

# **RIGHT TO INFORMATION ACT, 2005**

## **PART – I**

### **POLICE HEADQUARTERS**

#### **DEPARTMENT OF POLICE, GOVERNMENT OF MIZORAM**

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*(vide PHQ Order No.CB/PHQ/COR/RTIA/2015/62 dt.24.3.2016 & No.CB/PHQ/COR/RTIA/2015/63 dt.30.3.2016)*

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**RIGHT TO INFORMATION ACT, 2005**  
**POLICE HEADQUARTERS**

**1. Police Headquarters:**

The Director General of Police-cum-Inspector General of Police as the Commander of the State Police Force and Head of Department functions through his office which is known as the Police Headquarters. He is assisted by Inspector General of Police, Deputy Inspector General of Police and Assistant Inspector General of Police along with a number of Ministerial Staff under Additional Superintendent of Police (Ministerial). There is also an Engineering Cell under an Executive Engineer assisted by Assistant Engineer and Junior Engineer to take care of the constructions under Police Department and a Finance and Accounts Officer (FAO) from Finance Department to ensure that financial transactions of the Department are carried out according to the Financial Rules and Regulations of the State Government and to ensure that all financial norms are complied with. The number of Inspector General of Police, Deputy Inspector General of Police and Assistant Inspector General of Police depends on the requirement and as sanctioned by the State Government from time to time.

**POWERS, DUTIES AND RESPONSIBILITIES OF OFFICERS**

**2. Duties and Responsibilities – General:**

The duties of different officers in the Police Headquarters are laid down below. These should not be taken as complete enumeration of all the duties. The gaps shall be filled up by the Director General of Police by Standing Orders. Limited modifications may also be made by him with approval from Home Department as he is ultimately responsible to the State Government for the entire State Police Force.

**3. The Director General of Police-cum-Inspector General of Police:**

(1) The Director General of Police-cum-Inspector General of Police of the State is the Commander of the State Police. The administration of Police throughout the State, subject to the general control of the State Government, is vested in him. He is responsible to the state government for the efficient functioning of the state Police. He is responsible for internal administration of the police and the efficient functioning of police in their day-to-day performance of duties. He is to ensure through various measures that discipline is enforced and the morale of the force is kept high; that good works duly rewarded while indiscipline conduct or neglect of duty are promptly punished. He should promote esprit de corps, camaraderie and fraternity amongst all personnel of the Force and must take measures to instil a sense of pride in police uniform and ensure that every individual develops a sense of belonging to the Force.

(2) Magisterial Power: The Director General of Police-cum-Inspector General of Police enjoys the full powers of an Executive Magistrate throughout the State but he shall exercise this executive magisterial power subject to such limitation as may be imposed from time to time by the State Government.

(3) Rule-making power: The Director General of Police may subject to the approval of the State Government, frame rules and regulations in respect of organisation, classification and distribution of the state police; their location, nature of duties, inspections, clothing and accoutrement and other necessities to be furnished to them, the kind of weapons to be used by the Police and the nature and type of intelligence and informations to be collected and disseminated. The Director General of Police may frame rules and regulations and issue circular orders for the purpose of preventing abuse of powers and neglect of duties by the Police and to make the Police Force more efficient and effective in the discharge of duties.

(4) Adviser to the State Government: The Director General of Police is to advice the State Government in all matters relating to Police, security, crime, and maintenance of law and order. On his impartial advice depends a correct framing of policies and action plans having far reaching consequences.

(5) The Director General of Police is to inform the State Government in regard to all important developments including political issues and in matter that may affect the security of the nation, maintenance of law and order in the state and keeping of peace in the society; programmes of agitation by any organised group, any development that may attract wide public attention, etc., so that the state government is forewarned and that meaningful decisions can be taken and policies laid down.

(6) The Director General of Police is the central authority to direct Police operations in times of large scale disturbances like demonstrations, strikes, riots, public disorders, communal disturbances, political agitations and insurgency movements. Under such situations the Director General of Police has the full powers to withdraw Police personnel from one place and to re-deploy them to another area so that effective measures to deal with such situations are taken. He is responsible for deployment of the Force especially the battalion personnel in such a manner as to be most effective in dealing with disturbances. However, on such important and vital matters, he should consult senior Police Officers working under him to arrive at the just and right decision.

(7) The Director General of Police, under exceptional circumstances, when their security is threatened, may order deployment of Additional Police for protection of individuals, establishment or institutions for a limited period on payment of the cost of Police personnel so deployed.

(8) The Director General of Police is responsible through the Deputy Inspector General of Police, Administration for preparation of the budget for his department and to enforce economy in expenditure, and to ensure that limited financial resources are utilised to maximum effect.

(9) He is to ensure that all equipments like clothing and accoutrements, arms and ammunitions, etc., are provided to all the units of the State Police, and that no unit or sub-unit of Mizoram Police does not face any problem in executing their allotted tasks due to lack of equipments.

(10) The Director General of Police is also responsible for drawing up plans of reorganisation of the State Police so as to make more effective in its functions, to remove difficulties in efficient performance of duties by the Police or to introduce improvements in any aspect of policing in the state. Such plans shall be submitted to the State Government in the form of proposals.

(11) The Director General of Police may prescribe books and registers to be used by the different units and sub-units of the state police.

(12) The Director General of Police is to carry out periodical inspections of different Units so that all the units of the Police Force are inspected once in two years. He may direct the Inspector General of Police, Hqrs to inspect the less important units on his behalf.

(13) The Director General of Police is to ensure that all ACRs are initiated, reviewed or accepted within the prescribed time.

(14) The Director General of Police is responsible to ensure that the welfare of the police personnel are taken care of and that welfare measures are undertaken by each unit within their capacity and that Gazetted officers take interest in such welfare projects.

(15) The Director General of Police is to ensure that Annual Administrative Reports to the State Government is submitted in time. For this purpose the different units of Mizoram Police shall have to submit their Annual Administrative Reports to the Director General of Police in time.

(16) The Director General of Police has to maintain close cooperation and cordial relationship with the Chief Secretary of the state, other Secretaries and Heads of Departments; and also with his counterparts in the neighbouring states.

#### **4. The Inspector General of Police, Headquarters:**

(1) The Inspector General of Police, Headquarters shall perform the duties of the Director General of Police in his absence.

(2) He shall be the link between the Deputy Inspector General of Police Range, Deputy Inspector General of Police Training and Deputy Inspector General of Police Criminal Investigation Department on one side and Director General of Police on the other. He shall supervise the functions of these DIGsP and the Units under their control. However the Special Branch shall remain under the direct control of the Director General of Police.

(3) Without any prejudice to the responsibility and powers of the Director General of Police he shall be responsible for maintenance of law and order in the State, all operational matters of the armed police, prevention and detection of crimes and computerisation of all record keeping of the Force including SCRB and DCRB. He discharges these responsibilities through the Deputy Inspector General of Police, Criminal Investigation Department and Deputy Inspector General of Police, Range.

(4) He shall be responsible to the Director General of Police for planning of training for Mizoram Police and all trainings being organised by the State Police and also ensure that essential training courses outside the state are attended by members of the State Police. He shall ensure that the training institutions are functioning efficiently and to suit the needs of the day. He discharges these responsibilities through the Deputy Inspector General of Police, Training.

(5) He shall be responsible to the Director General of Police for efficient performance of duty by the State Fire & Emergency Services and the Mizoram Police Radio Organisation. He shall ensure that all equipments and accessories required for execution of their duty are provided, and that the officers and men are capable of fulfilling their tasks, their basic and in-service trainings are completed and that their equipments are properly maintained.

(6) He is responsible to the Director General of Police for the efficient administration of the Battalions, their proper upkeep, and operational efficiency of the officers and men. He shall ensure that the Deputy Inspector General of Police Training, the Commandant and other Gazetted officers performs their duty and carry out their responsibilities to the best of their ability.

(7) He acts as the Sports Officer of the Police Force and ensure that participation in games and athletic activities are encouraged.

(8) He shall be responsible for all the welfare measures taken by different units and ensure that Welfare Institutions are managed on proper lines.

(9) He shall carry out any other duty or task assigned to him by the Director General of Police.

**5. The Deputy Inspector General of Police, Administration:**

(1) The Deputy Inspector General of Police, Administration, is the principal staff Officer to the Director General of Police. He is to take care of all the administrative matters in the office of the Director General of Police.

(2) He shall deal with all matters relating to personnel of Mizoram Police and their service. All appointments, transfer and postings, deputation, reward and punishment are to be dealt by him.

(3) All matters connected to the reorganisation and modernisations of Mizoram Police are to be processed through him. Reorganisation and modernisation of the State Police is an on-going process, and the Deputy Inspector General of Police, Administration, has to assimilate and translate into practical proposals, the lessons learnt from past experiences, the feed back from various sources regarding policing, and latest trends and methods adopted in other places.

(4) All matters pertaining to procurement of materials required by the Force such as clothing and accoutrement, tentage, arms and ammunitions, etc., are to be processed through him. He is to ensure that the equipments and other requirements are provided to the different Units so that no handicap is faced by the personnel at the field in execution of duties.

(5) He is to ensure that proposals for purchase of vehicles are submitted in time; condemnations proceedings initiated in respect of vehicles due for condemnation. He shall monitor expenditure on Petroleum, Oil and Lubricants and repair of vehicles to enforce economy. He is to ensure that maintenance and repairs of vehicles by different Units are done promptly and with utmost economy.

(6) He is to deal with all the matters connected to keeping of accounts of financial transactions by the Police Department and to ensure that the financial rules and regulations of the State Government are followed by the Police Headquarters and all the Units of Mizoram Police. He is to deal with audit objections, budgetary matters and ensure that budget are prepared and submitted in time.

(7) He is to look after all the construction works under the department including maintenance and repairs of departmental buildings. He is to ensure that all the departmental buildings and residential quarters are constructed according to the approved plan and estimate and that all financial norms are complied with.

(8) He shall deal with any other matters entrusted to him by the Director General of Police.

**6. The Deputy Inspector General of Police, Training:**

(1) The Deputy Inspector General of Police, Training is a part of the Police Headquarters and is responsible to Inspector General of Police, Headquarters and the Director General of Police in all matters connected with training. He is to ensure that the training of Mizoram Police personnel are carried out on proper lines, that the latest techniques of training are incorporated by the training institutions and that the Basic Training Courses, Cadre Training Courses, Refresher Training including the Battalions Rotational Training are carried out regularly. He is to supervise the functioning of the Training Centre and the training course conducted there and also the other training courses conducted by various Units including the training of Ministerial Staff, and those of Mizoram Police Radio Organisation and State Fire & Emergency Services.

(2) In addition to Training and looking after the works of the Police Training Centre, he shall be the supervising officer to the Superintendent of Police, Fire & Emergency Services, the Superintendent of Police, Wireless of the Mizoram Police Radio Organisation and all the Commandants of Armed Battalions. He shall be the appellate authority in disciplinary matters in respect of these Units. He shall initiate the Annual Confidential Reports of the Principal, Police Training Center, the Superintendent of Police, Fire and Emergency Services, the Superintendent of Police, Wireless and all Commandants.

(3) He shall ensure that there are qualified instructors for all subjects taught to the police personnel including Specialist instructors like Map Reading Instructor, PT Instructor, etc. Effectiveness of training depends on the trainers and he should therefore take all measures required to have full complements of Instructors for all training courses including that of the technical personnel of Mizoram Police Radio Organisation, Fire & Emergency Services, Motor Vehicle Mechanics, Armourer, etc.

(4) He shall inspect all the Units under him once a year.

(5) He shall carry out any other duty assigned to him by the Director General of Police.

**7. The Deputy Inspector General of Police, (Northern Range):**

(1) The Deputy Inspector General of Police, Range is to supervise the functioning of all the Superintendents of Police of the Districts under his range including Traffic and to ensure that the officers and men under him perform their duties in a responsible manner. He shall give guidance wherever necessary. He should promptly visit a district whenever a new Superintendent of Police takes over the district and give briefing to him. He shall be the appellate authority in disciplinary matters in respect of the district police personnel. He shall intimate the Annual Confidential Report's of the Superintendents of Police.

(2) As a supervising officer who has to work in close cooperation with the District Magistrate, it is in his interest to maintain cordial relationship with the District Magistrates.

(3) He shall personally deal with more difficult situations by virtue of his greater experience and expertise. He should not hesitate to personally direct police operations for enforcing law and order or to counter-act insurgents and terrorists.

(4) He shall have to actively involve himself in suppressing widespread agitations or movements covering more than one district.

(5) He shall inspect the offices of all the Superintendents of Police under his range once a year and shall also inspect the important Police Stations.

**8. The Deputy Inspector General of Police, Special Branch:**

(1) In addition to the State Special Branch the Deputy Inspector General of Police, Criminal Investigation Department, shall look after the Security and until a post of Deputy Inspector General of Police, Special Branch, is created. His functions as the Head of the State Special Branch and the Security is described in the portion dealing with the Special Branch. As Deputy Inspector General of Police in charge of Criminal Investigation Department he is responsible for all matters connected with crimes.

(2) He shall be responsible to the Director General of Police for all matters connected with crimes – investigation and prosecution of cases, prevention of crimes and criminal intelligence. He is the supervising officer to the Superintendent of Police, Criminal Investigation Department, and in that capacity shall ensure proper functioning of the office of the Superintendent of Police, Criminal Investigation Department, and should inspect it at least once a year.

(3) He shall be responsible through the Superintendent of Police, Criminal Investigation Department, and Superintendents of Police of the districts for proper functioning of State Crime Record Bureau and the District Crime Record Bureau and to ensure that crime records are maintained properly, kept up-to-date and that reports and returns are submitted in time.

(4) He should ensure that investigations into cases are not delayed and are being done on proper lines and that supervising officers duly supervise investigations of important criminal cases. The efficiency and the expertise of the investigating staff depend on the guidance given by him and the Superintendents of Police, Criminal Investigation Department, and Superintendents of Police of the districts. Refresher courses on investigations may have to be organised at his initials.

(5) He shall ensure that there is proper coordination between the investigating staff and the prosecuting staff and that the Court Office is properly keeping the records of criminal cases till the trial begin, that the exhibits of the cases are kept safely and that packing of the exhibits are done properly when sent for Experts' opinion.

(6) He shall be responsible for collecting criminal intelligence and disseminating these informations to the authorities concerned.

(7) He shall be responsible for any other duty assigned to him by the Director General of Police.

**9. The Assistant Inspector General of Police - I:**

(1) The Assistant Inspector General of Police-I shall act as the Head of Office for the Police Headquarters.

(2) He shall be responsible for proper functioning of the Confidential Branch and the Establishment Branch of the office of the Director General of Police. He shall be responsible to the Deputy Inspector General of Police, Administration and the Director General of Police for all the matters dealt by these branches.

(3) He shall ensure that all reports and returns to be submitted by these branches are prepared and submitted in time.

(4) He shall be responsible for preparation of the Annual Administrative Reports of Mizoram Police and ensure that different administrative units of Mizoram Police submit their Annual Administrative Report by the 15th of February every year and that the report of the department as a whole is prepared and submitted to government by 1<sup>st</sup> of June.

(5) He shall ensure that the Annual Confidential Report of the ministerial staff and others are initialled and reviewed timely.

(6) As the officer who is to process all matters of appointment, promotion, disciplinary proceedings and rewards he must be fully conversant with the rules and regulations on these matters and ensure that fair and impartial actions are taken in all these matters.

(7) He shall carry out any other duties assigned to him by the Director General of Police.

**10. The Assistant Inspector General of Police - II:**

(1) The Assistant Inspector General of Police-II shall be in charge of the Construction Branch, the Supply Branch and the Motor Vehicle Branch including the Central Police Workshop and he shall be responsible to the Deputy Inspector General of Police, Administration, and the Director General of Police for all matters connected with the subjects dealt by him.

(2) He shall be responsible for ensuring that all procurements for the Department are done in time every year so that the personnel are fully equipped for execution of their duties at all times.

(3) He shall ensure that tender notices for supply of equipments and also for construction of new buildings and major repairs are issued in time so that the whole process of supply of equipments or constructions works are completed during the year. He is to ensure that the scrutiny of tenders for supply of materials or for construction works are scrutinised without any particularity or any favour to anyone.

(4) He shall ensure that all reports and returns submitted in respect of his subjects are prepared and submitted in time.

(5) He shall scrutinise the Petroleum, Oil and Lubricants returns from the Units to ensure that strict economy is enforced.

(6) He shall ensure that all Annual Confidential Reports of the Ministerial and other staff are initialled and reviewed in time.

(7) He shall carry out any other duties as directed by the Director General of Police.

**11. The Assistant Inspector General of Police - III:**

(1) The Assistant Inspector General of Police-III discharge the duties of Drawing and Disbursing Officer and in that capacity the responsibilities of Drawing and Disbursing Officer devolves on him.

(2) As the Drawing and Disbursing Officer of Police Headquarters he must ensure that all financial transactions are done according to the financial rules and regulations of the State and that the officers of the different units of Mizoram Police strictly abide by financial propriety and according to financial rules and regulations.

(3) He shall ensure that Audit objections are disposed within one month by the Police Headquarters and by the different units of Mizoram Police.

(4) He shall be responsible for proper functioning of the Accounts Branch and Training Branch. He shall be responsible to the Deputy Inspector General of Police, Administration, Deputy Inspector General of Police, Training and the Director General of Police for all matters connected with the subject dealt by him.

(5) It shall be his duty to ensure that training programmes and schedules are properly drawn up and that training courses are organised when they are due. He shall organise Trainers' Training Courses in the State and also send instructors and potential instructors to various courses of Trainers' Training conducted outside the State.

(6) He shall carry out any other duties assigned to him by Deputy Inspector General of Police, Administration, Deputy Inspector General of Police, Training or Director General of Police.

**12. The Deputy Superintendent of Police (Ministerial):**

A Deputy Superintendent of Police (Ministerial) is placed in charge of various branches in the office of the Director General of Police and that of the Deputy Inspector Generals of Police. He shall be responsible for the efficient working of the branches. A Deputy Superintendent of Police (Ministerial) should ensure that no correspondences or files are kept pending by the ministerial officers under him. He should give guidance to his subordinates especially the ones newly transferred to the Branch from another Branches or Offices and those who are newly appointed. He should be well acquainted with his subordinates and should help the Assistant Inspector General of Police-I and the Deputy Inspector General of Police (Administration) in allotment of works to different ministerial staff members.

**13. Inspector of Police (Ministerial):**

The Inspector of Police (Ministerial) in the office of the Director General of Police or the office of the Deputy Inspector General of Police shall assist the Deputy Superintendent of Police (Ministerial) of the branch to which they are posted. The Inspector of Police (Ministerial) in the offices of the Superintendents of Police are the Head Assistants of their office and are responsible for their efficient functioning including their disciplinary matters.

**14. Sub-Inspector (Ministerial) and Assistant Sub-Inspector of Police (Ministerial):**

The Sub-Inspector of Police (Ministerial) and Assistant Sub-Inspector of Police (Ministerial) in various offices are allotted different works. It will be upto the head of office to place an Sub-Inspector of Police (Ministerial) in charge of different matters and putting Assistant Sub-Inspector of Police (Ministerial) to assist him. The head of office may also place senior Assistant Sub-Inspector of Police (Ministerial) in charge of files independently and processing the matter through the Inspector of Police (Ministerial) / Deputy Superintendent of Police (Ministerial).

**15. Organisation of Office of Director General of Police:**

The Office of the Director General of Police (the Police Headquarters) is divided into different branches based on the type of works performed by them -

- (i) Confidential Branch,
- (ii) Establishment Branch,
- (iii) Loan Branch,
- (iv) Training Branch,
- (v) Supply Branch,
- (vi) Construction Branch,
- (vii) Account Branch,
- (viii) Central Police Workshop,
- (ix) DIG (NR) office,
- (x) Technical Cell,
- (xi) AIG-III office and
- (xii) Legal Branch

**(i) CONFIDENTIAL BRANCH:**

The Confidential Branch is manned by Ministerial Staff under an Dy.S.P(M) assisted by 1 - Inspr., 4 - SI(M) and 1 - ASI(M) under the control of AIG-I. It normally deals with all confidential matters, transfer and posting of Gazetted Officers and their service matters including deputation. It also deals with high level meetings/committees inside and outside Mizoram, National Human Rights etc., ACRs of ASI to Inspector, proposal for opening of PS/OP, creation of new posts, award of various Police Medals, award of Good Service Marks, Assembly Questions, Rajya Sabha Questions, Lok Sabha Questions, ex-gratia grant, Police Welfare Fund/Sports Fund etc.

FILES DEALT BY INSPR. C. LALREMLIANA		
Sl.No.	File No.	Subject
1	CB/PQ/GS/94/Pt.	Award of Good Service Mark (Closed)
2	CB/PHQ/GS/2011	G.S. Mark (Closed)
3	CB/PHQ/GS/2015	G.S. Mark
4	CB/PHQ/GS-Incre/2014	1 yr. advance increment to 5 G.S. Mark awardee
5	CB/PHQ/B/55	Jurisdiction of Police Stations (Closed)
6	CB/PHQ/B/55/Pt.	Demarcation of PS/OP Jurisdiction (Closed)
7	CB/PHQ/B/55/2013	Demarcation of PS/OP Jurisdiction
8	CB/PHQ/B/9	Opening of PS/OP within Champhai District
9	CB/PHQ/B/AZL	Opening of PS/OP within Aizawl District
10	CB/PHQ/B/AZL/12	Up-gradation/Opening of PS/OP within Aizawl District
11	CB/PHQ/B/LLI	Opening of Police Outpost within Lunglei District
12	CB/PHQ/SHA/PS-OP	Opening of PS/OP within Saiha District
13	CB/PHQ/LTI/PS-OP	Opening of PS/OP within Lawngtlai District
14	CB/PHQ/OP-PS/Guidelines	Guidelines for opening of PS/OP
15	CB/PHQ/MMT/PS-OP	Opening of PS/OP within Mamit District
16	CB/PHQ/KLB/PS-OP	Opening of PS/OP within Kolasib District
17	CB/PHQ/SCR/PS-OP	Opening of PS/OP within Serchhip District
18	CB/PHQ/BOP	Opening/Shifting of BOPs etc.
19	CB/HQ/HM-Meeting	HM's Meeting for establishment/shifting of PS/Ops
20	CB/PHQ/B/109/Pt	Proposal; creation of post & filling up of vacancies
21	CB/PHQ/B/109-SCR	Creation of post for Prosecution Branch Serchhip
22	CB/PHQ/PRO/43	Creation of post of P.R.O. in Police Deptt.
23	CB/PHQ/91	Promotion of Mechanic under Police Deptt.
24	CB/PHQ/B/109-MMT/11	Creation/Establishment of Prosecution Branch, Mamit
25	CB/PHQ/Auditors	Proposal; creating Auditors/Asst. Auditors in Police Deptt.
26	CB/PHQ/N.Dists/08	Creation of New Districts (Hnahthial/Khawzawl/Saitual)
27	CB/PHQ/B/MMT	Creation of Posts for SDPO office at Kawrthah
28	CB/PHQ/IV-Grd	Proposal for creation of IV-Grd. Posts
29	CB/PHQ/Dy.SP(Fire)	Proposal for creation of Dy.SP (Fire)
30	CB/PHQ/EE	Up-gradation of E.E. PHQ
31	CB/PHQ/Creation-JE/2012	Creation of post of JE under Police Deptt.
32	CB/PHQ/Upgrade-SCR/09	Up-gradation of SCR staff
33	CB/PHQ/ASI(Ftr)/09	Up-gradation of posts of ASI (Ftr) MPRO
34	CB/PHQ/JS/08	Creation of Joint Secretary post
35	CB/PHQ/Addl.SP(W)/09	Up-gradation of Dy.SP to ASP & Inspr. to Dy.SP in MPRO
36	CB/PHQ/DIR-FSL/2010	Creation of post of Direction, FSL

37	CB/PHQ/TRF/07	Establishment of Traffic P.S. and Creation of S.P. Traffic
38	CB/PHQ/SDPO	Proposal for creation of Police Sub-Division
39	CB/PHQ/DIGP(AB)	Creation of Posts of DIGP (Armed Bn.)
40	CB/PHQ/Dy.SP(Steno)/09	Creation of Dy.SP (Steno) post
41	CB/PHQ/DIR/F&ES/08	Creation of Director, F&ES
42	CB/PHQ/DTE-Pros/10	Setting up of Directorate of Prosecution
43	CB/PHQ/DIGP(ACB)/09	Creation of DIG ACB, Director (ACB) and others
44	CB/PHQ/DIGP(SR)/08	Creation of post of DIGP (Southern Range)
45	CB/PHQ/01/98/Stenos	Up-gradation of Stenos under Police Deptt.
46	CB/PHQ/01/98	Up-gradation of M/Staff
47	CB/PHQ/FSL/01	Establishment of FSL (B)
48	CB/PHQ/SB/01	Proposal for re-organization of CID (SB)
49	CB/PHQ/B/MEDICO	Setting up of Medico-Legal Centre
50	CB/PHQ/Selection Grade/94	Creation of Senior Selection Grade posts of Group 'D'
51	CB/PHQ/B/TRF-KLB	Establishment of Traffic Police at Kolasib
52	CB/PHQ/TRF-POINT/09	Traffic Point at Meisatla Check Gate
53	CB/PHQ/B/109/Pt	Proposal; creation of Prosecution Staff at DM's Court, Kolasib/Vairengte
54	CB/PHQ/BZR/B.Post/09	Opening of Beat Post at New Market
55	CB/PHQ/TRF-LTI/03	Establishment of Traffic Police at Lawngtlai
56	CB/PHQ/Reqt/MODERN/2010	Requisition of Modernization File
57	CB/PHQ/B/199	Short-Coming/Requirements in respect of Various Units
58	CB/PHQ/B/193	Delegation of Financial power to Chief of Police
59	CB/PHQ/B/75	Proposal for creation of Steno Grade I & III
60	CB/PHQ/Gr.D	Conversion of Group 'D' Employees into Follower Combatant
61	CB/PHQ/B/110	Proposal for review of existing sanction strength of various ranks
62	CB/PHQ/Dist.Police/06	Proposal for strengthening of District Police
63	CB/PHQ/Band-PLTN/93	Proposal for Band Platoon
64	CB/PHQ/B/80/96/Vol.III	Opening of PS/OP
65	CB/PHQ/FSO/Mech	Creation of Grade Pay and promotion of Mechanics, FSO
66	CB/PHQ/DPC/05	Constitution of DPC member
67	CB/PHQ/B/196	Proposal for creation of separate Traffic Branch in Lunglei
68	CB/PHQ/90/93	Creation of posts for Ops/PS/Sub-Division
69	CB/PHQ/PTC-PTS/12	Up-gradation of PTC to Police Training School
70	CB/PHQ/B/Cipher	Cipher courier duty - MPRO
71	CB/PHQ/GD/2000/Pt	Up-gradation of GD Constable posts under MPRO
72	CB/PHQ/HC (Opr)	Up-gradation of posts of HC (Opr) MPRO
73	CB/PHQ/Upgradation/HC/95	Up-gradation; HC & Const. (Creation of Selection Grade Post)
74	CB/PHQ/WT/98	Proposal for WT Commn. Range. Shifting/Closing of PR Stations
75	CB/PHQ/Install/WT/96	Installation of wireless set/repeater station
76	CB/PHQ/MPRO/Re-Org/2015	Organizational Setup of MPRO
77	CB/PHQ/Upgrade-Fitter	Up-gradation of Fitter (MPRO)
78	CB/PHQ/MISC/MPRO	Correspondence on MPRO Misc. subject
79	CB/PHQ/MECH/95	Conversion of Mechanic into Uniformed Cadre
80	CB/PHQ/Wireless/95	Amalgamation of HC (Elect) into HC (Fitter)
81	CB/PHQ/B/12	Grant of Proficiency Pay
82	CB/PHQ/B/12	Technical Allowance to MPRO, Technical Staff
83	CB/PHQ/NK(OPR)/IR BN	Re-designation of Const. (Opr) to Nk. (Opr) & Nk. (Opr) to HC (Opr)
84	CB/PHQ/B/167	Approval for sending of wireless staff for wireless course
85	CB/PHQ/B/175	Proposal for creation of ASP, operation, MPRO
86	CB/PHQ//2-MAP	Raising of 2 MAP
87	CB/PHQ/Raising-Day/96	IR Battalion Raising Day
88	CB/PHQ/B/191	Proposal for establishment of IR Bn. at Lawngtlai, etc.
89	CB/PHQ/IR/MISC	MISC. Rank Structure of IR Bns. etc.
90	CB/PHQ/3IR/MISC	Misc. subject on 3 IR
91	CB/PHQ/2IR/05	Shifting of Temporary HQ of 2nd IR from Aizawl to Khawzawl
92	CB/PHQ/IR BN/92	Raising of IR BN Mizoram - 1st IR Bn.
93	D.11014/CSS/2011-DGP	Raising of 2nd IR Bn.
94	CB/PHQ/IR/3/04	Raising of 3 IR Bn.
95	CB/PHQ/IR/4BN/07	Raising of 4 IR Bn.
96	CB/PHQ/5-IR/08	Raising of 5 IR Bn.
97	CB/PHQ/IR/STATUS	Raising Status of IR Bns.
98	CB/PHQ/SHIFTING-PTC/11	Shifting of PTC Lungverh to Thenzawl
99	CB/PHQ/RR/FORENSIC	R.R. for DD & AD (Forensic) under Police Deptt.
100	CB/PHQ/B/169/98	R.R. for FSO
101	CB/PHQ/RR/SP(M)	R.R. for SP (M)
102	CB/PHQ/RR/91	R.R. (Draft) for Hav. Clerk/VDO
103	CB/PHQ/RR/03	Repeal/Amendment of existing R.R.
104	CB/PHQ/B/152	Corr. on Recruitment/RR etc. with MPSC
105	CB/PHQ/RR/MED	R.R. of Medical Staff under Police Deptt.
106	CB/PHQ/RR/MPRO/RM	Amendment of R/R in respect of ASI (RM) MPRO
107	CB/PHQ/B/168	Draft Recruitment Rules for Fire Service
108	CB/PHQ/RR-COMP/12	R.R. for Computer Opr. & Data Entry Opr., GOM
109	CB/PHQ/RR/MPRO/Gr.A	Amendment of R.R. for SP (Wrsls)
110	CB/PHQ/RR/MPRO	Amendment of R.R. of MPRO Staff
111	CB/PHQ/CPW/95	R.R. of CPW staff
112	CB/PHQ/RR/M.O.	R.R. for M.O. on deputation under Police Deptt.

113	CB/PHQ/RR/IV-Grd.	R.R. for IV-Grade
114	CB/PHQ/RR/DRV/04	Up-gradation and R.R. of Police Drivers
115	CB/PHQ/RR/VDO	R.R. for VDO
116	CB/PHQ/RR/PPS/09	Draft R.R. for Steno Senior Grade-I (PPS)
117	CB/PHQ/HC(GD)/RR/12	R.R. for Head Constable (GD) MPRO
118	CB/PHQ/RR-INSPR(M)/12	Mizoram Police Ministerial R.R., SI (M) to Insp. (M)
119	CB/PHQ/RR/DSP(M)	Recruitment Rules of Dy.SP (M)
120		Mizoram Municipalities (Procedure and Conduct of Business) Rules 2007
121	CB/PHQ/88	Enforcement of Customs Act 1962 to NE States
122	CB/PHQ/B/157/96	Traffic Control/M.V. Act.
123	CB/PHQ/MPM-BPR&D/2011	Model Police Manual of BPR&D
124	CB/PHQ/MPM/AMEND	Revision/Amendment of Mizoram Police Manual 2005
125	CB/PHQ/MANUAL/02	Finalization of Draft MPM and its Correspondence
126	CB/PHQ/RSB/10	Rajya Sainik Board Meeting
127	CB/PHQ/KSB/09	Meeting of Kendriya Sainik Board
128	CB/PHQ/ADMN-REPORTS	Annual Administration Reports of Police Department
129	CB/PHQ/PAY.COM/05	Mizoram Pay Commission, 2005
130	CB/PHQ/HF/2000	Formation of Hunter Force/Commando Platoon
131	CB/PHQ/ACH/2011	Achievements of Police Department
132	CB/PHQ/B.SPEECH/09	Materials for Budget Speech
133	CB/PHQ/SPEECH/09	Materials for Independence Day/Republic Day Speech
134	CB/PHQ/MATERIALS-MPA/2011	Research on Mizoram Police Admns./Questionnaire etc.
135	CB/PHQ/GOVERNOR-REPORT/12	Report on Satanism in Mizoram
136	CB/PHQ/INFO-DGP/12	Information Called by DGP Mizoram
137	CB/PHQ/A/87	Ration Allowance/Diet Allowance
138	CB/PHQ/MPC/2K	Constitution of Mizoram Pay Commission
139	CB/PHQ/B/103/VOL.II	Corr. On Ration/Kit Maintenance/Clothing Allowances
140	CB/PHQ/B/153	Shoulder Badge for M/Staff of Police Department
141	CB/PHQ/B/70	Unauthorized use of Police/Military Uniform and Insignia
142	CB/PHQ/B/129	Washing/Uniform Allns. of Nurses in Police Hospital
143	CB/PHQ/RIFLE. ALLNS/03	Proposal to Increase R.A. of Mizoram Armed Police
144	CB/PHQ/CA/89	Charge Allowance
145	CB/PHQ/B/27	Uniform Code for Winter/Summer
146	CB/PHQ/CC/11	Citizen's Charters
147	CB/PHQ/BU-TODAY/2012	Recommendation's to be published in Bureaucracy Today
148	CB/PHQ/PWC/2011	Police Welfare Commission
149	CB/PHQ/HON.IV-GRADE/10	Honorarium/Addl. Pay for Police IV-Grade
150	CB/PHQ/REP.DAY/2015	Police Medal for Meritorious Service and President's Police Medal for Distinguished Service on the occasion of Republic Day
151	CB/PHQ/IND-DAY/2015	President's Police Medal for Distinguished Service and Police Medal for Meritorious Service on the occasion of Independence Day
152	CB/PHQ/GM/2000	Gallantry Medal
153	CB/PHQ/GM/ALLNS.	Monetary Allowance etc. for the Recipients of President's Police Medal for Gallantry and Police Medal for Gallantry
154	CB/PHQ/GGM/06	Recommendation for Governor's Gold Medal/Silver Medal
155	CB/PHQ/B/194	Guidelines for Recommendation for Award of Police Medal for Distinguished/Meritorious Service/Gallantry
156	CB/PHQ/B/WM/2K	PARAKRAM PADAK (Wound Medal)
157	CB/PHQ/PM-AWARD/09	Prime Minister's Awards for Excellence in Public Administration
158	CB/PHQ/FS-ACT/04	Fire Service Act.
159	CB/PHQ/FSO/AZL'S'	Proposal for Establishment of Fire Station/Sub. Station at Aizawl
160	CB/PHQ/FSO/CPI	Establishment of Fire Station at Champhai
161	CB/PHQ/FSO/KZL	Opening of Fire Brigade at Khawzal
162	CB/PHQ/FSO/BKN	Proposal for Establishment of Fire Station at Bawngkawn
163	CB/PHQ/FSM	Fire Service Medal
164	CB/PHQ/FSO/98	Establishment of Fire/Sub. Fire Stations
165	CB/PHQ/FS/LLI	Proposal for Up-gradation of Lunglei Sub-Division
166	CB/PHQ/AWARD/CORR.	Corr. on Recommendation's for Award of Police Medal
167	CB/PHQ/VDO/94	Village Defense Organization
168	CB/PHQ/B/113	Issue of No Objection Certificate
169		Guidelines for Deployment of MAP/IR Bns./Home Guard in Establishment Outside the Purview of State Govt.
170	CB/PHQ/C&AG	C&AG of India Report
171	CB/PHQ/B/25	Amendment of Arms Rules-1962/Indian Rifle Act, 1920
172	CB/PHQ/PAC/10	Public Accounts Committee (PAC Questionnaire)
173	CB/PHQ/PUBLICATION	Publication of Books
174	CB/PHQ/RECRUIT/09	Police Recruitment and Promotion Procedure
175	CB/PHQ/MRP/	Project Directive
176	CB/PHQ/T&AOB/2015	Transaction and Allocation of Business Rules 1987
177	CB/PHQ/UPGRADATION/ STAFF NURSE/96	Up-gradation of S/Nurse to Sister/Encadrement of M.O.
178	CB/PHQ/B/180 (Closed)	Merger of Records & Cash Book of DEF & DSB
179	CB/PHQ/B/78	Preparation of New Table of Precedence
180	CB/PHQ/B/SALES TAX	Notification Regarding the Mizoram Sales Tax Act., 1989
181	CB/PHQ/B/59	Police Establishment Act. 1946-To Mizoram State
182	CB/PHQ/B/147	Encyclopedia of Police in India

183	CB/PHQ/ACT/42	Govt. Cir/OM Revision of Pension regulation
184	CB/PHQ/PLN.COM/	Meeting Notice & Instructions of the Planning Commission
185	CB/PHQ/109/06	Issue of ID Card to the Recipients of Police Medal
186	CB/PHQ/PSDM/08 and CB/PHQ/A/86 VoIII	Police Special Duty Medal
187	CB/PHQ/ZKT/05	Opening of O.P. at Zokhawthar
188	CB/PHQ/SSSB/09	Strengthening of State Special Branches
189	CB/PHQ/CHECKPOST-NKPI/08	Opening of Check Gate at New Kawnpui
190	CB/PHQ/CHECKPOST/2002	Establishment of Check Post at Border
191	CB/PHQ/CAW-CORR/2013	Crime Against Women
192	CB/PHQ/CAW-SH Act/2015	Sexual Harassment
193	CB/PHQ/CAW-IUCAW/2015	Investigative Unit of Crime Against Women
194	CB/PHQ/CAW-OSCCW/2015	One Stop Crisis Centre for Women
195	CB/PHQ/CAW- WE CR CELL/2015	Women Empowerment/Child Right Cell
196	CB/PHQ/CAW-WE/2015	Women Empowerment
197	CB/PHQ/ARC/2005	Matter Relating to Administrative Reforms Commission
198	CB/PHQ/CR/BR/05	Organizational Setup of Crime Branch
199	CB/PHQ/SPL.ALLNS/09	Special Allns. to STF
200	CB/PHQ/C/289/2013	HPC/HRF&SPLA etc.
201	CB/PHQ/IS(SPEECH)/2010	Speech of CM/HM on Internal Security
202	CB/PHQ/REPORT/03	Progress Report of Police Department
203	CB/PHQ/LADC/09	LADC Town Police Force Act-2009
204	CB/PHQ/VAT/05	The Mizoram Value Added Tax Act., 2005
205	CB/PHQ/NCWP/2010	National Conference for Women in Police
206	CB/PHQ/FSL/2011	Corr. On FSL
207	CB/PHQ/BNLF/2011	BNLF/BLFM
208	CB/PHQ/POTO/2001	Prevention of Terrorism Ordinance
209	CB/PHQ/WGI/2010	Top-Cop Working Group of Intelligence
210	CB/PHQ/IB/2001	Establishment of Spl. Cell in I.B. of State Police
211		Annual Administration Report (Crime)
212	CB/PHQ/IRE/2010	Police Special Fund to Defray Investigation Related Expenses
213	CB/PHQ/SRE/05	Security Related Expenditure
214	CB/PHQ/STF/2008	Special Task Force
215	CB/PHQ/C/306/2010	National Commission for Women
216	CB/PHQ/MEETING-GB	Meeting of Governing Body of Mizoram Social Defence and Rehabilitation Board
217	CB/PHQ/NLFT/12	National Liberation Front of Tripura
218	CB/PHQ/SS-Medal/12	Samanya Seva Medal-1965
219	CB/PHQ/LRL/12	Action Taken Report; Killing of Lalramlawma s/o Laiawrha at Chawngte
220	CB/PHQ/IACD/12	International Anti-Corruption Day
221	CB/PHQ/Postal-Case/2013	Registration of Case against P.H. Vanlalmuana, Postal Asst.
222	CB/PHQ/BEST/2013	Selection of Best PS/Traffic Staff/Information Collection
223	CB/PHQ/BEST-UT/2013	Awards for Best Practice Projects in Urban Transport
224	CB/PHQ/Creation-DSP/13	Creation of U/S, Home, Dy.SsP (HQs) Kolasib and Mamit
225	CB/PHQ/Creation-Comp/13	Creation of computer operator post
226	CB/PHQ/SKPI/13	Corr. On Saikhumphai Village
227	CB/PHQ/PFPI/13	People's Friendly Police Initiative
228	CB/PHQ/SOT/14	Formation of Spl. Force/Spl. Operation Team, CID (SB)
229	CB/PHQ/SPO/14	Engagement of SPO on MR basis
230	CB/PHQ/ISPW/14	Security Guards to ISPW Station, Aizawl
231	CB/PHQ/DG-MRHG/2014	Creation of post of Director General, MRHG
232	CB/PHQ/B/MMT	Proposal for creation Post for SDPO office at Kawrthah
233	CB/PHQ/Upgrade-Mech/F&ES/2014	Up-gradation of Mechanic under Fire & Emergency Service
234	CB/PHQ/FSL/2014	Correspondence on FSL
235	CB/PHQ(F)/138	Out of Turn promotion-Guidelines/Procedure for issuing Temporary Trade Licence/Separation of Judiciary
236	CB/PHQ/Up-gradation/Staff-Nurse/96	Up-gradation of Staff Nurse to Sister etc.
237	CB/PHQ/CID	Requirement of manpower and equipments for CID (SB)
238	CB/PHQ/Malsury/BOP/2000	Opening of Malsury BOP
239	CB/PHQ/IR-BN/2014	Suggestion for closing down of IR Bn.
240	CB/PHQ/LTI/KMMP/2014	Opening of OP/PS along the Kaladan Multi-Modal Project within Lawngtlai District
241	CB/PHQ/MP/PS-OP/2014	Projects from Master Plans for Aizawl Vision 2030-Police Stations-Police Post
242	CB/PHQ/Deploy-MAP/2013	Deployment of MAP Bn. in Mizoram
243	CB/PHQ/Act-Rules/2014	Committee on Drafting of Mizoram Police Rules
244	CB/PHQ/ACSP/2015	Corr. On Inauguration of Aizawl City Surveillance Project
245	CB/PHQ/Police-History/2014	History of Mizoram Police in the State
246	CB/PHQ/SOP-Guard/2014	Standard Operation Procedures (SOP) for BOPs/ House Guards/Guards/Sentry Duty etc.
247	CB/PHQ/M-Reward/2015	Monetary Rewards to Informer
248	CB/PHQ/MR/SC-ST/2014	Monthly Return on SC/ST (POA) Act 1989 and PCR Act, 1955
249	CB/PHQ/Creation/BBI&SRG/2015	Creation of Post for P.S. at Sairang and O.P. at Bairabi within the Railway Premises
250	CB/PHQ/Upgradation/SP(W)/ASP©/2015	Up-gradation of Gazetted Posts of SP(W) and Addl.SP©

251	CB/PHQ/BPR&D/NPM/10	Information Required by BPR&D (National Police Mission)
252	CB/PHQ/NPM/MISC/15	National Police Mission Miscellaneous
253	CB/PHQ/BPR&D/MM-01/11	BPR&D - Human Resource Development
254	CB/PHQ/BPR&D/MM-02/11	BPR&D - Community Policing
255	CB/PHQ/BPR&D/MM-03/11	BPR&D - Communication & Technology
256	CB/PHQ/BPR&D/MM-04/11	BPR&D - Infrastructure
257	CB/PHQ/BPR&D/MM-05/11	BPR&D - New Processes (Process Engineering)
258	CB/PHQ/BPR&D/MM-06/11	BPR&D - Proactive Policing and Visualization Future Challenges
259	CB/PHQ/BPR&D/MM-07/11	BPR&D - Gender Issues
260	CB/PHQ/NT-MISC/2011	Miscellaneous Subject
261	CB/PHQ/PASSP-M/2000	Police (Antrik Suraksha Seva) Padak Medal
262	CB/PHQ/Service Extn-Medalist/2004	Extension in Service to Awardees of President's Police Medal for Gallantry/Distinguished/Meritorious Service
263	CB/PHQ/HM or AWARD/2001	Home Minister's Award for Meritorious Service in Forensic Science
264	CB/PHQ/BRAM-AWARD/2015	Recommendation/Nomination for Award of Dr. Ambedkar Memorial Award
265	CB/PHQ/RR-INSPRS/12	
266	CB/PHQ/RR-ASI(RM)/2014	Amendment of Recruitment Rules for ASI (Radio Mechanic) under MPRO
267	CB/PHQ/RR-Steno-II/2014	Recruitment Rules of Inspector/Steno Grade-II
268	CB/PHQ/RR-IS-CORR/2014	Inter-State Correspondence on Recruitment Rules
269	CB/PHQ/RR-ASI(OPR)/2013	Amendment of Recruitment Rules for ASI(OPR) under MPRO
270	CB/PHQ/MPM-Amd/2005	Amendment of Mizoram Police Manual
271	CB/PHQ/BEST-UT/2013	Awards for Best Practice Projects in Urban Transport
272	CB/PHQ/Medal/150-YRS/2014	Commemorative Medal for 150 Years Policing in India
273	CB/PHQ/C&PC/2013	1) Juvenile Justice file (Care & Protection of Children Act 2000) 2) The Mizoram Juvenile Justice Rules 2003
274	CB/PHQ/INVES/	Investiture Ceremony for Presentation of Police Medals
275	CB/PHQ/PB/2000	Proposals for Creation of Additional Posts etc.
276	CB/PQ/JRP/03	Monetary Allowance to the recipients of Jeevan Raksha Padak Series of Awards
277	CB/PHQ/TA/2K	Present position of Pending T.A. Bills
278	CB/PHQ/AUDIT/2013	Correspondence on Audit
279	CB/PHQ/MISC-NT/2015	Miscellaneous Subjects 1) Legal Branch, PHQ-a File hand-over-na 2) PHQ Order etc.
280	CB/PHQ/MEDAL/MISC/14	Medal Miscellaneous
281	CB/PHQ/Beat-Post/2013	Opening of Beat Post at Various District
282	CB/PHQ/Gr-d/SrSG/94	Creation of Senior Selection Grade Post of Group 'D'
283	CB/PHQ/JJAct/2000	Juvenile Justice (Care and Protection of Children)
284	CB/PHQ/KLMP/2013	Death of K. Lalmuanpuui of Rengdil
285	CB/PHQ/Rehab-Militants/99	Rehabilitation of Surrendered Militants
286	CB/PHQ/NCM/01	National Commission for Minorities
287	CB/PHQ/C/256/CPR/250/2013	Copyright enforcement
288	CB/PHQ/B/195	Sanctioned Proposed submitted to GOM
289	CB/PHQ/PWDV Act-2005/05	Protection of Women from Domestic Violence Act, 2005
290	CB/PHQ/PS-MISC/04	PS/OP Miscellaneous
291	CB/PHQ/Language/14	Police fluent in different language
292	CB/PHQ/SACC-AZL/05	Sexual Assault Crisis Centre at State Medico Legal Centre, Aizawl
293	CB/PHQ/12-FC/04	Manpower requirement 12th Finance Commission
294	CB/PHQ/MP-PFR/15	Draft Police Physical Fitness Rules
295	CB/PHQ/B/52-88	Rationalization of MAP Bns. Functioning
296	CB/PHQ/Q-ER/15	Queries from Elected Representatives (Mizoram Right to Public Service Act.)
297	CB/PHQ/Dev.P-Promotion Courses/2015	Dev. Of P/Promotion Courses of various Rank
298	CB/PHQ/Illegal Immigrant/2015	Illegal Immigrant into Mizoram
299	CB/PHQ/SMPO/15	Special Mahila Police Officer
300	CB/PHQ/Amendment-MP Act/2015	Amendment of Mizoram Police Act
301	CB/PHQ/IS Corr-Misc/2015	Inter-State Correspondence-Miscellaneous
302	CB/PHQ/CIVIL DEFENCE/2015	Home Guard and Civil Defence
303	CB/PHQ/MRP-Rationalisation/2015	Rationalization of Sanctioned Strength of MRP
304	CB/PHQ/315/MRF 2007/15	Mizoram Road Fund Act, 2007 ( <i>Marina file</i> )
305	CB/PHQ/316/SR(Amd)Rules 2015	Mizoram Group ABC post service/Recruitment (Amendment)Rules, 2015
306	CB/PHQ/318/HM-Medal TRG/2015	Union Home Minister's Medal for excellence in Police Training ( <i>File transfer to DIG (TRG) on Dec., 2015</i> )
307	CB/PHQ/319/NERS/15	Nationwide Emergency Response System ( <i>File transfer to AIG-II on 14.10.2015</i> )
308	CB/PHQ/320/MRPS-Act/2015	Mizoram Right to Public Service Act, 2015
309	CB/PHQ/321/REM/2015	Reform on Economy Measures
310	CB/PHQ/Pub-Griev/2016	Public Grievances
311	CB/PHQ/Upgrade-ASI/2016	Up-gradation of ASI to SI
312	CB/PHQ/Creation : GO-Post-PRO/2016	Creation of MPRO GO Post
313	CB/PHQ/Creation SDPO-AN&SO to CM/16	Creation of Posts of SDPO Aizawl 'N' and SO to CM
314	Upgradation/MPRO/HC-ASI/2016	Up-gradation of HC(Opr) to ASI(Opr)
315	CB/PHQ/PA/16	Public Allegation (against police)
316	CB/PHQ/329/GO-NR/2016	GO NIGHT ROUND CORRESPONDENCE
317	CB/PHQ/330/E-NO/2016	Enrolment Number of Mizoram Police Employees

<b>FILES DEALT BY SI (M) LALRINAWMI SAILO</b>		
<b>Sl.No.</b>	<b>File No.</b>	<b>Subject</b>
<b>MPS FILES</b>		
1	CB/MPS/COR/96	CORRESPONDENCE OF MPS OFFICERS
2	CB/PHQ/A/179	PROMOTION OF DY.SP-SP
3	CB/PHQ/2/2K	TRANSFER & POSTING OF SP/CO/IPS
4	CB/PHQ/ASP/99	TRANSFER & POSTING OF SP/DY.COMDT.
5	CB/PHQ/MPS/94	TRANSFER & POSTING OF DY.SP
6	CB/PHQ/A/1/88	DISTRIBUTION OF WORK OF DGP/IGP/ DIG/SP & ADDL.SP/DSP.
7	CB/PHQ/MPSC/03	MIZORAM PUBLIC SEVICE COMMISSION
8	CB/PHQ/MPS/97	MPS RULES/97 MODIFICATION/AMENDMENTS.
9	CB/PHQ/MPS/EXAM/2004	MPS DEPTT. EXAM JG MPS-SG MPS
10	CB/PHQ/GO/A/99	ATTACHMENT OF POLICE GAZETTED OFFICERS
11	CB/PHQ/GO/05	TEMPORARY CHARGE TAKEN BY GO
12	CB/PHQ/MS/05	REPORT ON UTILIZATION OF FUND UNDER MODERNISATION SCHEME
13	CB/PHQ/MPS/95	DIRECT RECRUITMENT OF DY.SP
14	CB/PHQ/MPS/2011	DIRECT RECRUITMENT OF DY.SP
15	CB/PHQ/MPS/03	PROMOTION OF INSPECTOR TO MPS JUNIOR GRD. (Armed Branch)
16	CB/PHQ/C/209/PT/2000	PROMOTION OF INSPECTOR TO MPS JUNIOR GRD. (Un-Armed Branch)
17	CB/PHQ/MPSA/91	MIZORAM POLICE SERVICE ASSOCIATION
18	CB/PHQ/GUIDE/MPS/06	GUIDELINES FOR TRANSFER AND POSTING OF MPS OFFICERS
19	CB/PHQ/ISL/MPS/2010	INTERSE-SENIORITY LIST OF MPS
20	CB/PHQ/ELECT/ TRANSFER/08	ELECTION FILE IN CONNECTION WITH TRANSFER AND POSTING OF MPS
21	CB/PHQ/GO/REP/09	REPRESENTATION SUBMITTED BY GO
22	CB/PHQ/MPSC/EXAM/07	FORWARDING OF APPLICATION TO MPSC FOR MPS/MCS EXAMINATION
23	CB/PHQ/MPS/MISC/2010	MPS-Miscellaneous
24	CB/PHQ/AMF/2011	VARIOUS FUNCTION HELD AT GS ARYA OFFICERS' MESS
25	CB/PHQ/Group 'B'/Status/2011	GROUP 'B' GAZETTED STATUS
26	CB/PHQ/POST-CREATION/2014	CREATION OF NEW POST
27	CB/PHQ/CREATION/DIG(ARMED BRANCH)/2014	CREATION DIG (ARMED BRANCH)
28	CB/PHQ/CREATION/ DIRECTOR GENERAL, MRHG/2014	CREATION OF DIRECTOR GENERAL, MRHG
29	CB/PHQ/MRHG/RR-BADGE/2015	RECRUITMENT RULES AND RANK BADGES OF MRHG
30	CB/PHQ/Combine-Exam/2011	MIZORAM CIVIL SERVICE (COMBINED COMPETITIVE EXAMINATION) REGULATION-2011
31	CB/PHQ/MPS/ATTACH-ACB/2015	ATTACHMENT OF MPS OFFICERS UNDER ANTI- CORRUPTION BUREAU (ACB)
32	CB/PHQ/MPS/ATTACH-DM&R/2015	ATTACHMENT OF MPS OFFICERS UNDER DISASTER MANAGEMENT & REHABILITATION (DM&R)
33	CB/PHQ/MPS/KMA/2014	SANCTION OF MPS KIT MAITENANCE ALLOWANCE (KMA)
34	CB/PHQ/COMPETENCY/HRM/2014	IMPLEMENTATION OF COMPETENCY BASED HUMAN RESOURCE MANAGEMENT
35	CB/PHQ/SUB-OFFICES/2014	LIST OF SUBORDINATE OFFICES UNDER POLICE DEPARTMENT
36	CB/PHQ/ADC TO GOV./DEPU/2015	DEPUTATION ADC TO GOVERNOR OF MIZORAM
37	CB/PHQ/MPS/DEPUTATION/2016	DEPUTATION OF MPS OFFICERS
<b>MIZORAM POLICE WELFARE</b>		
38	CB/PHQ/WFR/97	WELFARE FUND RULES
39	CB/PHQ/WF/SS/89	SPECIMENT SIGNATURE
40	CB/PHQ/CORR/WF/99	CORRESPONDENCE OF CENTRAL WELFARE FUND/SPORTS FUND
41	PHQ/WF/EXG/2011	MIZORAM POLICE EX-GRATIA GRANT
42	CB/PHQ/WF/RG/05	WELFARE IMMEDIATE GRANT
43	CB/PHQ/WF/RG/2010	WELFARE FUND RELIEF GRANT-MEDICAL
44	CB/PHQ/WF/RG/07	WELFARE FUND RELIEF GRANT-DISASTER
45	CB/PHQ/TV/05	PURCHASE OF TV
46	CB/PHQ/REHAB/89	EX-GRATIA GRANT FOR POLICE PERSONNEL WHO DIED IN ACTION AND RECEIVED INJURIES FROM GOVT.
47	CB/PHQ/WF/STENO/05	WELFARE FUND HONORARIUM
48	PHQ/WF/LN/92	LOAN FROM PHQ WELFARE FUND.
49	CB/PHQ/USF/99	CORR. OF PHQ UNIT SPORTS FUND
50	CB/PHQ/UNIT/WF/05	CORR. OF PHQ UNIT WELFARE FUND
51	CB/PHQ/ARYA-MESS-2/93	ARYA MESS
52	CB/PHQ/PR & RH/06	PROPOSAL FOR POLICE RESEARCH & REFERRAL HOSPITAL
53	CB/PHQ/WF-PETROL./2005	SALE PROCEED OF MIZORAM POLICE PETROL/LUBRICANTS
54	CB/PHQ/MRP/GAS/2005	SALE PROCEED OF MIZORAM POLICE GAS AGENCY
55	CB/PHQ/PC/2011	POLICE DRY CANTEEN
56	CB/PHQ/MRP/LIQUOR/2015	CORR. OF MRP LIQUOR

57	CB/PHQ/PSM/2016	PHYSICAL NAD STRESS MANAGEMENT COURSE
58	CB/PHQ/COR/EPP/2016	CORR. ON EXPIRED POLICE PERSONNEL
<b>PROPERTY RETURN FILES</b>		
59	CB/PHQ/IPS/PR/2009	PROPERTY RETURN OF IPS OFFICERS
60	CB/PHQ/COR/PRO-RTN/2010	CORRESPONDENCE OF PROPERTY RETURN
61	CB/PHQ/PRO-RTN/MPS/2011	PROPERTY RETURN OF MPS OFFICERS
62	CB/PHQ/PRO-RTN/GO/2010	PROPERTY RETURN OF Gos (MO, EE, DDA, FSL, STENO, MINISTERIAL)
63	CB/PHQ/MPSC/2006	Correspondence of MPSC
64	CB/PHQ/SBT/09	Suspicious Bank Transaction of Govt. Money to Private Accounts
65	CB/PHQ/EICVF/09	Enquiry of Illegal Collection by Various Firms/Companies
66	CB/PHQ/VRTE-DEPOT/07	Implementation of IB'S Recommendation in respect of IOC DEPOT Vairengte
67	CB/PHQ/COR/PRO-RTN/2010	Correspondence of Property Return.
68	CB/PHQ/PRO-RTN/MPS/10	Property return of MPS Officers
69	CB/PHQ/PRO-RTN/GO/2010	Property return of Gos (MO, EE, DDA, FSL, GO etc)
70	CB/PHQ/IPS/PR/09	Property return of IPS officers.
71	CB/PHQ/PC/09	Police Dry Canteen
72	CB/PHQ/PC/2012	Correspondence of Police Canteen.
73	CB/PHQ/PC/AZL-DEF/2012	Police Dry Canteen (Aizawl DEF)
74	CB/PHQ/PC/SHA-DEF/2012	Police Dry Canteen (Saiha DEF)
75	CB/PHQ/PC/LTI-DEF/2012	Police Dry Canteen (Lawngtlai DEF)
76	CB/PHQ/PC/CPI-DEF/2012	Police Dry Canteen (Champhai DEF)
77	CB/PHQ/PC/SRCP-DEF/2012	Police Dry Canteen (Serchhip DEF)
78	CB/PHQ/PC/MMT-DEF/2014	Police Dry Canteen (Mamit DEF)
79	CB/PHQ/PC/PTS-THZL/2012	Police Dry Canteen (PTC Thenzawl)
80	CB/PHQ/PC/1-MAP/2012/	Police Dry Canteen (1-MAP)
81	CB/PHQ/PC/2-MAP/2012/	Police Dry Canteen (2-MAP)
82	CB/PHQ/PC/3-MAP/2012/	Police Dry Canteen (3-MAP)
83	CB/PHQ/PC/1-IR/2013/	Police Dry Canteen (1-IR)
84	CB/PHQ/PC/2-IR/2014/	Police Dry Canteen (2-IR)
85	CB/PHQ/PC/4-IR/2013/	Police Dry Canteen (4-IR)
86	CB/PHQ/PC/5-IR/2012/	Police Dry Canteen (5-IR)

<b>FILES DEALT BY SI (M) LALTANPUII</b>		
Sl.No.	File No.	Subject
1	No.CB/PHQ/PER/TP/2014	PF of Pu Thianghlina Pachua, IPS
2	No.PHQ/PER/ZR/21/07	PF of Pu Zoramawia, IPS
3	No.CB/PHQ/PER/LTH/09	PF of Pu L.T. Hrangchal, IPS
4	No.CB/PHQ/PER/LH/2013	PF of Pu Lalhruaia, IPS
5	No.CB/PHQ/PER/JL/2013	PF of Pu Joseph Lalchhuana, IPS
6	No.CB/PHQ/PER/CLD/2013	PF of Pu C. Laldina, IPS
7	No.CB/PHQ/PER/JL/2014	PF of Pu John Laldina, IPS
8	No.CB/PHQ/PER/MNT/2013	PF of Pu Mahendra Nath Tiwari, IPS
9	No.CB/PHQ/PER/PN/2016	PF of Pu Prem Nath, IPS
10	No.CB/PHQ/PER/LK/2014	PF of Pu Lalbiakthanga Khiangte, IPS
11	No.CB/PHQ/PER/SDM/2015	PF of Pu Shank Dhar Misra, IPS
12	No.CB/PHQ/PER/GS/2014	P.F. of Pu Gaurav Sharma, IPS
13	No.CB/PHQ/PER/BKY/2016	PF of Pu Brijendra Kumar Yadav, IPS
14	No.CB/PHQ/PER/DG/2016	PF of Pu Deepak Gauri, IPS
15	No.CB/PHQ/PER/RPM/2013	PF of Pu Rajendra Prasad Meena, IPS
16	No.CB/PHQ/PER/SKC/2015	PF of Pu Shankar Choudhury, IPS
17	No.CB/PHQ/PER/MCB/2015	PF of Pu Mahesh Chand Bhardwaj, IPS
18	No.CB/PHQ/IPS/2011	Mid-term review of IPS Cadre.
19	No.CB/PHQ/IPS/98	Revised special pay/Uniform Allns/KMA/DA of IPS
20	No.CB/PHQ/IPS-ASSN/09	IPS Association (Mizoram Branch)
21	No.CB/PHQ/B/121	Amendment to the IPS (Uniform) Rules, 1954
22	No.CB/PHQ/AIS/94	AIS Conduct/Cadre Rules
23	No.CB/PHQ/IPS/ACR/02	Correspondence of PAR (ACR) in r/o IPS officers
24	No.CB/PHQ/IPS/HTC/09	Handing & taking charge of IPS (all States)
25	No.CB/PHQ/IPS/R/93	IPS Rules/Regulations
26	No.CB/PHQ/IPS/94	Computerization of Personal Data of IPS officers
27	No.CB/PHQ/IPS/RU/07	Recommendations of the Re-union Seminar of IPS officers
28	No.CB/PHQ/B/166	Special pay for IPS & MPS
29	No.CB/PHQ/IPS/News/01	IPS (Central) Association Newsletter
30	No.CB/PHQ/COR/IPS/2012	Correspondence of IPS officers
31	No.CB/PHQ/IPS/2010	Transfer & Posting of IPS officers
32	No.CB/PHQ/COM-EXAM/2012	IPS Limited Competitive Examination
33	No.CB/PHQ/IPS/PR/2016	Property return of IPS officers
34	No.CB/PHQ/COR/PRO-RTN/IPS/2015	Correspondence of property return in respect of IPS
* Folder containing Concession/Incentive/Order/Notification etc., for AIS officers.		
* IPS Register.		
* IPS Casual Leave Register		
<b>RTI FILES &amp; REGISTER</b>		
35	No.CB/PHQ/COR/RTIA/2015	Correspondence of RTI Act, 2005
36	No.CB/PHQ/INFO-RTIA/2016	Information under RTI Act, 2005 (Cors. in r/o application from Mizoram State)

37	No.CB/PHQ/RTIA/2015(I)	Information under RTI Act, 2005 (Cors. in r/o application from other State)
38	No.CB/PHQ/RTI/07	Order/Notification in r/o RTI Act, 2005
39	No.CB/PHQ/QTR-RTIA/2015	Quarterly Return on Information under RTI Act, 2005
40	No.CB/PHQ/ANNUAL-REPORT/RTI	Annual Report of Implementation of RTI Act, 2005
41	NO.CB/PHQRTI-MANUAL/2016	RTI Manual U/S 4 of RTI Act, 2005
<b>Register</b>		
* List of RTI Application		
* Cash Register (Application fee and register for providing information)		
42	No.CB/ PHQ/C/204	Providing of PSO/Security to VIP
43	No.CB/ PHQ/COR/SEC	Correspondence on Security (Interception)
44	No.CB/PHQ/VIP-LIGHT/09	Use of VIP Light
45	No.CB/ PHQ/DEPLOY/06	Charges for Police Deployed in Private Function Affecting Public & Traffic etc.
46	No.CB/PHQ/C/340	NCRB/SCRB-CCIS Project
47	No.CB/PHQ/FC/09	Feeding Charge of Arrested persons in Police Custody
48	No.CB/PHQ/C/219	Fake Indian Currency Note
49	No.CB/PHQ/GG/07	Write-up on good Governance
50	No.CB/PHQ/MISC/09/II	Miscellaneous
51	No.CB/PHQ/TRG/09	Training of PHQ Staff
52	No.CB/PHQ/GO/TRG/05/II	Training of GO (PHQ Go)
53	No.CB/PHQ/DP-GO/2011	Deputation of Gazetted Officers
54	No.CB/PHQ/LA/07	Proposal for creation of legal Adviser Post in PHQ
55	No.CB/PHQ/LOTT/99	Appointment of Lottery judge
56	No.CB/PHQ/HGF/200	Honorarium of Guest Faculty
57	No.CB/PHQ/FP/06	Maintenance of Finger Print.
58	No.CB/PHQ/MCS(EG-RULES)/2010	Mizoram Citizen Service (Electronic Governance) Rules, 2010.
59	No.CB/PHQ/SQ/2010	Allocation of Special Quotas of Essential Commodities to Police personnel
60	No.CB/PHQ/WRLS/09	Online filling of old License application & reconciliation of Spectrum charges of State Police Organisation.
61	No.CB/PHQ/BSNL/08	Coordination Meeting between BSNL NE-I circle & Security Agencies in NE-I Circle.
62	No.CB/PHQ/IMP/06	Improvement of PHQ
63	No.CB/PHQ/AZL-DEV/08	Aizawl Development Authority Regulations, 2008.
64	No.CB/PHQ/PROS/08	Appointment of Senior Police officer as Director, Prosecution.
65	No.CB/PHQ/MEMO/07	Memorandum submitted by MPCC & MPC.
66	No.CB/PHQ/NEGP/06	Mizoram State E-Governance Council/ E-Governance Apex Committee for Implementation of E-Governance Programme under NEGP
67	No.CB/PHQ/NHRC-Debate/07	Debate on Human Rights Issues for the State Police Force
68	No.CB/PHQ/CHRI/06	Commonwealth Human Rights Initiatives
69	No.CB/PHQ/PCR/97	Police Control room
70	No.CB/PHQ/C/307/2012	National Human Rights Commission (anti-human trafficking)
71	No.CB/PHQ/Tuivai/2001	Security of Tuivai
72	No.CB/PHQ/C/304	Guideline for Deployment of CPMF in the State
73	No.CB/PHQ/NCM/01	National Commission for Minorities
74	No.CB/PHQ/SMA/10`	State Mission Authority
75	No.CB/PHQ/CJS/02	Committee on Reform of Criminal Justice System
76	No.CB/PHQ/MSLSA/2000	Meeting of Mizoram State Legal Services Authority
77	No.CB/PHQ/PGRM/2000 & 2012	Public Grievances Redressal/ Machinery in the State Govt. (Police Deptt.)
78	No.CB/PHQ/SSC/07	State Security Commission
79	No.CB/PHQ/PDA/07	Examination of Private Detective Agencies (Regulation) Bill, 2007
80	No.CB/PHQ/TRANS-CP/2012	Transportation of Convicted Prisoners
81	No.CB/PHQ/NH-154/09	Security Guards for Construction of NH 154 in Bairabi
82	No.CB/PHQ/DATA-HT/2012	Monthly Data on Human Trafficking
83	No.CB/PHQ/DIET-MONEY/2012	Diet money to meet the expenses of witnesses summoned in Courts
84	No.CB/PHQ/COM-INQUIRY/2013	Commission of Inquiry
85	No.CB/PHQ/NIA/2012	Correspondence of NIA
86	No.CB/PHQ/PMJDY/2015	Pradhan Mantri Jan Dhan Yojana
87	The Mizoram Youth Commission (Amendment) Bill, 2015	
88	The Mizoram Municipalities (Second Amendment) Bill, 2015	
89	No.CB/PHQ/56/07	Private Security Agencies (Regulation) Act, 2005

**FILES DEALT BY SI (M) K. LALRAMLIANI**

Sl.No.	File No.	Subject
1.	CB/PHQ/GSLI/CORR/2012(I)	Correspondence of GSLI Scheme
2.	CB/PHQ/GSLI/2016	Monthly Subscription of GSLI Scheme
3.	CB/PHQ/GSLI/Accident/2012	Sanction of GSLI Scheme in case of Accident
4.	CB/PHQ/GSLI/Death/2015	Sanction of GSLI Scheme in case of Death
5.	CB/PHQ/GSLI/Pension/2016	Sanction of GSLI Scheme in case of Pension/Removed
6.	CB/PHQ/TELE/96	Telephone Connection
7.	CB/PHQ/B/158	National Youth Award Scheme
8.	CB/PHQ/PASSP-MEDAL	Police (ANTRIK SURASKHA SEVA) Padak
9.	CB/PHQ/B/09	DGP/IGP REWARDS

10.	CB/PHQ/B/1	Reward to Police Personnel
11.	CB/PHQ/1/Pt	Cash Reward to Police Personnel
12.	CB/PHQ/B/2	Appreciation of Commendations Given to Mizoram Police Personnel (Gazetted & Non-Gazetted)
13.	CB/PHQ/IG-PRIZE/11	Indira Gandhi Prize for Peace
14.	CB/PHQ/SPORT-AWARD/197	Cash Reward for Sport Men
15.	CB/PHQ/B/10	Policy of Granting of Reward in the Cases of Detection of Opium ADD Other Dangerous Drug (STATE REWARD)
16.	CB/PHQ/B/96	Public Reward
17.	CB/PHQ/B/198	Reward to Informers
18.	CB/PHQ/T/07	Telephone File.
19.	CB/PHQ/C/MR-2/2-2012	Monthly Return of Illegal Entrance from Bangladesh Other than Chakma Detected Pushed Back by the State Agencies
20.	CB/PHQ/C/MR-3/2012	Monthly Return of Indo-Bangladesh Border Incident
21.	CB/PHQ/C/MR-4/2012	Monthly Return on Action Taken Against Person Insisting Violence through Speech etc.
22.	CB/PHQ/C/MR-6/2012	Monthly Return on exact Member of Bangladesh Nationals Staying in Mizoram
23.	CB/PHQ/C/175-A/2012	Monthly Return on Infiltration of Chakma from Bangladesh into Mizoram
24.	CB/PHQ/NSA/2012	Monthly Return on Detection under NSA 1980
25.	CB/PHQ/PM'S-15/2012	Monthly Return on PM's 15 Points Programme
26.	CB/PHQ/TRAFFIC(V)	Monthly Return of Traffic Violation Case
27.	CB/PHQ/TRAFFIC(M)	Monthly Return of Traffic Compounding Case
28.	CB/PHQ/ST/06	Monthly Return of Crime Statistics/Figures
29.	CB/PHQ/C/13-A/96	Monthly Return of Criminal Cases in which Govt. servants are Involved
30.	CB/PHQ/MR-FSL/2012	Monthly Report of FSL
31.	CB/PHQ/MR-MISC/2012	Monthly Return on Different Subjects
32.	CB/PHQ/MR/MINORITIES/2014	Monthly Return on Atrocities against Minorities
33.	CB/PHQ/MR/SC-ST/2014	Monthly return on SC-ST (POA) at 1989 & PCR Act, 1955
34.	CB/PHQ/C/206/2011	Monthly Return of ILP Violation Cases
35.	CB/PHQ/MB/10	Mobile Phone for Police Patrol Vehicles
36.	CB/PHQ/MR-ARMS/05	Monthly Returns of Arms & Ammunitions
37.	CB/PHQ/A&A/2010	Monthly Returns of Arms & Ammunitions
38.	CB/PHQ/ENQ/05	Quarterly Inspection of Arms & Ammunition
39.	CB/PHQ/QTR-ARMS/05	Quarterly Return of Theft/Loss/Recovery of Arms & Ammunition
40.	CB/PHQ/A&A/05	Urgent stock taking of Arms & Amms.
41.	CB/PHQ/ARMS/2012	Monthly Returns of Seizure/Recovery un-license Illegal Arms & Ammunition
42.	CB/PHQ/AA/2012	Arms Act.
43.	CB/PHQ/C/349/06	Quarterly Return on Prevention of Insult to the Indian National Flag
44.	CB/PHQ/SC-ST/QRT/07	Quarterly Progress Report on Details of Atrocities Issues
45.	CB/PHQ/WOR/05	Quarterly Report on Action Taken Under the Police of Worship
46.	CB/PHQ/PM'S15/2011	Quarterly Report of PM's 15 Points Programme
47.	CB/PHQ/RI-ACT/07	Quarterly Report on Action Taken Under Religious Institution (Prevention of Misuse) Act, 1988
48.	CB/PHQ/MR-MISSING	Monthly of Missing Children
49.	CB/PHQ/C/276/05	CNA/CNF/CIA
50.	CB/PHQ/BRU/2000	Shifting of Bru Village
51.	CB/PHQ/C/ZRO-ZRA/04	Activities of Members of ZRA/ZRO/ZRF in Champhai Dist.
52.	CB/PHQ/C/ZRA/96	Rehabilitation of ZRA
53.	CB/PHQ/REHAB/MAIDA	Rehabilitation of MAIDA Volunteers
54.	CB/PHQ/MAIDA/99	Criminal Cases Registered Against MAIDA
55.	CB/PHQ/SPLA/2009	Home Coming of SPLA Cadre
56.	CB/PHQ/COURT/2010	District and Session Judge Building/Guards
57.	CB/PHQ/MISSING/05	Missing Persons/Missing Children/Crime Against Children
58.	CB/PHQ/COM.SADBHA/09	Communal Harmony Fortnight andSadhavana Diwas
59.	CB/PHQ/C/201	Communal Harmony/Disturbance
60.	CB/PHQ/COM-RIOTS/04	Correspondence of Communal Incidents/Riots
61.	CB/PHQ/NB-AWARDS/07	National Bravery Awards for Children
62.	CB/PHQ/NBA	National Bravery Awards
63.	CB/PHQ/DSR/CRIME/06	DSR, CRIME
64.	CB/PHQ/PCR/2011	Daily Report on the Activities of PCR/Daily Activities/Report
65.	CB/PHQ/ILP/FRTN/04	Fortnightly Return of ILP Violators
66.	CB/PHQ/S&M/2011	Samelan & Meetings of All Units
67.	CB/PHQ/NSSA/98	National Soliditary Service Award
68.	CB/PHQ/PM/93	PM's Award for Life Saving
69.	CB/PHQ/AIMA-AWARD/2011	All India Management Association (AIMA-AWARD)
70.	CB/PHQ/AIMA/	1. JRD Tata Corporate Leader Died Award 2. Public Service Excellence Award 3. Lifetime Achievement for Management Award
71.	CB/PHQ/A.C. AWARD	Award of Ashoka Chakra to Police Forces
72.	CB/PHQ/B/86	PM's SHRAM Awards & Padma Awards
73.	CB/PHQ/VIJAY MEDAL	O.P. VIJAY STAR & O.P. VIJAY MEDAL (KARGIL OPERATIONS)
74.	CB/PHQ/K.B/93	Kabir Puraskar Award

75.	CB/PHQ/B/COR. SIR/MEDAL	Correctional Service Medal Award on the Occasion of Republic/ Independence Day
76.	CB/PHQ/JINDAL PRIZE/2012	Recommendation for Award of Jindal Prize
77.	CB/PHQ/B/WWF/TCP	WWF TIGER Conservative Programme Award Scheme
78.	CB/PHQ/NCB-REWARD/2012	Commendation/Reward Given by Narcotic Control Bureau in Narcotic Case
79.	CB/PQ/DEPTT-AWARD/09	Introduction of Departmental Award Under Police Deptt.
80.		CASH REWARD
81.	CB/PHQ/PRO-RTN/INSPR(M)/2012	Property Return of Inspector (Ministerial)
82.	CB/PHQ/PRO-RTN/INSPR(UB)/2012	Property Return of Inspector (Un-Armed Branch)
83.	CB/PHQ/PRO-RTN/INSPR(IR)/2012	Property Return of Inspector [Armed Branch (IR)]
84.	CB/PHQ/PRO-RTN/INSPR(MAP)/2012	Property Return of Inspector [Armed Branch (MAP)]
85.	CB/PHQ/INS-UNITS/2011	Weekly/Monthly Inspection Reports of All Units
86.	CB/PHQ/GOVT.NO/12	Govt. Notification
87.	CB/PHQ/GOVT.ORDER/2010	ORDER
88.	CB/PHQ/Refugee-Manipur/06	Report in connection with the influx of Refugees from Manipur at different villages f Mizoram
89.	CB/PHQ/Fire Arms/01	UN Proposal against Illicit manufacturing of Trafficking in fire arms, their parts and components an ammns.
90.	CB/PHQ/LPLA/07	Lai People Liberation Army
91.	CB/PHQ/C/307/QRT-RTN/07	Quarterly Return on Action taken report on 2 day seminar on custodial justice
92.	CB/PHQ/MR-Governor/2004	Governor's Monthly report
93.	CB/PHQ/MTI/2003	Meitei Extremist Organisation of Manipur
94.	CB/PHQ/WPR/09	Weekly Patrolling Report
95.	CB/PHQ/K-P/97	Kuki/Paite communal trouble in Manipur
96.	CB/PHQ/C/59/04	Half Yearly return of false/bogus SC/ST Certificate
97.	CB/PHQ/MPA/2012	Mara People's Army
98.	CB/PHQ/JDM/05	Judicial Order District Magistrate
99.	CB/PHQ/FP-Record/08	Quarterly statistic of District wise Performance of 10 digit FP record slip

<b>REGISTER</b>	
Sl.No.	Name of Register
1.	Cash Book (Mizoram Police Welfare Scheme-cum-GSLI Scheme)
2.	Payment of GSLI in case of Death/Pension/Accident
3.	Death Register
4.	Pension/Removed Register
5.	Accidental Register
6.	Property Return Register (Inspector (M/Steno/UB/AB/MAP/IR/MPRO))

<b>FILES DEALT BY SI (M) VANINMAWIA KAWLNI</b>		
Sl.No.	File No.	Subject
1	CB/PHQ/CIR/10	Government Circular
2	CB/PHQ/DGP/CIR/04	DGP/IGP Circular
3	CB/PHQ/DIG/CIR/07	DIGs Circular
4	CB/PHQ/SsP/CIR/04	SsP/COs/AIGs Circular
5	CB/PHQ/DGP/UO/09	DGP UO letter
6	CB/PHQ/G.G/06	Govt. Guidelines of Transfer and Posting
7	CB/PHQ/BPR&D/03	Data on Police Organization in India
8	CB/PHQ/BPR&D(S&PD)/15	Police personnel who sacrificed their lives while on duty
9	CB/PHQ/MHA-ID/15	Issue of MHA Identity Card
10	CB/PHQ/AIS/TRG/14	All India Services Training
11	CB/PHQ/AIS/COR/14	Correspondence of All India Service under GOM
12	CB/PHQ/CONF-DIG/12	Conference of Senior Officer to the Rank of DIG and above (BPR&D)
13	CB/PHQ/BPR&D/10	Information required by BPR&D
14	CB/PHQ/BPR&D/MEETING/98	Standing Committee on Weaponry, Tear Smoke and Riot Control Equipment
15	CB/PHQ/BPR&D/PT/2002	National Level Workshop on use of Hand Cuffing
16	CB/PHQ/CCSD/09	Civil Service Day
17	PHQ/CB/GS/AIPSC/06	Contribution towards Central Fund of All India Police Sport Control Board
18	CB/PHQ/C/25/98	Information required by other Department
19	CB/PHQ/INTERPOL/95	INTERPOL
20	CB/PHQ/CENSUS/04	Census of Government employee
21	CB/PHQ/IR/DEPLOY	Deployment of IR BN. Outside Mizoram State.
22	CB/PHQ/B/174/03	Independence Day/Republic Day Parade
23	CB/PHQ/SDM/10	State Disaster Management Plan
24	CB/PHQ/SDM/15	State Disaster Management Plan
25	CB/PHQ/DMP/SDM/14	Departmental Disaster Management Plan
26	CB/PHQ/SDMR/2015	Draft State Disaster Management Rules, 2015
27	CB/PHQ/SDM-MMD/15	Disaster Management (Mega Mock Drill)
28	CB/PHQ/DMIR/15	Disaster Management (Inventory Resources)
29	CB/PHQ/SDRF/14	Rising of State Disaster Response Force SDRF/NDRF)/(TRG)
30	CB/PHQ/TOBACCO/06	Rules and Regulation regarding Cigarette and Other Tobacco Product
31	CB/PHQ/UNIT/COTPA/13	Fortnightly Report of Submission of Enforcement of COTPA submitted by Units
32	CB/PHQ/COTPA/GOI/15	Submission to GOI in connection with half yearly report on enforcement of COTPA

33	CB/PHQ/COTPA/13	Compilation Fortnightly report of COTPA
34	CB/PHQ/MTN-COTPA/15	Monthly Report on Enforcement of COTPA
35	CB/PHQ/EF/04	Environment and Forest
36	CB/PHQ/CNP/03	Control of Noise Pollution
37	CB/PHQ/SWB/10	State Wildlife Board Meeting
38	CB/PHQ/MRT/WC/14	Monthly Return on Wildlife Crime
39	CB/PHQ/AWB/14	Animal Welfare Board
40	CB/PHQ/CAA/04	Monthly Return on Crime Against Animals
41	CB/PHQ/ECA/15	Monthly Return on Action Taken Report under Essential Commodities Act, 1955 & 1980
42	CB/PHQ/ORGANIC/08	Mizo Organic Limited/Chemical Fertilizer Smuggling (Agriculture & Horticulture etc.)
43	CB/PHQ/ARYA/07	G.S. Arya Police Officers Mess and Guest House/Room
44	CB/PHQ/GS.Arya/15	Lending/Repair of G.S. Arya Mess Properties
45	CB/PHQ/ACCOM/93	Reservation of Circuit House/State Guest House Tourist Lodge/MLA Hostel
46	PHQ/CB/GS-29/02	Mizoram Police Sport Control Board and Achievement
47	CB/PHQ/SPORTS/MISC/13	Sports Miscellaneous
48	CB/PHQ/MPSM/09	Mizoram Police Sports Meet
49	CB/PHQ/SPORT-AWARD/15	Sports Incentive Award for Police personnel and Civilians
50	PHQ/CB/GS/AWARD/06	Nomination of Sports Awards
51	CB/PHQ/LSQ	Lok Sabha Questions and Answers
52	CB/PHQ/RSQ	Rajya Sabha Questions and Answers
53	CB/PHQ/PQ/10	Parliament Question
54	CB/PHQ/AQ	Assembly Question
55	CB/PHQ/AQ/2/Pt/04	Assembly Question & Replies (Gos Explanation) (Govt. Assurance) - 2004
56	CB/PHQ/AQ/GA/05	Govt. Assurance - 2005
57	CB/PHQ/GA/06	Govt. Assurance - 2006
58	CB/PHQ/SESSION/07	No Confidence Motion
59	CB/PHQ/MLA-PRELIM/12	MLA Preliminary Information
60	CB/PHQ/AQ/OTHER STATE/10	Assembly Question from Other State
61	CB/PHQ/MINS/06	Minutes of the Meeting of Council of Ministers
62	CB/PHQ/MLA-CIR/09	MLA Notification/Allocation of Portfolios
63	CB/PHQ/ANTITERRORISM	Among the Ministers etc.
64	CB/PHQ/COM.SABHA/13	Communal Harmony
65	CB/PHQ/QEW/99	Quami Ekta Week/National Integration Week
66	CB/PHQ/CNP/03	Control of Noise Pollution
67	CB/PHQ/CR-05/	Crime Conference / Review inside Mizoram
68	CB/PHQ/ADVER/06	Advertisement
69	CB/PHQ/BAND/13	Requisition of Band Party
70	CB/PHQ/OS/15	Information Required by Other State
71	CB/PHQ/ANTI-TERRORISM	Anti-Terrorism Day
72	CB/PHQ/STAT/05	Statistical Data
73	CB/PHQ/CENSUS/04	Census of Government employee
74	CB/PHQ/B/117/15	Road Safety
75	CB/PHQ/RELIGION/05	Data on Religion of Police Department
76	CB/PHQ/CLN/05	Clean Mizoram
77	CB/PHQ/B/174/03	Republic Day/Independence Day
78	CB/PHQ/C/202/11	Press Release/Clipping
79	CB/PHQ/FIRE/07	Fire Prevention in Mizoram
80	CB/PHQ/MEETING-FIRE/05	Meeting of State Level Committee on Fire Prevention in Mizoram
81	CB/PHQ/FS-WEEK/15	Fire Service Week/Fire Service Day
82	CB/PHQ/MEETING/04	Meeting of PHQ Staff in c/w PHQ Tea Canteen
83	CB/PHQ/C/PCR/03	Police Community Relations/Community Policing
84	CB/PHQ/PAWS-II/15	Operation Paws-II Green Gold Group/Red Sanders
85	CB/PHQ/PMI/15	Launching of the PMSBY/PMJBY/APY
86	CB/PHQ/SLR -BUSINESS/15	Assessment Framework for State Level Reforms Enabling Ease of Doing Business (2015)
87	CB/PHQ/SBM/15	Swachh Bharat Mission
88	CB/PHQ/F&S/15	Feedback/Suggestion in c/w Expenditure Management-Economy Measures and Rationalization of Expenditure
89	CB/PHQ/NA&FC/15	Strict Compliance of Orders relating to the National Anthem & Flag Code of India etc.
90	CB/PHQ/KRISMAS/11	Krismas leh Kumthar Halpuah Meeting
91	CB/PHQ/VIG/10	Observance of Vigilance Awareness
92	CB/PHQ/C/25/98	Information required by other Department
93	CB/PHQ/PMC/2003	Mizoram Police Mobile Clinic at Aizawl
94	CB/PHQ/NVD/2013	National Voter's Day
95	CB/PHQ/MPJ/07	Mizoram Police Journal
96	CB/PHQ/FILM/05	Film & Music & Network
97	CB/PHQ/VOLUNTEER/12	National Volunteer Day 2nd October
98	CB/PHQ/RTD/09	Withdrawn of Orderly from Retired Officers
99	CB/PHQ/P.MIN STAFF/09	Correspondence of M/Staff (Police Department)
100	CB/PHQ/PLO/SLC/98	Proposal for Accommodation of Security Guards at Mizoram House, Silchar
101	CB/PHQ/SCHO/02	Grant of Scholarship out of Police Memorial Fund
102	CB/PHQ/T.BANDH/14	Total Bandh

103	PHQ/CB/GS-ESSAY/1	Prime Minister/Police Memorial/Silver Cup Essay Competition
104	CB/PHQ/SHO/09	Scholarship/Stipend/Book Grants etc.
105	CB/PHQ/PLC/03	Protection of Life and Property of Senior Citizen
106	CB/PHQ/D/59/99	Implementation of Persons with Disabilities Act, 1995
107	CB/PHQ/MACP/10/12	MACP Scheme - 2010
108	CB/PHQ/SCHEME/09	Central Scheme for Assistance to Victims of Terrorist and Communal Violence
109	CB/PHQ/NGO/08	Voluntary Organisation (NGO)
110	CB/PHQ/104/95-97	Representation of Minorities
111	CB/PHQ/FORGN/06	Foreign Visits of Ministers and Govt. Officials
112	CB/PHQ/MEETING-MJA/07	Meeting on Problem faced by MJA
113	CB/PHQ/ASSO/06	Association etc.
114	CB/PHQ/PB/HOS/05	Opening of Police Booth within Civil Hospital Complex
115	CB/PHQ/PANDEMIC/14	High Level State/District Pandemic Committee
116	CB/PHQ/CHAKMA-CENSUS/14	Chakma Census
117	CB/PHQ/GORKHA-CENSUS/13	Mizoram Gorkha Census
118	CB/PHQ/MPCC/13	Raising of Mizoram Police Cultural/Club Troup
119	CB/PHQ/KDS/07	Opening of Kendrya Vidyalaya School/Anganwadi Centre/Coaching
120	CB/PHQ/POL/SCHL/01	Opening of Police School
121	CB/PHQ/NPOP/05	National Police and Older Persons (NPOP) Annual Action Plan
122	CB/PHQ/GoH/14	Swearing-in and Farewell Ceremony of Governor etc. (Guard of Honour)
123	CB/PHQ/P-PM/VISIT/15	President/Prime Minister Visit Mizoram (GoH)
124	CB/PHQ/AVP-PRE/15	Accommodation/Vehicle/POL in connection with visit of the President of India on 9 & 10 April, 2015
125	CB/PHQ/GRN/99	Green Mizoram '99
126	CB/PHQ/SP/09	Strength of State Police (Civil Police, Armed Police, IR Police)
127	CB/PHQ/HIV/2003	Seminar on HIV/AIDS
128	CB/PHQ/PASSING OUT/5TH IR/09	Passing Out Parade of 5th IR Bn.
129	CB/PHQ/SEC/11	Security Duty/Arrangement for Independence Day/Republic Day
130	CB/PHQ/MISC/ZH/05	Miscellaneous
131	CB/PHQ/ELECTION/08	General Election
132	CB/PHQ/ELECTION-VC/LC/12	VC/Local Council Election
133	CB/PHQ/LADC/ELECT/2010	LADC/Mara Election
134	CB/PHQ/ELECT-OTHER/11	Election for Other State
135	CB/PHQ/MCC/10	Election Model Code of Conduct Political Parties
136	CB/PHQ/ELECTORS-60/11	Notification of the Registration of Electors Rules 1960
137	CB/PHQ/MM ACT/07	Mizoram Municipal Act, 2007
138	CB/PHQ/PF	Personal Files of GOs. i.e. Ministerial/DDA/EE/AE/FSL/Dr. etc.
139	CB/PHQ/MPRO/03	Promotion/Direct Recruitment of Inspector to Dy.SP(C)/ASP under MPRO
140	CB/PHQ/MIN/GO/14	Promotion of the post of Ministerial Police Gos.
141	CB/PHQ/FS/01	Filling up of Asst. Director Forensic Science
142	CB/PHQ/MIN/GO/05	Corr. of Ministerial GOs.
143	CB/PHQ/TRANSFER/05	Transfer and Posting of Gos. Ministerial
144	CB/PHQ/STENO-GO/12	Promotion of Steno Grd.-II to Grd.-I/PPS
145	CB/PHQ/MED/90	Transfer & Posting of Doctors and Medical Staff
146	CB/PHQ/PH/06	Corr. of Police Hospital
147	CB/PHQ/DYSP(COMN.)/03	En-cadrement of Dy.SP (COMN) into MPS Cadre Post/MPRO Shoulder Badge
148	CB/PHQ/MPRO/99	Inter-Se-Security of MPRO Officers
149	CB/PHQ/FSL/05	Corr. of FSL GOs
150	CB/PHQ/DY.SP/W/04	Transfer of post of Dy.SP (MPRO)
151	CB/PHQ/DY.SP(MECH)/12	Promotion of Inspector (Mech) to Dy.SP (Mech) CPW
152	CB/PHQ/MORGUE/11	Construction of Morgue House
153	CB/PHQ/ACR/20/11	Correspondence of ACRs (Representation)
154	CB/PHQ/ACR/COR/12	Correspondence of ACRs
155	CB/PHQ/ACR/87/PT	ACR Instruction
156	CB/PHQ/PAR/IPS/10	Timely submission of PARs by the Officers of All India Service
157	CB/PHQ/ACR/Adv.-Remark/10	Communication of Adverse Remarks Recorded in the ACRs
158	ACRs	ACRs in respect of All ASI to Inspector under Police Department
159	CB/PHQ/Arya/Corr/15	Correspondence of GS Arya Mess
160	CB/PHQ/Elect-Nodal/15	Designation of Nodal Officer in c/w Election etc.

<b>ASI MATHEW C. LALFAMKIMA</b>		
<b>A. MEETINGS &amp; CONFERENCES:</b>		
<b>Sl. No.</b>	<b>File No.</b>	<b>Name of the File</b>
1	CB/PHQ/C/232/2013	DGP/IGP Conference at Delhi.
2	CB/PHQ/DGP-IGP/NE/06	Conference of DsGP/IsGP of North-Eastern States.
3	CB/PHQ/Meeting-NE/06	Conference of DsGP/IsGP of N.E. States with Home Secy.
4	CB/PHQ/C/331/2012	Security of Bank – SLSC/SLCC/SCCM/REIC.
5	CB/PHQ/DG-Level Talks/2013	DG Level Talks between NCB, India & CCDAC, Myanmar.
6	CB/PHQ/NCB/07	Coordination Committee/Meeting of the State NCB, Delhi.
7	CB/PHQ/INDO-BANGLA/2000	Indo-Bangladesh Border Meeting.
8	CB/PHQ/ALSCC/2013	Meeting of Apex Level State Coordination Committee.
9	CB/PHQ/C/85/2011	Meeting of Secretaries with CS and Heads of Deptt.
10	CB/PHQ/Ind-US/PCC/13	India-US Police Chiefs Conference.

11	CB/PHQ/IACP/2013	International Association of Chiefs of Police (Asia-Pacific Regional Conference).
12	CB/PHQ/CM-SOP/06	Meeting of CM/HM and CS/DGP (Recommendation of Group of Minister – GOM) - Standard Operation Procedure.
13	CB/PHQ/SLMSM/09	State Level Multi-Sectoral Meeting.
14	CB/PHQ/HLSIC/2012	Home Land Security India Conference.
15	CB/PHQ/SPCM/2010	State Prohibition Council Meeting.
16	CB/PHQ/SLSCM/04	State Level Security Coordination Meeting (Mizoram) SLSCM.
17	CB/PHQ/TFN-RLY/09	Task Force on National Railway Project in Mizoram.
18	CB/PHQ/C/87	Security VVIP/VIP (Airport).
19	CB/PHQ/Meeting/PM's 15 PP/13	State Level Committee for Implementation of Prime Minister's 15 Points Programme.
20	CB/PHQ/HLM/2000	High Level Meeting.
21	CB/PHQ/C-437/02	MLPT Act'95 Meeting.
22	CB/PHQ/CM-Meeting/Misc/12	CM's Meeting with DCs, CYMA Leaders etc.
23	CB/PHQ/Meeting-Ply/2000	Meeting of CS/DG of all States on Crime at Railways etc.
24	CB/PHQ/PHQ/VIP-M/09	Meeting of VIPs/VVIPs Mizoram.
25	CB/PHQ/PAP/Meeting/2011	Meeting on Protected Area Permit in Mizoram.
26	CB/PHQ/JT/09	Joint Meeting of Police, VCs, YMAs etc.
27	CB/PHQ/IGP-Meeting/2006	L & O Review & Admn. & Organization Review Meeting.
28	CB/PHQ/Meeting-ISC/2004	Meeting of the Inter-State Council.
29	CB/PHQ/Meeting/HD/2012	Meeting/Workshop on Human Development.
30	CB/PHQ/CRM/2013	Crime Review Meeting.
31	CB/PHQ/Conf-ACB/2013	Conference of Heads of Vigilance & ACB.
32	CB/PHQ/ANTI-RAGGING/09	Anti-Ragging Committee.
33	CB/PHQ/Meeting-L&O/05	Review Meeting of Law & Order Situation in Mizoram and Enforcement of ILP.
34	CB/PHQ/C/PRO/99	Meeting/Conference of Police Radio Officers of N.E. States.
35	CB/PHQ/WG/2004	Meeting of Working Group on Security.
36	CB/PHQ/Meeting-Taxi Stand/06	Meeting on Management and Control of Taxi Stand.
37	CB/PHQ/Meeting-CBI/2000	Annual Conference of DGP/IGP on Crime Matter.
38	CB/PHQ/BDBMA/2009	Boundary Dispute between Mizoram & Assam (Mizoram State Boundary Committee).
39	CB/PHQ/NEC-Steering Com/04	Meeting of Steering Committee Constituted by North Eastern Council (NEC) on Security and Border Trade.
40	CB/PHQ/SLMC/NBFC/12	State Level Monitoring Committee on Non-Banking Financial Companies & Un-Corporated Bodies.
41	CB/PHQ/REIC/09	Regional Economic Intelligence Committee.
42	CB/PHQ/INTER-MIN/05	Inter Ministerial Meeting (Free Movement Regime).
43	CB/PHQ/NE-CONF/2014	North-East Conf. of Heads of the Vigilance & ACB.
44	CB/PHQ/DG Level Talks/ Bangla/2014	DG Level Talks between NCB, India and DNC, Bangladesh
45	CB/PHQ/DLCM-LIA/2011	Directional Level Co-ordination Meeting of LIA.
46	CB/PHQ/Meeting-BMM/14	Meeting on Border Management Mechanism.
47	CB/PHQ/SLNIC/14	State Level National Integration Council.

**B. MISCELLANEOUS:**

1	CB/PHQ/IS/2012	Internal Security.
2	CB/PHQ/INSURGENCY/2005	Insurgency/Terrorist (Special Intelligence Report).
3	CB/PHQ/C/123/2005	Lengpui Airport.
4	CB/PHQ/CYBER-CRM/2010	Cyber Crime.
5	CB/PHQ/C/212/2012	Entry of Bangladeshi into Mizoram.
6	CB/PHQ/ATP/2012	Air Travel Permission.
7	CB/PHQ/L&O/06	Law & Order – Security Arrangement.
8	CB/PHQ/BDS/2001	Bomb Disposal Squad/Detection.
9	CB/PHQ/C/400/11	Passport Act, 1920, Foreigner Act, 1946.
10	CB/PHQ/FRO/96	Foreigner Registration Immigration Check Post (ICP – Demagri – Kawrpui Chhuah).
11	CB/PHQ/SEC/II/2012	Security Arrangement for Mizo People outside Mizoram.
12	CB/PHQ/GO-Night Duty/2012	Night Duty of Gazetted Officers.
13	CB/PHQ/DRUG/98	Mizoram Drugs Control Order'98.
14	CB/PHQ/HS-Mizoram/12	Helicopter Service in Mizoram.
15	CB/PHQ/AZL-PS-365/08	Chiahpuam Case.
16	CB/PHQ/NC-PS/95	Declaration of Narcotic Cell as Police Station.
17	CB/PHQ/MAN/09	Inputs: Myanmar Army Nationals.
18	CB/PHQ/C/Bandh/05	Total Bandh organized by MZP/MSU/Political Parties etc.
19	CB/PHQ/C/82	Registration of Cases under ND & PS Act.
20	CB/PHQ/MML&ALP(R) Act/2010	Mizoram Money Lenders and Accredited Loan Providers (Regulation) Act, 2010.
21	CB/PHQ/CORR/MLTP/2011	Corr. Of MLTP Act'95.
22	CB/PHQ/TT/13	Telecoms Towers.
23	CB/PHQ/AR-PM/13	Annual Review on Prison Management.
24	CB/PHQ/C/167	Customs/Excise Act.
25	CB/PHQ/Drug-Abuse/08	International Day Against Drug Abuse & Illicit Trafficking.
26	CB/PHQ/QRTN/11	Qtr. Return of Foreigner Arrested in Mizoram.
27	CB/PHQ/GRSM/13	Gun Repairing Shop in Mizoram.
28	CB/PHQ/MISC/09	Miscellaneous – I.
29	CB/PHQ/MPW/2010	Mizoram Police Website.

30	CB/PHQ/UN-Day/2013	United Nation's Day (24 <sup>th</sup> Oct.)
31	CB/PHQ/National Award/e. Govt./13	National Award for e-Governance.
32	CB/PHQ/CON/13	Introduction of Congestion charging in Central Business Areas/Congested areas in India Cities.
33	CB/PHQ/C/175	Prevention of Infiltration Force/Mobile Task Force.
34	CB/PHQ/RC/2012	Guidelines for Issue of Residential Certificate.
35	CB/PHQ/Crime/2001	Curbing and Control of Organized Crime.
36	CB/PHQ/CONF-ATI/04	Conf. of Sr. Officers on Development and Security Issues.
37	CB/PHQ/ORS-I/06	Information required by other States-I.
38	CB/PHQ/INFO/ORS/09	Information required by other States-II.
39	CB/PHQ/MISC/2011	Miscellaneous – II.
40	CB/PHQ/FCRA/2011	Corr. Of Financial Contribution regulation Act. (FCRA).
41	CB/PHQ/C/247	Implementation of ID Scheme in the Border Areas.
42	CB/PHQ/NUCL/05	Potential targets of Nuclear emergencies/Attack/
43	CB/PHQ/C/444	Power Station.
44	CB/PHQ/CAA/04	Crime Against Animals.
45	CB/PHQ/VVIP/06	Visit of VIP/VVIP to Mizoram.
46	CB/PHQ/S-W/98	Detailment of a Special Team to South-West Mizoram.
47	CB/PHQ/REIC/2004	Coordination Work amongst various Intelligence and Investigation Agencies.
48	CB/PHQ/NIC-IT/05	Information Technology & National Informatics Centre.
49	CB/PHQ/DCR/14	Daily Crime Report.

**B. MISCELLANEOUS:**

50	CB/PHQ/DSQ/2001	Sniffer Dog/Dog Squad.
51	CB/PHQ/NESG/2002	Information required by North East Study Group (NESO).
52	CB/PHQ/C/445	Procedures to be followed by for the visit of Indian Police teams to Nepal for investigation of Crime.
53	CB/PHQ/NE/99	Information on N.E. States required by MHA.
54	CB/PHQ/Army-Copters/08	Utilization of Army's Helicopters by the State Government.
55	CB/PHQ/IM-UK/08	Illegal Migration from India to U.K. etc.
56	CB/PHQ/Sec-DC(KLB)/03	Posting of Security Personnel at D.C. Office, Kolasib.
57	CB/PHQ/MR-Foreigner/04	M/R on issue of entry permit of Myanmarese in India.
58	CB/PHQ/Visit/HM/09	Visit of Union Home Minister.
59	CB/PHQ/Visit/PC/97	Visit of Parliamentary Committee/Rajya Sabha etc.
60	CB/PHQ/BH/2014	Utilization of Badminton Hall/Indoor Stadium, PHQ.
61	CB/PHQ/Abduction/2014	Abduction by various Insurgents/Militants/Terrorists etc.
62	CB/PHQ/SELAM/2014	Incident at Selam Village.
63	CB/PHQ/UWB/2014	Union War Book.
64	CB/PHQ/Frd.Com./14	Company Operating Illegally in Mizoram (Fraud Company)
65	CB/PHQ/AA/14	Acid Attack.
66	CB/PHQ/BD-M&T/14	Border Dispute Between Mizoram & Tripura.
67	CB/PHQ/	Construction of 'Zofate Chawlhbuk' (Rest House) by MZP Hqrs. at Borapansuri.
68	CB/PHQ/	
69	CB/PHQ/	

**C. RETURNS & DEPUTATIONS:**

1	CB/PHQ/UNM/2012	Nomination for UN Mission.
2	CB/PHQ/UNM-HAITI/2010	UN Deployment in Haiti.
3	CB/PHQ/TIMOR/07	UN Deployment in Timor.
4	CB/PHQ/SUDAN/06	UN Deployment in Sudan.
5	CB/PHQ/KOSOVO/04	UN Deployment in Kosovo.
6	CB/PHQ/UNM-Report/2012	UN Mission Report of Police Officers.
7	CB/PHQ/UN/05	UN Instruction.
8	CB/PHQ/NSG/13	Deputation to NSG.
9	CB/PHQ/MLTP/2012	Monthly return of MLTP Act'95.
10	CB/PHQ/SEC/2013	Monthly return of Law & Order situation in Mizoram.
11	CB/PHQ/C/MR-5/2013	Monthly return of Foreigner arrested in Mizoram.
12	CB/PHQ/MR/BM/2011	Monthly return of Bangladeshi National Staying in Mizoram.
13	CB/PHQ/UN-ND/2009	Monthly return of Un-natural Death.

**(viii) List of various Committees/Boards etc. dealt by CB, PHQ.**

1.	State Security Commission	DGP as Ex-Officio Secretary
2.	PLO to send articles to update the community policing	SP CID (Crime) as PLO
3.	Implementation of Nationwide Emergency Response System (NERS)	DIG (Hqrs.) as Nodal Officer
4.	Cases of Counterfeit Stamps and Fake Indian Currency Notes	SP CID (Crime) as Nodal Officer
5.	Setting up of FICN Co-ordination Committee (FICORD)	SP CID (Crime) as Nodal Officer

6.	State Level Committee to ensure better co-ordination in the matter of continuous vigilance, monitoring and review of generation printing and circulation of counterfeit notes	1) DGP as Chairman 2) ADGP 3) DIG (CID) 4) AIG-I } Member
7.	Public Grievances under Police Department	1) AIG-I as Nodal Officer for PHQ 2) One Nodal Officer in each District
8.	Private Security Agencies (Regulation) Act, 2005	Joint Secy. (Home) as Controlling Authority
9.	Implementation of MPSA Rules, 2009	Addl. SP, Aizawl (Crime) as Nodal Officer
10.	State Level Co-ordination Committee (SLCC) for the State of Mizoram	Addl. Secretary, Home Deptt. as Nodal Officer
11.	Assisting the foreigners under Mission Mode Project (MMP) on IVFRT	SP CID (SB) as Nodal Officer
12.	To collect/record the reports received and take follow-up action from foreigner entities as and when Liaison Offices/Branch Offices/Project Offices are set up and function within the State	SP CID (SB) as Nodal Officer
13.	Detection & Deportation of Bangladeshi Nationals	DIG (CID) as Nodal Officer
14.	To oversee and co-ordinate the whole process for issue of Police Verification of Passport application in Mizoram	DIG (CID) as Nodal Officer
15.	Matter relating to Rohingyas in Mizoram State	DIG (CID) as Nodal Officer
16.	Regional Economic Intelligence Committee (REIC)	SP CID (Crime) as Member
17.	Economic Offences Wing	SP CID (Crime) as Nodal Officer
18.	To liaise with Central Bureau of Investigation (CBI) in connection with the United Nations Convention against Transactional Organised Crime (UNCTOC) Convention/Protocols	DIG (CID) as Nodal Officer
19.	National Security Guard (NSG)	SP Security as Nodal Officer
20.	Counter terrorist threats and attacks as well as to provide speedy investigation and prosecution of terrorist related cases under the National Investigation Agency (NIA)	SP CID (Crime) as Nodal Officer
21.	Anti-Narcotic Task Force	Dy.SP CID (Crime) as Member
22.	Apex Level State Co-ordination Committee For furnishing the requisite information of Pakistani prisoners/fishermen in jails	DGP as Member
23.	High Powered State Co-ordination Committee	DGP as Member
24.	Drafting Committee on Comprehensive Drug Policy for Mizoram	SP CID (Crime) as Member
25.	District Level Security Co-ordination Committee to review the security situation in respect of the District of Kolasib	SP Kolasib as Member Secretary
26.	State Level National Integration Council	DGP as Member
27.	State Level Committee on Anti-ragging	IGP as Member

28.	Media coverage on Development activities for Press Release I&PR	AIG-I as Nodal Officer
29.	National Skill Qualification, Labour, Employment & Industrial Training	AIG-III as Nodal Officer
30.	To handle Radiological hazards through MRDS in Mizoram	AIG-II as Nodal Officer
31.	State Level Committee on Green Mizoram	DGP as a member
32.	State Board for Wildlife (SBWL)	DGP as a member
33.	State Advisory Committee on Disaster Management	DGP as a member
34.	Committee to Study Sports incentive Award Guidelines	ADGP - Chairman IGP, DIG (NR), - Member AIG-I, CO. 1 <sup>st</sup> Bn. MAP SP Security - Member Secretary
35.	Committee on Traffic Management	SP Traffic & SP Aizawl-Member
36.	Mizoram Police Sports & Cultural Control Board	DGP - President DIG (Trg) - Chairman AIG-I - Treasurer SP Security - Hony. Secy.
37.	Data on Police Organisation in India	AIG-I as Nodal Officer
38.	State Level Animal Welfare Board	DGP - Member
39.	State Level Committee on Fire Prevention	DGP as Member
40.	High Level State Pandemic Committee	DGP as Member
41.	Setting up of SC/ST Protection Cell under the charge of DGP Mizoram	1) ADGP/IGP - Chairman 2) DIG (NR)/DIG (CID)/ - Member SP CID (Crime)/AZL
42.	Police Establishment Board	1) DGP - Chairman 2) ADGP/IGP/ - Member DIG (Hqrs.)/AIG-I
43.	Internal Complaints Committee as required u/s 4 of Chapter-II of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 to enquire into complaint of sexual harassment against working women at workplace	1) DIG (CID) - Chairman 2) AIG-I - Member 3) SP CID (Crime) - Member
44.	Drafting Committee to frame the Mizoram Police Rules under the Mizoram Police Act, 2011	1) ADGP - Chairman 2) IGP/SP (TRF) - Member 3) Member Secretary - Comdt., 3 <sup>rd</sup> Bn. MAP
45.	Anti-Extortion Cell in the State of Mizoram	DIG (CID) as Nodal Officer-cum-in-charge

**Register maintained by W/C Sahlupuii Sailo:-**

- 1) Despatch Register.
- 2) Service Stamp Register.

**Dak Receipt and Register maintained by C/ Josph Lalremruata:-**

- 1) Central Register/DIG(NR)/TRG/HQRS/AIG-III/Legal/CPW in 1 (one) Register.  
DIG(CID)/SP CID SB)/CID (Crime)/WRLS/SEC/AZL/FSL in 1 (one) Register.
- 2) Library.
- 3) AIG-I/Construction/Tech. Cell/Supply in 1 (one) Register.
- 4) Account/Loan/DDA/Cashier in 1 (one) Register.
- 5) Establishment Branch in 1 (one) Register.

**Dak Receipt Register maintained by C/ Lalhmingliana:-**

- 1) Confidential Branch.

**Typing of all papers in Computer in respect of Confidential Branch:-**

- 1) H/C K. Vanlalchhuanga.
- 2) C/346 Lalramhluna Rokhum.

<b>(ix) DIRECTORY OF EMPLOYEE</b>					
S/ No.	Name	Designation/ Rank	Address		Telephone No./ Mobile No.
			Office	Home	
1.	Mary Lalarliani Sailo	Dy.SP (M)	AIG-I office, CB, PHQ	Upper Republic	9436154275
2.	C. Lalremliana	Inspector (UB)	-do-	Bethlehem Vengthlang	9862578678
3.	Lalrinawmi Sailo	SI (M)	-do-	Armed Veng	9862832949
4.	Laltanpuii	SI (M)	-do-	Khatla South	9436156976
5.	K. Lalramliani	SI (M)	-do-	Khatla South	9862359150
6.	Vaninmawia	SI (M)	-do-	Saron Veng	8974770234
7.	Mathew C. Lalfamkima	ASI (M)	-do-	Chanmari West	9774378958
8.	K. Vanlalchhuanga	Head Constable	-do-	Dawrpui Vengthar	9774394115
9.	Lalthlahlova	Constable	-do-	Republic Vengthlang	9612638127
10.	Lalrawngbawla	Constable	-do-	Zemabawk	9862360411
11.	Saihlupuii	W/Const.	-do-	Bethlehem Vengthlang	8575328332
12.	Lalnuntluanga Sailo	Constable	-do-	Vaivakawn	9862383022
13.	Lalhmingliana	Constable	-do-	Chaltlang	8729987019
14.	Joseph Lalremruata	Constable	-do-	Bungkawn	9774633578
15.	Lalramhluna Rokhum	Constable	-do-	Aizawl Venglai	9862531895
16.	C. Lalengmawia	Constable	-do-	Chanmari West	8974946020
17.	Lalremi	Duftry	-do-	Republic	8794492026
18.	Lalrinawma	IV-Grade	-do-	Chaltlang	9862332387
19.	Zorampari	IV-Grade	-do-	Zemabawk	9862380165
1.	V. Lalrintluangi	Inspector (Steno)	AIG-I Personal Branch	Salem Veng	9612184268
2.	Lalramliana	Head Constable	-do-	Laipuitlang	9612567499
3.	K. Lalramhluna	Havildar	AIG-I Rider	Bawngkawn	9436159495
4.	Vanlallawmkima	Havildar	PSO to AIG-I	Melthum	8794723966
5.	Lalnunsanga	Constable	AIG-I Personal Branch	Saikhamakawn	9612296951
6.	Lalmangpuia	Constable	-do-	Ramhlun North	8974975186
7.	Vanlalhruaia	Constable	-do-	Khatla	8575133853

**(x) Monthly remuneration received by each Officers & Employees**

S/No.	Name	Designation/Rank	Gross Amount
1.	L.R. Dingliana Sailo	AIG-I	Rs.1,17,419/-
2.	Mary Lalarliani Sailo	Dy.SP (M)	Rs.68,917/-
3.	C. Lalremliana	Inspector	Rs.62,718/-
4.	Lalrinawmi Sailo	SI (M)	Rs.56,782/-
5.	Mathew C. Lalfamkima	ASI (M)	Rs.40,092/-
6.	Lalrawngbawla	Const.	Rs.32,966/-
7.	Lalremi	Duftry	Rs.32,271/-
8.	Lalrinawma	IV-Grade	Rs.32,839/-
9.	Zorampari	IV-Grade	Rs.24,572/-
10.	V. Lalrintluangi	Steno/Inspector	Rs.58,390/-
11.	Lalramliana	H/C	Rs.35,424/-
12.	Lalnunsanga	Const.	Rs.28,726/-
13.	Lalmangpuia	Const.	Rs.24,581/-
14.	Lalramnghaki Hlawndo	IV-Grade	Rs.18,285/-

**(II) ESTABLISHMENT BRANCH:****i) Organization, Function and duties:-**

The Establishment Branch is manned by Ministerial Staff under the supervision/ guidance of DSP (M) assisted by 1 Inspector (M), 4 SI (M)s and 2 ASI (M)s. The Branch deals with all matters relating to Gazetted Group 'B' and Non-Gazetted Police personnel of UB/AB/MPRO/ FSO/M-Staff/Steno/Computer Operator in connection with recruitment, promotion transfer and posting, granting of leave, deputation to other Deptt., pension, proposal for re-organization of Mizoram Police, name change, granting of increments, retention of temporary post of Police Department and all correspondence of Police Hospital (i.e. Appointment, transfer, posting)

**(ii) Powers and duties of Officers & employees:**

All files put up to AIG-I for decision.

1. Zoramsangi, Dy.SP (M) - Supervision.
2. Inspr. (M) Lalthangliani - Dealing the following works and documents in the form of files held by her as under:-
  - 1) Recruitment/ Promotion/ Transfer/ Attachment of M/Staff
  - 2) Seniority of M/Staff
  - 3) Training of M/Staff
  - 4) Confirmation
  - 5) MPSOA Correspondence
  - 6) Maintenance of Service Book
  - 7) Pay Commission.
  - 8) Re- Organization
  - 9) Employees Data & Return
  - 10) Reservation of post for disable persons.
  - 11) Uniform Exemption
  - 12) Destruction of documents
  - 13) Audit reply
  - 14) PHQ Circular file
  - 15) CM/ CS Meeting correspondence
  - 16) Increment of PHQ Staff
  - 17) PHQ Staff Welfare Correspondence
  - 18) Quarterly return of Man power strength
  - 19) Correspondence of ACP Scheme
  - 20) Correspondence of PAC Questionnaires.
  - 21) Misc. correspondence
  - 22) Corr. of Vacancy filled up
  - 23) Correspondence on reward
  - 24) Correspondence on remuneration & Evaluation
  - 25) Correspondence on Armed Forces Flag
  - 26) Grant of Advance Increment on Hindi
  - 27) Correspondence on Award of Punishment
  - 28) Correspondence on change of Cashier.
  - 29) Correspondence on stagnation of Govt. Employees
  - 30) Grant of Advance increment under family planning
  - 31) Correspondence on further studies/ study leave
  - 32) Correspondence on computer staff of Police Deptt.
3. SI (M) Ramdinliana - Dealing the following works and documents in the form of files held by him as under:-
  - 1) Alteration of Date of Birth
  - 2) Condonation of over age appointment
  - 3) Extension/ Re-Employment of Service
  - 4) RE-employment of Ex-Servicemen/ Reservation of post
  - 5) RFD
  - 6) Transfer of AB(Nk -Inspr)
  - 7) Seniority list of AB(Nk – Inspr)
  - 8) Promotion of AB(Const – Inspr)
  - 9) Incentive/ Training Allowance
  - 10) Re-construction of Service Book
  - 11) Inter State transfer
  - 12) Out of turn promotion
  - 13) Amendment of Standing order
  - 14) Appointment of Admn. Inspector
  - 15) Counting of previous service
  - 16) Misc: Police Officer/ Men
  - 17) Attachment of Nk.-Inspr(AB) to other Bns./Units.
  - 18) Corr. on Cadre Course/ Platoon Commander Course/ Pre-Promotion Course of AB
4. SI (M) C. Lalmuanpuia - Dealing the following works and documents in the form of files held by him as under:-
  - 1) Pension cases of PHQ Staff
  - 2) Pension case of Units/GOM corr.
  - 3) Transfer of constable(AB)
  - 4) Posting of orderly
  - 5) Training within Aizawl city.
  - 6) Attachment of NCOs to SEC/Traffic
  - 7) Seniority of Constable(AB)

- 8) Return of Pension Case  
9) Posting of PSO  
10) Correspondence of Election  
11) Transfer relating General Assembly Election
5. SI (M) R. Lalrinpuii - Dealing the following works and documents in the form of files held by her as under:-  
1) Recruitment/ Promotion/ Transfer of ASI/SI/Inspr(UB)  
2) Recruitment/ Promotion/ Transfer of Police Hospital Staff  
3) Preparation of vacancy position  
4) Seniority list of ASI – Inspr(UB)  
5) Corr. on Transparent Recruitment Process  
6) Posting of PLO & its correspondence  
7) Attachment of staff to Petrol pump  
8) Corr. on Law Instructor  
9) Deptt. Examination in Law  
10) Reservation of seat at NEPA  
11) Corr. on SC/ST/Muslim Police personnel  
12) Pre-promotion Training Course of UB  
13) Grant of Special leave  
14) Correspondence of SMAC  
15) Conversion of MAP to MRP  
16) BPR&D Correspondence  
17) Retention  
18) Employment Return  
19) Correspondence on Pass port  
20) Functioning of Traffic Police  
21) Correspondence of ACB  
22) Correspondence of EOW
6. SI (M) K. Lalnunsangi - Dealing the following works and documents in the form of files held by her as under:-  
1) Recruitment/ Promotion/ Attachment of MPRO Staff  
2) Seniority of MPRO  
3) Recruitment/ Promotion/ Transfer of Stenographer  
4) Recruitment/ Promotion/ Transfer of CPW Staff  
5) Recruitment of Constable(UB&AB)  
6) Land Donation  
7) Correspondence of Women Police  
8) Seniority of Constable & Head Constable(UB)  
9) Appointment of Sports person & Ex-servicemen  
10) RTI  
11) Correspondence of Forensic Science Laboratory  
12) Correspondence on CCTNS/CCTV  
13) Correspondence on Name change  
14) Cor. on Employees & Pensioner database & record  
15) Time Bound promotion of Isolated post  
16) Formation of Dog Squad  
17) Promotion of Dog handlers
7. ASI (M) K.L. Ramdinpuia Dealing the following works and documents in the form of files held by him as under:-  
1) Recruitment of IV-Grade  
2) Transfer/Attachment of IV-Grade  
3) Re-mustering of IV-Grd/Const. to higher rank  
4) Appointment / Recruitment of Driver  
5) Transfer/Attachment of Driver  
6) Up-gradation of Driver  
7) Assembly Question  
8) Correspondence of MPSCCB  
9) Lifting of Ban  
10) Stationeries  
11) Typing
8. ASI (M) Nancy Lalchhanhimi - Dealing the following works and documents in the form of files held by her as under:-  
1) Transfer of Constable/HC(UB)  
2) Promotion of Constable –HC, HC-ASI(UB) (Seniority)  
3) Deptt. Examination of Constable to HC, Const/HC to ASI(UB)  
4) Attachment of Const/HC to other unit.  
5) Leave of PHQ Staff  
6) Leave of Inspector (UB&AB)  
7) Deputation  
8) Compassionate appointment  
9) Record of Death/ issue of Condolence etc.

- |                              |                                   |
|------------------------------|-----------------------------------|
|                              | 10) Return of DE/Suspensions      |
|                              | 11) Maintenance of Service stamp. |
|                              | 12) Subscription of Newspaper     |
|                              | 13) Typing                        |
| 9. C/- Lalremfela            | - Computer Operator               |
| 10. C/- Lalbiaknggheta       | - Received & Despatch             |
| 11. C/- Lalchhandama         | - Received & Despatch             |
| 12. C/- Lalmuanchhana        | - Machine Technician              |
| 13. C/- F. Lalngchinglova    | - Office orderly duty             |
| 14. C/- P.C. Lianhmingthanga | - Office orderly duty             |
| 15. IV Grd. Lalthuampuii     | - Office orderly duty             |
| 16. IV-Grd. Lalramngaii      | - Office orderly duty             |

**(iii) The procedure of decision making process, including channels of supervision (Rank-wise) and accountability (Rank-wise):**

All dealing assistants put up files to AIG-I through DSP (M) for decision, if requires, AIG-I put up to DGP for final decision.

Channels of supervision is as per the chain of command i.e. in order of ranking in the official position. the accountability of each rank differs and it depends on work assign to each.

- |                       |   |   |
|-----------------------|---|---|
| DSP(M)                | - | In charge of Establishment Branch and supervisory officer to staff of Establishment Branch. |
| Inspector(M)          | - | Next to DSP(M) dealing files allotted to her as above.                                      |
| SI(M)'s               | - | Dealing files allotted to them as above.  |
| ASI(M)'s              | - | Dealing files allotted to them and do typing work as above.                                 |
| Constable & IV-Grades | - | They performed duty as typing, received & dispatch and office orderly.                      |

**(iv) Norms for discharge of function:**

For the discharge of function, the norms are set by MPM, Central Government Employees Rules such as Establishment and Administration, Conduct Rules, CCS(CCA) Rules, General Financial Rules, Pension and other special rules as notified and amended from time to time by both the Central and State Legislator.

**(v) The rules, regulations, manual and records, held by it or under its control or used by its employees for discharging its function:**

All the employees are governed by Mizoram Police Act and MPM, Central Government Employees Rules of Establishment and Administration, Conduct Rules, CCS(CCA) Rules, General Financial Rules, Pension Rules and used for discharging diverse function.

**(vi) Statement of the categories of documents that are held by it or under its control (Different order from (i) Government of Mizoram (ii) Police Headquarters).**

N/A

**(vii) Public Relations:**

**(viii) Statement of the Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils committees and other bodies are open to the public, or the minutes of such meetings are accessible for public. (Various Boards or Committees formed)**

The Police Establishment Board is constituted by Govt. of Mizoram under the Chairmanship of DGP with ADG, IGP, DIG(Hqrs), AIG-I as member to consider all transfer and posting, promotion and other service related matter of Officers of and below the rank of Dy. SP.

**(ix) Directory of its officers and Employees:**

Name	Designation/ Rank	Home Address	Phone No.	E-Mail
Zoramsangi	Dy.SP(M)	Zonuam, Aizawl	9862562593(M)	zriralte2016@gmail.com
Lalthangliani	Inspr(M)	Bungkawn CID Tlang	2333843(R) 9436195433(M)	lalthangliani28@gmail.com
Ramdinliana	SI(M)	College Veng	9863207632(M)	mdrenthlei76@gmail.com
C. Lalmuanpuia	SI(M)	Tuikhuahtlang	2310009(R) 9862377303(M)	pateachhangte1@gmail.com
R. Lalrinpuii	SI(M)	Chanmari	2342061(R) 9436195682(M)	rinpuii0028@gmail.com
K. Lalnunsangi	SI(M)	ITI, Aizawl	9862356032(M)	mnkhawlhiring@gmail.com
K.L. Ramdinpuia	ASI(M)	Chanmari	9612323122(M)	puiakhiantge7@gmail.com

Nancy Lalchhanhimi	ASI(M)	Chanmari	8730845756(M)	ceetei07@gmail.com
F. Lalinghinglova	Constable	Republic	9863370179(M)	
P.C. Lianhmingthanga	Constable	Salem Veng	9402187907	
Lalbiakngheta	Constable	Upper Republic	9612837508	amteaawmawmapa@gmail.com
Lalremfela	Constable	Tuikual South	8794104407	kawkahauzela@gmail.com
Lalchhandama	Constable	Tuikual South	9612435603	damteahmar1@gmail.com
Lalmuanchhana	Constable	Dawrpui Vengthar	9774635760	mcchhangte56@gmail.com
Lalthuampuii	IV-Grd.	Khatla Bethel	9862044491	lalthuampuiiralte@gmail.com
Lalramngaii	IV-Grd.	Chawnpui	8974688744	ramngaii@gmail.com

### **(III) LOAN BRANCH**

#### **i) Organisation, functions and duties:**

The Loan Branch comprises 4 Ministerial Staff, 5 executive staff and 3 IV-Grade. Functions and duties of the branch are Sanction of Long Term Loans such as House Building Advance/ Motor Car Advance/Scooter Advance and Personal Computer Advance, sanction of Non-Refundable withdrawal of GPF and issue of permission to Police Personnel for Bank Loan Guarantor.

#### **ii) Powers and duties of Officer and Employees:**

All files put up to AIGP-II through DDA.

1. Zosangzuali, Inspector (M) : 1) Sanction of Non-Refundable withdrawal of GPF.  
2) Issue of GPF LOC to all Units.  
3) Submission of monthly/quarterly disbursement report to the Government.
2. Amelia Zohmangaihi, Sub-Inspector (M) : 1) Correspondences of HBA/MCA/SA and PCA with maintenance of personal files of the loanees in respect of MAP and IR Battalions.  
2) Calculation of Loan Interest.  
3) Correspondence on issue of No Demand Certificate.
3. David L.T. Kima, Asst. Sub-Inspector (M) : 1) Correspondences of HBA/MCA/SA and PCA with maintenance of personal files of the loanees in respect of other Units excluding MAP and IR Battalions.  
2) Calculation of Loan Interest.  
3) Correspondence on issue of No Demand Certificate.
4. Lalnunkimi, Inspector (M) : Correspondences on issue of permission for Bank Asst. Sub-Loan Guarantor.
5. V.L. Nunhlima Chhange, Constable : Computer Operator
6. Janet Vanlalruati, Constable : Computer Operator
7. B. Lalmingsanga, Constable : Maintenance of Receipt Register
8. K. Lalnunpuia, Constable : Maintenance of Receipt Register
9. Thianghlima, Constable : Office Orderly Duty
10. B. Lalrinmawia, IV-Grade : Office Orderly Duty
11. Chhunglewmi, IV-Grade : Office Orderly Duty
12. Kailiani, IV-Grade : Office Orderly Duty

#### **iii) The Procedure of decision making process, including channels of supervision (Rank-wise) and accountability (Rank-wise):**

All files are put up to AIGP-II through DDA, PHQ.

The accountability depends on the works assigned to each.

#### **iv) Norms for discharge of functions:**

Norms for discharge of functions are House Building Advance rules, General Provident Fund Rules and other notifications issued by the Central and State Government.

#### **v) The rules, regulations, manual and records, held by it or under each control or used by its employees for discharging its function:**

Office Memorandum, orders and circulars issued by the Central Government, State Government and Police Headquarters are used for discharging function.

#### **vi) Statement of the categories of documents that are held by it or under its control (different orders from: (1) Government of Mizoram (2) Police Headquarters: N/A**

**vii) Public Relations : N/A**

viii) 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 meeting of those boards, councils, committees and other bodies are open to public, or the minutes of such meeting are accessible for public ( Various Boards or Committees formed) : N/A

ix) Directory of its officers and employees :

iii) The Procedure of decision making process, including channels of supervision (Rank-wise) and accountability (Rank-wise):

All files are put up to AIGP-II through DDA, PHQ.

The accountability depends on the works assigned to each.

iv) Norms for discharge of functions :

Norms for discharge of functions are House Building Advance rules, General Provident Fund Rules and other notifications issued by the Central and State Government.

v) The rules, regulations, manual and records, held by it or under each control or used by its employees for discharging its function:

Office Memorandum, orders and circulars issued by the Central Government, State Government and Police Headquarters are used for discharging function.

vi) Statement of the categories of documents that are held by it or under its control (different orders from: (1) Government of Mizoram (2) Police Headquarters: N/A

vii) Public Relations : N/A

viii) 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 meeting of those boards, councils, committees and other bodies are open to public, or the minutes of such meeting are accessible for public ( Various Boards or Committees formed) : N/A

ix) Directory of its officers and employees:

Name	Designation/ Rank	Home Address	Telephone	E-Mail
Zosangzuali	Inspector (M)	Upper Republic	9436375003	
Amelia Zohmangaihi	Sub-Inspector (M)	Khatla	8974049721	
Lalnunkimi	Asst. Sub Inspector(M)	Armed Veng	9436156903	
David L.T. Kima	Asst. Sub Inspector(M)	Upper Kanan	9612121330	
V.L. Nunhlima Chhangte	Constable	Tlangnuam	9436706735	
Janet Vanlalruati	Constable	Thakthing	9612579482	
B. Lalmingsanga	Constable	Mission Vengthlang	9402545253	
K. Lalnunpuia	Constable	Leitan	8415843199	
Thianghlima	Constable	Edenthlar	9615990529	
B. Lalrinmawia	IV-Grade	Tuikual North	9077213449	
Chhunglawmi	IV-Grade	Mission Vengthlang	9862685269	
Kailiani	IV-Grade	Khatla	8415068108	
Kailiani	IV-Grade	Khatla	8415068108	

(x) Monthly remuneration received by each of its officers and employees.

Sl.No.	Rank	Pay band	Pay in the pay band	Grade pay
1.	Inspector	PB-2	9300-34800	4600
2.	Sub-Inspector	PB-2	9300-34800	4400
3.	ASI	PB-2	9300-34800	4200
4.	Constable	PB-1	5200-20200	1900
5.	IV-Grade	IS	4440-7440	1650

(xi) The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made;

(xii) Not applicable to Police Department.

(xiii) Not applicable to Police Department.

(xiii) All informations are computerized.

(xv) 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;

(xvi) The names, designation and other particulars of the Public Information Officers;

(xvii) Such other information as may be prescribed; and thereafter update these publications every year;

#### **(IV) TRAINING BRANCH:**

The Training Branch manned by DIG (Trg) assisted by AIG (Trg), Addl. SP (Trg) and Inspector (UB)/Ministerial with other staff are deal with all matters connected with Training.

(i) **Organization, function and duties:**

Office of the Dy. Inspector General of Police (Training).

**FUNCTION:** The DIG (Trg) is functioning within Police Hqrs. [Under DGP (M)]. Besides Training Branch, PHQ, there are 2 (two) units under his control i.e. Police Training School, Thenzawl and Superintendent of Police (Wireless).

**DUTIES:** All Training perform by Mizoram Police Officers and Men is done under the process of Training Branch with the supervision of DIG (Trg). He sent Mizoram Police for training inside and outside state as well as Foreign Training. He also closely supervise the training undertake by Police Training School, Thenzawl.

Besides, these he supervise the functions of Superintendent of Police (Wireless).

DIG (Trg) is empowered with granting of rewards to his subordinate upto a maximum of `2000/- per head. He is the reporting/reviewing/accepting officer (depending upon the ranks) for ACR of Training Branch, Police Training School and Wireless. He is under the direct supervision of IGP (M) and DGP (M) who is the whole administrative head of Police Force within the state.

**(ii) Powers and duties of officers & employees:**

- (4) DIG (Trg) : As noted above at 4(b)(i)  
(10) AIG (Trg) : Control and supervise the sub-ordinate staff under the advised of DIG (Trg). All files routed through him.  
(11) Addl. SP (Trg) : Acting as advisory to the sub-ordinate officers and men of Training Branch. Giving advised, comment, suggest to higher officers.  
(12) Inspector (M) / (UB) : The senior most Inspector is acting as Head Assistant who gave and advised to the file Dealing Assistance (Including other three Inspectors).  
(13) SI (Steno) : Acting as P.A. to DIG (Trg).  
(14) ASI (M) : Dealing with files of Training Branch and handle computer.  
(15) Hav. / H.C. : Acting as fax machine operator.  
(16) Naik : Acting as Receiver and Dispatcher of all files/letters.  
(17) Constable : Orderly duty of office, Daks distributor and handle copier machine.  
(18) IV-Grade : Sweeper for DIG (Trg) room and Office.

**(ii) The Procedure of decision making process, including channels of supervision (Rank-wise) and accountably (Rank-wise):**

Channel of supervision is in order of ranking in the official portion. The accountability of each rank differs and it depends on work assign to each. Such as:-

- |               |              |                   |                       |
|---------------|--------------|-------------------|-----------------------|
| 1. DIG (Trg)  | 2. AIG (Trg) | 3. Addl. SP (Trg) | 4. Inspector (M) / UB |
| 5. SI (Steno) | 6. ASI (M)   | 7. Hav. / H.C.    | 8. Naik               |
| 9. Constable  | 10. IV-Grade |                   |                       |

**(iv) Norms for discharge of Functions:**

For the discharge of diverse functions, the norms are set by Cr.PC, MPM and CCA Rules. Financial Rules and Police Act, Local Laws, Bills, Minor Acts rules and other special laws as notified and amended from time to time by both the Central and State Legislator. The Mizoram Compendium of Laws as made up to date from time to time may also referred to in this regards.

**(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:**

All the Police personnel are govern by MPM, Police Act and CCS & CCA Rules, Financial Rules, Local and other special laws, and for discharging diverse functions, Cr.PC, IPC, Local and other special laws, numbers of minor acts and bare acts that had been enforced in India, other regulations, instructions and bills made and issued by the Central and State Government, including rulings of both Supreme Court and High Court of India with regards to both Criminals and civil suits are used and based.

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

**INSPR. (M) D.B. SHARMA, HEAD ASSISTANT**

<b><u>FILE NO.</u></b>	<b><u>SUBJECT</u></b>
PHQ/TRG/4	Service Stamp
PHQ/TRG/5	Distribution of Works
PHQ/TRG/42	Seniority list of Non GO's / M-Staff
PHQ/TRG/43	Circular / Memorandum / Notification / Order
PHQ/TRG/81	ACR of all Staff
PHQ/TRG/95	Reward of Training Branch Staff
PHQ/TRG/104	Corr. On GO concerned
PHQ/TRG/104(A)	Corr. On GO leave
PHQ/TRG/114	Corr. on Judgment Order passed by Supreme Court
PHQ/TRG/115	Corr. on Judgment Order passed by High Court
PHQ/TRG/135	Counter Sign. Of TA/DA of GO

PHQ/TRG/151	Property Return
PHQ/TRG/154	Corr. on Re-instatement / Appointment
PHQ/TRG/156/Pt	Departmental Enquiry
PHQ/TRG/157	Counter Sign. Of MR Bill
PHQ/TRG/187	Assembly Election
PHQ/TRG/110(A)	Criminal Law Amendment Act

**INSPR. (M) B. LALROHLUI**

PHQ/TRG/9	SRPF Pune, Police Foundation & Institute (PF&I) etc.
PHQ/TRG/9(Pt)	Misc. Correspondence
PHQ/TRG/9(A)	Cyber Forensics, Cyber Crime etc.
PHQ/TRG/9(B)	Stress Management, NIELIT Courses, NIFM etc.
PHQ/TRG/12	Seminar Workshop at SVP NPA, Hyderabad
PHQ/TRG/13	Training Course conducted by SVP NPA, Hyderabad
PHQ/TRG/101	Course conducted by SVP NPA, Hyderabad
PHQ/TRG/103	Juvenile Justice & Criminal
PHQ/TRG/20	Corr. on MPRO Training
PHQ/TRG/23	National Civil Defense Training and LBSNAA, Moussorie.
PHQ/TRG/27	Corr. on HIV / AIDS
PHQ/TRG/40	Training of MPRO outside Mizoram
PHQ/TRG/47	Bomb disposal at Manesar
PHQ/TRG/68	Training course conducted by BSF
PHQ/TRG/75	Commando course at NSG Manesar
PHQ/TRG/152	Prevention of trafficking of Women & Children
PHQ/TRG/173	Induction Training for GO's
PHQ/TRG/184	Missing Children

**INSPR. T.C. LALROPIANGA**

PHQ/TRG/15	Corr. on Human Rights
PHQ/TRG/28	Army Attachment of Dy.SP
PHQ/TRG/29	Basic training of Proby. Dy.SP
PHQ/TRG/83	Corr. on Symposium
PHQ/TRG/92(B)	Pre-promotion course of SI (UB)
PHQ/TRG/98(A)	Corr. on Modernization & Smart Policing
PHQ/TRG/99	Corr. on Custom, Excise & Narcotics
PHQ/TRG/121 (A)	Miscellaneous Examination
PHQ/TRG/131	Crime Conference
PHQ/TRG/134/LHZ	Statutory Appeal
PHQ/TRG/153/ALH	Para wise Comment on WP(C)
PHQ/TRG/159	Training conducted by Training Branch, PHQ
PHQ/TRG/172	Corr. on Sexual Offences Act
PHQ/TRG/174	RTI Act
PHQ/TRG/179	Training Calendar of Training Branch, PHQ, Aizawl
PHQ/TRG/192	Sensitization Programme
PHQ/TRG/195	DIG Training Bank Account
PHQ/TRG/200	Best Instructor / Faculty of PTS, Thenzawl
PHQ/TRG/201	Training Budget Estimate

**INSPR.H. LALNUNMAWIA**

PHQ/TRG/32/32(A)	Refresher for UB Constable / Head Constable / Armed Branch
PHQ/TRG/33/33(A)	Training at CIJW, Vairengte/STF/Commando Companies
PHQ/TRG/34	Basic Training of Constable at PTS, Thenzawl
PHQ/TRG/35	Refresher Course for ASI & SI
PHQ/TRG/48	Compartmental Examination of ASI & SI
PHQ/TRG/56	Prime Minister Silver Essay
PHQ/TRG/65	Corr. on Senior Under Officer Cadre Course
PHQ/TRG/71	Corr. on Drill Manual
PHQ/TRG/77	Corr. on Year Marked at PTS, Thenzawl
PHQ/TRG/91(B)	Basic Training of ASI (UB)
PHQ/TRG/92	Basic Training of SI (UB)
PHQ/TRG/92(A)	Pre-Promotion Course of ASI (UB)
PHQ/TRG/110	Departmental Law Examination for SI (UB)
PHQ/TRG/145	Misc. correspondence on PTS, Thenzawl
PHQ/TRG/177	Corr. on SIB (Subsidiary Intelligence Bureau)
PHQ/TRG/196	Promotion of Naik to Havildar

**ASI (M) ZOHMINGHLUNI HMAR**

PHQ/TRG/3	General Corr. On LNJN NICFS, New Delhi
PHQ/TRG/6	Stationary/ Furniture
PHQ/TRG/14	Course conducted by CDTS under BPR&D
PHQ/TRG/18	Refresher course on PSO Training
PHQ/TRG/21	Training course conducted by CBI Academy
PHQ/TRG/37	Training course at IBCTS
PHQ/TRG/50	Finger Print course at NCRB
PHQ/TRG/57	System Design/Development & Programming
PHQ/TRG/59 (A)	Corr. on NCRB & SCRB
PHQ/TRG/59(Pt)	Corr. on SCRB/CID
PHQ/TRG/60	Course conducted by NCRB
PHQ/TRG/61	Computer Management & Operation at NCRB
PHQ/TRG/73	Furniture / Machinery Equipment
PHQ/TRG/97	Security arrangement
PHQ/TRG/163	Programme for Planning & Implementation
PHQ/TRG/181	Special Report / Intelligence Report
PHQ/TRG/185	DATA Bank of Officers
PHQ/TRG/105	Sanction File

**ASI (M) J.H. LALREMRUATI**

PHQ/TRG/1	Transfer of Charges of GO & Non GO
PHQ/TRG/2	General Corr. On Training Branch
PHQ/TRG/7	Course conducted by ATI/ISTM New Delhi
PHQ/TRG/10	Training course conducted by IIPA N. Delhi
PHQ/TRG/11	Corr. On Indian Society of Criminology
PHQ/TRG/16	Corr. On VIC/ Misc.
PHQ/TRG/22	Training Course conducted by ATI, Aizawl
PHQ/TRG/25	Pre-Promotion of ASI(M)
PHQ/TRG/25(PT)	Basic Training of ASI(M)
PHQ/TRG/26	Training course conducted by NEPA & its Correspondence
PHQ/TRG/65(A)	Corr. On Junior Under Officer Cadre Courses
PHQ/TRG/70	Road Safety & Traffic Management & CRRT
PHQ/TRG/82	NEPA Board Meeting
PHQ/TRG/86	DDO Course at ATI
PHQ/TRG/100	Training at Central Forensic Laboratory
PHQ/TRG/100(A)	RR for Jt. Director , FSL Mizoram
PHQ/TRG/155	Corr. On Economic & Statistics
PHQ/TRG/167	Corr. On Ministry of Road Transport & Highway
PHQ/TRG/BLD	Corr. On DIG (Trg) New Building

**ASI (M) C. LALREMMAWIA**

PHQ/TRG/20 Pt	Condolence File / Corr. on Yoga
PHQ/TRG/20/A/PT	CCTV
PHQ/TRG/24	Corr. On Disaster Management
PHQ/TRG/36	Training course for F&ES and its Correspondence
PHQ/TRG/39	Course conducted by CRPF
PHQ/TRG/49	Corr. On Tamil Nadu Commando School (TNCS)
PHQ/TRG/51	Training under ITBP
PHQ/TRG/63	Corr. On deputation of Police Officer.
PHQ/TRG/66	Corr. On National Interaction/Anti-Terrorism Day
PHQ/TRG/69	Corr. On Indian Society of Health Administrator (ISHA)
PHQ/TRG/72	Police Commemoration Day
PHQ/TRG/78	Conference /CME on Fingerprint
PHQ/TRG/93	Platoon Commander Course.
PHQ/TRG/112	CM/Governor Speech for Republic Day etc.
PHQ/TRG/113	Destruction of old files / Papers
PHQ/TRG/160	SBTS, Seling / Commando Training
PHQ/TRG/175	COTPA
PHQ/TRG/Misc/2013	Misc. Correspondence
PHQ/TRG/198	CCTNS
PHQ/TRG/98	Corr. on Assembly / Lok Sabha Election

**ASI(M) JENNY VANLALMAWII**

PHQ/TRG/8	Corr. On Foreign Training Course
PHQ/TRG/14 (A-H)	Gen. corr. On BPR&D
PHQ/TRG/17	Award / Police Medal
PHQ/TRG/19	Visit to Hot Spring
PHQ/TRG/38	Sport File
PHQ/TRG/51/B	Training Under BPR&D
PHQ/TRG/62	Corr. On National Productivity Council
PHQ/TRG/67	BPR & D Questionnaire on Police Training Institute
PHQ/TRG/85	State Level Committee on Police Training (BPR&D)
PHQ/TRG/87	Corr. On training on Immigration.
PHQ/TRG/88	Meeting of DGP / IGP / DIGs
PHQ/TRG/109	Corr. on DIG ( Southern Range)
PHQ/TRG/168	Annual Inspection
PHQ/TRG/169	DIG (Trg) Inspection Report / Note
PHQ/TRG/170	Physical Fitness
PHQ/TRG/171	DGP Mizoram visit note / remarks
PHQ/TRG/171-Pt	Note of CO / PCL / SP
PHQ/TRG/202	Addl. SP (Trg) Meeting Minutes

- (vii) Public Relations : Not applicable.
- (viii) Various boards or committees formed : Not applicable.
- (x) Monthly Remuneration : Action taken by Account Branch.
- (xi) to (xiii) : Not applicable.
- (xiv) Whether any information is computerized and if yes what are those.

Bio-data of the GO's (Officers) is enter in the computer. Rests of the other informatory documents are held in commentional form of either files or registers.

(xv) Other necessary informatory points may be made available depending on and after the GOM issued notification specifying obligations for applicability of the act to Police Department concerning intelligence and security matters as per section 24(4) of the Right to Information Act, 2005.

**(V) SUPPLY BRANCH**

**i) Organisation, function and duties.** The Supply Branch comprises executive staffs and ministerial staffs of Mizoram Police. The executive staffs deal with procurement of arms and ammunition and uniform items for Mizoram Police and their distribution to various units. The ministerial staffs deal with procurement of office materials and equipment and their distribution to units.

**Functions and duties of the Supply Branch are as follows:**

- a) Purchase/ procurement of uniform articles and their distribution to the units.
- b) Procurement, distribution and maintenance of arms and ammunition.
- c) Purchase of medicines and their distribution to Mizoram Police.
- d) Renting of houses for accommodation of CRPF, PLO's and Beat Post's.
- e) Purchase of equipment for VDP and provision of incentive to VDP.
- f) Purchase of computer sets.
- g) Purchase of photocopier.
- h) Purchase of fax machine.
- i) Purchase of air conditioner.
- j) Purchase of water tank.
- k) Purchase of water cooler.
- l) Purchase of miscellaneous items.
- m) Installation of EPABX.
- n) Purchase of furniture.
- o) Purchase of shamiana and canard.
- p) Purchase of computer and photocopier accessories.
- q) Purchase of utensils and fatigue tools.

**ii) Duties of the officers and other employees are as follows.**

Name	Designation/ Rank	Functions
C. Lalthankhuma	Inspector	Various duties as In-charge, Mizoram Police Central Store including purchase of clothing items for Mizoram Police and their distribution
Lalzoluri	Inspector(M)	Purchase of accessories for computer and photocopier
F. Vanlalkima	Inspector	Various duties as In-charge, Mizoram Police Central Armoury
Nukimi	SI (M)	Purchase of furniture, shamiana, canard, steel cot, medicine and medical equipment, silpauline, cotton newar, utensils, fatigue tools, generator, DPAB meeting file, condemnation file, correspondence on Mizoram Police Newsletter
K. Lalsangzuala	SI	Purchase of clothing items for Mizoram Police and their distribution

F. Lalmuanpuia	SI	Purchase of ordnance stores for Mizoram Police and their distribution
E. Lalbiaktluangi	ASI(M)	Dispatch & receipt, house and land rent on accommodation of CRPF, purchase of VDP equipment, leave of staff files
G. Lalsangmawii	ASI(M)	Purchase of computer sets, photocopier, fax machine, water tank, water cooler, air conditioner and miscellaneous items. Installation of EPABX and house rent in respect of PLO's and Police Beat Posts
Lalthanmawia	Naik	Office attendant
C. Zaneihhsanga	Naik	Armourer at Mizoram Police Central Armoury
Lalthlansangi	Const	Office attendant
Laldingliana	Const	Office attendant
Lalengkima	Const	Office attendant
F. Laltlanmawia	Const	Office attendant
Vanlalmangaiha	Const	Computer operator
Aldrin Zomawipuaia	Const	Office attendant
Zothansangi	Const	Office attendant
K. Lalduhawma	Const	Office attendant
Lalsiammawii	IV-Grade	Office attendant

iii) All the files of the Supply Branch route through proper channels as per the decision making procedures laid down by rules.

iv) As per the provisions of Mizoram Police Manual and Mizoram Police Act.

v) Circulars, orders and office memorandums issued by the central and the state governments, Mizoram Police Manual and Mizoram Police Act.

vi) Categories of orders from the Govt. of Mizoram and Police Headquarters concerned with the branch are kept for preference.

vii) **Public Relations:** Cordial.

viii) With regards to purchase of materials, boards are formed as per rules. The meetings of such boards and minutes of the meetings are accessible to the public.

ix) **Directory of employees:**

Name	Designation/ Rank	Address		Telephone		Mobile	Email
		Office	Home	Office	Home		
C. Lalthankhuma	Inspector	Supply Branch, PHQ	Khatla	EPABX	-	9774635720	-
Lalzoluri	Inspector(M)	-do-	Khatla 'S'	-do-	-	9436153606	-
F. Vanlalkima	Inspector	-do-	Bethlehem	-do-	-	9436362359	-
Nukimi	SI (M)	-do-	Khatla	-do-	-	8794067115	-
K. Lalsangzuala	SI	-do-	Vaivakawn	-do-	-	9436197040	-
F. Lalmuanpuia	SI	-do-	Aizawl Venglai	-do-	-	9862380977	-
E. Lalbiaktluangi	ASI(M)	-do-	Tuikual	-do-	-	9862322337	-
G. Lalsangmawii	ASI(M)	-do-	Zarkawt	-do-	-	9862354194	-
Lalthanmawia	Naik	-do-	Bungkawn	-do-	-	9436351736	-
C. Zaneihhsanga	Naik	-do-	Bawngkawn	-do-	-	9862551381	-
Lalthlansangi	Const	-do-	Khatla	-do-	-	9862360330	-
Laldingliana	Const	-do-	Kulikawn	-do-	-	9862145917	-
Lalengkima	Const	-do-	Luangmual	-do-	-	9862713746	-
F. Laltlanmawia	Const	-do-	Ramhlun	-do-	-	9862131324	-
Vanlalmangaiha	Const	-do-	Mission Veng	-do-	-	9774473095	-
Aldrin Zomawipuaia	Const	-do-	Chaltlang	-do-	-	9862508279	-
Zothansangi	Const	-do-	Dinthar	-do-	-	8731915944	-
K. Lalduhawma	Const	-do-	Chawlhmun	-do-	-	8119966557	-
Lalsiammawii	IV-Grade	-do-	Melthum	-do-	-	9612311741	-

x) **Monthly remuneration received by each of its officers and employees:**

Sl.No.	Rank	Pay band	Pay in the pay band	Grade pay
1.	Inspector	PB-2	9300-34800	4600
2.	Sub-Inspector	PB-2	9300-34800	4400
3.	ASI	PB-2	9300-34800	4200
4.	Naik	PB-1	5200-20200	2000
5.	Constable	PB-1	5200-20200	1900
6.	IV-Grade	IS	4440-7440	1650

xi) Not applicable to police department.

xii) Not applicable to police department.

xiii) All the information is computerized.

## **(VI) CONSTRUCTION BRANCH**

### **i) Organisation, functions and duties:**

= The office of Construction Branch comprises of Ministerial staffs and Executive personnel and IV Grade staff. The Ministerial staff deals with correspondences/files and the executive personnel and IV Grade staff are as room duty.

*Functions and duties of the construction branch are as follows:*

- a) Modernisation of Police Forces
- b) 13<sup>th</sup> Finance Commission
- c) Non-Lapseable Central Pool Resources of Fund
- d) Development of North Eastern Region
- e) Repair & renovation of Police buildings
- f) Renovation of Borrowed Battalion (CRPF) buildings
- g) Allotment of Quarters
- h) Preparation of Annual Plan under Police Housing (Plan)
- i) Correspondences of Police land
- j) Construction of Police buildings, Residential quarters etc.

### **ii) Powers & duties of Officers & employees:**

= Construction Branch comprises of ministerial staffs and executive personnel and IV Grade staff are as under :

- a) Inspector (M) 2 nos. Deal with files pertaining to purchase and procurement of Materials, Equipments etc. for State Police forces under Modernization of Police Force Scheme and construction of Administrative buildings, residential quarters under Finance Commission & Police Housing (Plan).
- b) Sub-Inspector (M) 3 nos. deal with Construction of Police buildings, Quarters etc. under NLCPR, Ministry of DoNER, MPF Scheme and Allotment of quarters etc.
- c) Asst. Sub-Inspector (M) 2 nos. Deal with Repair and renovation of Police buildings, Renovation of CRPF (Borrowed Bn.) Buildings, Purchase and procurement of Materials and equipments for State Police Forces under MPF Scheme.
- d) Head Constable 1 no. works as computer operator.
- e) Constable 4 nos. work as room duty and room runner.
- f) IV-Grade 3 nos. work as room duty and room runner.

### **iii) The Procedure of decision making process, including channels of supervision (Rank wise) and accountability (Rank wise).**

= All the correspondences of Construction Branch route through proper channels as per the decision making procedures laid down by rules.

### **iv) Norms for discharge of functions:**

= As per the provisions of Mizoram Police Manual and Mizoram Police Act.

### **v) The rules, regulations, manual and records, held by it or under its control or used by its employees for discharging its function.**

= Circular, orders and office memorandum issued by the Central and the state govt.

### **vi) Statement of the categories of documents that are held by it or under its control (Different orders from: (1) Government of Mizoram (2) Police Hqrs.).**

= Categories of orders from the Govt. of Mizoram and Police Hqrs. concerned with the branch are kept for ready reference.

### **vii) Public Relations:**

= Cordial / Sociable.

### **viii) Statement of boards, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

= In connection with purchase of material, equipments etc., boards/committees are formed as per rules. The meeting minutes are accessible to the public.

ix) **Directory of employees:**

Name	Designation /Rank	Address		Telephone		Mobile
		Office	Home	Office	Home	
Mary R. Vanlal Siami	Inspr. (M)	Construction Branch, PHQ	Durtlang	EPABX	-	9436155216
Lalmuanthangi	Inspr. (M)	-do-	Venghloi	-do-	-	9436195759
Lalrinngheti	SI(M)	-do-	Bungkawn Vengthar	-do-	-	9612169506
F.Vanlalrema	SI(M)	-do-	Mission Vengthlang	-do-	-	9862328587
Lalhriatpuii	SI(M)	-do-	Ramhlun Vengthar	-do-	-	8014615209
Lalenkawli Hlychho	ASI(M)	-do-	ITI Veng	-do-	-	9856667614
K.Lalremruata	ASI(M)	-do-	Republic	-do-	-	9862589119
Lalbiakzuala	Head Const.	-do-	Chhinga Veng	-do-	-	9774378954
Lalramkimi	Const.	-do-	Armed Veng	-do-	-	9612366550
V.Lalhlimpuia	Const.	-do-	Republic	-do-	-	9862343640
R.Lalremmawia	Const.	-do-	Electric Veng	-do-	-	9856114051
R.Lalduhsanga	Const.	-do-	Upper Republic	-do-	-	8014336321
Zodingliani	IV-Grade	-do-	Khatla	-do-	-	9862360412
Lalroengi	IV-Grade	-do-	Khatla	-do-	-	8414901777
Lalbiakengi	IV-Grade	-do-	Upper Republic	-do-	-	9862356719

**x) Monthly remuneration received by each of its officers and employees.**

Sl.No.	Rank	Pay band	Pay in the pay band	Grade pay
1.	Inspector	PB-2	9300-34800	4600
2.	Sub-Inspector	PB-2	9300-34800	4400
3.	ASI	PB-2	9300-34800	4200
4.	Constable	PB-1	5200-20200	1900
5.	IV-Grade	IS	4440-7440	1650

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

= Not concerning to this office/branch.

**xii) Not applicable to Police Department**

**xiii) Not applicable to Police Department**

**xiv) Whether any information is computerized, and if yes what are those.**

= Yes, All the works pertaining to Construction branch are computerized.

**xv) 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.**

= Nil.

**xvi) The names, designations and other particulars of the Public Information Officer.**

= Nil.

**xvii) Such other information as may be prescribed, and thereafter update these publications every year.**

= Nil.

**(VII) ACCOUNT BRANCH**

**i)** The Account Branch, PHQ is manned by Ministerial staff under the closed supervision of AIG-I (Who is delegated as DDO by the head of the Department i.e DGP) Assisted by 1 (one) Dy. SP (M), 1 (one) Inspector(M), 4 (four) S.I. (M), and 4 (four) ASI(M) with their respective distributions of work given below at point (ii).

- ii)**
1. Dy. S.P(M) – Supervision of all works.
  2. Inspector (M) – Accountant i/c. Budget, LOC and Re-appropriation of fund.
  3. a) SI(M) – Bill Asstt. for Motor Vehicle and other charges (VDO).etc. and correspondence of files on revision and fixation of Pay, MACP, Mizoram Police Gas, Mizoram Police Petrol Pump.etc
  - b) SI(M) – Bill Asstt. for Supply and Materials (S&M), Machinery and equipment (M&E).etc. and correspondence of files on Deployment, Raising, Re-imburement.etc of IR Battalions, Revenue Receipt.etc
  - c) SI(M) – Bill Asstt. for Wages, Office Expenses (OE).etc. Stationery and correspondence of files on GSLI, VAT, Service Postage Stamp.etc
  - d) SI(M) – Cashier.
  4. a) ASI(M) – Bill Asstt. for Police Housing, Modernization CSS/SMS, AC/DCC Bills, Minor Works (MW).etc. and correspondence of files on MACT, K-Deposit, Bru, IDMI/ Sakhan.etc
  - b) ASI(M) – Bill Asstt. for Medical Treatment, SSE/SSF, Borrowed Bn., TA/DA/ LTC bills etc. and correspondence of files on Bank Security Guard, Medical Re-imburement.etc
  - c) ASI(M) – Bill Asstt. for Pay & Allowance (Non GO), Rent, Uniforms.etc. and correspondence of files on Professional Tax, Bank Loan, Telephone/Mobile Bill. etc
  - d) ASI(M) – Bill Asstt. for GPF, DCRG/DLI/Leave Salary, Other Charges (OC).etc. and correspondence of files on Electric, Service/Income Tax, GIS. Etc.
  5. a) HC – Cashier Assistant.
  - b) HC – Cashier Assistant.
  - c) HC – Room Runner for DDA.
  - d) Havildar – Received and Despatch
  6. a) Naik – Cashier Rider.

7. a) Constable – Rider for Account, Loan and Supply Branch.
- b) Constable – Computer in charge/ Typist.
- c) Constable – Dak Runner.
8. IV Grade – 4 (four) IV Grade Duty for Account Branch and DDA.

**(iii) The procure of decision making process, including channels of supervision (Rank-wise) and accountability (Rank wise).**

The dealing assistant with their works allotted are put up routed through the DSP(M)/Accountant to the AIG-I which are sometime further put up to DGP where necessity arises. The Works allotted to each staff are distributed as per the rank-wise where there is responsibility held upon them as below:

1. Dy. SP(M) – Supervision of Staff
2. Inspector – 1) Working as Accountant.
3. SI's – Dealing with files and preparation of bills  
– Cashier
4. ASI's – Dealing with files and preparation of bills
5. 1) HC's – Cashier Assistance  
– Room Runner DDA
- 2) Havildar – Received and Despatch
6. Naik – Cashier Rider.
7. Constable's – i) Computer in charge/ Typist.  
ii) Dak Runner.
8. IV-Grade's – Duty for Account Branch and DDA

**(iv) Norms for discharge of functions :**

Being the discharge of duties & function, the norms set up are followed both Assam Police Manual and Central Govt. Employees Rules, such as Establishment & Administration, GFR, CTR and all other Rules pertaining to Account concerned. The same are followed wherever amended, notified from time to time by both Central and State Government.

**(v) The Rules, Regulations, Manual and Records held by it or under its control or used by its employees for discharging its functions :-**

Every employees are Governed by APM, CCS (CCA) Rules, CCS (Conduct) Rules, GFR, CTR, CCS (Pension) Rules. Each employees are discharging duties as on their daily routine works from time to time.

**(vi)** Statement of the categories of documents that are held by it or under its control (Different Orders from: (1) Government of Mizoram (2) Police Headquarters)

**(vii) Public Relations**

**(viii)** Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public: (Various Boards or Committees formed)

**(ix) A Directory of its Officer and employees:-**

Sl.No.	Name	Designation/Rank	Address	Telephone No.
1.	Lalnilian	Dy. SP(M)	Chanmari (W)	9862562590
2.	R. Laldinlian	Inspr. (M)	Tuikual (S)	9436195434
3.	K. Lalthmunsanga	SI(M)	Upper Republic	9774378996
4.	Lalthmingmawii	SI(M)	Chanmari	9436158561
5.	E.S. Lalrindiki	SI(M)	Ramhlun (S)	9436353827
6.	C. Laltanpuui	SI(M)	Venghnuai	9862648727
7.	Zodinglian	SI(M)	Chaltlang	9856090510
8.	Rosangliana	ASI(M)	Mission Vengthlang	9862336400
9.	J. Lalthlengliana	ASI(M)	Saikhamakawn	9436354456
10.	R. Lalramhluna	ASI(M)	Chhinga Veng	9862374796
11.	Lalbanthanga	HC	Republic	8732078536
12.	H. Rohnuna	HC	Maubawk	9436788052
13.	M.P. Singh	HC	Bungkawn	9862905825
14.	J. Hluna	HC	Ramhlun (S)	9774394054
15.	C. Lalnunzira	Hav.	Nursery	9436159489
16.	Vanlalhruaia	Naik	Muallungthu	9862562552
17.	Lalrinliana	Const	Khatla	9862562003
18.	B. Malsawmzuala	Const	Tuikual (N)	9612095081
19.	K. Vanlalliana	Const	Zemabawk (N)	9089394819
20.	Ropuia	IV-Grade	Salem	
21.	S.M. Themrei	IV-Grade	Khatla	9856568078
22.	R.K. Lalhlmpuui	IV-Grade	Salem	9612298405
23.	Malsawmdawngliani	IV-Grade	Mission Vengthlang	9612738970

**x) Monthly remuneration received by each of its officers and employees:**

Sl.No	Name	Designation/Rank	Gross Amount
1.	Lalniliani	Dy. SP(M)	69215
2.	R. Laldinliani	Inspr. (M)	59375
3.	K. Lalhmunsanga	SI(M)	54176
4.	Lalhmingmawii	SI(M)	59321
5.	E.S. Lalrindiki	SI(M)	62074
6.	C. Laltanpuui	SI(M)	50401
7.	Zodingliani	SI(M)	40551
8.	Rosangliana	ASI(M)	40093
9.	J. Lalthlengliana	ASI(M)	40093
10.	R. Lalramhluna	ASI(M)	40093
11.	Lalbanthanga	HC	36970
12.	H. Rohnuna	HC	36970
13.	M.P. Singh	HC	33772
14.	J. Hluna	HC	36947
15.	C. Lalnunzira	Hav.	32786
16.	Vanlalhraia	Naik	29956
17.	Lalrinliana	Const	32710
18.	B. Malsawmzuala	Const	24581
19.	K. Vanlalliana	Const	24581
20.	Ropuia	IV Grade	30091
21.	S.M. Themrei	IV Grade	23221
22.	R.K. Lahlimpuui	IV Grade	18252
23.	Malsawmdawngliani	IV Grade	18252

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

**2055 - Police (Figures in lakh)**

Object Head		Non-Plan	Plan	Others
(01)	Salaries	44640.42		
(02)	Wages	17.88		
(06)	Medical Treatment	1542.50		
(11)	Domestic Travel Expenses	254.60	2.00	
(13)	Office Expenses	143.25	7.00	
(14)	Rent, Rate & Taxes	130.41	10.00	
(21)	Supplies & Materials	46.55		
(27)	Minor Works	79.90	35.50	
(32)	Grants-in-aid-General (Non-Salary)			
(35)	Grants for Creation of Capital Assets			205.84
(41)	Secret Service Expenditure	8.00		
(50)	Other Charges	444.85	0.50	970.42
(51)	Motor Vehicles	350.70	246.23	
(52)	Machinery & Equipment	100.85	1371.25	
(53)	Major Works			
<b>Total :</b>		<b>47759.91</b>	<b>1672.48</b>	<b>1176.26</b>

**xii)** Not applicable to Police Department.

**xiii)** Not applicable to Police Department.

**xiv)** Whether any information is computerized, and if yes what are those;

- Yes, all files and correspondences

**xv)** 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;

**xvi)** The names, designations and other particulars of the Public Information Officer;

**xvii)** Such other information as may be prescribed; and thereafter update these publications every year;

**(VIII) CENTRAL POLICE WORKSHOP**

**(i) Organization, function and duties: Police Headquarters - Central Police Workshop (CPW)**

Central Police Workshop (CPW) was established in March, 1983 at PHQ, Aizawl and was look after by SP Wireless from the beginning and later it is look after by PHQ with effect from 1987 till date. Major and minor repair of PHQ's vehicles as well as repairs of other Units vehicles are sometimes being done in the workshop. All correspondences relating to procurement, distribution, condemnation and disposal of vehicles, tyres, etc. are dealt by CPW.

**ii) Powers and duties of officers and employees:**

(1) **Dy.Suptd. of Police, CPW :** The main duties of Dy.SP CPW is to look after an supervise the functions/works of MT fleet, drivers, Mechanics and Ministerial staff who are working at this branch.

(2) There is one Inspector (Mechanic) and is designated as MTO and his main duties are to make proper detailment of Drivers/Mechanics to collect POL and to look after and supervise its work distribution.

(3) There are 3 (three) SI (Mech) and 1(one) SI (M) and they performed their duties as per work distribution given to them. Out of 3 SI (Mech) one of them is attached to other unit.

(4) There are 5 (five) ASI (Mech) and 1 (one) ASI (M) and out of five ASI (Mech) two of them are attached to other units. They perform their duties as per work distribution given to them.

(5) There are also 13 (Thirteen) Driver Special grade and the senior most of them is designated as Head Driver and he assist the MTO in dealing driver and also the senior driver assist the MTO in distribution of POL. Besides another 6(Six) Special Grade Driver are attached to PHQ from different Units and all of them are engaged in driving.

(6) There are 7 (Seven) H/C (Mech) and they are engaged in Motor repairing works. One HC (Mech) is attached to other unit. There are also and 16 (Sixteen) Driver Grade-I of PHQ and 7 (Seven) Driver Grade-II of PHQ. Besides another 7 (Seven) Driver Grade-I, 23 (Twenty three) Driver Grade –II and 9 (Nine) Driver Grade –III are attached to CPW from different Units and all of them are engaged in motor driving.

(7) There are 5 (five) Naik (Mech) and out of six one Nk (Mech) is attached to other unit They are engaged in motor repairing works. Besides another 4 (four) Naik, they are engaged as Rider, Handleman and Office attendant.

(8) There are 2 (two) constable and 1 (one) Women Constable they work as two wheeler mechanic, Rider and Office runner. Besides 6 (six) constable are attached from other unit they are engaged as Office writer, Handleman, Painter and Art Working.

(9) There are 2 (two) IV-Grade. Besides 1 (one) IV-Grade is attached from other unit they are engaged as peon/runner.

(iii) The procedure of decision making process, including channels of supervision (Rank-wise) and accountability (Rank-wise)

(iv) **Norms for discharges of functions:**

- (1) Mizoram Police Manual
  - (2) Police Act
  - (3) CrPC
- and other Acts

(v) **The rules, regulations, manual and records, held by it or under its control or used by its employees for discharging its function:**

- (1) Mizoram Police Manual
  - (2) Police Act
  - (3) CrPC
- and other Acts

(vi) **Different order from:** (1) Government of Mizoram (2) Police Headquarters.

(vii) **Public Relation:** There is One Recovery Van at PHQ which can be given to public on hire basis and this facility is utilized by them.

(viii) **A Board is constituted:** as and when Tender / Quotation are required to be called for disposal of condemned vehicles, condemned spare parts and tyres etc.

(ix) **Directory of Employee:**

SI/ No.	Name	Designation Rank/Grade	Home Address	Mobile
1	A.A.Laskar	Dy.SP	Khatla	9436196658
2	L.Modhu Singha	Inspr. (Mech)	Bungkawn Tlangveng	9436151302
3	Lalnunzira	SI (Mech)	Tuikual North	9436353976
4	Robert Lalchhuanawma	SI (M)	Bethlehem Vengthlang	9436360582
5	Ramthanga	SI (Mech)	Tuikhuahtlang	9612606009
6	TH Singhabi Singh	SI (Mech)	Khatla	9612319135
7	Biakchungnunga	ASI (Mech)	Kulikawn	9612376925
8	Lalmalsawmkima	ASI (M)	Dinthar	9402590399
9	MHH.Majundar	ASI (Mech)	Dawrpui	9436156559
10	S.Bacha Singh	ASI (Mech)	Khatla	9862358785
11	HL. Ramhluna	ASI (Mech)	Mission veng	8974174561
12	T.Pianglawma	HC (Mech)	Republic Vengthlang	9436351887
13	Ralzuala	HC (Mech)	Bungkawn Tlangveng	9612313170
14	VL.Chhuanga	HC (Mech)	Venghlui	9436190985
15	PL.Rotluanga	HC (Mech)	Ramthar Veng	9862867906
16	H.Lalbiakhnuna	HC (Mech)	Bethlehem	9436352106
17	Lalnunsanga	HC (Mech)	Thakthing Veng	9812155917
18	Lalrimawia	HC (Mech)	Mission Vengthlang	9862375407

19	Israel Laltanpuia	Nk (Mech)	Venghlui	9612322604
20	Robert Vannunmawia	Nk (Mech)	Republic Vengthlang	9862098209
21	L.Rajen Singh	Nk (Mech)	Mualpui	9774586763
22	M.Suraj Kumar Singh	Nk (Mech)	Mualpui	9612081081
23	Siamkhuma	Nk (Mech)	Bawngkawn	8730970120
24	L.Somorjit Singh	Nk (Mech)	Khatla	9402317641
25	H.Lalchhuanawma	D/Spl	Republic Vengthlang	9436351077
26	Gopal Krishna	D/Spl	Khatla	9436957498
27	Binod Murmu	D/Spl	Bungkawn	9089759533
28	Lalramliana	D/Spl	Mission Vengthlang	9612586188
29	Lalmangaih Varte	D/Spl	Armed Veng South	9436361688
30	Zolianchama	D/Spl	Mission Vengthlang	9862169691
31	Laltanpuia	D/Spl	Ramhlun	9612860288
32	F.Thangthuama	D/Spl	Khatla	9436196618
33	J.Vanlalliana	D/Spl	ITI	9862303273
34	F.Lalchhuanawma	D/Spl	Govt. Complex	9436362033
35	Lalremruata	D/Spl	Luangmual	9862385719
36	Lalthangdula	D/Spl	Chhinga Veng	9436385881
37	C.Zapara	D/G-I	Khatla	9862092570
38	Ramchullova	D/G-I	Tuikual South	9436350533
39	Rualsawikhuma	D/G-I	Ramthar Veng	9436361819
40	Lalvohbika	D/G-I	Bungkawn	9862593265
41	K.Malsawma	D/G-I	Ramhlun	9862369833
42	Lawikunga	D/G-I	Ramhlun	9436385882
43	H.Lalropuia	D/G-I	College Veng	9862360140
44	HB.Thapa	D/G-I	Khatla	9436199499
45	Lalsanglura	D/G-I	Khatla	9436386759
46	K.Kapmawia	D/G-I	Chaltlang	9862394441
47	Badal Deb	D/G-I	Khatla	9862363042
48	R.Lalbiaksanga	D/G-I	ITI	9862335189
49	Vanlalhumhima	D/G-I	Ramhlun	9612615035
50	ZD.Vanlalnema	D/G-I	Bungkawn	9612324071
51	Sangliana	D/G-I	Zemabawk	8974004486
52	Lalhmingliana	D/G-I	Kulikawn	9862374942
53	Resama	D/G-I	Khatla	9862375903
54	Zonunmawia	D/G-II	Dawrpui Vengthar	8414050461
55	Lalnuntluanga	D/G-II	Falkawn	8974025997
56	C.Lalnunfela	D/G-II	ITI	9436392951
57	Lalsiamthara	D/G-II	Maubawk	8974411014
58	Hmingthangtluanga	D/G-II	Venghlui	9862906877
59	PC.Zodingliana	D/G-II	Mission Veng	9863369184
60	PC.Lalmuanpuia	D/G-II	Republic Vengthlang	9612179841
61	Lalthazuala	D/Spl	Salem	9862321654
62	HM Singh	D/Spl	Khatla	9612752338
63	Lalchhuana	D/Spl	Ramthar Veng	9862138260
64	Bimol Singh	D/Spl	Khatla	9436390333
65	Lalchhuanmawia	D/G-II	Ramthar Veng	9856712608
66	Peter Lalrinawma	D/G-II	Mission Veng	9862663401
67	PC Lalnunsanga	D/Spl	Khatla S	9615010360
68	Ngurthanzama	D/Spl	Ramthar Veng	9436372360
69	H.Malsawmsanga	D/G-II	Luangmual	9615949016
70	K.Lalnuntluanga	D/G-II	Republic Vengthlang	9862035526
71	Lalchharliana	D/G-III	Armed Veng	9862531379
72	Rokamlova	D/G-I	Tuithiang	9862354126
73	Lalhruaitluanga	D/G-I	Mualpui	9615033285
74	H.Lalfakzuala	D/G-II	Tuithiang	9856588220
75	F.Lalmuanpuia	D/G-II	Ramhlun	9862363382
76	C.Lalsangzuala	D/G-I	Khatla	9612153970
77	Lalhmingmawia	D/G-I	Thuampui	9402516788
78	Zohmingthanga	D/G-II	Zuangtui	9612377841
79	V.Lalruatkima	D/G-III	Zemabawk	9612748073
80	Lalremthara	D/G-II	Tuikual South	9862311597
81	Lalhlimpuia	D/G-II	ITI	9612204019
82	K.Vanlalhruaia	D/G-II	Bungkawn	8014932554
83	Liantluanga	D/G-I	saron	8575406566
84	Lalchungnunga	D/G-II	Armed veng south	9862647467
85	Lalramkimlova	D/G-III	Ramthar Veng	9862381656
86	DL.Chheteri	D/G-I	Dinthar	9862611277
87	Laldinthara	D/G-I	Armed Veng	9436387056

88	C.Zonunmawia	D/G-II	Luangmual	8415882184
89	VL.Hruaichhuaha	D/G-II	Zonuam	9862937807
90	Zonunthara Pachuau	D/G-II	Ramhlun	9862369757
91	Vanlalhualhima	D/G-II	Ramhlun	9612880884
92	Zonunkima	D/G-II	Tuikual South	9862131134
93	T.Lalremtluanga	D/G-II	Mualpui	9089526911
94	K.Laldinliana	D/G-III	Khatla S	8413852988
95	C.Lalawmpuia	D/G-III	Selesih	8132830940
96	MS.Dawngliana	D/G-II	ITI	9862016296
97	Lalzarliana Sailo	D/G-II	Armed Veng South	8014534426
98	Zosangzuala	D/G-II	Bawngkawn	9612545431
99	C.Zodinmawia	D/G-II	Electric Veng	9774087688
100	Malsawmkima	D/G-II	Ramthar Veng	9862364996
101	K.Lalduhawma	D/G-III	Bethlehem Vengthlang	8415935312
102	Lalramliana	D/G-II	Bethlehem	9612586188
103	PC.Lalrinliana	D/C-II	Tuikual	9615637507
104	Eric VL.Romawia	NK/Rider	Khatla	9862971922
105	Rothangpuia	NK	Aizawl Venglai	9862363400
106	Mukhesh Kumar Singh	NK	Bungkawn	8974198150
107	Birendra Baghat	NK	Khatla	9774387575
108	David Lalmuankima	C/Rider	Mission Vengthlang	9612250672
109	Lalnunsanga	Handleman	Salem	9862321654
110	Malsawmtluanga	Handleman	Tuikual South	9615564763
111	TC.Lalhmingmawia	Hav	Khatla	961272618
112	Zohuaplina	Constable	Lungleng	9862541606
113	David Laltlanhlua	Constable	Tlangnuam	9862541606
114	Malsawmdawngtluanga	Constable	Khatla	9862336534
115	Albert LC Tluanga	Constable	Armed Veng South	8729862185
116	Richard Lalduhzuala	Constable	Armed Veng South	9862360296
117	R.Lalthakimi	W/Const	Tuikul South	9436756295
118	JC.Lalrinchhani	IV Grade	Ramthar Veng	9862168891
119	C.Lalremruati	IV Grade	Chawnpui	9612122665
120	Lalthanpuia Sailo	IV Grade	Khatla	9862214420

x) **Monthly Remuneration:** As Pay Bill Form (including deduction)

(xi) **Budgetary Provisions/Estimate, Plan/Non-Plan under various heads:**

Yearly, Quarterly - Head-Wise, any excess or shortage

(xii) *Not applicable to Police Department.*

(xiii) *Not applicable to Police Department.*

(xiv) **Whether any information is computerized, and if yes what are those.** No

(xv) *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. Not available.*

(xvi) **The names designation and other particulars of the Public Information Officer.**  
Not yet made.

(xvii) *Such other information as may be prescribed; and thereafter update these publications every year. Whenever necessary.*

**(IX) DEPUTY INSPECTOR GENERAL OF POLICE (NORTHERN RANGE)**

Office of the Dy. Inspector General of Police (NR) Mizoram, Aizawl.

Function and Duties of DIG (NR), Mizoram, Aizawl are:-

- 1) Police Administrations vested in DIGP (NR).
- 2) The DIG (NR) is to supervise the functioning of all the District SsP under his Range including Traffic. He shall ensure that the officers and men under him perform their duties in a responsible manner.
- 3) He shall give guidance wherever necessary.
- 4) He should promptly visit a District whenever a new SP takes over the District and give briefing to him.
- 5) He shall be the Appellate Authority in disciplinary matters in respect of the District police personnel.
- 6) He shall initiate the ACR of SsP.
- 7) He maintain cordial relationship with the District Magistrate.
- 8) He shall personally deal with more difficult situations by virtue of his greater experience and expertise.
- 9) He shall have to actively involve himself in suppressing widespread agitations or movements covering more than one District.

10) He shall inspect the offices of SsP under his range once a year and shall also inspect the important Police Stations.

## **I. Power and Duties of Officers and Employees**

1) The DIG (NR) is a link in the chain of responsibility between the IGP and District Officers, and he should endeavour by frequent personal inspection to establish and maintain efficiency and discipline under his range. He shall be in close touch with the District Magistrate about the maintenance of peace and the prevention of crime in their respective Jurisdiction.

2) Administrative Power: The DIG(NR) has a large measure of administrative control within his Range. His powers in the matter of rewards, punishment and appeals are as under:-

### **1) Inspection:-**

- DIG (NR) shall carry out formal inspection of the following at least once in every year.
  - 1) Superintendent of Police's office in each District, that is, all Branches including District Crime branch and Court Office.
  - 2) Two Police Stations in each District in his Range; One Police Station each in the first half of the year and another Police Station each in the Second half of the year.
- Informal and cursory inspections of Superintendent of Police's office may be carried out by DIG (NR), as and when these are deemed necessary by him.

### **2) Reward:-**

- DIG (NR) shall move the recommended GS mark of staff by SP concerned to IGP for awarding of GS mark.
- The DIG (NR) is empowered to make an offer of rewards-to a Police officer or outsider up to Rs.2000/-.
  - a) For apprehension of offenders
  - b) For information leading to discovery of crime and conviction of the offender. The amounts can offer are subject to the limits set by the State govt. from time to time.
  - c) The DIG (NR) shall grant rewards to a person for giving information leading to recovery of arms and ammunition in the possession of person not entitle to posses them.

### **3) Appeal:-**

The DIG (NR) is designated as Appellate authority under RTI Act vide Notification No.CB/PHQ/COR/RTIA/2015/62 dt.24/3/2016 MPM 2005 Rule 1044 (Annexure: Power and punishment chart)

DIG (NR) has been empowered as Appellate Authority below the rank of SI to Constable in matter relating to Departmental Enquiry.

4) The DIG (NR) is designated as the **Chief Controller of Village Organisation** in Mizoram.

### **5) Staff Officer:-**

- a) Immediate responsible Officer and official works of DIGP (NR).
- b) Responsible to the works of the office of DIG (NR).
- c) Staff administration of DIGP (NR) Office.
- d) Responsible on office properties of DIG (NR) Office.
- e) Building of DIGP (NR) office etc. including Cleanliness & Sanitation.

### **6) Inspector (Crime Branch):-**

- a) Responsible on all official works of Crime branch.
- b) Administration /Controlling of the Crime Branch Staff as per instruction received from higher authority from time to time.
- c) Responsible for maintenance of official records and properties including updating of the same.

### **7) Sub- Inspector (Crime Branch):-**

- a) Responsible for maintaining to update records, entries and to report to the higher superior authority in time.
- b) To assist immediate superior officer and to comply with their instruction.

### **8) Head- Assistant:-**

- Controlling of all ministerial staff and supervising all the works of ministerial staff under DIG(NR)'s office.
- Responsible for maintenance of official records and properties including updating of the same.

## **I. The procedure followed in the decision making process:-**

As similar as SI. No. II

## **II. The norms set by it for the discharge of its functions:-**

For the discharge of diverse functions the norms, Rules and regulations under the following Act and rules are referred to.

- Criminal Procedure Code-1973.
- Mizoram Police Manual 2005
- Mizoram Police Act 2011.

- CCS & CCA Rules.
- Financial Rules.
- Local and Special Laws as enacted from time to time.
- The Mizoram Compendium of Laws as updated from time to time.
- Bare Act.
- The instructions, notifications issued by both Central and State government including Supreme Court rulings and High Court rulings.
- Etc.

**III. The Rules, Regulation, Instructions, manuals and Records held by it or under its control or used by its employees for discharging its functions:-**

- Several books relating to Laws / Rules and regulations are held by DIG (NR) office but most of them are obsolete/ outdated.
- As mentioned in Point No. IV above the Rules and Regulations are used by the employees for discharging their function.

**IV. A Statement of the categories of documents that are held by it or under its control:-**  
Appended at Annexure 1-II.

**V. Public Relation :-**

The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:-

For consultation and representation by members of the public in relation to the formation of policy or administration, the following staff of DIG(NR) office are available:-

- Staff Officer to DIG(NR)
- Inspector Crime Branch
- Head Asst/Inspector (M)

**VI. 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 to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible.

DIG(NR) is designated as follows in the following :

- Chairman , Standing committee on acquittal for Aizawl Judicial District.
- Nodal officer, National Human Rights Commission Mizoram , Aizawl
- In-charge Minority Vigilance Commission for Mizoram constituted under SC/ST Act.
- Chairman, Mizoram Police Technical Committee.

The matter which are not absolutely confidential in nature can be open to Public and accessible if request is made through RTI applications.

**VII. Monthly Remuneration of Officer & Employees**

Sl.No.	Rank & Name	Salary for One(1) Month as on April, 2016
1.	L.T. Hrangchal IPS	185944
2.	Manik Lal Das MPS	64141
3.	Inspector (Steno) Mary Zomuankimi	52882
4.	Inspector (M) Vanlaltluangi	63877
5.	Inspector Rozarlina	58934
6.	SI(M) Vanlalzuia	62352
7.	SI R.Rotluanga	51512
8.	SI Vanlalruata	43684
9.	ASI C. Hmingchungnunga	49442
10.	ASI Lalramnghaka	34420
11.	Constable Lalchawiliana	30786
12.	Constable Ramdinglana	31217
13.	IV.Grd Lalmachhuani	20161
14.	IV.Grd Vanlalmuanpuia	19361

**X.** NIL.

**XI. & XIII** Not applicable.

**XIV.** NIL.

**XV.** This can be found in [www.police.gov.in](http://www.police.gov.in)

**XVI.** Manik Lal Das, SAPIO

**XVII.** YES

## **(X) TECHNICAL CELL**

**i) Organisation, functions and duties:** The Technical Cell comprises executive staff, Ministerial Staff of Mizoram Police and J.E's, SA and Draft-man attached from PWD. The Engineer staff from PWD deal with preparation of Plan and estimate or Construction and repair of Police buildings. The Police Staff deal with movement of files, keeping documents pertaining to Construction works etc.

**ii) All the powers and duties of the Officers and other employees:**

Junior Engineer (JE) : a) Preparation of Plan and Estimate and bills.  
b) Supervision of works at site  
Sectional Assistant(SA) : Supervision of works at site  
Executive Staff : a) Preparation of Plan and Estimate and bills.  
b) Supervision of works at site  
c) Dealing all files and keeping and recording documents  
Ministerial Staff : Dealing all files and keeping and recording documents.  
Draft-man : Drafting and tracing technical drawing

**iii)** All the files of the Technical Cell route through proper channels as per the decision making procedures laid down by rules.

**iv)** As per the provision of Mizoram Police Manual and Mizoram Police Act and CPWD Manual.

**v)** Circulars, orders and Office Memorandums issued by the Central and the state Governments, Mizoram Police Manual and Mizoram Police Act and CPWD Manual.

**vi)** Categories of orders from the Govt. of Mizoram and Police Headquarters concerned with the branch are kept for preference.

**vii) Public Relation :** Cordial.

**viii)** With regards to allotment of works, tender has been floated after obtaining Approval from the Govt. of Mizoram as per the procedure laid down by CPWD Manual. The concerned paper are accessible to the public.

**ix) Directory of employees**

Name	Designation/ Rank	Address		Mobile
		Office	Home	
K. Malsawmkima	JE	Tech. Cell,PHQ	Electric Veng	8730026152
Vanlalthanga	SA	-do-	Govt. Complex	9612066526
R.C. Lalsangzuala	D/M-III	-do-	Tlangnuam	9436146408
P.C. Lalchhuanawma	SI(UB)	-do-	Bethlehem	9436144343
Ramthlengliani	SI(M)	-do-	Chawnpui	9436159739
Michael Lalrinmawia	HC Operator	-do-	Armed Veng 'S'	9863020857
R. Lalbiaknunga	Naik	-do-	Tuikual 'N'	9862303804
Vanlalhmuaka	Const.	-do-	Ramthar	8974594974
K. Lalsangzuala	Const.	-do-	Chaltlang	9612694631
K. Hmingthanauva	Const.	-do-	Chanmari 'W'	9862388053
Lalnithanga	Const.	-do-	Salem	8415066434
Lalrintluangi	IV-Grade	-do-	Dinthar	9862381760

**x) Monthly remuneration received by each of its Officers and employees.**

Sl/No.	Rank	Pay band	Pay in the Pay band	Grade Pay
1	J.E	PB-2	9300-34800	4600
2	Sub-Inspector	PB-2	9300-34800	4400
3	H/C Operator	PB-I	5200-20200	2400
4	Naik	PB-I	5200-20200	2000
5	Constable	PB-I	5200-20200	1900
6	IV-Grade	IS	4440-7440	1650

**xi)** Not applicable to Police Department.

**xii)** Not applicable to Police Department.

**xiii)** All the information is computerized.

## **(XI) ASSISTANT INSPECTOR GENERAL OF POLICE-III**

### **I. Organisation, function and Duties of AIG-III**

Office of the Asst. Inspector General of Police - III Mizoram, Aizawl.  
Function and Duties of AIG-III.

1) He shall be responsible to the Deputy Inspector General of Police (Hqrs.) and the Director General of Police for all matters connected with subject dealt by him.

2) He shall carry out any other duties assigned to him by Deputy Inspector General of Police (Hqrs.) or Director General of Police.

3) He shall ensure that all reports and returns submitted in respect of his subject are prepared and submitted in time.

4) He shall ensure that all the Annual Confidential Reports of the Ministerial and other staff are initiated and received in time.

**II. Power and Duties of Officer and employees.**

1) AIG-III shall carry out any duties assigned to him by DGP(M).

2) AIG-III could process all matters of disciplinary proceedings and reward with rules and regulations keeping in view that fair and impartial action are taken in all those matter.

3) AIG-III has a power to reward to staff up to Rs 1000/-.

**III. The procedure followed in the decision making process.**

Similar to Sl. No II.

**IV. Norms for discharge of function**

1) Mizoram Police Manual 2005

2) Mizoram Police Act

3) CCS & CCA Rules

**V. The rules and regulation, manual and records, held by him or under his control or used by his employees for discharging his function.**

Similar to Sl. No III, the Rules and regulations are used by the employees for discharging its function.

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

Appended at Annexure I and II

**VII. Public Relation**

AIG-III shall maintain close co-operation and cordial relation with the Public in their grievances and his consultation with members of Public as required.

**VIII. Statement of the Boards, council, committees and other bodies.**

AIG-III is designated as follows:

a) Nodal officer- Disaster Management

b) Nodal officer- DGSP/IGSP conference 2015.

c) Labour, Employment & Industrial training Department

d) Member, SMAC (Subsidiary Multi Agency Centre) as and when deputed by higher authority.

e) Attend any meetings as and when deputed by higher authority

f) SPIO RTI

**IX. Employee list of AIG-III office, PHQ**

Sl. No.	Name & Designation	Address		Telephone	Residence
		Office	Residence		
1.	John Laldina, IPS	AIG-III	CID Complex Bungkawn,	2333076	2333390
2.	T. Lalthangpuii, Inspector(M)	AIG-III office	Upper Republic		
3.	R. Laldinthari, S.I(M) Steno	AIG-III office	Ramhlun South		
4.	R. Larinsangi, ASI (M)	AIG-III office	Tuikual South		
5.	Ram Kishore Singh, Constable	AIG-III office	Bungkawn Damveng		

**X. Monthly Remuneration of Officer & Employees**

Sl.No.	Rank & Name	Salary for One (1) month as on April, 2016
1.	John Laldina IPS	140751
2.	T.Lalthangpuii Inspector(M)	63385
3.	R.Laldinthari S.I(M) steno	40553
4.	R.Larinsangi ASI (M)	50324
5.	Ram Kishore Singh constable	32480

**XI. NIL.**

**XII & XIII** Not applicable.

**XIV.** NIL.

**XV.** This can be found in website AIG-III.

**XVI.** AIG-III.

**XVII.** YES.

**Inspr. (M) T. Lalthangpui**

1. Correspondence on DGSP/IGSP Conference
2. Correspondence on Smart policing
3. Correspondence on Complaint against Police
4. Correspondence on Leave
5. Correspondence on Miscellaneous
6. Correspondence on Special Reports on SsP
7. Correspondence on Circular/Order form PHQ
8. Correspondence on Security of Vital installation
9. Correspondence on Security arrangement for Lengpui Airport
10. Correspondence on Circular/Order/Memorandum from Govt.
11. Correspondence on Meeting at CS chamber
12. Correspondence on Meeting Minutes on Nodal authorities
13. Correspondence on Sports
14. Correspondence on Press Handout
15. Correspondence on RTI
16. Correspondence on UTP Escort
17. Correspondence on CADC/MADC/LADC Election
18. Correspondence on Police Control Room
19. Correspondence on Border Trafficking of women & Children
20. Correspondence on Election of President/MP/MLA etc
21. Correspondence on Internal Security
22. Correspondence on Meeting of District Ssp
23. Correspondence on Meeting in DGP/IGP/DIG Chamber
24. Correspondence on VC/LC Election
25. Correspondence on Training
26. Correspondence on Property Return
27. Correspondence on Transfer and Posting
28. Correspondence on Reward
29. Correspondence on ACR
30. Correspondence on Law & Order

**SI (M) H. Sangpari**

1. Correspondence on Lead intelligence agency
2. Correspondence on Security of Function/Exam
3. Correspondence on Border incident/Flag Meeting
4. Correspondence on ONGC
5. Correspondence on NEEPCO
6. Correspondence on Meeting of Co-ordination comt.& WG on security
7. Correspondence on Indo-Bangladesh Border incident
8. Correspondence on CPMF
9. Correspondence on Disaster management
10. Correspondence on Indo-Myanmar Border
11. Correspondence on Employment of Forces
12. Correspondence on SMAC
13. Correspondence on BPR&D
14. Correspondence on Nation wide Emergency Response System
15. Correspondence on Transport Project Kaladan Multi Modal Project
16. Correspondence on Border Meeting
17. Correspondence on Private security agencies
18. Correspondence on Security at Raj Bhavan
19. Correspondence on NLFT
20. Correspondence on CRPF
21. Correspondence on Joint Audit of CRPF
22. Correspondence on Assam Rifle
23. Correspondence on BSF
24. Correspondence on Opening/Repairing of Police OP
25. Correspondence on Closure of Police OP
26. Correspondence on Crisis Management
27. Correspondence on BNLFB/Bru Repatriation
28. Correspondence on NSCN

29. Correspondence on HPC
30. Correspondence on Guideline for CPMF
31. Correspondence on Inner Line Permit
32. Correspondence on Independence Day/Republic Day
33. Correspondence on Security for Private Firm
34. Correspondence on Jail security
35. Correspondence on Standard Operating Procedure
36. Correspondence on Explosive escort
37. Correspondence on MRDS
38. Correspondence on SLSC Meeting

**ASI (M) R. Lalrinsangi**

1. Correspondence on Deployment of MAP/IR Battalion
2. Correspondence on Stationery
3. Correspondence on Communal Harmony
4. Correspondence on BRTF/GREF
5. Correspondence on VVIP/VIP visit
6. Correspondence on Guard of Honours
7. Correspondence on Threat security of VIP/VVIP
8. Correspondence on Tour prog. of Minister/VVIP/VIP
9. Correspondence on Deployment of Traffic
10. Correspondence on Telephone
11. Correspondence on Smuggling
12. Correspondence on Computer
13. Correspondence on Assembly security
14. Correspondence on Bomb disposal squad
15. Correspondence on Morning report of MAP/IR Bn.
16. Correspondence on PLO Silchar
17. Correspondence on MPF Scheme
18. Correspondence on NEMPF
19. Correspondence on BOP Visit
20. Correspondence on MPRO
21. Correspondence on Fire prevention
22. Correspondence on Result framework result
23. Correspondence on Bank escort
24. Correspondence on Bank security
25. Correspondence on ULFA/PLA
26. Correspondence on Activities of CAN
27. Correspondence on Activities of NE insurgent
28. Correspondence on Opening of check Gate
29. Correspondence on PAMRA
30. Correspondence on KLA
31. Correspondence on MZP
32. Correspondence on Serlui/Tuirial Hydel Project
33. Correspondence on F&ES
34. Correspondence on Activities of ISI

In addition, ASI (M) R. Lalrinsangi will be responsible for Receipt and Despatch all Daks of General Branch and maintenance of Service Stamp.

**(XII) LEGAL BRANCH**

The office of Legal Branch was started functioning w.e.f. 9.12.2003 by setting up its office within the premises of DGP office on adhoc basis in a building constructed for staff quarter. The Legal Branch is not having its own office building till today.

The past and present incumbent of Legal Advisers are as follows –

	<b><u>From</u></b>	<b><u>To</u></b>
1) Saithanga MPS (Rtd.)	12.4.2014	12.4.2015
2) Gaurav Sharma IPS	17.4.2015	

Legal Branch consists of one AIGP-Legal, two Dy.SP out of two, one is on attachment from 2<sup>nd</sup> Bn. MAP and one Inspector, one Inspector (M), one SI (M) and two Havildar on attachment from other units, one Head Constable on attachment from other unit, one Naik on attachment from other unit and six constables out of six, five are on attachment from other units and two IV-Grade on attachment from other units. There are only 6 regular staffs in Legal Branch.

This Branch deals with all legal matter under Mizoram Police Department which requires information and circulates in compliance to the order and directions of Hon'ble Supreme Court/High Court/Lower Courts. Appeals in Civil Suits etc where losses of government fund are adjudicated. Preparations of Criminal appeal against the judgement & orders as well as departmental appeal. Prepares para-wise comments in various cases viz. writ petition, suits etc. and submit the same to Home Department for further necessary action. Proposals for prosecution sanction received from district SP, scrutinized the proposal and return to concerned unit if necessary for fresh submission or sent to the Home Department after necessary corrections. Appeals in departmental cases- all appeals against order of the disciplinary authority by the delinquent officers will be dealt by the branch. Deals with all Court Notices requiring attention of the department and National Human Rights Violation cases. Also deals with all correspondences on Warrant of Arrest. This branch deals with DE against Inspector. It also deals Meeting Minutes correspondences, correspondences of Missing Children and correspondences of Child Trafficking and Human Trafficking etc. And any matters requiring legal aspects for the department.

**i) Organisation, functions and duties :**

- a) Prepared necessary draft and documents for filing appeal against certain Judgment & Order in Criminal Cases.
- b) Para-wise Comments prepared in every case and submit the same to Home Department for further necessary action.
- c) Correspondences on Warrant of Arrest.
- d) Correspondences on MACT cases.
- e) Money Suit cases.
- f) Re-instatement cases submitted by Police personnel.
- g) Correspondence on Human Rights Commission.
- h) D.E. against Police personnel.

**ii) Powers and duties of officers & employees.**

- Nil.

**iii) The procedure of decision making process, including channels of supervision (Rank – wise) and accountability (Rank - wise).**

- All the staff routed their works/files in proper channel as per procedure of decisions making process under the rules.

**(iv) Norms for discharge of functions :**

- a) MPM – Practice
- b) Mizoram Police Act – Practice
- c) Cr.PC and other Acts – Practice.

**(v) The rules, regulations, manual and records, held by it or under its control or used by its employees for discharging its function :**

- a) MPM
  - b) Mizoram Police Act
  - c) Cr.PC and other Acts
- } followed

**(vi) Statement of the categories of documents that are held by it or under its control (Different Orders from : (1) Government of Mizoram (2) Police Headquarters).**

- a) Government of Mizoram
- b) Police Headquarters
- c) All important cases, documents, Judgment and order are carefully kept and recorded.
- d) All Government orders, circular and OM including Police Headquarters were carefully recorded and kept as record.

**(vii) Public Relations.**

- Cordial

**(viii) Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public : (Various Boards or Committees formed)**

- Nil

**(ix) Directory of its officers and employees :**

Name	Designation/ Rank	Home Address	Telephone		Mobile
			Office	Home	
Shri Gaurav Sharma E-mail: laphqmizoram@gmail.com	IPS, AIG-Legal	New Delhi	2333441	2334617	9485141116
Vanlalduha	Dy.SP	Luangmual VT			9436159563
V.L. Hmangaihzuala	Dy.SP	Bungkawn VT			9436365171
Lalmuankima	Inspector	Salem Veng			9862439264
Chawngmingliani	Inspector(M)	Chhinga Veng			9436142519
Lalnunpuii	SI (M)	Dawrpui VT			8014364235
Valai Hlychho	Havilder	Armed Veng S			8014387317
Lalsiama	Havilder	Saikhamakawn			9862354157
F. Vanlalruala	Head Constable	Republic			8794719172
V.L. Rokhawma	Naik	Bungkawn VT			8132813779
Thangdailova	Constable	Durtlang Leitan			9862223408
Ropiangthanga	Constable	Model Veng			9862531020
M.C. Lalzamlova	Constable	Kulikawn			8974963426
Z. Lallawmtluanga	Constable	Khatla South			9612715750
Ramdinmawii Sailo	Constable	Chanmari West			9862914418
Lalrinpuii	Constable	Armed Veng S			9612629627
R. Lalhmingthangi	IV-Grade	Armed Veng S			9612563372
Thanluaia	IV-Grade	Republic			9612568878

- (x) Monthly remuneration received by each of its officers and employees.
- (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:
- (xii) Not applicable to Police Department.
- (xiii) Not applicable to Police Department.
- (xiv) Whether any information is computerized, and if yes what are those;  
- Yes, all the letters are computerized.
- (xv) 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;
- (xvi) The names, designations and other particulars of the Public Information Officer;
- (xvii) Such other information as may be prescribed; and thereafter update these publications every year;