

2019

# **INFORMATION MANUAL**

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



## **DIRECTORATE OF FORENSIC SCIENCE LABORATORY**

**HOME DEPARTMENT  
GOVERNMENT OF MIZORAM**

Revised & updated on 18.03.2019

Sd/-Director  
Forensic Science Laboratory  
Mizoram : Aizawl.

## 1. ORGANISATION, FUNCTIONS AND DUTIES

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

In compliance with the clause (b) of sub-section (1) of Section 4 of the Right to Information Act, 2005 Directorate of Forensic Science Laboratory, Home Department, Government of Mizoram hereby published this Information Manual for the convenience of the general public.

Name of the Public Authority	: <b>Directorate of Forensic Science Laboratory</b>
Address	: <b>Mizoram New Capital Complex Khatla, Aizawl - 796001</b>
Head of the Department	: <b>H.Sangchungnunga</b>
Parent Government Department	: <b>Home Department, Govt. of Mizoram</b>
Reporting to which office	: <b>Home Department, Govt. of Mizoram</b>
Jurisdiction-Geographical	: <b>Entire Mizoram</b>
Mission	: <b>To provide unbiased and competent Forensic Services to the society.</b>
Vision	: <b>To uphold justice to the society through the use of Forensic Science.</b>

### Introduction:

The Government of Mizoram established Forensic Science Laboratory under the administrative control of Police Department vide Notification No. A/12034/1/97-HMP dated 31/7/2000. Started functioning initially with only one Division i.e. Chemistry, Mizoram FSL now have 7(seven) Divisions viz. Chemistry, Fingerprint, Ballistics & Toolmarks, Questioned Document, Toxicology, Photography and DNA and headed by Director rank Forensic Scientist. The Laboratory was upgraded to a full-fledged Directorate on 13<sup>th</sup> March, 2015 at par with the guidelines of National Human Rights Commission.

The State Forensic Science Laboratory, at the beginning was temporarily accommodated at the 3rd Battalion MAP Complex, Mualpui which was shifted to the new state-of-the-art building at Mizoram New Capital Complex on November, 2012. The Laboratory undertakes examination of wide range of evidences and also provides scientific aids to the Investigating Officers as and when required.

### **1.1 Organizational Set Up:**

The Directorate of Forensic Science Laboratory is under the direct control of Home Department where the Secretary to the Govt. of Mizoram, Home Department is the administrative head. The laboratory is headed by Director who is assisted by Joint Director, Deputy Director, Assistant Directors, Junior Scientific Officers and a number of subordinate officers and staff.

The administrative works are looked after by the Establishment Section where a Superintendent and other ministerial services assist the Director. Forensic Scientists ranging from Junior Scientific Officers to Joint Director performed the laboratory works or analysis and examinations of cases and exhibits.

The scientific works and examinations undertaken by Mizoram Forensic Science Laboratory are divided amongst the seven (7) divisions, namely:-

- (1) Chemistry Division
- (2) Fingerprint Division
- (3) Ballistics and Toolmark Division
- (4) Question Documents Division
- (5) Toxicology Division
- (6) Photography Division
- (7) DNA Division

As there is no Mobile Forensic Unit to cover crime scene work, the scientists working in the Forensic Science Laboratory attend crime scenes in addition to their normal laboratory works and covered the whole State as and when required vide Govt. of Mizoram, Home Department Notification No.A.11013/1/2011-HM(FS) dated 22/4/2015.

### **1.2 Functions & duties of Directorate of Forensic Science Laboratory:**

The main function of Forensic Science Laboratory is to undertake its diverse laboratory examinations and to provide scientific guidance to the investigating agencies in the collection of physical evidences at the scene of crime and to provide competent and unbiased services of scientific examinations, in the analysis of clue materials and by deposing expert testimony in the court of law.

The main duties of FSL may be summarized as follows:-

1. Scientific examinations of exhibits/samples received at the Laboratory and generation of reports of examination.
2. Visiting scene of crimes and aiding the Investigating Officers in the detection and collection of evidences, reconstruction of crime scenes whenever required and furnishing of crime scene examination report.
3. To provide unbiased expert reports in the court of law.
4. To provide theoretical and practical trainings to Law enforcement departments, judicial officers, etc.

## 2. POWERS & DUTIES OF OFFICERS AND EMPLOYEES

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

### A. The Directorate

**(1) Director:** The Director is the executive Head of the Department and the following powers are vested with him

- Financial sanction as permissible under DFP Rules.
- Giving administrative decision within the competence of HoD.
- Quasi Judicial duties as and when need arises.

He is the Reporting Authority of the PAR of Joint Director, Reviewing Authority of the PAR of Deputy Director and Accepting Authority of the PAR/ACR of Assistant Directors, Superintendent, Junior Scientific Officers, and other subordinate staff.

**(2) Joint Director:** He is the immediate subordinate to the Director and assists his superior in all matters relating to the administration of the Directorate. He takes up the duties and responsibilities on behalf of the Director whenever the latter delegated upon. He is authorized the responsibility of 'Case/Exhibits receiving and allocations to the concerned divisions' under the Directorate.

**(3) Deputy Director:** He assists Director in all matters relating to the Laboratory and he is overall in-charge of his respective division in the examination/analysis of exhibits endorsed by the Director.

**(4) Assistant Directors:** They are in-charge of their respective Divisions and perform examinations/analysis of exhibits endorsed by Director. Since they are designated as the Head in their respective Divisions on behalf of the Director, They are responsible for smooth functioning of their respective division, examination of exhibits and generation of examination reports and deposing expert testimony in the court of law. They shall attend scene of crime as and when required in addition to their normal laboratory works.

**(5) Junior Scientific Officers:** They perform examinations/analysis of exhibits endorsed by superior Scientific Officers. They are responsible for effective functioning of their respective division, examination of exhibits and generation of examination reports and deposing expert testimony in the court of law. They attend scene of crime as and when required in addition to their normal laboratory works. They shall take the charge of their respective divisions in the absence of Assistant Director.

**(6) Superintendent:** He is entrusted to assist the Director in matters relating to establishment/ administration of the Directorate, particularly pertaining to the service matters of all categories of posts within the Directorate. He performs:- Supervision of all staff, Maintenance of discipline, Training, helping and advising of staff, Maintenance of regularity and punctuality, Cleanliness of office etc.

**(7) Ministerial Services viz. Assistant/ Inspector(M)/ Sub-Inspector(M)/ ASI(M):** They assist the Director and the Superintendent in matters relating to establishment/ administration of the directorate particularly pertaining to the service matters of all categories of posts within the Directorate.

**(8) Forensic Attendants/ Constables:** They assist the scientists visiting the scene of crimes as well as in the Laboratory.

## **B. Mobile Forensic Unit**

As separate Mobile Forensic Unit is not yet established, the following duties and responsibilities are shouldered by scientists deputed upon:-

**(1) Supervising Officer:** He is the overall supervisor of Mobile Forensic Team. He is responsible in supervision and monitoring the overall functioning and performance of Mobile Forensic.

**(2) Scientist i/c Mobile Forensic:** He is an overall in-charge of Mobile Forensic Team. He is responsible to make all the arrangements required for successful examination of scenes of crime. It is his duty to report the incident to Supervising Officer and recording the incident in Crime Scene Diary. He will act as Scientific Adviser to the Superintendent of Police concerned in all matters relating to scientific investigation process.

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

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

**3.1. ESTABLISHMENT/ ADMINISTRATION:** The Director is the over-all authority of the office; every Officer assisted him, by providing ideas, relevant rules, regulations and precedence etc. for the disposal of the Department business. In the event of the Director being out of station due to performances of official duties, the Director normally handed over the charge to the Jt. Director. As mentioned in sec.2 above, all officers are entrusted specific subjects to assist Director for execution of the Govt. policies concerning the directorate.

(i) Receipt and its dispatch: All correspondences coming from outside the Directorate are received together in the General Establishment Branch under the supervision of Superintendent. The entire correspondences are sorted out in officer wise and put up together to the Director first in Dak-pad and returned to the dealing hand through the Superintendent. The new correspondences received in the Directorate are duly diarized and distributed to the concerned dealing hand for its disposal.

(ii) Disposal of correspondences: The department followed the functional filing system of the Central Government. Accordingly, all files are numbered and dated at the appropriate major subject heads and minor subject heads. The correspondence received by the concerned dealing hand is properly docketed in the concerned file and put up via the Superintendent for decision of the Director.

(iii) Final Decision: The final decision under the Directorate is taken by the Director. The Decisions of the Director are implemented by the Officers under the Directorate.

(iv) Generally, in actual practices, all officers other than the Director have no powers of its own. But for efficient and immediate disposal of the files pertaining to the department concerned as provided in the Government of Mizoram (Allocation of Business) Rules, 1987 and as amended from time to time, the Director delegated powers to the particular officers who can decide such cases at their own level in the public interest. Even in such delegated powers, some cases are requiring executive policy decision on general management and administration, the matter are brought to the Director by subordinate officers for making appropriate final decisions.

**3.2. SCIENTIFIC WORKS (CASES & EXHIBITS):** All the Scientists are entrusted with specific subjects to assist Director in the examination and generation of reports of cases received in the laboratory.

(i) Receipt of Cases/Exhibits: All the cases and exhibits sent to the laboratory are received to the Exhibit Receiving Counter in the General Establishment Branch. The dealing hand open the forwarding letter and diarizes the case and put up the same to Joint Director, the case along with the exhibits are then distributed to the scientist in-charge of the concerned division as marked by the Director.

(ii) Opening of Cases/Exhibits: The concerned division diarizes the case and check the integrity of the packing and seal. The packing of the exhibits received was opened before the eyes of at least two scientists.

(iii) Reporting of Results of Examination: After completion of examination of the cases/exhibits received, a Report consisting of Result of Examination was generated by the scientist examining the case and countersigned by the scientist in-charge of the concerned division, that is, in general, Asst. Director. The report, after reviewed by Director was dispatched along with forwarding letter of Director. All the cases are numbered according to the Directorate's receipt number, serial number of cases received by the concerned division, year of receipt and dispatched number along with the dispatched date.

(iv) Disposal of Exhibits: The exhibits after examination are kept in the concerned division and are later collected by special messenger having authorization from the sender or the Case IO.

**3.3. MOBILE FORENSIC UNIT:** The Supervising Officer is entrusted in supervision and monitoring the overall functioning and performance of Mobile Forensic. The Scientist in charge of Mobile Forensic is entrusted to make all the necessary arrangements, he is entrusted to constitute a team from scientists working in the Laboratory, act as Scientific Adviser to the Superintendent of Police concerned in matters relating to scientific investigation process. He has to report the incident, findings of the team and put up Crime Scene Diary to the Supervising Officer. Whenever a report on crime scene visit and findings in serious crimes is generated by Scientist in charge of Mobile Forensic or the concerned scientist visiting the scene, Supervising Officer countersigned the report and forwarded by the Director.

#### **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)**

The statutory norms set by the Government of Mizoram in administrative and general are complied with for the discharge of its function. For general disposal of the Government policies issued by various departments from time to time are followed in spirit and action.

In particular, the Directorate has also set up some norms for discharging its function partly in fulfillment of 167 CrPC. and rules of ND&PS Act, etc as shown below:-

1. The Directorate of Forensic Science Laboratory received only crime cases and cases sent from the Government agencies and the court, no private cases are entertained.
2. Cases to be examined in the laboratory need to be forwarded by an officer not below the rank of DySP.
3. Proper chain of custody is maintained in the laboratory for integrity and security of the case.
4. The crime exhibits received are opened only in the presence of a witness to maintain integrity and security of the case.
5. Cases are examined in order of seniority of the case received.
6. The maximum examination time for cases received is limited to 30 days from the date of receipt in the laboratory. In other words, zero pendency is maintained.
7. Exhibits after examination have to be collected from the laboratory to maintain the integrity of the case and security of the exhibits.
8. Fingerprints of convicts and arrested persons are recorded for ready reference and electronic database is made accordingly.
9. Mobile Forensic Unit/team responds only to the requisition from Police Stations and do not entertain direct requisitions from citizens.
10. The nature of service and duty of the Mobile Forensic Unit is 24 hours a day.
11. The Mobile Forensic Team shall prepare initial Crime Scene Report and must be forwarded to the concerned Superintendent of Police, especially in heinous crime and sensitive cases.
12. Photographs of Crime Scene are stored in the laboratory and it can be obtained on requisition from concerned Police Station and vice versa.

## 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)

All employees in the discharge of their functions adhere to all Central rules and regulations, instructions as adopted by the Government of Mizoram.

The scientific staff being the Govt. Scientific Expert as per Section 292 & 293 of CrPC adhered to discharge their functions to give Expert opinion in the court as per Section 45-47 of the Indian Evidence Act, 1872. As mentioned in the Chapter 4 above, the scientific staffs also adhere to discharge their functions in compliance to Section 167 of CrPC 1973 and standing orders under ND&PS Act, 1985.

Even though separate Mobile Forensic Unit has not yet been established, the scientists performing the works of mobile forensic team adhere to the Mizoram Manual of Mobile Forensic Unit vide Govt. of Mizoram, Home Department Notification No.A.11013/1/2011-HM(FS) dated 22/4/2015.

The Laboratory has prepared several types of manual for resourceful functioning of the laboratory viz:- Quality Manual, Laboratory Working Procedure Manual, Standard Operating Procedure Manual, Health & Safety Manual.

- **The Quality Manual** It is a controlled document, that describes the policies & practices followed at Forensic Science Laboratory, Mizoram which are in line with requirements of the ISO/IEC- 17025 (2005) and NABL- 113. The Quality Manual manifests the commitment of the Laboratory through quality policy statements, functional policies and procedures to achieve the mission/quality objectives of the laboratory. This document provides the basis of operational decisions and intention of the laboratory to its employees and other concerned persons.
- **Laboratory Working Procedure Manual** consists of the detail test procedures required in carrying out different forensic examinations.
- **Standard Operating Procedure Manual** consists of the operating procedures for major instruments used in the laboratory.
- **The Health & Safety Manual** describes commitment of the management and understanding of the employees of the laboratory in the implementation of the Health & Safety.

The Laboratory also prepared several types of standard forms and documents for processing of various types of test jobs; this ensures that all necessary observations are recorded. The examination results of cases report generated in accordance to the examination are archived in the laboratory.



## 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 Directorate maintains records of documents concerning to the directorate as shown below:-

Sl. No	Category of documents	Type of document	Controlled/ Held by
1	Budget	Demand for Grant.	The documents are under the control of Director and held by the Superintendent.
2	Recruitment Rules	Recruitment Rules of different posts in the directorate.	
3	Orders relating to Service Matters, etc.	Appointment, Promotion, Transfer, etc. Orders, ACRs/PARs.	
4	Orders, Notifications, etc.	Orders & Notifications relating to establishment/ administration Distribution of works, etc.	
5	Tenders	Publication for Advertisement, tenders, supply of materials, etc.	
6	Audit	Audits paras with its replied thereof.	
7	Equipments	Purchase, maintenance of scientific equipments.	
8	Quality Manual	Quality Manual based on ISO/IEC 17025 and NABL 113.	The documents are under the control of Director and held by Joint Director.
9	Standard Operating Procedure	Standard Operating Procedure for operation of instruments used in the laboratory.	The documents are under the control of Director and held by the appointed Technical Manager or in-charge of concerned division.
10	Laboratory Working Procedure Manual	Working Procedure used in the laboratory for examination of cases.	The documents are under the control of Director and held by the appointed Technical Manager or in-charge of concerned division.
11	Health & Safety Manual	Proceedings to follow in order to maintain health and safety in the laboratory.	The documents are under the control of Director and held by the appointed Security Officer.
12	Disaster Management Plan	Office Disaster Management Plan to be used in case of Natural Disasters, Terrorism activities, accidents, etc.	The documents are under the control of Director.
13	Forms	Different types of forms used in the laboratory; Case forwarding Note, Certificate of authority, Test memo, examination requisition forms, Fingerprint slips.	The documents are under the control of Director and held by the in-charge of concerned division.
14	Examination results and reports of cases	Examination results and reports of cases received in the laboratory.	The documents are under the control of Director and held by the in-charge of concerned division. However, <b>the documents are exempted from disclosure to the general public under Section 8(h) of the RTI Act, 2005.</b>

**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)**

The Directorate does not have policy or implementation which needs consultation or representation by members of the public. Hence, arrangement contemplated under this sub clause is not in existence.

**8. STATEMENT OF BOARD CONSTITUTED FOR THE PURPOSE OF ADVICE**

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

For the development of Forensic Sciences, Mizoram State Forensic Development Board (MSFDB) was constituted vide Govt. of Mizoram, Home Department's Notification No.A.11013/1/2010-HMP(FS) dated 26/3/2012. The board consists of the following members:-

Chairman: Chief Secretary

Members:

1. Secretary, Home Department
2. Director General of Police, Mizoram.
3. Chief Forensic Scientist or Nominees of Directorate of Forensic Science Services (DFSS), Ministry of Home Affairs.
4. Representative of Finance Department not below the rank of Joint Secretary.
5. Representative of Law & Judicial Department not below the rank of Joint Secretary.
6. Commissioner, Excise & Narcotics Department.

Member

Secretary: Director, Forensic Science Laboratory, Mizoram

**9. DIRECTORY OF OFFICERS AND EMPLOYEES OF DIRECTORATE OF FORENSIC SCIENCE LABORATORY**

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

<b>Sl.No</b>	<b>Designation</b>	<b>Name</b>	<b>Remarks</b>
1.	Director	H.Sangchungnunga	Head of Department
2.	Joint Director	T.Lalropuia	
3.	Deputy Director	R.Sangzuala	
4.	Assistant Director	R.Vanlalkima	
5.	Assistant Director	Lalchhanzova	
6.	Assistant Director	Lalmachhuana	
7.	Assistant Director	Lalmuanawma	
8.	Assistant Director	Rosangzuala	
9.	Junior Scientific Officer	KC Hmingthanga	
10.	Junior Scientific Officer	MC Richard Vanlalhnehzova	
11.	Junior Scientific Officer	Mary Lalziki	
12.	Junior Scientific Officer	Ammie Lalnunpuii	
13.	Junior Scientific Officer	Vanlalmangaihi	
14.	Junior Scientific Officer	Reuben Lalnunluanga	
15.	Junior Scientific Officer	Dr. R.Lawmzuali	
<b>Establishment staff</b>			
16.	Superintendent	Ngursangzuali Sailo	Mizoram Secretariat Service (MSS)
17.	Inspector (Ministerial)	R.L Thanpuii	
18.	Inspector (Ministerial)	T. Lalpartlani	Attached from Police
19.	Sub-Inspector (Steno)	Lalawmpuii	
20.	Sub-Inspector (Ministerial)	P. Muana Ralte	
21.	Assistant	Vanlalpari Sailo	
22.	Asst. Sub-Inspector (Ministerial)	P. Lalkhama	
23.	LDC	M.C Lalnunpuii	
24.	LDC	H.D. Lalmalsawma	
25.	Forensic Attendant	Z.Lalthazuala	Attached from Police
26.	Forensic Attendant	B. Lalmangaiha	
27.	Forensic Attendant	Remruatfela	
28.	Forensic Attendant	F. Vanlalfela	
29.	Forensic Attendant	C. Lalmachhuana	
30.	Forensic Attendant	Lalrosiama	
31.	Forensic Attendant	Lallawmsanga	
32.	Forensic Attendant	C. Rochungnunga	
33.	Forensic Attendant	C. Lalmachhuana	
34.	Forensic Attendant	Zion Ramchullova	
35.	Forensic Attendant	K. Lalsiamliana	
36.	Forensic Attendant	H. Laldinsanga	Attached from Police
37.	Driver Special Grade	MC Laltlankima	
38.	Driver Gr-I	Kapmawia	Attached from Police

39.	Driver Gr-I	Lalchungnunga	
40.	Driver Gr-I	David Lalrimawia	
41.	Driver Gr-I	Lalrimawia	
42.	Driver Gr-I	Vanlalzawna	Attached from Police
43.	Driver Gr-II	Lalnunkima	
44.	Despatch Rider	Hrangchhuana	
45.	Group D	Vanlalngaii	
46.	Group D	C. Lalhmuliana	
47.	Group D	Lalhmingchhuangi	

## 10. MONTHLY REMUNERATION RECEIVED BY OFFICERS & EMPLOYEES OF DIRECTORATE OF FORENSIC SCIENCE LABORATORY

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

Sl. No.	Name	Designation	Pay Matrix	Gross emoluments for one month as on January, 2019 (Figure in Rs.)
1	H. Sangchungnunga	Director	13	160765
2	T. Lalropuia	Jt. Director	12	103026
3	R. Sangzuala	Dy. Director	11	103786
4	R. Vanlalkima	Asst. Director	10(A)	102265
5	Lalchhanzova	Asst. Director	10	81790
6	Lalhmachhuana	Asst. Director	10	81790
7	Lalmuanawma	Asst. Director	10	77227
8	Ngursangzuali Sailo	Superintendent	10	75121
9	Rosangzuala	Assistant Director	10	79450
10	R.L. Thanpuii	Inspector(M)	9	90921
11	Lalawmpuii	Sub Inspector (Steno)	8	93495
12	P. Muana Ralte	Sub Inspector(M)	8	84720
13	KC. Hmingthanga	JSO(FP)	8	67284
14	MC Richard Vanlalnhezova	JSO(Ball.)	7	58977
15	Mary Lalziki	JSO(Q.Doc.)	7	58977
16	Ammie Lalnunpuii	JSO(DNA)	7	58977
17	Vanlalmangaihi	JSO(Tox.)	7	58977
18	Reuben Lalnunluanga	JSO(Contract)	7	28100
19	R. Lawmzuali	JSO(Contract)	7	28100
20	Vanlalpari Sailo	Assistant	8	84600
21	P. Lalkhama	Asst. Sub Inspector (M)	7	73137
22	MC Lalnunpuii	LDC	4	33471
23	HD Lalmalsawma	LDC	4	33471
24	MC Laltlankima	Sub Inspector (MT)	7	67687

25	Lalchungnunga	Asst. Sub Inspector (M)	6	61320
26	Lalrinmawia	Asst. Sub Inspector (M)	6	50673
27	David Lalrimawia	Asst. Sub Inspector (M)	6	50673
28	Hrangchhuana	Rider Grade-II	4	49152
29	K. Lalnunkima	Driver Grade-II	4	44121
30	B. Lalhmangaiha	C/603	4	49732
31	H. Remruatfela	C/753	4	49732
32	F. Vanlalfela	C/179	4	48445
33	Lalhmachhuana	C/925	3	44350
34	Lalrosiama	C/784	3	43180
35	Lallawmsanga	C/287	3	43180
36	C. Rochungnunga	C/298	3	43180
37	C. Lalhmachhuana	C/631	3	43180
38	K. Lalsiamliana	C/509	3	36862
39	Zionramchullova	C/503	2	36862
41	Vanlalngaii	IV-Grade	2	41400
42	C. Lalhmuliana	IV-Grade	1(A)	36486
43	Lalhmingchhuangi	IV-Grade	1	28530

\*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.

**\* The Police personnel are paid Leave Compensatory allowances as awarded by the Government of Mizoram.**

**11. BUDGET ALLOCATED TO DIRECTORATE OF FORENSIC SCIENCE LABORATORY AND REPORTS ON DISBURSEMENTS**

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

Given below is the budget allocated to Directorate of Forensic Science Laboratory for the year 2018-2019 indicating the particulars of all provisions and proposed expenditures:-

DEMAND NO-16 HOME

Sector : 'A' General Services  
 Major Head : 2055 – Police  
 Sub Major Head : 00  
 Minor Head : 116 - Forensic Science  
 Sub Head : (01) - Forensic Science laboratory  
 Controlling Officer: Director, Forensic Science Laboratory

(₹ in Lakh)

Detail Head : (01) – Salaries 305.82 (State)  
 (06) – Medical Treatment 8.10 (State)  
 (11) – Domestic Travel Expenses 3.50 (State)  
 (13) – Office Expenses 10.00 (State)  
 (21) – Supplies and Materials 1.00 (State)  
 (27) – Minor Works 0.50 (State)  
 (50) – Other Charges 0.50 (State)  
 (52) – Machinery and Equipment 50.00 (State)

**TOTAL 379.42**

Detailed head-wise expenditure statement of Directorate of Forensic Science Laboratory under State provisions during the year 2018-2019 is as shown below:-

Detail Head (under State fund)	Allotment Budget Provision for Detail Head during 2018- 19	Progressive expenditure upto end of the month under report	Balance Amount
116(01) (01) - Salary	305.82	286.25	19.57
116(01) (06) - M.T	8.10	8.10	0
116(01) (11) – D. T.E	3.50	2.76	0.74
116(01) (13) - O.E	10.00	10.00	0
116(01) (21) - S&M	1.00	1.00	0
116(01) (27)- MW	0.50	0.50	0
116(01) (50)-OC	0.50	0.50	0
116(01) (52) - M&E	50.00	50.00	0
<b>TOTAL(NP)</b>	<b>379.42</b>	<b>359.11</b>	<b>20.31</b>

**12. DETAILS IN RESPECT OF THE AVAILABLE INFORMATION REDUCED IN AN ELECTRONIC FORM**

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

A website has been created in the name of Directorate of Forensic Science Laboratory, that is, <https://forensic.mizoram.gov.in> and information regarding the Directorate, its profile, mission and objectives, organization structure, nature of works, activities, etc. is ready for viewing by the public. This Information manual is also uploaded for viewing and downloads in the electronic form.

**13. NAMES, DESIGNATION & PARTICULARS OF PUBLIC INFORMATION OFFICERS**

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

The designated Public Information Officer, Asst. Public Information Officer and Department Appellate Authority by the directorate are as follows:-

**Appellate Authority:** H. Sangchungnunga,  
Director,  
Forensic Science Laboratory,  
Phone No.: 0389-2336131  
E-mail: [fsl\\_sang@yahoo.com](mailto:fsl_sang@yahoo.com)

**Public Information Officer:** T. Lalropuia,  
Joint Director,  
Forensic Science Laboratory  
Phone No.: 0389-2333312  
E-mail: [ropuiafsl@gmail.com](mailto:ropuiafsl@gmail.com)

**Asst. Public Information Officer:** R. Sangzuala,  
Deputy Director,  
Forensic Science Laboratory  
Phone No.: 0389-2336720  
E-mail: [sang\\_zuala@yahoo.com](mailto:sang_zuala@yahoo.com)

**As provided under the Govt. of Mizoram I&PR Notification No. F.13011/16/2005-IPR Dt. 26.08.2016, Forensic Science Laboratory is exempted from the purview of the RTI Act, 2005.**

**SAMPLE FORM OF APPLICATION**

**Form –A**  
**See Rule -4(I)**

**APPLICATION FOR INFORMATION UNDER SECTION 6(1) OF THE ACT**

To

The Public Information Officer/  
Assistant Public Information Officer  
Directorate of Forensic Science Laboratory,  
New Secretariat Complex, Khatla  
Aizawl – 796001, Mizoram.

- |     |   |   |  |
|-----|---|---|--|
| 01. | Full Name of the applicant  | : | Mawia  |
| 02. | Father/ Spouse Name   | : | Siama (father)   |
| 03. | Permanent Address with<br>Contact Nos.  | : | H.No. B-32, Mission Veng,<br>Aizawl -796001, Mizoram<br>Ph.No.0389 233179<br>9436141508(M) |
| 04. | Particulars in respect of<br>identity of the applicant  | : | Chairman, SRS, Central YMA<br>Aizawl.  |
| 05. | Particulars of information solicited  |   |  |
|     | a) Subject matter of information  | : | Instruments available for<br>examination of Heroin   |
|     | b) The period to which the<br>information relates   | : | 2014 – 2016.   |
|     | c) Specific details of information<br>instrument(s) and its<br>required   | : | Name & model no. of the<br>capability and reliability                                      |
|     | d) Whether information is required by<br>post or in person<br>(The actual postal charges shall be<br>Included in providing information) | : | In person.   |
|     | e) In case by post<br>(ordinary/registered/speed)   | : | Not arise.   |



- 06. Address to which information will be : As feel suitable by the Public Authority.  
sent & in which form
- 07. Has the information provided earlier? : No.
- 08. Is this information not made available : Partly.  
by the public authority ?
- 09. Do you agree to pay the required : Yes.  
fee?
- 10. Have you deposited application fee? : Rs. 10/- vide  
(If yes details of such deposit) Receipt No. \_\_\_\_\_ Dt. \_\_\_\_\_
- 11. Whether belongs to BPL category : No.  
have you furnished the proof of the same

Place :

Date :

**Full Signature of the applicant**  
**Address:**  
 H.No. B-32, Mission Veng,  
 Aizawl -796001, Mizoram

**Office of the Public Information Officer**

**Received the application**  
**from**.....  
 .....  
**address**.....  
 .....  
**on**.....  
 ..... **seeking information.**

**Place :**

**Date :**

**Full name of Public Information Officer**  
**Designation & Seal**