

# CHAPTER – I

## Introduction

- 1.1 (1) This hand book may be called ‘**Hand Book of Information on Institutional Finance & State Lottery**’.
- (2) It is intended to give the general public and the Government of Mizoram employees and their families the function, duties, organisation set up and the contact address of the employees.
- (3) This hand book of information will be immensed help for the Government employees and their families.
- 1.2 In this hand book, unless the context otherwise requires :-
- (a) ‘Government’ means the state Government of Mizoram.
- (b) ‘Director’ means the Director of Institutional Finance & State Lottery.
- (c) ‘Joint Director’ means Joint Director of Institutional Finance & State Lottery.
- (d) ‘Deputy Director’ means Deputy Director of Institutional Finance & State Lottery.
- (e) ‘Assistant Director’ means Assistant Director of Institutional Finance & State Lottery.
- (f) ‘Supervising Officers’ means Officers of Institutional & State Lottery who are entrusted to supervise Lottery Draws.
- (g) ‘Judges’ means Person/Persons who is/are appointed by Director of Institutional Finance & State Lottery on the approval of Government to judge all Lottery Draws.
- (h) ‘Directorate’ means Directorate of Institutional Finance & State Lottery.
- (i) ‘General Branch’ means the Branch which deals with administrative and accounts matters of the Department.
- (j) ‘Small Savings Branch’ means the Branch or Group of persons who are dealing with all matters pertaining to Small Savings and Bankings.
- (k) ‘Lottery Branch’ means the Branch or Group of persons who are dealing with the matters pertaining to both Paper and Online Lotteries.
- (l) ‘Computer Section’ means the section or group of persons who are engaged in typing and printing of all Lottery Draw Sheets and Lottery Draw Judge Registers.
- (m) ‘Result Section’ means the section or group of persons who are engaged in sorting, compiling and recording of all Lottery draw results.
- 1.3. Any persons who wish to get more information on topics covered in the hand book as well as other information may contact the following persons:-
- (a) Pu Lalkanglova Sailo, Joint Director  
State Public Information Officer  
Ph: 2325115(O) 9436155221(M)
- (b) Pi C.Lalthanpuui, Deputy Director  
State Assistant Public Information Officer  
Ph: 2325768(O) 9436159393(M)
- 1.4. Fees for getting information is as per the rate fixed by the Nodal Department *i.e* Information and Public Relations Department, Government of Mizoram.

## CHAPTER – 2

### Organisations, Functions and Duties

- 2.1** The erstwhile two minor Departments under the administrative control of Finance Department viz. (1) Department of Institutional Finance & Small Savings and (2) Department of Mizoram State Lottery were amalgamated on 10.01.2005 forming one major Department called "Department of Small Savings & State Lottery" vide Notification No.A.11016/1/04-F.Est/14 Dated 10.01.2005. The nomenclature of the Department is changed as "Department of Institutional Finance & State Lottery" vide Government Notification No.G.16010/40/94-F.Est. Dated 22.09.2005.
- 2.2** At present, the Directorate is accommodated in two adjacent Buildings at Tuikhuahtlang, Aizawl, one of which is belonging to the Department and the other is a rented Building. The Department usually has close communications and interactions with other States in the affairs of the Lottery as well as with the Government servants and general public of the State in Small Savings matters.
- 2.3** As the Department is established and instituted mainly to generate 'Revenue' for the State Government and also to improve the 'Additional Resources Mobilisation' of the State Government with less administrative expenditures, it endeavours to strive for achieving such goal and target with untiring zeal.
- 2.4** There are 78 (Seventy eight) sanctioned posts in the Department. Of which, 51 posts are on regular basis and 27 posts are on casual employees on muster roll basis. Of the regular posts, 46 posts are currently filled-up and 5 posts are lying vacant. The various posts sanctioned by Government with scale of pay, number of posts filled-up and number of posts lying vacant are as under :-

#### A. REGULAR EMPLOYEES :

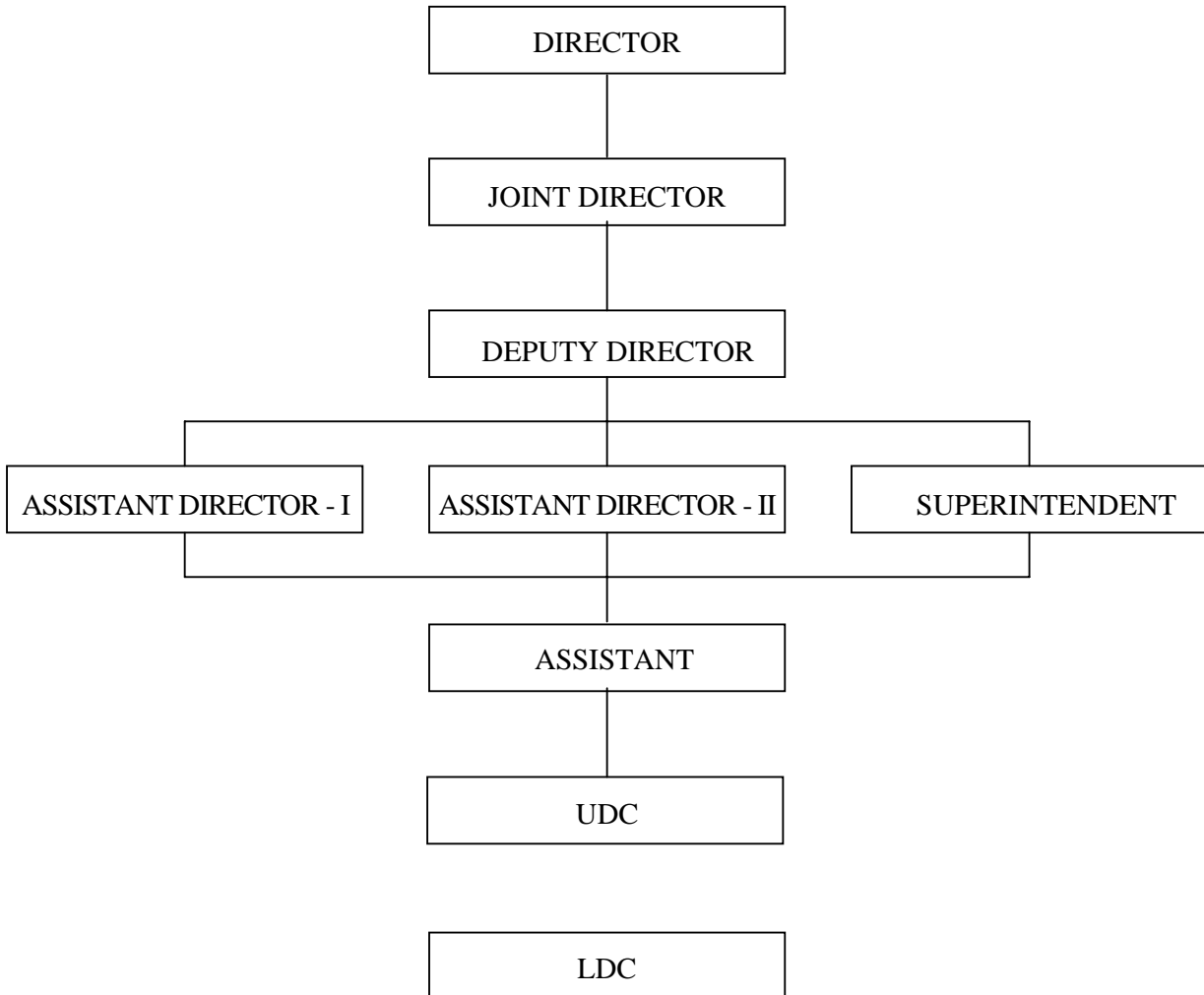
<i>Sl. No.</i>	<i>Name of post</i>	<i>Scale of pay (Rs.)</i>	<i>Category or Group</i>	<i>No. of Posts Sanctioned</i>	<i>No. of Posts Filled-up</i>	<i>No. of Posts Vacant</i>
1.	Director	14300-18300+750	A	1	1	0
2.	Joint Director	14300-18300	A	1	1	0
3.	Deputy Director	12000-16500	A	1	1	0
4.	*Assistant Director	10000-15200	A	2	2	0
5.	Superintendent	10000-15200	A	1	1	0
6.	Assistant	6500-10500	B	8	7	1
7.	UDC	5500- 9000	B	11	8	3
8.	LDC	5000- 8000	C	8	8	0
9.	Steno Grade-III	5500- 9000	B	2	2	0
10.	Driver Grade-I (NF)	5500- 9000	C	4	3	1
11.	Driver Grade-II(NF)	5000- 8000	C	1	1	0
12.	Group – D	3050- 4590	D	11	11	0
	<b>TOTAL</b>			<b>51</b>	<b>46</b>	<b>5</b>

*\*One Assistant Director is attached in Finance Department as Accounts Officer.*

**B. CASUAL EMPLOYEES ON M/R BASIS :**

<i>Sl. No.</i>	<i>Name of post</i>	<i>Wages per day (Rs.)</i>	<i>No.of M/R Sanctioned</i>	<i>No.of M/R Filled-up</i>	<i>No.of M/R Vacant</i>
1.	LDC (Skilled-II)	@ Rs.143	15	15	0
2.	Driver (Skilled-II)	@ Rs.143	4	4	0
3.	Despatch Rider (Skill-II)	@ Rs.143	1	1	0
4.	Group 'D' (Unskilled)	@ Rs.117	7	7	0
	<b>TOTAL</b>		<b>27</b>	<b>27</b>	<b>0</b>

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



2.6 The main duties and functions of the Department are :-

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

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

**1. General Branch :** This Branch deals with administrative and accounts matters of the Department like creation of posts, recruitment, appointment of staff, filling up of posts, post retention, confirmation engagement of Muster Roll employees, LTC, Medical Reimbursement, F.A., leave, distribution of works, ACR and property return, internal reshuffle of staff, promotion, PAC, C&AG report, Parliament and Assembly questions, letter receipt, issue and despatch of daks, preparation of pension claim papers, deployment of vehicles, official tours, training, disaster management, purchase and maintenance of vehicles, procurement of stores, stationeries, advertisements, subscription of newspaper, machineries, furniture and fixtures, installation of telephones and inter-com, I.T. and Right to Information, maintenance of office building, disciplinary proceedings and departmental enquiry, preparation of budget, budget speech, issue of LOC, expenditure sanctions, preparation of bills including pay and allowances bills, PRS, professional tax, supply of uniforms, floating of tenders / quotations, reappropriation of funds and surrender of savings statements, reconciliation of accounts with A.G., Shillong, audit objections, record of loan and advances, DFPR, issue of POL, preparation and submission of Monthly / Quarterly Expenditure Return and submission of Monthly Revenue Receipts. Co-ordination of Banks and the State Government as well as individual Government Departments, the banks and other banking and non-banking financial institutions belonging to the Central Government as well as State Government.

**2. Small Savings Branch :** This Branch deals with launching of Small Savings campaigns, fixation of annual target on Pay Roll Savings Scheme to each and every Government Departments, Semi-Government Offices and Offices of State Government Undertakings, compilation of Monthly / Quarterly reports on Pay Roll Savings Scheme submitted by various offices, Compilation of Monthly / Quarterly reports submitted by SAS Agents and MPKBY Agents, payment of Cash Incentive to SAS and MPKBY Agents, appointment of SAS and MPKBY Agents, administration of SAS & MPKBY Agents holding of Review Meetings with all Heads of Departments including Non-Statutory Bodies, distribution of Awards and Certificates, Publicity of Small Savings Schemes through various media like Radio talk and dialogue, distribution of leaflets and pamphlets, preparation of Lucky Gift Coupons and disbursement of its prizes, pre-mature closing of Pay Roll Savings Accounts, Co-ordination between Postal Department, Government of India and the Government of Mizoram in respect of P.O's Small Savings Schemes.

**3. Lottery Branch :** This Branch deals with floating of tenders for appointment of Sole Distributors of Mizoram State Lottery tickets, signing of contractual agreements with Selected Sole Distributors, appointment of Sole Distributors, examination / approval of lottery schemes submitted by Sole Distributors, examination of private lotteries and forwarding the same to Administration Department for approval, issue of printing order of Mizoram State Lottery tickets, maintenance of draw accounts, maintenance of Sale Proceed accounts including draw expenses separately for each Sole Distributor, payment of prizes (Rs.5001 & above), calculation of honorarium and payment of the same to Judges, Supervising Officer and Staff, disbursement of Mizoram State Lottery prizes including calculation of prize money to the winners, income-tax, surcharge, additional surcharge etc. and sending of the same to the winners and ITO concerned by D/D., issue of appointment / termination order to the Mizoram State Lottery Judges, preparation of monthly duty roster of draw Judges, Supervising Officer and Staff, printing of draw result sheets, compilation of Mizoram State Lottery Results, Official declaration of Mizoram State Lottery Results, publication of Mizoram State Lottery Results in Mizoram Official Gazette and local newspapers, all court cases pertaining to Mizoram State Lottery, inter-state matters relating to Mizoram State Lottery, framing of Rules and Regulations for Mizoram State Lottery, prize claim of Mizoram State Lottery and all other residuary works pertaining to Mizoram State Lottery.

**4. Computer Section :** This Section deals with typing and printing of all Lottery Draw Sheets and Lottery Draw Judge Registers.

**5. Result Section :** This Section deals with matters pertaining to all Lottery draw results for its compilation, sorting and keeping the records to enable Public or Private Parties to check/enquire the results as and when necessity arises.

**2.8** The postal address of the Directorate is as follows :-

Director,  
Institutional Finance & State Lottery,  
Govt. of Mizoram,  
Mizoram : Aizawl,  
Tuikhuahtlang,  
PIN 796 001  
Phone No. 0398-2322291

**2.9** The Office working hours is as below:-

Summer	-	9:00 AM to 5:00 PM
Winter	-	9:30 AM to 4:00 PM

## CHAPTER – 3

### Powers and duties of Officers and employees :

- 3.1** The Head of Directorate of Institutional Finance & State Lottery is Director. He is assisted by 1 (one) Joint Director, 1 (one) Deputy Director, 2 (two) Assistant Directors, 1(one) Superin-tendent and a number of Group 'B', 'C' and 'D' staff.
- 3.1.1** Director  
Administratively he is an over all in-charge of the whole functionaries of the Directorate. He is vested with the power to appoint the staff working in Directorate upto the level of Group 'B' non-Gazetted. He had the power to grant of leave in respect of staff upto Group 'B' non-Gazetted level. Beside this, Director had financial power as envisages in the delegation of Financial Power, 1992 issued by Govt. of Mizoram.
- 3.1.2** Joint Director, Deputy Director, Assistant Directors, etc.  
Any power which may be redelegated by Director, whether it is administrative or financial.
- 3.1.3** The mode of functioning in respect of decision making is that the processing and examination of cases usually start at the level of the Dealing hand and upto the level of head of Department i.e. Director, at whose level decision is finally made. Once decision is taken, authentication and communication is done by other Officers other than the Director himself depending upon the nature cases.

## CHAPTER – 4

### Rules, Regulations, Instructions, Manuals

- 4.1** The Department is regulated and run under the Act and Rules of both Central and State Governments as well as Government instructions and notifications, namely :-
1. The Mizoram State Lottery Rules, 2000 and amended from time to time.
  2. The Lotteries (Regulation) Act, 1998.
  3. The Mizoram Protection of Interests of Depositors (in Financial Establishments) Act, 2002.
  4. The Mizoram Protection of Interests of Depositors (in Financial Establishments) Rules, 2003.
  5. The Mizoram Public Demands Recovery Act, 2001.
  6. The Mizoram Preferential Stores Purchase Rules, 1994.
  7. The Government of Mizoram (Transaction of Business) Rules, 1987.
  8. The Scheme for Mobilisation of Savings in Mizoram through Prize on Coupons.
  9. An Incentive Scheme for Mobilisation of Small Savings in Mizoram, 1992.
  10. Executive Instructions under Standardised Agency System (Small Savings Schemes).
  11. Post Office Small Savings Schemes.
  12. Fundamental Rules & Supplementary Rules, Part-I (General Rules).
  13. Fundamental Rules & Supplementary Rules, Part II (T.A. Rules)
  14. Fundamental Rules & Supplementary Rules, Part III (CCS (Leave) Rules, 1972)
  15. Fundamental Rules & Supplementary Rules, Part IV (DA and DR)
  16. Fundamental Rules & Supplementary Rules, Part V (HRA & CCA)
  17. General Financial Rules
  18. Delegation of Financial Power Rules
  19. Central Treasury Rules, Vol. I
  20. Central Treasury Rules, Vol. II
  21. Accounts Code Vol. I-IV
  22. CCS Conduct Rules
  23. Medical Attendance Rules
  24. CCS CCA Rules
  25. General Provident Fund Rules
  26. CCS Pension Rules
  27. State Government Employees Group Insurance Scheme
  28. House Building Advance Rules
  29. Any other instructions issued by Government from time to time

## CHAPTER – 5

### Arrangement for Consultation

- 5.1** There is no arrangement for consultation with, or representation by members of public in relation to the formulation of Department's policy or implementation thereof as the Department is not involved in development and plan scheme.

## CHAPTER - 6

### Documents held

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

## CHAPTER - 7

### BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES :

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

The Government of Mizoram constituted Mizoram State Lottery Committee vide Notification No.G.16010/8/89-FSL of 25.4.1989 and No.G.16010/8/2002-FSL/6 of 17.12.2002 consisting of the following officials with immediate effect and until further order :-

- |  |   |                  |
|--|---|------------------|
| 1) Chief Secretary                                 | - | Chairman         |
| 2) Financial Commissioner                          | - | Member           |
| 3) Secretary, Law & Judicial Dept.                 | - | Member           |
| 4) Director, Institutional Finance & State Lottery | - | Member Secretary |

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

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

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

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

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

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

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

- 1) Pensioners should hold the post not lower than Under Secretary or its equivalents under the Govt. of Mizoram during their active service.
- 2) Pensioners should not be more than 70 years of age at the time of appointment as a draw judge and should be mentally and physically fit for appointment as Lottery Draw Judge.
- 3) Pensioners should not be engaged/re-employed on full time basis under the Government/Autonomous Bodies, Commissions and Corporations, etc.

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

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

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

- |  |   |                  |
|--|---|------------------|
| 1. Chief Secretary                       | - | Chairman         |
| 2. Secretary of the Department concerned | - | Member Secretary |
| 3. Financial Commissioner                | - | Member           |
| 4. Secretary, Law & Judicial Dept.       | - | Member           |
| 5. Head of Dept. concerned               | - | Member           |

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

1. Secretary of the concerned Department – Chairman
2. Head of the Department concerned/ - Member Secretary any other suitable Officer of the Dept.
3. Representative of the Law & Judicial Dept. - Member (Not below the rank of Dy.Secretary)
4. Representative of the Finance Dept. - Member (Not below the rank of Dy.Secretary)
5. Dy.Director of Accounts/Finance & - Member Accounts Officer posted in the Dept.

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

- (1) All purchases involving upto Rs.20 lakhs as recommended by DPAB will be submitted to Minister of the concerned Department for approval.
- (2) All purchases involving more than Rs.20 lakhs and upto Rs.50 lakhs as recommended by SPAB will be submitted for approval to Minister of the concerned Department and Finance Minister through Finance Department.
- (3) All purchases involving more than Rs.50 lakhs will be submitted to Chief Minister for approval through the concerned Minister and Finance Minister.

The Purchase Advisory Boards are recommendatory bodies. The recommendations of the Purchase Advisory Boards are required to be approved by the Minister concerned in the manner specified above. The recommendations of the Purchase Advisory Boards will be valid for a period of one year with effect from the date it is approved by the Government. The period of validity under exceptional circumstances may be extended by another six months by the Government..

## CHAPTER – 8

### Particulars of Public Information Officers

**8.1.1. The name, designation and contact address of the SPIO and SAPIO are as follows:-**

Sl.	Name & Designation	Phone No.			Address
		STD	Office	Resident	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
1.	Lalkanglova Sailo, Jt. Director, SPIO	0389	2325115	2327936	Mission Veng
2.	C.Lalthanpuui, Dy. Director, SAPIO	0389	2325768	2347839	Chanmari West

**8.1.2 The name, designation and contact address of the Appellate authority is as follows :-**

Sl. No.	Name & Designation	Phone No.			Address
		STD	Office	Resident	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
1.	Lalropara, Director	0389	2322291	2340727	Chanmari, Aizawl

## CHAPTER - 9

### Procedure in decision making

**9.1 Procedure followed in decision making :-**

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

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

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

## CHAPTER – 10

## Directory of Officers and Employees

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

### DIRECTORY OF OFFICERS AND EMPLOYEES :

Sl. No.	Name	Designation	Address	Phone No.
1.	Lalropara	Director	Chanmari	2322291(O) 2340727(R) 9436140093 (M)
2.	Lalkanglova Sailo	Jt.Director	Mission Veng	2325115(O) 2327936(R) 9436155221(M)
3.	C.Lalthanpuui	Dy.Director	Chanmari	2325768(O) 9436159393(M)
4.	Zokunga	Asst.Director	Nursery Veng	2314207(O) 9436353044(M)
5.	C.Zothankimi	Superintendent	Upper Khatla	2321657(O) 2316785(R) 9436154056(M)
6.	Thabey Khiti	Assistant	Republic Hmar Veng	9862355137 (M)
7.	Z.D.Zamawia	Assistant	Dinthar	2301963 (R) 9436155171 (M)
8.	Siamthari	Assistant	Zotlang	2347203 (R) 9436155890 (M)
9.	Vanlalauva	Assistant	Electric Veng	2310027 (R) 9436155098 (M)
10.	Zonghakliani Ngente	Assistant	Republic Venghlun	2324532 (R) 9436351147 (M)
11.	Lalremtluanga	Assistant	Bethlehem	2329665 (R) 9436195937 (M)
12.	Dengropuui	Assistant	Thakthing	2325866 (R) 9862467744 (M)
13.	Ramdingliani	UDC	Chanmari 'W'	2342165 (R) 9436146898 (M)
14.	C.Lalsangpuui	UDC	Salem Veng	9436376210 (M)
15.	V.L.Hmachhuani	UDC	Chanmari	9862577697 (M)
16.	Lalfela Pautu	UDC	Aizawl Venglai	2322760 (R) 9436142129 (M)
17.	Lalzamliana Thangluah	UDC	Thakthing	2327742 (R) 9436155004 (M)
18.	Laltanpuui	UDC	Durtlang	9436153531 (M)
19.	Liansangpuui	UDC	Ramthar Veng	9436191407 (M)
20.	R.Lalrinsangi	UDC	Mission Vengthlang	9436140134 (M)
21.	Lalnuntlanga	Steno III	Model Veng	9862366822 (M)

Sl.No.	Name	Designation	Address	Phone No.
22.	Rothanliani	Steno III	Tuikual 'N'	2327760 (R) 9436142199 (M)
23.	Lalmachhuani Sailo	UDC (Offg.)	Bethlehem Veng	9436374105 (M)
24.	C.Lalbiaknungi	LDC	College Veng	2327099 (R) 9863227873 (M)
25.	Rohmingthangi	LDC	Tuikual 'S'	9436146979 (M)
26.	Malsawmi	LDC	Khatla 'S'	9862742078 (M)
27.	Lalthlamuani	LDC	Dawrpui	9436141271 (M)
28.	Zothanmawii	LDC	Hlimen	9862088404 (M)
29.	Lalmuanpuia	LDC	Bethlehem	9862839935 (M)
30.	Lallawmzeli	LDC	Ramhlun South	9862486441 (M)
31.	Lalengzauva	Driver-I	Electric Veng	9862364571 (M)
32.	Hmangaihlianauva	Driver-I	Tuikual	2317835 (R) 9862382450 (M)
33.	K.Tlangmawia	Driver-I	Khatla 'S'	2333968 (R) 9436155625 (M)
34.	Robula	Driver-II	Venghloi	9436155868 (M)
35.	R.Tlangkunga	Peon	Luangmual	2341887 (R)
36.	K.Zaihmingthanga	Peon	Tuikual 'S'	9863292680 (M)
37.	Dawngliana	Peon	Dawrpui Vengthar	9436782325 (M)
38.	Lalsangliana	Peon	Kawltheihuan	9863364743 (M)
39.	Thangruma	Peon	Khatla	2333884 (R) 9862680362 (M)
40.	Lalluaia	Peon	Mission Vengthlang	2313591 (R)
41.	T.Lalsangliana	Peon	Republic	9856701217 (M)
42.	Lalzirliana	Peon	Ramhlun Venglai	9436789609 (M)
43.	Sangthuama	Peon	Aizawl Venglai	9862344081 (M)
44.	Lalfamkima	Peon	Kanan	2343931 (R) 9612326099 (M)
45.	Lalremsiama	Peon	Durtlang Leitan Ramthar	2361000 (R) 9863223954 (M)
46.	Lalawmpuia Ralte	LDC (MR)	Chaltlang Lily Veng	9862865404 (M)
47.	C.Laldinpuii	LDC (MR)	Salem Veng	2328208 (M) 9436196655 (M)
48.	Vanlalmuani	LDC (MR)	Venghloi	9436156372 (M)
49.	R.Malsawmtluangi	LDC (MR)	Aizawl Venglai	9862376455 (M)
50.	Lynda Lalthanpuii	LDC (MR)	Chhinga Veng	9436144184 (M)
51.	Lalramsangi	LDC (MR)	Ramhlun South	2348040 (R) 9436197135 (M)
52.	C.Lalrinchhani	LDC (MR)	Dinthar	2300074 (R) 9862887644 (M)
53.	B.Lalchhuanawma	LDC (MR)	Ramthar Veng	9436151478 (M)
54.	R.Zodinsangi	LDC (MR)	Chanmari 'E'	2328608 (R) 9863364961 (M)
55.	Lalruatsaki	LDC (MR)	Ramhlun 'N'	9862770538 (M)
56.	K.Lalawmpuia	LDC (MR)	Electric Veng	2328871 (R) 9436191380 (M)
57.	Lalngaihawmi	LDC (MR)	Chaltlang	9862035317 (M)
58.	Fredy Lalrindika	LDC (MR)	Khatla	9863968844 (M)

<b>Sl.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Phone No.</b>
59.	Lalbiaktluangi	LDC (MR)	Electric Veng	2328871 (R) 9862036821 (M)
60.	Andrew Lalchhandama	LDC (MR)	Mission Veng 'S'	9612308965 (M)
61	C.Vanlalzara	Driver (MR)	Bethlehem Vengthlang	9436390409 (M)
62	James Lalthankima	Driver (MR)	Ramhlun South	9862355388 (M)
63	Lalthanbuanga	Driver (MR)	New Capital Complex	9436195313 (M)
64	Anthony Lawmnasangzuala	Driver (MR)	I.T.I	9862385557 (M)
65	Zoremthuanga	D.Rider (MR)	Mission Vengthlang	9862564203 (M)
66	Lalramliana	Peon (MR)	New Capital Complex	9436193446 (M)
67	Vanlalhriata	Peon (MR)	Chaltlang Lily Veng	9862423168 (M)
68	Sangthuami	Peon (MR)	Bungkawn Vengthar	9862312890 (M)
69	Ramthianghlina	Peon (MR)	Maubawk	9863329760 (M)
70	Zosanglura	Peon (MR)	Ramthar Veng	2345637 (R) 9862657642 (M)
71	Laltlankimi	Sweeper (MR)	Thakthing Dam Veng	2311149 (R) 9862366789 (M)
72	Lalnunfeli	Sweeper (MR)	Chanmari	2347973 (R) 9862358957 (M)

## CHAPTER – II

### Remunerations of Officers and Employees

The monthly remuneration received by each officers and employees are as below:-

11.1 **Salary** : The monthly gross salary of Officers and other employees may vary from month to month due to payment of annual increment, grant of enhance dearness allowance, etc. Likewise, net salary received by each Officers and other employees may also vary due to voluntary reduction or enhancement of GPF subscription, rate of impounded D.A. credited into GPF Account, deduction of Professional Tax, etc. Salary received by Officers and other employees of the Department in the month of September, 2009 is given as below :-

<i>Sl.No.</i>	<i>Name of Employee</i>	<i>Designation</i>	<i>Gross Salary (Rs.)</i>	<i>Deduction (Rs.)</i>	<i>Net Salary (Rs.)</i>
1	Lalropara	Director	39,601	18,922	20,679
2	Lalkanglova Sailo	Joint Director	34,818	16,528	18,290
3	C. Lalthanpuui	Dy. Director	31,443	9,208	22,235
4	Zokunga	Asst. Director	25,431	8,565	16,866
5	Thara Lungtau	Asst. Director	22,800	9,798	13,002
6	C. Zothankimi	Supdt.	25,431	10,871	14,560
7	Z.D. Zamawia	Assistant	25,431	8,512	16,919
8	Thabey Khithi	Assistant	25,431	7,518	17,913
9	Siamthari	Assistant	25,431	7,611	17,820
10	Lalremtluanga	Assistant	25,431	8,661	16,770
11	Dengropuii	Assistant	19,059	8,786	10,273
12	Vanlalauva	Assistant	19,059	6,515	12,544
13	Zonghakliani Ngente	Assistant	18,595	10,733	7,862
14	Ramdingliani	U.D.C.	18,132	6,056	12,076
15	C. Lalsangpuui	U.D.C.	17,205	9,740	7,465
16	V.L. Hmachhuani	U.D.C.	17,205	4,894	12,311
17	Lalfela Pautu	U.D.C.	16,336	6,059	10,277
18	Lalzamlia Thangluah	U.D.C.	15,930	5,767	10,163
19	Laltanpuui	U.D.C.	15,931	4,597	11,334
20	Liansangpuui	U.D.C.	15,929	5,543	10,386
21	R. Lalrinsangi	U.D.C.	15,675	7,449	8,226
22	Lalmachhuani Sailo	U.D.C.	15,825	5,197	10,628
23	Rothanliani	Steno.III	18,595	6,218	12,377
24	Lalnuntlanga	Steno.III	18,132	5,804	12,328
25	C. Lalbiaknungi	C	12,767	6,420	6,347
26	Rohmingthangi	L.D.C.	12,188	5,866	6,322
27	Malsawmi	L.D.C.	12,188	3,730	8,458
28	Lalthlamuani	L.D.C.	11,898	3,662	8,236
29	Lalmuanpuia	L.D.C.	11,319	3,528	7,791
30	Zothanmawii	L.D.C.	11,319	4,528	6,791
31	Lallawmzeli	L.D.C.	11,029	4,460	6,569
32	Lalengzauva	Driver	14,172	7,687	6,485

<i>Sl.No.</i>	<i>Name of Employee</i>	<i>Designation</i>	<i>Gross Salary (Rs.)</i>	<i>Deduction (Rs.)</i>	<i>Net Salary (Rs.)</i>
33	K. Tlangmawia	Driver	14,172	5,811	8,361
34	Hmangaihllianzauva	Driver	14,172	4,921	9,251
35	Robula	Driver	11,623	4,650	6,973
36	Tlangkunga	Peon	10,199	4,953	5,246
37	K. Zaihmingthanga	Peon	10,199	3,981	6,218
38	Dawngliana	Peon	10,264	3,527	6,737
39	Lalzirliana	Peon	10,264	4,474	5,790
40	Sangthuama	Peon	10,199	3,927	6,272
41	Lalsangliana	Peon	10,199	3,134	7,065
42	Thangruma	Peon	10,264	2,943	7,321
43	Lalluaia	Peon	10,199	4,050	6,149
44	T. Lalsangliana	Peon	10,264	4,531	5,733
45	Lalfamkima	Peon	9,967	3,284	6,683
46	R. Lalremsiama	Peon	8,055	2,084	5,971
	<b>TOTAL :</b>		<b>769,776</b>	<b>295,703</b>	<b>474,073</b>

11.2 **Wages to Muster Rolls Employees** : Wages of Muster Roll employees in the month of September, 2009 is given below :

<i>Sl. No.</i>	<i>Name of Employee</i>	<i>Designation</i>	<i>Gross Salary (Rs.)</i>	<i>Deduction (Rs.)</i>	<i>Net Salary (Rs.)</i>
1	Lalawmpuia Ralte	L.D.C.	4,290	-	4,290
2	C. Laldinpuii	L.D.C.	4,290	-	4,290
3	Vanlalmuani	L.D.C.	4,290	-	4,290
4	R. Malsawmtluangi	L.D.C.	4,290	-	4,290
5	Lynda Lalthanpuii	L.D.C.	4,290	-	4,290
6	Lalramsangi	L.D.C.	4,290	-	4,290
7	C. Lalrinchhani	L.D.C.	4,290	-	4,290
8	B. Lalchhuanawma	L.D.C.	4,290	-	4,290
9	R. Zodinsangi	L.D.C.	4,290	-	4,290
10	Lalruatsaki	L.D.C.	4,290	-	4,290
11	K. Lalawmpuia	L.D.C.	4,290	-	4,290
12	Lalngaihawmi	L.D.C.	4,290	-	4,290
13	Fredy Lalrindika	L.D.C.	4,290	-	4,290
14	Lalbiaktluangi	L.D.C.	4,290	-	4,290
15	Andrew Lalchhandama	L.D.C.	4,290	-	4,290
16	C. Vanlalzara	Driver	4,290	-	4,290
17	James Lalthankima	Driver	4,290	-	4,290
18	Lalthanbuanga	Driver	4,290	-	4,290
19	Anthony Lawmnasangzuala	Driver	4,290	-	4,290
20	Zoremthuanga	Despatch Rider	4,290	-	4,290
21	Lalramliana	Peon	3,090	-	3,090
22	Vanlalhriata	Peon	3,090	-	3,090
23	Sangthuami	Peon	3,090	-	3,090
24	Ramthianghlima	Peon	3,090	-	3,090
25	Zosanglura	Peon	3,090	-	3,090
26	Laltlankimi	Sweeper	3,090	-	3,090
27	Lalnunfeli	Sweeper	3,090	-	3,090
	<b>TOTAL :</b>		<b>107,430</b>	<b>0</b>	<b>107,430</b>

## CHAPTER – 12

### Budget allocation

Directorate of Institutional Finance & State Lottery Department being a department not involved in development activities is not operating Plan budget of the State Government. The Department operated only the non-plan budget and the allocation for last 3 (three) years since 2007-2008 are as follows:-

#### 12.1 State Lottery (2075)

Sl. No.	Particulars/object of expenditure	2007 – 2008	2008 – 2009	2009 - 2010
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1	Salary	45.52	58.70	72.30
2	Wages	8.50	9.00	8.60
3	M.T	5.05	6.72	-
4	T.E	2.10	1.00	1.00
5	O.E	11.40	14.00	9.00
6	Rent	2.15	2.15	2.15
7	Advt.	0.50	0.50	0.50
8	Prof. Services	2.00	2.00	2.00
9	M & E	1.88	1.00	1.00

**T O T A L =                      79.10                      95.07                      96.55**

#### Small Savings (2047)

Sl. No.	Particulars/object of expenditure	2007 – 2008	2008 – 2009	2009 - 2010
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1	Salary	37.40	44.05	59.90
2	Wages	3.30	3.80	3.80
3	M.T	2.05	13.87	-
4	T.E	0.60	0.60	0.60
5	O.E	7.70	7.20	7.20
6	Publication	0.40	0.40	0.40
7	Advt.	0.80	0.80	0.80
8	Minor Works	1.00	1.00	1.00
9	Other charges	7.00	7.00	7.00
	<b>TOTAL</b>	<b>60.25</b>	<b>78.72</b>	<b>80.70</b>
<b>D.S.O</b>				
1	Salary	0.35	0.35	0.30
2.	O.E.	0.10	0.10	0.05
3.	Rent	0.05	0.05	0.05
	<b>TOTAL</b>	<b>0.50</b>	<b>0.50</b>	<b>0.40</b>

**T O T A L =                      60.75                      79.22                      81.10**

**CHAPTER – 13**  
**Execution of Subsidy Programmes**

**13.1** The Department has not so far executed any Subsidy Programmes.

**CHAPTER – 14**

**Concessions, Permits/Authorizations granted**

**14.1** The Department has not so far granted Concessions to Public or Private Parties. However, Appointments, Permits/Authorisations, Awards and Certificates, etc. has been given to various Organisations or Private Parties as below :-

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

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

Sl. No.	Name & Address of Sole Distributors/Sole Selling Agents	Date of Signing Agreement	
		Paper	Online
1	M/s N.V. Marketing Pvt.Ltd. E-217, Greater Kailash-I, Part - I, New Delhi - 110 048	---	09.04.2007
2	M/s Limras Lottery & Trading Co.Pvt.Ltd 166, Peter's Road, Royapettah, Chennai - 600 014.	18.04.2005	01.07.2008
3	M/s Raunak Agency Shop No.1, Babubhai Gayakwad Compound Triknadas Road, Kandivali (W), Mumbai - 400 067	16.09.2008	16.09.2008
4	Shree Jalaram Lottery Agency Wadia Building, Ground Floor, 258, Princess Street, Mumbai - 400 002.	07.10.2008	07.10.2008
5	M/s Tamarai Technologies Private Ltd. 1/5060 (Basement), Sant Nagar, Desh Bandhu Gupta Road, Karol Bagh, New Delhi - 110 005	---	28.11.2008
6	M/s Big Star G Services (P) Ltd. B-201, City Point, Near Kohinoor Hotel, JB Nagar, Andheri Kurla Road, Andheri (E), Mumbai - 400 059.	23.01.2009	23.01.2009

**2. Permit/Authorisation granted for conduct of lotteries other than Mizoram State Lottery :** Private parties, associations, firms or any other persons are not allowed to conduct lotteries of any kind except on reasonable charitable ground and only on prior permission of the Government. Those conducting lotteries in whatever forms and name without obtaining prior permission of the Government are liable to punishment under Section 294 A of Indian Penal Code. The applicant shall be an organisation or firms which are well established, reputed and recognised at the State level. All the profits out of the lottery should invariably go to the purpose for which the permit is given. The scheme should be only for one or single draw of a time and no portion or the whole amount of such prizes of any lottery or lucky ticket shall be paid in terms of money and it shall be paid in kind. The total value of all prizes (in kind) for any draw shall not be less than 50% of the total value of the ticket printed.

The applicant shall deposit to the Director, 25% of the value of prizes by means of Call deposit or by Cash etc. as Security deposit before issuing permission. The applicant shall deposit a fee of the Government at the rate of one percent of the total value of the scheme before issue of permission. Claim period of prizes shall be 45 days from the date of drawal of results. No extension of time for draw of the result shall be granted after marketing the tickets. Drawal of results shall be conducted under the supervision of the Director or his representative in the presence of two Judges nominated by the Government. Payment of prizes should be completed within 60 days from the date of draw failing which Government reserves the right to make payment of prizes from the security deposit.

**3. Appointment of Agents under Small Savings Schemes :** The Department appoints Standardised Agency System (SAS) Agents and Mahila Pradhan Kshetriya Bachat Yojana (MPKBY) Agents to collect and deposit money to the concerned Head Post Office (HPO) or Sub Post Office (SPO) as his/her attachment may be from the Post Office Small Savings Schemes. These agents have been awarded Cash incentive at the rates approved by Government of Mizoram from time to time. There are 25 (twenty-five) Agents for Standardised Agency System.

**4. Holding of Review Meeting and Distribution of Awards and Certificates :** Review Meetings with Heads of Departments including Non-Statutory Bodies have been organised at regular intervals every year under the auspices of Hon'ble Ministers concerned by the Institutional Finance & Small Savings Department. Annual targets for Small Savings Collections have been fixed for each Department at the beginning of the year and the progressive achievements have been reviewed in the subsequent meetings held during the said accounting year. This helps a lot in enabling the Departments not only to achieve but to exceed their annual targets.

Every year, Awards and Certificates have been distributed in the meeting stated at (d) above to the Departments having meritorious achievements in Small Savings Collections. These Trophy are :-

- (i) Chief Minister's Trophy
- (ii) Finance Minister's Trophy
- (iii) Chief Secretary's Trophy
- (iv) Special Trophy

## **CHAPTER – 15**

### **Norms for discharge of the functions**

**15.1** The Department has not yet set specific norms for discharge of the functions of the Department.

## CHAPTER – 16

### Information in an electronic form with its facilities available to citizens

- 16.1** The Department has uploaded various informations pertaining to the Department and updated the same in time in an electronic form which can be visited in the Departmental Official Website [www.ifsl.Mizoram.gov.in](http://www.ifsl.Mizoram.gov.in).

## CHAPTER – 17

### MISCELLANEOUS

- 17.1** The Department is having Information Display Board placed at the entrance of the building. This Information Board shows the name of sections and to which floor it is located including the name of officers, designation and the works assigned.
- 17.2** The Department is also having a separate Notice Board. This is a place where Advertisement regarding the vacancies of posts, every quotations for supply of Office materials like furniture, Computers, Office Machineries including supply of uniform for group 'D' and drivers etc. are displayed.
- 17.3** **Land & Building** : The Department purchased land and building at Tuikhuahtlang, Aizawl from Pu Lalthanmawia of Chhinga Veng, Aizawl under LSC No.203 of 1972 covering an area of 3440 sq.ft. with its building on 9.4.1996 at the cost of Rs.16 lakhs.

The Department also hired a private building belonging to Pu F. Hmingthanga of Republic Veng, Aizawl which is adjacent to the Departmental building. The monthly rental charges of this private building as approved by the Government is @ Rs.17,959/- per month.

- 17.4** **Securities Released By Govt. of India Against Small Savings Collection :**

<u>Sl. No.</u>	<u>Year</u>	<u>Amount (in crores of Rupees)</u>
1.	1987 – 1988	0.29
2.	1988 - 1989	0.96
3.	1989 - 1990	15.85
4.	1990 - 1991	4.72
5.	1991 - 1992	2.33
6.	1992 - 1993	3.37
7.	1993 - 1994	2.67
8.	1994 - 1995	3.84
9.	1995 - 1996	1.54
10.	1996 - 1997	1.45
11.	1997 - 1998	3.27
12.	1998 - 1999	5.18
13.	1999 - 2000	7.36
14.	2000 - 2001	13.55
15.	2001 - 2002	10.50
16.	2002 - 2003	16.94
17.	2003 - 2004	26.70
18.	2004 - 2005	32.86
19.	2005 - 2006	26.10
20.	2006 - 2007	8.47
21.	2007 - 2008	3.4
22.	2008 - 2009	21.56

**17.5 (B) Revenue earned on Mizoram State Lottery Business :**

<u>Sl. No.</u>	<u>Year</u>	<u>Amount in crores of Rupees</u>
1.	1988-1989	1.52
2.	1989-1990	3.50
3.	1990-1991	5.75
4.	1991-1992	9.19
5.	1992-1993	12.27
6.	1993-1994	6.73
7.	1994-1995	13.39
8.	1995-1996	10.00
9.	1996-1997	15.46
10.	1997-1998	18.08
11.	1998-1999	6.09
12.	1999-2000	3.12
13.	2000-2001	3.86
14.	2001-2002	5.00
15.	2002-2003	7.01
16.	2003-2004	6.72
17.	2004-2005	9.03
18.	2005-2006	6.45
19.	2006-2007	2.00
20.	2007-2008	1.53
21.	2008-2009	3.01