

INFORMATION MANUAL

Under Sec.4(1)(b) of RIGHT TO INFORMATION ACT, 2005

**MIZORAM SCHOLARSHIP BOARD
HIGHER & TECHNICAL EDUCATION DEPARTMENT
GOVERNMENT OF MIZORAM**

Updated on: 18.02.2022

Secretary
Mizoram Scholarship Board
Mizoram: Aizawl

1. ORGANISATION, FUNCTIONS AND DUTIES:

(With reference to Section 4(1)(b)(i) of the Right to Information Act, 2005)

Compliant to clause(b) of sub-section of Section 4 of the Right to Information Act, 2005, Mizoram Scholarship Board, Government of Mizoram hereby published this Information Manual for the Convenience of the general public as below:-

Name of the Public Authority/DAA	:	Dr. P.L.Ramliana
Address	:	Dawrpui Vengthar, Aizawl
Head of Department	:	Secretary, Mizoram Scholarship Board
Parent Government of Department	:	Higher & Technical Education Department
Reporting to which office	:	Higher & Technical Education Department (Secretariat)
Jurisdiction – Geographical	:	Entire Mizoram
Mission	:	<p>To implement various scholarship schemes and formulate policies aimed at encouragement and development of meritorious students to achieve their goal.</p> <ul style="list-style-type: none">✓ To formulate and implement policies and schemes for all round development of the student and encouraging them to achieve their goals.✓ To formulate and implement policies and programmes aimed at involving the youth in various nation-building activities.
Vision	:	<p>To provide financial assistance to meritorious and the needy ST/SC and NE students in the form of scholarship through various scholarship schemes implemented under the State and Central Sponsored Schemes to enable them to complete their education.</p>

Introduction:

The Mizoram Scholarship Board (MSB) is being upgraded to the level of Directorate with effect from 16th February, 2010 vide Govt. Notification No. A.11019/1/2010-HTE dated 8.11.2010 and also vide the Mizoram Gazette Issue No.438 under Volume No. XXXIX of 08.11.2010. Moreover, Secretary of Mizoram Scholarship Board has been declared as Head of Department under Delegation of Financial Power Rules, 1978 for exercising financial powers enumerated therein vide Govt. Notification No.G.17012/1/2010 – F.Est dated 27.4.2011 and also vide the Mizoram Gazette issue No.17 under VOL - XL of 29.4.2011. Consequently, Secretary, Mizoram Scholarship Board is declared as Budget Controlling Officer vide Govt. Notification No.A.11019/1/2010-HTE (MSB)/66 Dated 27.06.2011 and also vide The Mizoram Gazette Issue No.269 under Vol. XL of 27.06.2011. All kinds of Scholarships/ Stipend/ Book Grant etc., granted by State and Central Government (CSS) for Pre-Matric and Post-Matric Studies shall be dealt with by the Mizoram Scholarship Board.

Organization set up and functions & duties of MSB:

Sl.No	Designation	No of Post	Nature of Appointment
1.	Secretary	1	Regular
2.	OSD cum Nodal Officer	-	Attached from H&TE
3.	Under Secretary	1	Regular
4.	Superintendent	1	Regular
5.	Steno-II	1	Regular
6.	Assistant	2	Regular
7.	Inspector of Statistic	1	Regular
8.	UDC	2	Regular
9.	LDC	4	Regular
10.	IV Grade	4	Regular
11.	Data Entry Operator	2	Provisional Employee
12.	LDC	1	Provisional Employee
13.	Driver	1	Provisional Employee
14.	IV Grade	1	Provisional Employee
15.	Computer Operator	2	Contract CSS
16.	Data Entry Operator	6	Engaged from CSS
17.	Driver	1	Engaged from CSS
18.	Despatch Rider	1	Engaged from CSS
19.	IV Grade	7	Engaged from CSS

2. POWERS & DUTIES OF OFFICERS AND EMPLOYEES.

(With reference to Section 4(1)(b)(ii) of the Right to Information Act, 2005)

All matters of policy and administration within Ministry/State, monitoring and co-ordination of the activities of various works assigned to the Department.

Liaison with various concerned Ministry and State Government relating to Scholarships.

Disseminate information to all school, Colleges and other Institutions within Mizoram about various scholarship schemes, eligibility criteria etc. for their students.

Imparting training to all schools, Colleges and other Institutions within Mizoram about the process involving in verification of scholarship applications, through online and offline mode.

Scrutiny, verification and approval of various scholarship applications in offline and online mode for further submission to the concerned Ministry through online and offline mode for payment of scholarship.

Uploading of all UCs and beneficiary data to DBT Portal, Govt. of India.

3. DECISION MAKING PROCESS, CHANNEL OF SUPERVISION AND ACCOUNTABILITY.

The concerned Officers supervise the routine work and they report to the higher authority. In addition, various schemes in charge are bestowed with specific responsibilities to address problems of specific in nature. These in charge give their commendations/suggestion to higher authority who would take a final decision. The Secretary is also the final decision maker in all policy related issues.

4. NORMS SET BY THE DIRECTORATE FOR THE DISCHARGE OF ITS FUNCTIONS.

(With reference to Section 4(1)(b)(iv) of the Right to Information Act, 2005)

Sl No.	Services delivered by the Department/office to clients.	Stipulated time limit for delivery of service (days/weeks/months)	Remarks if any
1	Disseminate information to all school, Colleges and other Institutions within Mizoram about various scholarship schemes, eligibility criteria etc. for their students.	May- June 2 month	
2	Imparting training to all school, Colleges and other Institution within Mizoram, the process involving in verification of scholarship application, through online and offline mode.	May- June 2 month	Conducting training to all District Headquarters by calling responsible persons from schools/colleges /Institutions etc.
3	Ready the scholarship application form and online portal for scholarship application	April-May 2 month	
4	Scholarship application, Scrutiny, Verification and approval of scholarship application in offline/ online mode for further submission to the concerned Ministry through online and offline mode for payment of scholarship.	May-November 7 months	
5	Payment of Scholarship	December-March 3 week	Depending upon receiving the sanction
6	Complaint against non-receipt of payment of scholarship	3 days	
7	Uploading of all beneficiaries data to DBT Portal, Govt. of India.	2 days	

5. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE DIRECTORATE OR USED BY THE EMPLOYEES FOR THE DISCHARGING ITS FUNCTIONS

(With reference to Section 4(1)(b)(v) of the Right to Information Act, 2005)

Rules and regulations for the following schemes of scholarship have been used by the employees of Mizoram Scholarship Board in discharging its function.

- 1) Post Matric Scholarship for Scheduled Tribes Students
- 2) Pre Matric Scholarship for Scheduled Tribes Studying in Classes IX & X
- 3) Post Matric Scholarship for Scheduled Castes students
- 4) Pre Matric Scholarship for Scheduled Castes students
- 5) Post Matric Scholarship for students belonging to Minority Community
- 6) Merit cum Means Based Scholarship for students belonging to Minority Community
- 7) Pre Matric Scholarship for students belonging to Minority Community
- 8) Begum Hazrat Mahal National Scholarship
- 9) North Eastern Council (NEC) Merit Scholarship
- 10) Scholarship Scheme for Colleges & University Students scoring 80%
- 11) Post Matric Merit Scholarship
- 12) Pre Matric Scholarship for students whose parents engaged in cleaning & Prone to health hazard
- 13) National Means cum Merit Scholarship Scheme
- 14) National Scheme of Incentive to Girls for Secondary Education
- 15) Scholarship for Cadets of Sainik School, Chhingchhip & Imphal
- 16) Scholarship for Cadets of RIMC, Dehradun
- 17) Scholarship for Banasthali University
- 18) Mizoram Research Fellowship
- 19) Pragati Scholarship Scheme for Girl Students (Technical Degree)
- 20) Pragati Scholarship Scheme for Girl Students (Technical Diploma)
- 21) Saksham Scholarship Scheme for Abled Student (Technical Degree)
- 22) Saksham Scholarship Scheme for Abled Student (Technical Diploma)
- 23) Swanath Scholarship Scheme (Technical Degree)
- 24) Swanath Scholarship Scheme (Technical Diploma)

6. CATEGORIES OF DOCUMENTS HELD BY THE DIRECTORATE OR UNDER ITS CONTROL.

(With reference to Section 4(1)(b)(vi) of the Right to Information Act, 2005)

The MSB maintains records of documents concerning to the directorate is as shown below:-

Sl. No	Categories of documents	Type of document	Controlled by
1.	Budget	Demands for Grants Book	Controlled by the Secretary, MSB
2.	O.M issued by the Govt. of Mizoram from time to time	Policy/guidelines	Controlled by the Secretary, MSB
3.	All 24 Scholarship Schemes	Guidelines of each schemes	Controlled by the Secretary, MSB
4.	Web documents or e-documents	Various scholarship schemes, Citizen's Charter etc.	Controlled by the Secretary, MSB

7. PARTICULARS OF ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH/REPRESENTED BY THE MEMBERS OF THE PUBLIC IN RELATION TO FORMULATION OF ITS POLICY OR IMPLEMENTATION OF ITS POLICY.

(With reference to Section 4(1)(b)(vii) of the Right to Information Act, 2005)

There is no formal arrangement for consultation by members of public in relation to policy formulation or implementation thereof. The Department neither expected nor required to consult the members of the public in this regard.

The Department takes note of the public view as reflected in the local media and takes effective steps to ensure that these are given due cognizance while formulating and implementing scheme/ programmes that affect our client.

8. STATEMENT OF BOARD/Council CONSTITUTED FOR THE PURPOSE OF ADVICE

(With reference to Section 4(1)(b)(viii) of the Right to Information Act, 2005)

Government of Mizoram constituted Mizoram Scholarship Board, for a period of 5 (five) years vide Notification No. 33023/2/92-EDN(HTE) dated 28th July 2015 as follows:

- | | | |
|---------------------------------------------------------------------------------------|---|------------------|
| 1. Commissioner & Secretary, H&TE | - | Chairman |
| 2. Pu C.L. Ruala, Member of Parliament (LS) | - | Member |
| 3. Finance Commissioner or his/her Representative not below the rank of Jt. Secretary | - | Member |
| 4. Adviser, State Planning Board | - | Member |
| 5. Joint Secretary or Deputy Secretary, H&TE | - | Member |
| 6. Director, School Education | - | Member |
| 7. Director, H&TE | - | Member |
| 8. Prof. R. Thangvunga, Deptt. of Mizo, MZU | - | Member |
| 9. Engineer-in-Chief, PWD | - | Member |
| 10. Principal Director, H&FW Deptt. | - | Member |
| 11. Secretary, Mizoram Scholarship Board | - | Member Secretary |

TERMS AND CONDITION OF THE SCHOLARSHIP BOARD

1. To ensure just and proper implementation of all kinds of financial assistance such as Scholarship/Stipends\ds/ Book Grants to be granted to students pursuing different courses of studies in India and abroad.
2. To oversee and review implementation of all kinds of Scholarships Schemes under Mizoram Overseas Scholarships Rules and Centralization of Scholarship Rules and ensure selection of only deserving and eligible students in conformity with the guidelines laid down thereunder.
3. To study and review applicability or otherwise of the provisions of the Mizoram Overseas Scholarship Rules and Mizoram Centralization of required, from time to time.
4. To compile the statement of account of expenditure and submit to the Government for appropriate action.

9. DIRECTORY OF OFFICERS AND EMPLOYEES OF DIRECTORATE OF MIZORAM SCHOLARSHIP BOARD

(With reference to Section 4(1)(b)(ix) of the Right to Information Act, 2005)

Sl. No	Designation	Name	Remarks
1.	Secretary	Dr. PL. Ramliana	Head of Department
2.	OSD cum Nodal Officer	Er. Lalmuankima Sailo	Attached from H&TE
3.	Under Secretary	Joseph L.Hauh nar	Regular
4.	Superintendent	Lawmthangpuii	Regular
5.	Steno-II	Lalrohluni	Regular
6.	Assistant	Helen Lalrinzuali	Regular
7.	UDC	Zothanchami Hmar	Regular
8.	LDC	B. Lalfamkima	Regular
9.	LDC	Lalsawmliana	Regular
10.	LDC	Lalhlimpuii	Regular
11.	LDC	Malsawmdawngi	Regular
12.	IV Grade	Rengkhumi	Regular
13.	IV Grade	R. Zodinmawia	Regular
14.	Data Entry Operator	Lalnunluangi	Provisional Employee
15.	Data Entry Operator	Ramtluangzela	Provisional Employee
16.	LDC	M. Hmingthansanga	Provisional Employee
17.	Driver	F. Zorammuana	Provisional Employee
18.	IV Grade	K. Lalramthari	Provisional Employee
19.	Computer Operator (Contract)	Sicily Vanlalhlani	Contract CSS
20.	Data Entry Operator	Lalramthana	CSS Employee
21.	Data Entry Operator	Z.D. Lalnunziri	CSS Employee
22.	Data Entry Operator	Lalchhanchhuahi	CSS Employee
23.	Data Entry Operator	H. Lalremtluangi	CSS Employee
24.	Data Entry Operator	B. Lalchamreia	CSS Employee
25.	Data Entry Operator	Lalbiakzuali	CSS Employee
26.	Driver/Rider	Lalnunfela	CSS Employee
27.	IV Grade	Samuel Vanlalpeka	CSS Employee
28.	IV Grade	Lalramthanga	CSS Employee
29.	IV Grade	Lalzahawmi	CSS Employee
30.	IV Grade	Lalrinsiami	CSS Employee
31.	IV Grade	Lalnunsiami	CSS Employee
32.	IV Grade	Elizabeth Vanlalhruaii	CSS Employee
33.	IV Grade	Lalduhawmi	CSS Employee

10. MONTHLY REMUNERATION RECEIVED BY OFFICERS & EMPLOYEES OF MIZORAM SCHOLARSHIP BOARD

(with reference to Section 4(1)(b)(x) of the Right to Information Act, 2005)

Sl. No.	Name	Designation	Pay Matrix	Gross emoluments for one month as on January, 2022(Figure in Rupees)
1.	Dr. PL. Ramliana	Secretary	13A	259275
2.	Er. Lalmuankima Sailo	OSD cum Nodal Officer	13A	Salary drawn from H&TE
3.	Joseph L.Hauhna	Under Secretary	11	104925
4.	Lawmthangpuii	Superintendent	10	113070
5.	Lalrohluni	Steno-II	9	95575
6.	Helen Lalrinzuali	Assistant	8	82825
7.	Zothanchami Hmar	UDC	7	84200
8.	B. Lalfamkima	LDC	6	78200
9.	Lalsawmliana	LDC	5	56200
10.	Lahlimpuii	LDC	5	54700
11.	Malsawmdawngi	LDC	4	38575
12.	Rengkhumi	IV Grade	1A	37790
13.	R. Zodinmawia	IV Grade	1	25790
14.	Lalnuntluangi	Data Entry Operator	05	20730
15.	Ramtluangzela	Data Entry Operator	05	20730
16.	M. Hmingthansanga	LDC	04	18300
17.	F. Zorammuana	Driver	02	17100
18.	K. Lalramthari	IV Grade	01	12970
19.	Sicily Vanlalhlani	Data Entry Operator	Fixed	19220
20.	Lalramthana	Data Entry Operator	Fixed	19220
21.	Z.D. Lalnunziri	Data Entry Operator	Fixed	19220
22.	Lalchhanchhuahi	Data Entry Operator	Fixed	19220
23.	H. Lalremtluangi	Data Entry Operator	Fixed	19220
24.	B. Lalchamreia	Data Entry Operator	Fixed	19220
25.	Lalbiakzuali	Driver/Rider	Fixed	16120
26.	Lalnunfela	IV Grade	Fixed	16120
27.	Samuel Vanlalpeka	IV Grade	Fixed	11780
28.	Lalramthanga	IV Grade	Fixed	11780
29.	Lalzahawmi	IV Grade	Fixed	11780
30.	Lalrinsiami	IV Grade	Fixed	11780
31.	Lalnunsiami	IV Grade	Fixed	11780
32.	Elizabeth Vanlalhruaii	IV Grade	Fixed	11780
33.	Lalduhawmi	IV Grade	Fixed	11780

Note : The pays are as per the Seventh central Revision of Pay (as modified & extended to the employees under the Government of Mizoram) Rules, 2018 & Revised Allowances to the employees of Government of Mizoram.