

PROACTIVE DISCLOSURE ON RTI ACT 2005

General Administration Department

Proactive Disclosure under Section 4(1)(b)(iii) : the procedure followed in the decision making process, including channels of supervision and accountability:

CHANNEL OF SUBMISSION OF FILES:

Sl.No	Type of Cases	Level of Final Disposal	Channel of Submission
1	Transaction/Allocation of Business under Govt. of Mizoram	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
2	District Administration	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
3	Mizoram Houses and Offices outside Mizoram	Commissioner & Secretary	DA/ Supdt/US/DS/JS/C&S
4	State Guest House, Circuit House and Dak Bungalow/Rest House	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
5	Air Travel Permission	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
6	Allotment, Maintenance and Furnishing of General Pool Government Quarters	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
7	Annual Administration Report	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
8	Aviation	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
9	Regulation of flying drones/ Unmanned Aerial Vehicles (UAVs) and the Licensing Authority for Drones/UAVs	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
10	Census	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
11	Ceremonial functions including celebration of Republic Day/ Independence Day	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
12	Creation of District and Sub-Division	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
13	Creation, Reorganization and Amalgamation of Department(s)	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
14	Determination of ceremonial procedure and precedence	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S

15	District Development Committee/Board except Lunglei HPC	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
16	Entitlement of space, furniture and office equipment	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
17	Official entitlements (e.g. accommodation, telephones, vehicles, foreign tours, air travel)	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
18	Entitlement/Purchase of Govt. Vehicles	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
19	Matters relating to National Flag, National Emblem, National Anthem and State Emblem	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
20	Foreign tours/travel	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
21	Hiring of private building for office accommodation	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
22	Holiday	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
23	Protocol & Hospitality	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
24	Requisition of Helicopter and matters relating to helipad. Air communication between Mizoram and other places	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
25	Sinlung Hills Council and Sialkal Range Development Council	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
26	Government complexes at various places	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
27	Special Casual Leave	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
28	Statues and Memorials	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
29	All matter pertaining to elections, including State Election Commission	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
30	State Mourning and Obituary	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
31	Mizoram State Information Commission	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S
32	Co-ordination relating to UID	Commissioner & Secretary	DA/Supdt/US/DS/JS/C&S