold the post not lower than Under Secretary or its equivalents under the Govt. of Mizoram during their active service.
- 2) Pensioners should not be more than 65 years of age at the time of appointment as a draw judge and should be mentally and physically fit for appointment as Lottery Draw Judge.
- 3) Pensioners should not be engaged/re-employed on full time basis under the Government/Autonomous Bodies, Commissions and Corporation, etc.

#### **State Purchase Advisory Board (SPAB) :**

- |    |   |   |                  |
|----|---|---|------------------|
| 1. | Principal Secretary, Finance Department         | - | Chairman         |
| 2. | Additional Secretary, Finance Department        | - | Member           |
| 3. | Joint Secretary, Finance Department (IF&SL)     | - | Member           |
| 4. | Director, Institutional Finance & State Lottery | - | Member Secretary |

**State Purchase Advisory Board / Departmental Purchase Advisory Board :**

The Government of Mizoram, Finance Department vide its Notification No.FMC.17/88 of 3.7.1991 and No. FMC.17/88 of 29.5.1998 has constituted/reconstituted SPAB and DPAB to consider departmental proposal for purchase of stores/materials and recommend rates and firms for approval of Government.

**(A) State Purchase Advisory Board (SPAB) :**

- |    |   |   |                  |
|----|---|---|------------------|
| 1. | Chief Secretary                                 | - | Chairman         |
| 2. | Principal Secretary of the Department concerned | - | Member Secretary |
| 3. | Secretary, Law & Judicial etc. Dept.            | - | Member           |
| 4. | Head of Dept. concerned                         | - | Member           |

**(B) Departmental Purchase Advisory Board (DPAB) :**

- |    |                |   |                  |
|----|----------------|---|------------------|
| 1. | Director IF&SL | - | Chairman         |
| 2. | Joint Director | - | Member Secretary |
| 3. | Superintendent | - | Member           |

The power of SPAB/DPAB for considering purchase proposal is mentioned below :-

- (1) All purchases involving upto Rs.25 lakhs as recommended by DPAB will be submitted to Minister of the concerned Department for approval.
- (2) All purchases involving more than Rs.25 lakhs and upto Rs.50 lakhs as recommended by SPAB will be submitted for approval to Minister of the concerned Department and Finance Minister through Finance Department.
- (3) All purchases Involving more than Rs.50 lakhs will be submitted to Chief Minister for approval through the concerned Minister and Finance Minister.

The Purchase Advisory Board are recommendary bodies. The recommendations of the Purchase Advisory Board are required to be approved by the Minister concerned in the manner specified above.

The recommendation of the Purchase Advisory Board will be valid for a period of one year with effect from the date it is approved by the Government. The period of validity under exceptional circumstances may be extended by another six month by the Government.

**The power of SPAB/DPAB for considering purchase proposal is mentioned below :-**

- (1) All purchases involving upto Rs.25 lakhs as recommended by DPAB will be submitted to Minister of the concerned Department for approval.
- (2) All purchases involving more than Rs.25 lakhs and upto Rs.50 lakhs as recommended by SPAB will be submitted for approval to Minister of the concerned Department and Finance Minister through Finance Department.
- (3) All purchases Involving more than Rs.50 lakhs will be submitted to Chief Minister for approval through the concerned Minister and Finance Minister.
- (4) The quantum of ceiling for Local Purchase Committee in one sitting is enhanced to Rs. 2,50,000/- (Rupees two lakh fifty thousand) only on each occasion with an annual ceiling of Rs. 7,50,000/- (Rupees seven lakh fifty thousand) only.



## CHAPTER – XVIII

### 18. PROCEDURE IN DECISION MAKING

The Government of Mizoram is not having its own rules to govern its employees but adopt the Central Rules viz. the CCS (Pension) Rules 1972, the GPF (Central Services) Rules 1960, the CCS (Leave) Rules 1972, the General Financial Rules 1963 and the Central Treasury Rules, etc. The staff and officers used these Central Rules in the discharge of their daily duties.

In the process of decision making – processing and examination of cases starts at the level of the Dealing Assistant and goes upto the Head of Department i.e. Director at whose level final decision is made at the authentication and communication of the same is done by Officers other than the Director himself depending upto the nature of cases.

Apart from what has been given in the existing relevant rules, there is no other strict norms for the discharge of its functions. However, cases are immediately attended to, and when there are more cases than that can immediately be attended to, they are attended to in order of seniority of receipt.

## CHAPTER – XIX

### 19. DIRECTORY OF OFFICERS AND EMPLOYEES.

Directory of Employees under Directorate of Institutional Finance & State Lottery, Government of Mizoram are as follows :-

#### OFFICER'S

- |    |   |   |
|----|---|---|
| 1. | <b>Jennifer HL. Duhawmi, MF&amp;AS</b><br>Director<br>Khatla East   | 9436142288 (M)<br>0389-2326622(R)<br>0389-2322291(O)<br>0389-23110978 (Fax) |
| 2. | <b>Sangkhawma, MF&amp;AS</b><br>Joint Director<br>Tuithiang         | 0389-2314207 (O)<br>7085416446 (M)  |
| 3. | <b>Allen V.L.Pundir, MF&amp;AS</b><br>Asst. Director<br>Zarkawt     | 0389-2314207 (O)<br>8826054096/8787662453 (M)<br>8826054096 (M)             |
| 4. | <b>Lalremtluanga, MSS</b><br>Superintendent<br>Bethlehem Vengthlang | 9436195937 (M)<br>0389-2321657(O)   |

### **ASSISTANT**

- |    |                                      |                |
|----|--------------------------------------|----------------|
| 1. | K. Vanlalruati<br>Durtlang, Dawrkawn | 8258944064 (M) |
| 2. | Lalfela Pautu<br>Aizawl Venglai      | 9436142129 (M) |
| 3. | Robert Lalramhluna<br>Nursery        | 8258077474 (M) |

### **UDC**

- |    |                              |                |
|----|------------------------------|----------------|
| 1. | Lalthlamuani<br>Dawrpui Veng | 9436141271 (M) |
| 2. | Lalbiaknungi<br>College Veng | 8415966009 (M) |
| 3. | Malsawmi<br>Khatla East      | 9862742078 (M) |

### **STENO**

- |    |                        |               |
|----|------------------------|---------------|
| 1. | Lalthansanga<br>Lawipu | 9862430538(M) |
|----|------------------------|---------------|

### **LDC**

- |    |  |                |
|----|--|----------------|
| 1. | Zothanmawii<br>Hlimen                    | 9862088404 (M) |
| 2. | Lalmuanpuia<br>Bethlehem Veng            | 9862839935 (M) |
| 3. | Lallawmzeli<br>Ramhlun South             | 9812081626 (M) |
| 4. | Lalawmpuia Ralte<br>Chalthlang Lily Veng | 9862769520 (M) |
| 5. | Biakhluni<br>Dawrpui Vengthar            | 9862845254 (M) |
| 6. | C.Laldinpuii<br>Salem Veng               | 9436196655 (M) |

### **DRIVER**

- |    |                                   |                |
|----|-----------------------------------|----------------|
| 1. | C.Robula<br>Republic Veng         | 9436155868 (M) |
| 2. | James Lalthankima<br>Mission Veng | 9862355388 (M) |
| 3. | Vanlalzara<br>Mission Veng 'S'    | 9774724155 (M) |

#### **IV GRADE**

- |    |                                     |   |
|----|-------------------------------------|---|
| 1. | Lalsangliana<br>Khatla South        | 9089528346 (M)<br>9863364743 (M)                          |
| 2. | Thangruma<br>Khatla                 | 9862680362 (M)  |
| 3. | Lalfamkima<br>Chawnpui              | 9612011051 (M)  |
| 4. | R.Lalremsiama<br>Leitan Ramthar     | 8974316558 (M)  |
| 5. | Vanlalhriata<br>Chaltlang Lily Veng | 9862423168  |
| 6. | Sangthuami<br>Bungkawn Vengthar     | 9862312890  |
| 7. | Lalnunfeli<br>Ramhlun South         | 9612520465  |
| 8. | Lalramliana<br>Secretariat Complex  | 9436193446 (M)<br><i>(Attached to Finance Department)</i> |
| 9. | K. Lalawmpuia<br>Tuikual            |   |

#### **LDC PROVISIONAL EMPLOYEES**

- |     |                                     |   |
|-----|-------------------------------------|---|
| 1.  | Vanlalmuani<br>Venghlui             | 9436199242 (M)  |
| 2.  | R.Malsawmtluangi<br>Aizawl Venglai  | 9862376455 (M)  |
| 3.  | Lynda Lalthanpuui<br>Chawnpui       | 9612113505 (M)  |
| 4.  | T.Lalramsangi<br>Mission Vengthlang | 9612135664 (M)  |
| 5.  | C.Lalrinchhani<br>Dinthar           | 9862887644 (M)  |
| 6.  | B.Lalchhuanawma<br>Ramthar North    | 9436151478 (M)  |
| 7.  | Vanlalruatsaki<br>Tuikhuahtlang     | 8794280071 (M)  |
| 8.  | Lalngaihawmi<br>Chaltlang           | 9862035317 (M)  |
| 9.  | Freddy Lalrindika<br>Khatla         | 9862968844 (M)  |
| 10. | R.Lalengkimi<br>Electric Veng       | 9436377881 (M)<br><i>(Attached to Finance Department)</i> |
| 11. | Lucy Lalthanpuui<br>Kulikawn        | 9862316257(M)   |

## **DRIVER PROVISIONAL EMPLOYEES**

1. Anthony L.N.Sangzuala 9862385557 (M)  
I.T.I **(Pool)**
2. Lalrinchhana 9862705671 (M)  
Bethlehem Vengthlang **(Pool)**
3. Zoremthuanga ( **D/Rider**) 7005847443  
Mission Vengthlang

## **IV GRADE PROVISIONAL EMPLOYEES**

1. Laltlankimi 8974054946 (M)  
Dam Veng
2. P.C.Ramthianghlina 9612286081 (M)  
Maubawk
3. Zosanglura 9862657642 (M)  
Ramthar

# **CHAPTER – XX**

## **20. BUDGET ALLOCATION**

Directorate of Institutional Finance & State Lottery Department being a department not involved in development activities is not operating Plan budget of the State Government. The Department operated only the non-plan budget and the allocation for last 3 (three) years since 2020-2021 are as follows :-

### **State Lottery (2075)**

Sl. No	Particulars/object of expenditure	Revised Estimate		Budget Estimate
		2020-2021 (Rupees in lakhs)	2021-2022 (Rupees in lakhs)	2022-2023 (Rupees in lakhs)
1	2	3	4	5
1	Salary	151.68	135.88	135.88
2	Wages	25.46	9.74	9.74
3	M.T	16.84	2.40	12.30
4	T.E	1.00	1.00	1.00
5	O.E	13.16	11.88	11.88
6	Rent	3.80	-	3.26
7	Advt	1.50	1.50	1.50
8	Prof. Services	2.00	2.00	2.00
9	O.C	34.17	49.75	49.75
10	M & E	1.00	1.00	1.00
	<b>TOTAL =</b>	<b>246.11</b>	<b>215.15</b>	<b>228.31</b>

### Small Savings (2047)

Sl. No	Particulars/object of expenditure	2020-2021 (Rupees in lakhs)	2021-2022 (Rupees in lakhs)	2022-2023 (Rupees in lakhs)
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1	Salary	168.26	142.25	122.78
2	Wages	10.88	26.26	9.72
3	M.T	16.90	20.38	2.25
4	T.E	4.00	3.00	3.00
5	O.E	8.00	7.20	7.20
6	Publication	0.40	0.40	0.40
7	Advt	0.80	0.80	0.80
8	Minor Works	4.00	4.00	4.00
9	Other charges	7.00	3.00	3.00
	<b>TOTAL =</b>	<b>220.24</b>	<b>207.29</b>	<b>153.20</b>

### Revenue earned for the last 3 (three) years under Mizoram State Lottery Business :

Sl. No	Year	Amount in lakhs of Rupees
<i>1</i>	<i>2</i>	<i>3</i>
1.	2020 - 2021	647.92
2.	2021 - 2022	541.36
3.	2022 - 2023	674.97 upto December, 2022

## CHAPTER – XXI

### 21. MISCELLANEOUS

The Department is having Information Display Board placed at the entrance of the building. This Information Board shows the name of sections and to which floor it is located including the name of officers, designation and the works assigned.

The Department is also having a separate Notice Board. This is a place where Advertisement regarding the vacancies of posts, every quotations for supply of Office materials like furniture, Computers, Office Machineries including supply of uniform for group 'D' and drivers etc. are displayed.

The Department purchased land and building at Tuikhuahtlang, Aizawl from Pu Lalthanmawia of Chhinga Veng, Aizawl under LSC No.203 of 1972 covering an area of 3440 sq.ft. with its building on 9.4.1996 at the cost of Rs.16 lakhs.

The Department also hired a private building belonging to Pu F. Hmingthanga of Republic Veng, Aizawl which is adjacent to the Departmental building. The monthly rental charges of this private building as approved by the Government is @ Rs.37,926/- per month.

Department Staff (with Technical) List :  
Regular /Contract/M.R/Co-terminus,etc., (Updated)

<b>Sl. No.</b>	<b>Name of Staff</b>	<b>Designation</b>	<b>Place of Posting</b>	<b>Date of Joining</b>
1	Jennifer H.L.Duhawmi	Director	IF&SL	28.04.2018
2	Sangkhawma	Joint Director	IF&SL	19.03.2024
4	Allen V.L.Pundir	Assistant Director	IF&SL	09.07.2018
5	Lalremtlunga	Superintendent	IF&SL	01.01.2021
6	K. Vanlalruati	Assistant	IF&SL	21.09.2023
7	Lalfela Pautu	Assistant	IF&SL	23.01.1998
8	Robert Lalramhluna	Assistant	IF&SL	25.05.2021
9	Lalthlamuani	UDC	IF&SL	01.02.2018
10	C. Lalbiaknungi	UDC	IF&SL	19.09.1997
11	Malsawmi	UDC	IF&SL	25.08.2000
12	Lalthansanga	Steno – III	IF&SL	13.08.2018
13	Zothanmawii	LDC	IF&SL	16.05.2008
14	Lalmuanpuia	LDC	IF&SL	16.05.2008
15	Lallawmzeli	LDC	IF&SL	01.10.2008
16	Lalawmpuia Ralte	LDC	IF&SL	03.08.2012
17	Biakhluni	LDC	IF&SL	04.02.2019
18	C. Laldinpuii	L.D.C	IF&SL	01.12.2022
19	C. Robula	Driver	IF&SL	02.07.2012
20	James Lalthankima	Driver	IF&SL	14.09.2016
21	Vanlalzara	Driver	IF&SL	25.02.2020
22	Lalsangliana	IV Grade	IF&SL	01.06.1989
23	Thangruma	IV Grade	IF&SL	01.06.1989
24	Lalfamkima	IV Grade	IF&SL	13.05.1996
25	R. Lalremsiama	IV Grade	IF&SL	13.05.1996
26	Lalramliana	IV Grade	IF&SL	05.10.2011
28	Vanlalhriata	IV Grade	IF&SL	14.10.2015
29	Sangthuami	IV Grade	IF&SL	14.06.2018
30	Lalnunfeli	IV Grade	IF&SL	05.02.2019
31	K. Lalawmpuia	IV Grade	IF&SL	18.06.2019

<b>Sl. No.</b>	<b>Name of Staff</b>	<b>Designation</b>	<b>Place of Posting</b>	<b>Date of Joining</b>
1	Vanlalmuani	L.D.C (PE)	IF&SL	19.05.1998
2	R. Malsawmtluangi	L.D.C (PE)	IF&SL	01.03.2000
3	Lynda Lalthanpuii	L.D.C (PE)	IF&SL	01.03.2000
4	Lalramsangi	L.D.C (PE)	IF&SL	01.11.2000
5	C. Lalrinchhani	L.D.C (PE)	IF&SL	13.11.2000
6	B. Lalhuanawma	L.D.C (PE)	IF&SL	07.03.2002
7	Vanlalruatsaki	L.D.C (PE)	IF&SL	23.09.2003
8	Lalnghawmi	L.D.C (PE)	IF&SL	27.08.2007
9	Fredy Lalrindika	L.D.C (PE)	IF&SL	13.03.2008
10	R. Lalengkimi	L.D.C (PE)	IF&SL	01.07.2010
11	Lucy Lalthanpuii	L.D.C (PE)	IF&SL	06.08.2013
12	Anthony Lawmnasangzuala	Driver (PE)	IF&SL	02.03.2006
13	Lalrinchhana	Driver (PE)	IF&SL	16.09.2013
14	Zoremthuanga	Despatch Rider (PE)	IF&SL	06.05.2003
15	Laltlankimi	IV Grade (PE)	IF&SL	01.03.2001
16	P.C. Ramthianghlina	IV Grade (PE)	IF&SL	01.11.2001
17	Zosanglura	IV Grade (PE)	IF&SL	01.01.2008