Dt.01.06.2022

**INFORMATION ABOUT**

**PUBLIC HEALTH ENGINEERING DEPARTMENT**

**(As required under section 4(1)(b) of the RTI Act,2005)**

 In exercise of the powers conferred by Section 4(1)(b) of the RTI Act, 2005, manual of Public Health Engineering Department **(Secretariat**) is hereby published as under.

**Introduction:**

Prior to 1961 when Mizoram was one of the Districts under Assam, the Organization of PHED was still so small that Mizoram was looked after by a single sectional Office headed by a Sectional Officer/Junior Engineer under jurisdiction of Karimganj PHE Sub Division. In the year 1961, the PHED started survey and investigation for the Aizawl Water Supply Scheme with a proposal to pump water from Serlui A to Tuikhuahtlang. Then in the year 1963, the Assam Government created Aizawl PHE Division with 2(two) sub- divisions to look after the execution of the Aizawl Water Supply Scheme.

When Mizoram became Union Territory in the year 1972, the Mizoram PHED was placed under the Mizoram PWD under the administration of Principal Engineer. Since then, the GoM, in realizing the need for accelerating implementation of Water Supply and Sanitation Programme, had put continuous effort to expand the PHED by creating new Investigation Division in 1975 and opening of PHE Circle in 1980 with creation of another Division named as Aizawl Division No-II. With a view to further expand PHED Department’s activities in the southern part of the state, The Investigation Division, along with its sub- Division was transferred from Aizawl to Lunglei on 12th may, 1979 and renamed as Lunglei Division.

 The PHE Department was finally bifurcated from the parent PWD in the year 1983 to become independent entity with Superintending Engineer as Head of Department and four Working Divisions. From then on till date, the Department continued growing, meeting water and sanitation demands of the State to its present state.

 At present, at the Directorate level, the Department is headed by one Engineer-In-Chief and assisted by one Chief Engineer (Hqrs & WR). The organization is further divided into two zones i.e Zone-I & Zone-II each headed by Chief Engineer and one unit dedicated to implementation of GoI’s Scheme viz,. PMU, Jal Jeevan Mission and Swachh Bharat Mission (Gramin) headed by one Director in the level of Chief Engineer (on deputation). Under the two Chief Engineers, there are 7 Superintending Engineers and 16 working Divisional Offices headed by Executive Engineers and 67 Sub-Divisional Offices headed by SDO.

1. **The Particulars of its Organization, functions and duties:**
	1. The present *Organizational* set up of Public Health Engineering Department **(Secretariat)** consists of 1(one) Secretary, 1(one) Joint Secretary, 1(one) Deputy Secretary, 2(two) Under Secretaries, 1(one) Superintendent and staff. The number of officers and staff under PHE(Sectt.) are as indicated below:

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| --- | --- | --- |
| **Sl.****No** | **Name of post** | **No of post filled** |
| 1 | Secretary | 1 |
| 2 | Joint Secretary | 1 |
| 3 | Deputy Secretary | 1 |
| 4 | Under Secretary (A) | 1 |
| 5 | Under Secretary (T) | 1 |
| 6 | Superintendent | *1* |
| 7 | Assistant | 3 |
| 8 | UDC | 2 |
| 9 | LDC | 4 |
| 10 | Computer Operator | 2 |
| 11 | Peon | 5 |
|  | **Total** | **22** |

* 1. The Secretary is the administrative head of Department. The business allotted to the Public Health Engineering Department in the Thirty second schedule of the Government of Mizoram (Allocation of Business Rules,2019) are as given below:
1. Administration of Public Health and Water Supply
2. Ground water management for drinking water.
3. Urban and rural water supply
4. Protection, renovation, restoration and repair of water bodies for drinking water.
5. Quality assessment, regulation, monitoring and surveillance of water bodies.
6. Sewerage, liquid & septage management.
7. Water and Sanitation issues having adverse effect on public health.
8. Swachh Bharat Mission Gramin (SBM ‘G)
9. **The powers and duties of its Officers and employees:**

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| --- | --- | --- |
| **Sl.****No** | **Name of post** | **Powers & duties** |
| 1 | Secretary | He is the Head of Department. He exercises the powers &functions conferred by the Statutory rules or powers delegated in conjunction with other relevant rules and orders issued by the Government from time to time including disposal of cases /business. He is designated as DAA under RTI Act,2005 |
| 2 | Joint Secretary | He assists the Secretary in execution of duties. He is designated as SPIO under RTI Act, 2005.He is also the Nodal Officer for Assembly Questions and Court cases. |
| 3 | Deputy Secretary | He assists the Secretary in execution of duties. All files/ cases relating to establishment as well as technical matters routed through him. He is designated as convener for Core Group on Citizen’s Charter in respect of PHED. |
| 4 | Under Secretary(A) | She assists the Secretary in execution of duties. All files/ cases relating to Establishment matters are routed through her. She is designated as SAPIO under RTI Act, 2005 and Nodal officer for Citizen’s Charter. |
| 5 | Under Secretary(T) | She assists the Secretary in execution of duties. All files/ cases relating to technical matters routed through her. |
| 6 | Superintendent | He is the section officer responsible to supervise the works of each dealing hand and submit all cases to appropriate higher level, maintenance of office discipline, keeping address of all staff, work distribution and give direction to all types of cases requiring prompt attention or any other responsibility as may be assigned to him.  |
| 7 | Assistant | Dealing with Files and examination of proposals relating to all matters under the supervision of Superintendent, RO or any other works including typing as may be assigned to them by the higher authorities.  |
| 8 | UDC/LDC | Dealing with Files and examination of proposals relating to all matters under the supervision of Superintendent or any other works including typing as may be assigned to them by the higher authorities. Receipt & Issue of daks etc |
| 9 | Peon | Distribution of Daks, Files etc within the department or any other works directed by the higher officials |

1. **The Procedure followed in decision making process, including channels of supervision and accountability:**

The Central Secretariat Manual of Office Procedure is adopted by the Govt. of Mizoram in transacting business within the department.

 Proposals relating to appointment, promotion, regularization of Officers & Staff received from Subordinate offices are carefully examined and processed and after obtaining approval of competent Authority, approval of the proposals are then conveyed to the subordinate offices.

 Proposals for obtaining budget allocation, administrative approval, expenditure sanction etc of developmental works submitted by Subordinate offices are carefully examined and processed and after obtaining approval of competent Authority, the proposals are then returned to the subordinate offices.

 All other cases /Proposals, DPR etc submitted by subordinate offices are carefully examined and after obtaining approval of competent Authority, the proposals are forwarded/returned to the concerned Department, Ministry, GoI.

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

All statutory norms and administrative instructions are adhered to**.**

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

The following CCS Rules enforced by the Govt. of Mizoram are held by and utilized for discharging functions.

1. CCS (Conduct) Rules,1964
2. CCS(CCA) Rules,1965
3. CCS(Pension) Rules,1972
4. GPF Rules,1960
5. Central Treasury Rules
6. General Financial Rules,1963
7. HBA Rules
8. Temporary Service Rules,
9. Medical Attendance Rules,1944
10. DFPR,1978
11. FR&SR part I,II,III,IV &V
12. **Various Committees constituted under PHE Department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.****No** | **Name of Committee constituted** | **Date of** **Constitution** | **Chairman, Members etc** |
| 1 | Internal Complaints Committee | 22.10.2021 | Presiding Officer : Pi Rebecca Chawngthanpuii, U/S(A)Member : Pi Helen Saibuangi, U/S(T) : Pu Rolianpuia, Superintendent : Pi C.Lallawmthangi, Assistant : Pi K.Lalzuithangi, UDC : Representative of MHIP, MINECO Br |
| 2 | Core Group for Citizen’s Charter |  | Convener: Pu Lalremruata Ralte, Dy. SecretaryMember Secy:Pi Rebecca Chawngthanpuii, U/S(A)Member:  Pi Helen Saibuangi, U/S(T) Pu Rolianpuia, Superintendent Dealing Assistant |
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1. **The directory of Officers & Employees as on 01.08.2023 :**

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| **Sl.No** | **Name of Employee** | **Designation** | **Address** | **Contact No** |
| 1 | C.Lalremsiama | Secretary | Chawnpui | 9436141086 |
| 2 | H.Lalsiamliana | Joint Secretary | Kulikawn  | 9436151128 |
| 3 | Ch.Lalnunkima | Deputy Secretary | Ramhlun N | 9436154510 |
| 4 | Rebecca Chawngthanpuii | Under Secretary (Admn.) | Chhinga Veng | 9862381163 |
| 5 | C.Lalchawimawia | Under Secretary (Tech.) | Ramthar | 8415064995 |
| 6 | Rolianpuia | Superintendent | MINECO | 9862077258 |
| 7 | Lalrinzuali Ralte | Assistant | MSVT | 9436141304 |
| 8 | C.Lallawmthangi | Assistant | Chaltlang | 9436145287 |
| 9 | David Lalmuanzuala | Assistant | Zemabawk | 8731873241 |
| 10 | Lalthanchhuangi | UDC | Zarkawt | 9436365260 |
| 11 | K.Lalzuithangi | UDC | MSVT | 9436960356 |
| 12 | Thanzauvi | LDC | KhatlaTlang | 9436198579 |
| 13 | V.Lalbiaktluangi | LDC | Ramthar | 9862570801 |
| 14 | Helen Zodinpuii | LDC | College Veng | 9862447531 |
| 15 | Lalramnghaki | LDC | Dawrpui | 8575950372 |
| 16 | Zomuanpuia | Computer Operator | Tuikual North | 9862383979 |
| 17 | Lallianthanga | Computer Operator | Chaltlang | 8787400138 |
| 18 | R.Lallianmawia | Peon | Tuikual North | 8256938182 |
| 19 | K.Lalsiamliana | Peon | Tuikual | 8974670132 |
| 20 | F.Immanuela | Peon | Republic VT | 8837373334 |
| 21 | Rohmingthanga | Peon | Tuikual North | 9206185825 |

**Personal Branch of Secretary, PHED**

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| --- | --- | --- | --- | --- |
| **Sl. No** | **Name of Employee** | **Designation** | **Address** | **Contact No** |
| 1 | Hmangaihpari | P.P.S to Secretary | Bungkawn Dam Veng | 9612521695 |
| 2 | Lalmuanpuii | LDC | Chanmari | 7005197154 |
| 3 | Laltleipuii | Peon | New Capital Complex | 9856575794 |
| 4 | Joseph Lalrinpuia | Peon | Govt. Complex | 8974204556 |

**Personal Branch of Joint Secretary, PHED**

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| --- | --- | --- | --- | --- |
| **Sl. No** | **Name of Employee** | **Designation** | **Address** | **Contact No** |
| 1 | R.Lalchhanhimi | Steno-II | Bethlehem Veng | 986320345/9436153400 |
| 2 | Angela Zothankimi | LDC | Tlangnuam | 9862116542 |
| 3 | Lalruatpuii | Peon | College Veng | 8132003991 |
| 4 | Lalremruata | Peon | Tuikual | 9366438534 |

**Personal Branch of Deputy Secretary, PHED**

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| **Sl. No** | **Name of Employee** | **Designation** | **Address** | **Contact No** |
| 1 | Vanlalpeka | P.A to D/S | Durtlang | 9612657311 |
| 2 | Zohmingliana | Peon | Chhinga Veng | 8974589814 |
| 3 | Melody Vanlalchhanhimi | Peon | Mission Veng | 9612714843 |

1. **The monthly remuneration received by each officers and employees as on 01.08.2023**

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| --- | --- | --- | --- |
| **Sl.No** | **Name of Employee** | **Designation** | **Level of Pay** |
| 1 | Lalmuanzova | Secretary | Level-14 |
| 2 | H.Lalsiamliana | Joint Secretary | Level-13 |
| 3 | Ch.Lalnunkima | Deputy Secretary | Level-12 |
| 4 | C.Lalchawimawia | Under Secretary (Tech) | Level-11A |
| 5 | Rebecca Chawngthanpuii | Under Secretary (Admn) | Level-11 |
| 6 | Rolianpuia | Superintendent | Level-10 |
| 7 | Lalrinzuali Ralte | Assistant | Level-7 |
| 8 | C.Lallawmthangi | Assistant | Level-7 |
| 9 | David Lalmuanzuala | Assistant | Level-7 |
| 10 | Lalthanchhuangi | UDC | Level-6 |
| 11 | K.Lalzuithangi | UDC | Level-6 |
| 12 | Thanzauvi | LDC | Level-4 |
| 13 | V.Lalbiaktluangi | LDC | Level-4 |
| 14 | Helen Zodinpuii | LDC | Level-4 |
| 15 | Lalramnghaki | LDC | Level-4 |
| 16 | Zomuanpuia | Computer Operator | Level-7 |
| 17 | Lallianthanga | Computer Operator | Level-7 |
| 18 | R.Lallianmawia | Peon | Level-1 |
| 19 | K.Lalsiamliana | Peon | Level-1 |
| 20 | F.Immanuela | Peon | Level-1 |
| 21 | Rohmingthanga | Peon | Level-1 |

1. **The following information are available to citizens in electronic**

 **form:**

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| **Sl.****No** | **Facilities provided** | **Location** | **Timing** |
| 1. | Information about the Department | Department’s Website | 24X7 |
| 2. | Closed File/Village Action Plan/Estimate,DPR for JJM  | Room No.008, Ground Floor, Building - II, Mizoram Secretariat, MINECO | On all office working hours |

1. **The names designations and other particulars of the Public**

**Information Officers:**

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| **Sl.****No** | **Name & Designation** | **Designation under the RTI Act** | **Telephone No, Email Id etc** |
| 1 | Er. C.LalremsiamaSecretary | Departmental Appellate Authority | Tel :0389-2328895Mob:9436141086Email Id: Secyphedmz@gmail.com |
| 2 | Er H.LalsiamlianaJoint Secretary | State Public Information Authority | Tel :0389-2333303Mob:9436151128Email Id: h24siamliana@gmail.com |
| 3 | Pi Rebecca ChawngthanpuiiUnder Secretary | State Assistant Public Information Authority | Tel :0389-2336285Mob:9862381168Email Id: beckychawngthu2014*@gmail.com* |