

2025

# **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 17.1.2025

**T. LALROPUIA**  
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>T. Lalropuia</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 8(eight) Divisions viz. Chemistry, Fingerprint, Ballistics & Toolmarks, Questioned Documents, Photography, DNA, Toxicology and Cyber Forensic. 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 and headed by Director rank Forensic Scientist. The Directorate is directly under the administrative control of Home Department.

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 service 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 eight (8) divisions, namely:-

- (1) Chemistry Division
- (2) Fingerprint Division
- (3) Ballistics and Toolmark Division
- (4) Question Documents Division
- (5) Photography Division
- (6) DNA Division
- (7) Toxicology Division
- (8) Cyber Forensics 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 depositing 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 assist 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 must 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 must 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 Forensic Scientists in the laboratory as well as in the scene of crimes.

## **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 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 visits 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 BNS, BSA, BNSS 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 a Police officer holding the rank of Dy.SP or Officer-in-Charge of Police Station.
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. Digitally Signed Expert Reports were sent only to the Forwarding Authority through e-Forensic portal.
8. Exhibits and its remnants, after they are examined, have to be collected from the laboratory to maintain the integrity of the case and security of the exhibits.
9. Fingerprints of convicts and arrested persons are recorded for ready reference and electronic database is made accordingly.
10. Mobile Forensic Unit/team responds only to the requisition from Police Stations and do not entertain direct requisitions from citizens.
11. Mobile Forensic Unit/team will visit scene of crimes and provide scientific aid to the Investigating Officers and help in the collection of evidences and in the reconstruction of crime scenes whenever requisition is received.
12. 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.
13. 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 328 & 329 of BNSS adhered to discharge their functions to give Expert opinion in the court as per Section 39-41, 61-63, 66, 73, 86, 93, 129, 130 of the BSA. As mentioned in the Chapter 4 above, the scientific staff also adhere to discharge their functions in compliance to BNS, BNSS, BSA, IT Act 2000, POCSO Act, Arms Act 1959, ND&PS Act, etc 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	Equipment	Purchase, maintenance of scientific equipment.	
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)

Sl.No	Designation	Name	Remarks
1.	Director	T.Lalropuia	Head of Department
2.	Joint Director	R.Sangzuala	Supervising Officer
3.	Deputy Director	Lalchhanzova	DNA Division
4.	Assistant Director	Lalmachhuana	Toxicology Division
5.	Assistant Director	Lalmuanawma	Chemistry Division
6.	Assistant Director	Rosangzuala	Photography Division
7.	Assistant Director	KC Hmingthanga	Fingerprint Division
8.	Assistant Director	MC Richard Vanlalnhezova	Ballistics Division
9.	Assistant Director	Mary Lalziki	Q.Documents Divn.
10.	Assistant Director	Ammie Lalnunpuii	DNA Division
11.	Assistant Director	Vanlalmangaihi	Toxicology Division
12.	Junior Scientific Officer	Zoremawia Pachuau	Cyber Forensic Divn.
13.	Junior Scientific Officer	Reuben Lalnuntluanga	Fingerprint Division
14.	Junior Scientific Officer	Dr. R.Lawmzuali	Chemistry Division
<b>Establishment staff</b>			
15.	Superintendent	Vanlalthangi	Mizoram Secretariat Service (MSS)
16.	Assistant	R. Lalbiakchhuanga	
17.	UDC	M.C Lalnunpuii	
18.	UDC	H.D. Lalmalsawma	
19.	LDC	F. Vanlalrengpuia	
20.	LDC (PE)	Rinhlui Khenglawt	
21.	LDC (PE)	Vanlalmangaih dawngkima	
<b>General Duty</b>			
22.	Forensic Attendant	H. Remruatfela	
23.	Forensic Attendant	Lalmachhuana	
24.	Forensic Attendant	Lallawmsanga	
25.	Forensic Attendant	C. Rochungnunga	
26.	Forensic Attendant	Zion Ramchullova	
27.	Forensic Attendant	K. Lalsiamliana	
28.	Forensic Attendant	Lalthlamuana	Attached from Police
29.	Forensic Attendant	Calvin R. Vanlalduha	Attached from Police
30.	Forensic Attendant	H. Biakmuana	Attached from Police
31.	Forensic Attendant	Laldinpuia	Attached from Police
32.	Forensic Attendant	H. Laldinsanga	Attached from Police
33.	Forensic Attendant (PE)	Nixon Lalchunglura	
34.	Forensic Attendant (PE)	Biakthanpuia	
35.	Forensic Attendant (PE)	Lalringzuala	
36.	Driver Special Grade	Lalchungnunga	
37.	Driver Gr-I	David Lalrimawia	
38.	Driver Gr-I	Vanlalzawna	Attached from Police
39.	Driver Gr-I	K. Lalnunkima	

40.	Despatch Rider	Hrangchhuana	
41.	Group D	Vanlalngaii	
42.	Group D	C. Lalhmuliana	
43.	Group D	Lalhmingchhuangi	
44.	Group D (PE)	Lalfakmawia	
45.	Group D (PE)	Baby Vanlalruati	

**10. PAY RECEIVED BY OFFICERS & EMPLOYEES OF DIRECTORATE OF FORENSIC SCIENCE LABORATORY**

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

SI. No.	Name	Designation	Pay Matrix
1	T. Lalropuia	Director	13
2	R. Sangzuala	Joint Director	12
3	Lalchhanzova	Deputy Director	11
4	Lalmachhuana	Asst. Director	10A
5	Lalmuanawma	Asst. Director	10
6	Rosangzuala	Asst. Director	10
7	KC. Hmingthanga	Asst. Director	10
8	MC Richard Vanlalnhezova	Asst. Director	10
9	Mary Lalziki	Asst. Director	10
10	Ammie Lalnunpuii	Asst. Director	10
11	Vanlalmangaihi	Asst. Director	10
12	Vanlalthangi	Superintendent	10
13	Zoremawia Pachuau	JSO(Cyber Forensic)	7
14	Reuben Lalnuntluanga	JSO(FP)	7
15	Dr. R. Lawmzuali	JSO(Chemistry)	7
16	R. Lalbiakchhuanga	Assistant	7
17	MC Lalnunpuii	UDC	6
18	HD Lalmalsawma	UDC	6
19	F. Vanlalrengpuia	LDC	4
20	Rinhlui Khenglawt	LDC	PE
21	Vanlalmangaihawngkima	LDC	PE
22	Lalchunnguna	Driver Special Grade	7
23	David Lalrimawia	Driver Grade-I	6
24	K. Lalnunkima	Driver Grade-I	6
25	Hrangchhuana	Rider Grade-II	4
26	H. Remruatfela	Forensic Attendant	4
27	Lalmachhuana	Forensic Attendant	4
28	Lallawmsanga	Forensic Attendant	4
29	C. Rochunnguna	Forensic Attendant	4
30	Zionramchullova	Forensic Attendant	3
31	K. Lalsiamliana	Forensic Attendant	3
32	Nixon Lalchunglura	Forensic Attendant	PE
33	Biakthanpuia	Forensic Attendant	PE
34	Lalringzuala	Forensic Attendant	PE
35	Vanlalngaii	IV-Grade	2
36	C. Lalmuliana	IV-Grade	2
37	Lalhmingchhuangi	IV-Grade	1A
38	Lalfakmawia	IV-Grade	PE
39	Baby Vanlalruati	IV-Grade	PE

Monthly remuneration is fixed according to the following points:-

1. The pays are fixed 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 from time to time.
2. The Police personnel are paid Leave Compensatory Allowances as awarded by the Government of Mizoram.

Gross emoluments taken by each of the officers and employees working in this Directorate may differ from time to time due to increase in Daily Allowances, etc., so, **the Existing Monthly Remuneration received by the officers and employees of Directorate of Forensic Science Laboratory, Mizoram can be obtained from the Directorate's office in hard copy.**

## 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 2024-2025 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  
 Detail Head : 00  
 Controlling Officer: Director, Forensic Science Laboratory

(₹ in Lakh)

Object Head	:	(01) – Salaries	401.95 (State)
		(06) – Medical Treatment	5.40 (State)
		(11) – Domestic Travel Expenses	3.50(State)
		(13) – Office Expenses	9.00 (State)
		(21) –Materials and Supplies	1.00 (State)
		(27) – Civil and Electrical Works	0.50 (State)
		(49) – Other Revenue Expenditure	0.50 (State)
		(29) – Repair and Maintenance	50.00 (State)

**TOTAL- 471.85**

Detailed head-wise expenditure statement of Directorate of Forensic Science Laboratory under State provisions during the year 2023-2024 is as shown below:-

Detail Head (under State fund)	Allotment Budget Provision for Detail Head during 2023 - 2024	Progressive expenditure up to end of the month of March, 2024	Balance Amount
116(01) (01) – Salaries	410.52	370.34	40.18
116(01) (06) – Medical Treatment	6.00	16.10	0
116(01) (11) – Domestic Travel Expenses	3.50	3.50	0
116(01) (13) – Office Expenses	9.00	9.00	0
116(01) (21) – Supplies and Materials	1.00	1.00	0
116(01) (27) – Minor Works	0.50	0.50	0
116(01) (50) – Other Charges	0.50	0.50	0
116(01) (52) – Machinery and Equipment	50.00	50.00	0
<b>TOTAL(NP)</b>	<b>481.02</b>	<b>440.84</b>	<b>40.18</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, available instruments, 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:** T. Lalropuia,  
Director,  
Forensic Science Laboratory,  
Phone No.: 9862578673  
E-mail: [dirfsl@mizoram.gov.in](mailto:dirfsl@mizoram.gov.in)

**Public Information Officer:** R. Sangzuala,  
Joint Director,  
Forensic Science Laboratory  
Phone No.: 9862743143  
E-mail: [sang\\_zuala@yahoo.com](mailto:sang_zuala@yahoo.com)

**Asst. Public Information Officer:** Lalchhanzova,  
Deputy Director,  
Forensic Science Laboratory  
Phone No.: 9612158909  
E-mail: [chhan.zova@mizoram.gov.in](mailto:chhan.zova@mizoram.gov.in)

**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.**



**APPENDIX-1****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   | : | 2015 – 2021.   |
|     | c) Specific details of information<br>required  | : | Name & model no. of the<br>instrument(s) and its capability and<br>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 sent & in which form : As feel suitable by the Public Authority
- 07. Has the information provided earlier? : No.
- 08. Is this information not made available by the public authority ? : Partly.
- 09. Do you agree to pay the required fee? : Yes.
- 10. Have you deposited application fee? (If yes details of such deposit) : Rs. 10/- vide Receipt No. \_\_\_\_\_ Dt. \_\_\_\_\_
- 11. Whether belongs to BPL category have you furnished the proof of the same : No.

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**