

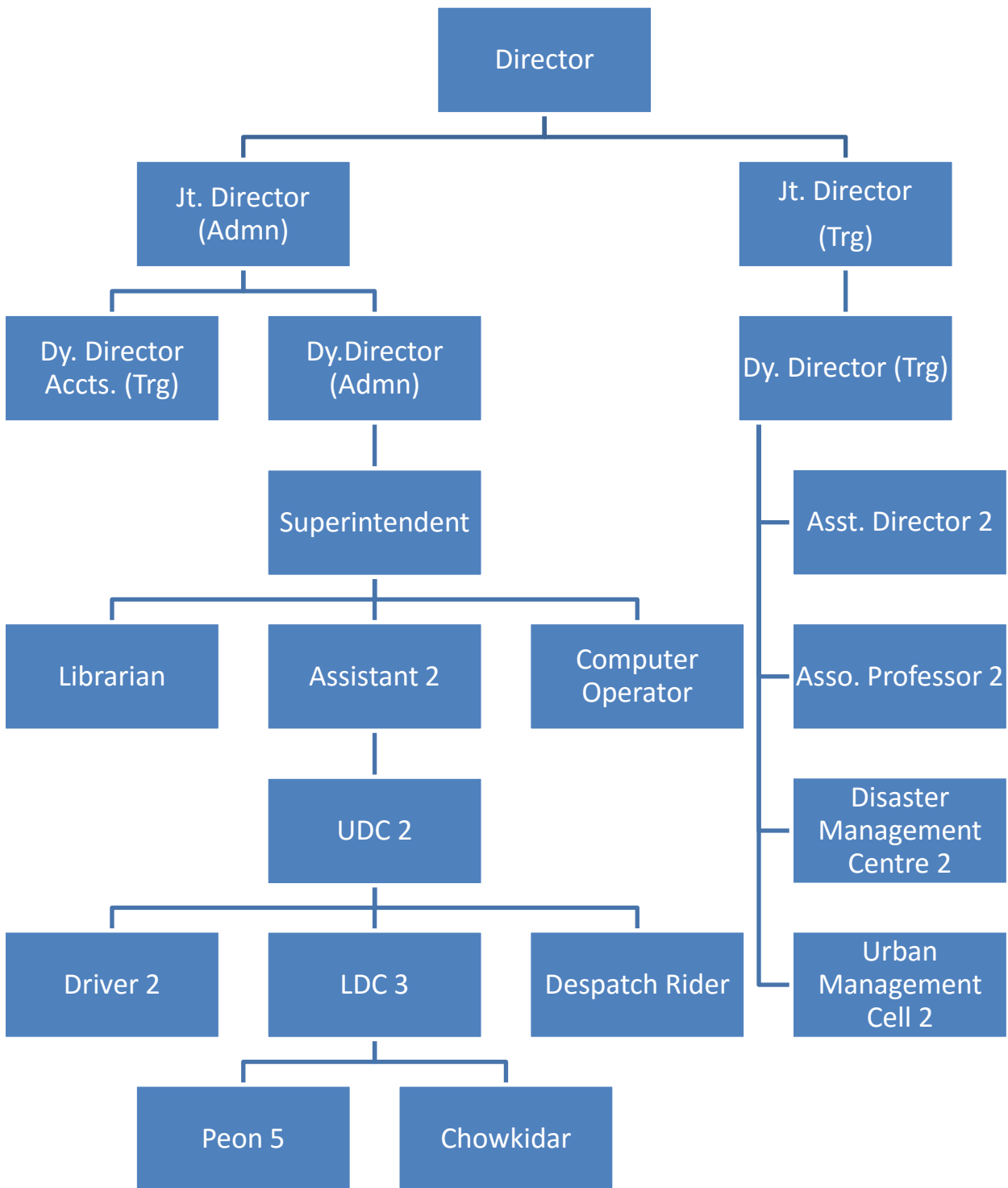
## INFORMATION MANUAL

### Manual-1 [Section 4(1)(b)(i) of RTI Act, 2005]

#### The particulars of organizations, functions and duties of the ATI:-

Name of the Public Authority	:	Administrative Training Institute
Address	:	New Secretariat Complex Khatla, Aizawl – 796001.
Head of the Office	:	Director.
Parent Government Department	:	Deptt. of Personnel & Administrative Reforms (Training Wing).
Reporting to which office	:	Deptt. of Personnel & Administrative Reforms (Training Wing).
Jurisdiction-Geographical	:	Entire State of Mizoram.
Mission	:	<ol style="list-style-type: none"><li>1. To mainstream training in the process of governance</li><li>2. To maintain high standards of training programmes.</li><li>3. To make training a holistic and inclusive activity.</li><li>4. To maximize opportunities for systematic reforms.</li></ol>
Vision	:	Developing knowledge, skills, awareness and responsiveness for citizen centric governance by involving all stakeholders in training activities and other related projects.
Functions	:	Imparting training to government/ semi-government employees and employees of autonomous bodies on rules, regulations, government instructions, etc. and conducting awareness programmes on various issues affecting the general public.
Details of Services provided	:	Conduct of trainings and awareness programmes.
Land area of ATI	:	1755.41 sq.m

**Organization's Structural Chart :**



Telephone Nos. : 0389-2335830 (O)  
0389-2335831 (Fax)

Office Timings : 09:00 AM to 05:00 PM (15<sup>th</sup> Feb. – 15<sup>th</sup> Oct.)  
09:30 AM to 04:00 PM (16<sup>th</sup> Oct. – 14<sup>th</sup> Feb.)

Weekly Holidays : Saturday & Sunday

**Manual-2 [Section 4(1)(b)(ii) of RTI Act, 2005]**

**A. Powers of officers and employees in the office of ATI:-**

Sl. No.	Designation	Powers	Remarks
1.	Director	1. Administrative 2. Financial 3. Quasi Judicial in respect of Group 'C' & 'D' employees	
2.	Joint Director (Admn.)		Supports the Director in the discharge of his duties.
3.	Joint Director(Trg.)		Coordinates all training activities. He also supports the Director in the discharge of his duties.
4.	Deputy Director(Admn.)		Supports the Director in the discharge of his duties. He functions as a faculty member.
5.	Deputy Director of Accounts (Trg.)		Functions as watchdog of financial transaction and as a faculty member.
6.	Deputy Director(Trg.)		He supports JD(Trg.) in coordinating training programmes. He functions as a faculty member.
7.	Assistant Director		Faculty member.
8.	Superintendent		Responsible for- 1. Maintenance of discipline. 2. Maintenance of regularity and punctuality among the staff. 3. Cleanliness of office.
9.	Associate Professor (Behavioural Science)		Faculty member in training on soft skills.
10.	Associate Professor (Development Economics & Planning)		Faculty member in training on economic development & planning.
11.	Assistant Director DM&R (DMC) 2		Coordinates all training activities relating to Disaster Management.
12.	Governance & Change Management Specialist (UMC)		Coordinates all training activities relating to UD&PA
13.	Financial Management Expert (UMC)		Coordinates all training activities relating to UD&PA

**B. Duties of officers and employees in the office of ATI:-**

Sl. No.	Designation	Duties	Remarks
1.	Director	1. Financial sanction as permissible under DFP Rules. 2. Giving administrative decision within the competence of HoD. 3. Exercises quasi judicial duties as and when the need arises.	
2.	Joint Director(Admn.)	Supports the Director in the discharge of his duties.	
3.	Joint Director(Trg.)	Coordinates all training activities. He also supports the Director in the discharge of his duties.	
4.	Deputy Director(Admn.)	Supports the Director in the discharge of his duties. He functions as a faculty member.	
5.	Deputy Director of Accounts (Trg.)	Functions as watchdog of financial transaction and as a faculty member.	
6.	Deputy Director(Trg.)	He supports JD(Trg.) in coordinating training programmes. He functions as a faculty member.	
7.	Assistant Director	Faculty member.	
8.	Superintendent	1. Maintenance of discipline. 2. Maintenance of regularity and punctuality among the staff. 3. Cleanliness of office.	
9.	Assistant Director DM&R (DMC) 2	Coordinates all training activities relating to Disaster Management.	
10.	Associate Professor (Behavioural Science)	Faculty member in training on soft skills.	
11.	Associate Professor (Development Economics & Planning)	Faculty member in training on economic development & planning.	
12.	Governance & Change Management Specialist (UMC)	Coordinates all training activities relating to UD&PA	
13.	Financial Management Expert (UMC)	Coordinates all training activities relating to UD&PA	
14.	Computer Operator	Apart from maintaining hardwares, he is responsible for all computer related trainings.	
15.	Assistant	Dealing with files.	
16.	PA to Director	Helps and assists the Director in the discharge of his duties.	
17.	Librarian	Proper indexing and cataloguing of books and journals/magazines in the library.	
18.	UDC	Dealing with files.	

19.	LDC	Receipt & Issue of Daks. Any works assigned to them by superior.	
20.	Training Assistant (DMC)	Assists in disaster-related trainings.	
21.	Despatch Rider	Distribution of dak.	
22.	Driver	Attached to the office vehicles.	
23.	Peon	Distribution of dak and cleanliness/ upkeep of the office as assigned to them by superior.	
24.	Chowkidar	Stands guard to the office.	
25.	M/R LDC	Any works assigned to them by superior.	
26.	M/R Grade-IV	Distribution of daks and any other works assigned to them by superior.	

Manual-3 [Section 4(1)(b)(iii) of RTI Act, 2005]

The procedure followed in the decision-making process, including channels of supervision and accountability in the office of ATI:-

Sl. No.	Activity	Steps involved	Authority Role & Responsibility of the employee/officer in connection with each activity	Remarks
1.	Training	<ol style="list-style-type: none"> <li>1. Invitation of nomination</li> <li>2. Selection of participants</li> <li>3. Conduct of the training</li> </ol>	<ol style="list-style-type: none"> <li>1. Initiate action on the file by dealing assistant</li> <li>2. Course Director prepares training modules</li> <li>3. Approval of Director obtained</li> <li>4. Circulate invitation for nomination to all HoD/Admve. Deptt.</li> <li>5. Selection of participants</li> <li>6. Training roll-out</li> </ol>	
2.	Financial sanction	<ol style="list-style-type: none"> <li>1. Scrutiny of vouchers</li> <li>2. Process on the file</li> <li>3. Vetting of sanction</li> <li>4. Issue of sanction</li> </ol>	<ol style="list-style-type: none"> <li>1. Scrutiny of vouchers and process of the case by dealing assistant</li> <li>2. Vetting of sanction by DD(Accts.)</li> <li>3. Sanction by the Director</li> </ol>	
3.	Quasi Judicial activity	<ol style="list-style-type: none"> <li>1. Suspension, if called for</li> <li>2. Issue of chargesheet</li> <li>3. Appointment of IO and PO, if necessary</li> <li>4. Conduct of inquiry</li> <li>5. Examination of inquiry report and furnishing the report to Charged Officer</li> <li>6. Issue of order for disciplinary action</li> </ol>	<ol style="list-style-type: none"> <li>1. Receipt of report about commission of offence</li> <li>2. Process on the file by dealing assistant</li> <li>3. Issue of suspension order by Director, if necessary</li> <li>4. Issue of chargesheet by Director</li> <li>5. Appointment of IO and PO by Director</li> <li>6. Conduct of inquiry by IO</li> <li>7. Receipt of inquiry report by Director</li> <li>8. Issue of quasi judicial order by Director</li> </ol>	
4.	Administrative Activities	All routine administrative activities are dealt with on the files by all dealing hands.	<ol style="list-style-type: none"> <li>1. Initiate action by dealing hands on file</li> <li>2. Examination and scrutiny of cases by Supdt., DD(Admn/ Trg/ Acct), JD(Admn/ Trg)</li> <li>3. Final decision by Director</li> </ol>	

**Manual-4 [Section 4(1)(b)(iv) of RTI Act, 2005]**

**Norms set for discharge of its functions in the office of ATI:-**

**ORGANIZATIONAL TARGETS - Yearly**

Sl. No.	Activity	Physical targets	Financial targets	Remarks
1.	Training	205 training/awareness programmes	-	
2.	Revenue receipt	-	Rs. 2.5 lakhs	

**Manual-5 [Section 4(1)(b)(v) of RTI Act, 2005]**

**The rules/regulations related with the functions of ATI:-**

Sl. No.	Subject	G.R./Circular/Office Order. Rule No. Notification etc. date	Remarks if any
1.	FR&SR Part-I (General Rules)	OM/Circular/Notification etc. issued by the state government from time to time	
2.	FR&SR Part-II (T.A. Rules)	-do-	
3.	FR&SR Part-III (Leave Rules)	-do-	
4.	FR&SR Part-IV (Dearness Allowance & Dearness Relief Rules)	-do-	
5.	FR&SR Part-V (HRA & CCA Rules)	-do-	
6.	GPF Rules	-do-	
7.	Medical Attendance Rules	-do-	
8.	CCS (Conduct) Rules	-do-	
9.	CCS (CCA) Rules	-do-	
10.	Central Secretariat Manual of Office Procedure	-do-	
11.	Central Treasury Rules	-do-	
12.	General Financial Rules	-do-	
13.	Transaction of Business Rules	-do-	
14.	Delegation of Financial Power Rules	-do-	
15.	Mizoram Treasury Manual	-do-	
16.	LTC Rules	-do-	
17.	Temporary Service Rules	-do-	
18.	Swamy's Compilation of Establishment and Administration	-do-	
19.	Swamy's Compilation of Seniority and Promotion	-do-	
20.	The State of Mizoram Act, 1986	-do-	
21.	CCS (Pension) Rules, 1972		
22.	House Building Advance Rules		

**Manual-6 [Section 4(1)(b)(vi) of RTI Act, 2005]**

**Statement of categories of documents held in the office of ATI:-**

Sl. No.	Subject	Type of Document file or register	Remarks
1.	Service records of employees	Confidential documents	Service records of Group 'A' officers are in the custody of Chief Controller of Accounts
2.	ACRs of UDC, LDC and Performance Records of Group 'D' staff	Confidential documents	
3.	Internal and external Communications issued by the Govt. from time to time	This subject includes confidential/secret communication	
4.	ATI Master Plan	Master Plan with sketches of ATI at New Secretariat Complex, Aizawl	
5.	General	Notifications, Office Memorandum, Circulars, Orders, Regulations, Instructions etc. issued by the Govt. from time to time	
6.	Training related documents	Training circulars issued by DoPT and other national training institutes	

**Manual-7 [Section 4(1)(b)(vii) of RTI Act, 2005]**

**Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy & implementation in the office of the ATI:-**

In ATI, Aizawl there is no arrangement for consultation with members of the public in relation to the formulation of policy & implementation.

**Manual-8 [Section 4(1)(b)(viii) of RTI Act, 2005]**

**Statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

No such body exists in ATI.



**Manual-9 [Section 4(1)(b)(ix) of RTI Act, 2005]**

**Directory of the officers and employees in the office of ATI:-**

Sl. No.	Name	Cadre	Designation	Address	Phone No.
1	Pi Ramdinliani	MCS	Director	Babutlang	9436141342 0389-2335834 (O) 0389-2335831 (F)
2	Pi Angela Zothanpuii	MCS	Joint Director (Admn.)	Saron Veng	9436151433 0389 - 2335834
3	Pi Betsy Zothanpari Sailo	MSS	Joint Director(Trg.)	Mission Veng	9436140959 0389-2335838 (O)
4	Pu P.C. Ralliana	MSS	Deputy Director(Admn.)	Ramthar	9862308816 0389-2335835 (O)
5	Pu K. Lalmangaihzuala	MSS	Deputy Director(Trg.)	Electric Vengthlang	9436190344 0389-2335841 (O)
6	Pu Thara Lungtau	MF&AS	Deputy Director(Acct.)	New Secretariat Complex, Khatla	9862647499 0389-2335839 (O)
7	K. Lalkroschhuanga	MSS	Assistant Director	Tlangnuam	9612587221 0389-2335840 (O)
8	Pi Daphne Zosangpuii	MSS	Assistant Director	Mission Veng	9436145018 0389-2335843 (O)
9	Pi Laldingliani Varte	MSS	Superintendent	Khatla	9612751278 0389-2335837 (O)
10	Pi Rita Zochhuanawmi		Steno-II	Chaltlang Lily Veng	9862304192
11	Pi Hmingthankimi		Assistant	Ramthar Veng	9612165243
12	Pi R. Lalhruaitluangi		Assistant	Electric Veng	8414862862
13	Pi Diana Zodinpuii		Librarian	Chhinga Veng	9862383840
14	Pu C. Vanlalthuma		UDC	Tuikual 'A'	9436152193
15	Pi C. Lalramzauvi		LDC	Tlangnuam	9436199219
16	Pi Lalsangluri		LDC	Armed Veng South	9436366253
17	Pi Purnima Singh		LDC	Govt. Complex	9615717194
18	Pu Chhanchunga		Driver	Luangmual	9862873442
19	Pu Rochungnunga		Driver	Ramhlun South	9862492718
20	Pu K. Lalsangzuala		Despatch Rider	Khatla South	9862358107
21	Pu Lalzova		Peon	New Secretariat Complex, Khatla	9862098816
22	Pu Thanghriata		Peon	Bungkawn High School Veng	9862367267
23	Pu P.C. Rengchhuana		Chowkidar	Ramhlun Vengthar	9862808321
24	Pi R.T. Nghaki		Peon	Tuikual 'D'	9612413141
25	Tv. P.C. Lalhruaitluanga		Peon	Sihphir Venghlun	9615821345
<b>Contract</b>					
26	Pi Golda Dell Zohmangaihi		Associate Professor	Dawrpui	9615711854
27	Pi Lalnunmawii Varte		Associate Professor	Upper Republic	8794575896
28	Pu Rosangpuia		Computer Operator	Chanmari West	9436153061

<b>Muster Roll</b>					
29	Nl. Lallawmkimi		LDC	Khatla	9612763016
30	Pi Hmangaihzuali		LDC	Kulikawn	9862572496
31	Nl. H.Lalrinmuani		DEO-cum-LDC	College Veng	9862373138
32	Pi K. Lalneihthangi		LDC	Republic Vengthlang	9862532023
33	Pu Vanlaltana		Driver	New Secretariat Complex, Khatla	9863364862
34	Pu Lalremthanga		Driver	South Hlimen	9862816830
35	Tv.Lalnunmawia		Cook	Khatla	9856802544
36	Pu Lalramdinthara		Peon	College Veng	9862381359
37	Pu Lalchawimawia		Peon	Bethlehem Vengthlang	8974845360
38	Tv. Lalthlamuana		Peon	Zonuam	9862905884
39	Tv. Lalrinkima		Peon/MR	Zonuam	9862887364
40	Pi Nuzuali		Sweeper/MR	New Secretariat Complex, Khatla	9862375027
41	Nl. Lalremruati		Library Attendant/MR	Luangmual	9862314192
42	Pi Lalzampuii		Cook Helper/MR	Maubawk	9856473549
43	Pu H. Malsawmsanga		Peon/MR	Kanan Veng	9612897480

Details of remuneration of officers & employees in the office of ATI:-

**Officer Pay :JULY, 2017**

Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	Total	FPA	D.A. @136%	S.C.A	H.R.A @10%	Trg. All. @ 30%	Grant Total
1	2	3	4	5	6	7	8	9	10	11
<b>2(TWO) JOINT DIRECTOR IN THE PAY SCALE OF RS. 15600-39100+7600/-</b>										
1	Angela Zothanpuii	28220	7600	35820		48715	1500	3582	10746	100363
	Audit No. 245(MCS)									
2	Betsy Zothanpari	34260	7600	41860		56930	1500	4186	12558	117034
	Audit No. 236(MSS)									
3	P.C. Ralliana	26380	6600	32980		44853	1500	3298	9894	92525
	Audit No. 341(MSS)									
4	Thara Lungtau	23860	6600	30460		41426	1500		9138	82524
	Audit No. 98(FAS)									
5	K.Lalh mangaih zuala	26900	6600	33500		45560	1500	3350	10050	93960
	Audit No. 321(MSS)									
6	Daphne Zosangpuii	19040	5400	24440		33238	1500	2444	7332	68954
	Audit No.132(MISC)									
<b>SUPERINTENDENT IN THE PAY SCALE OF RS. 15600-39100+5400/-</b>										
7	Laldingliani Varte	25950	5400	31350	420	42636	1500	3135		79041
	Audit No. 487(MSS)									
	<b>Grand Total:</b>	<b>184610</b>	<b>45800</b>	<b>230410</b>	<b>420</b>	<b>313358</b>	<b>10500</b>	<b>19995</b>	<b>59718</b>	<b>634401</b>

## STAFF PAY JULY, 2017

Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	Total	FPA	D.A. @ 136%	S.C.A	H.R.A @ 10%	KMA / WA	Spl. Pay	Grant Total
1	2	3	4	5	6	7	8	9	10	11	12
	<b>2(Two) Assistant in the pay scale of Rs.9300-34800+4600GP</b>										
1	Pi K. Hmingthankimi Assistant	23370	4600	<b>27970</b>		38039	1200	2797			<b>70006</b>
2	Pi R. Lalhrwaitluangi Assistant	21500	4600	<b>26100</b>		35496	1200	2610			<b>65406</b>
	<b>Steno-II in the pay scale of Rs.9300-34800+4600GP</b>										
3	Pi Rita Zochhuanawmi Steno-II	21080	4600	<b>25680</b>	420	34925	1200	2568			<b>64793</b>
	<b>Librarian in the pay scale of Rs.9300-34800+4600GP</b>										
4	Pi Diana Zodinpuui Librarian	17810	4600	<b>22410</b>		30478	1200	2241			<b>56329</b>
	<b>UDC in the pay scale of Rs.9300-34800+4400GP</b>										
5	Pu C. Vanlalhuma UDC	17880	4400	<b>22280</b>	400	30301	1200	2228			<b>56409</b>
	<b>LDC in the pay scale of Rs.5200-20200+2400GP</b>										
6	Pi C. Lalramzauvi LDC	10570	2400	<b>12970</b>		17639	1200	1297		750	<b>33856</b>
	<b>1 Driver in the pay scale of Rs.9300-34800+4400GP</b>										
7	Pu Chhanchunga Driver	18010	4400	<b>22410</b>	210	30478	1200	2241	60		<b>56599</b>
	<b>1 Driver &amp; 1 Despatch Rider in the pay scale of Rs.5300-34800+4400GP</b>										
8	Pu Rochungnunga Driver	15310	4200	<b>19510</b>		26534	1200	1951	60		<b>49255</b>
9	Pu K. Lalsangzuala Despatch Rider	15010	4200	<b>19210</b>		26126	1200	1921	60		<b>48517</b>

	<b>2(Two) Peon in the pay scale of Rs.5200-20200+2000GP</b>										
10	Pu Lalzova	11760	2000	<b>13760</b>		18714	1200		60		<b>33734</b>
	Peon										
11	Pu Thanghriata	11640	2000	<b>13640</b>		18550	1200	1364	60	75	<b>34889</b>
	Peon										
	<b>1(One) Chawkidar &amp; 1(one) Peon in the pay scale of Rs.4440-7440+1800GP</b>										
12	Pu P.C. Rengchhuana	9560	1800	<b>11360</b>		15450	1200	1136	60		<b>29206</b>
	Chawkidar										
13	Pi R.T. Nghaki	9040	1800	<b>10840</b>		14742	1200	1084	60		<b>27926</b>
	Peon										
	<b>G. TOTAL :</b>	<b>202540</b>	<b>45600</b>	<b>248140</b>	<b>1030</b>	<b>337472</b>	<b>15600</b>	<b>23438</b>	<b>420</b>	<b>825</b>	<b>626925</b>

# NPS subscribers Pay July, 2017

## Period of Payment :JULY, 2017

Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay	D.A. @ 136%	S.C.A	H.R.A.	KMA / WA	FPA	Grant Total
1	2	3	4	5	7	8	9	10	11	12	13
	<b>2 LDC IN THE PAY SCALE OF RS 5200-20200+2400 G.P</b>										
1	<b>Lalsangluri</b>	8120	2400	<b>10520</b>		14307	1200	1052			<b>27079</b>
	<b>LDC</b>										
2	<b>Purnima Singh</b>	7510	2400	<b>9910</b>		13478	1200	991			<b>25579</b>
	<b>LDC</b>										
	<b>PEON IN THE PAY SCALE OF RS 4440-7440+1650 G.P</b>										
3	<b>P.C. Lalhruaitluanga</b>	6720	1650	<b>8370</b>		11383	1200	837	60		<b>21850</b>
	<b>Peon</b>										
	<b>Grand Total:</b>	<b>14840</b>	<b>4050</b>	<b>18890</b>		<b>25690</b>	<b>2400</b>	<b>1889</b>	<b>60</b>		<b>74508</b>

## Muster Roll Employees

1	Lallawmkimi, MR/LDC	@	370	x	31	=	Rs.	11,470.00
2	Hmangaihzuali, MR/LDC	@	370	x	31	=	Rs.	11,470.00
3	K. Lalneihthangi, MR/LDC	@	370	x	31	=	Rs.	11,470.00
4	H. Lalrinmuani, MR/Data Entry Optr.	@	370	x	31	=	Rs.	11,470.00
5	Vanlaltana, MR/Driver	@	370	x	31	=	Rs.	11,470.00
6	Lalremthanga, MR/Driver	@	370	x	31	=	Rs.	11,470.00
7	Ramdinthara, MR/Peon	@	270	x	31	=	Rs.	8,370.00
8	Lalnunmawia, MR/Cook	@	300	x	31	=	Rs.	9,300.00
9	Lalchawimawia, MR/Peon	@	270	x	31	=	Rs.	8,370.00
10	Lalthlamuana, MR/Peon	@	270	x	31	=	Rs.	8,370.00
11	Nuzuali, MR/Sweeper	@	270	x	31	=	Rs.	8,370.00
12	Lalrinkima, MR/Peon	@	270	x	31	=	Rs.	8,370.00
13	Lalremruati, MR/Library Attendant	@	270	x	31	=	Rs.	8,370.00
14	Lalzampuii, MR/Cook Helper	@	270	x	31	=	Rs.	8,370.00
15	H. Malsawmsanga, MR/Peon	@	270	x	31	=	Rs.	8,370.00

**Total = Rs. 1,45,080.00**  
*(Rupees one lakh forty five thousand eighty) only.*

**Manual-11 [Section 4(1)(b)(xi) of RTI Act, 2005]**

**Details of allocation of budget & disbursement made in the office of ATI, Aizawl for the year 2017-2018:-**

1. Budget allocation for 2016-2017 : Rs.
2. Budget allocation for 2017-2018 : Rs. 488.69

Sl. No.	Object Heads	2016-2017			2017-2018		
		Non-Plan	Plan	Total	Non-Plan	Plan	Total
1.	(01)-Salaries	185.00	27.22	<b>212.22</b>	216.65		<b>216.65</b>
2.	(02)-Wages	2.34	13.85	<b>16.19</b>	18.44		<b>18.44</b>
3.	(06)-Medical Treatment	3.94	1.00	<b>4.94</b>	4.95		<b>4.95</b>
4.	(11)-Domestic Travel Expenses	3.75	1.00	<b>4.75</b>	1.25		<b>1.25</b>
5.	(13)-Office Expenses	1.80	8.00	<b>9.80</b>	9.80		<b>9.80</b>
6.	(16)-Publications						
7.	(20)-Other Administrative Services		11.00	<b>11.00</b>	12.00		<b>12.00</b>
8.	(21)-Supplies and Materials						
9.	(27)-Minor Works	3.00		<b>3.00</b>	3.00		<b>3.00</b>
10.	(28)-Professional Services	1.50	2.50	<b>4.00</b>	4.00		<b>4.00</b>
11.	(50)-Other Charges	0.10	11.50	<b>11.60</b>	18.60		<b>18.60</b>
12.	(32)- GIA Non Salary		3.00	<b>3.00</b>			
13.	800(89) (01) - NEDP 50-O.C.						
	<b>Total:</b>	<b>201.43</b>	<b>79.07</b>	<b>280.5</b>			

**Manual-12 [Section 4(1)(b)(xii) of RTI Act, 2005]**

**Manner of execution of subsidy program in the office of ATI, Aizawl:-**

ATI being a training institute, no subsidy program is executed.

**Manual-13 [Section 4(1)(b)(xiii) of RTI Act, 2005]**

Particulars of recipients of concessions, permits or authorization granted in the office of ATI, Aizawl:-

No such system exists in the ATI as the responsibility of ATI is imparting training.



**Manual-14 [Section 4(1)(b)(xiv) of RTI Act, 2005]**

**Details of information available in electronic form in the office of the ATI, Aizawl:-**

<b>Sl. No.</b>	<b>Type of Document</b>	<b>In which electronic format it is kept</b>	<b>Person in charge</b>
1.	Office documents are kept in file	All important office documents are stored in computer which can be accessed if and when necessary.	1) Rosangpuia Computer Operator

**Manual-15 [Section 4(1)(b)(xv) of RTI Act, 2005]**

**Particulars of facilities available for citizen for obtaining information in the office of the ATI, Aizawl:-**

	<b>Type of facility</b>	<b>Timings</b>	<b>Location</b>	<b>Person in charge</b>
	Information about visiting hours	On all working days (Monday to Friday) 09:00 AM to 05:00 PM (15 <sup>th</sup> Feb. - 15 <sup>th</sup> Oct.)  09:30 AM to 04:00 PM (16 <sup>th</sup> Oct. - 14 <sup>th</sup> Feb.)	ATI New Sectt. Complex, Khatla, Aizawl	
	Information about facilities for inspection of record	-do-	-do-	SPIO
	Information about facilities for inspection of works	-do-	-do-	SPIO
	Information about facilities for providing samples	-do-	-do-	SPIO
	Information about Notice boards	-do-	Reception Counter of ATI	Receptionist
	Information about library	-do-	ATI library	Librarian

Manual-16 [Section 4(1)(b)(xvi) of RTI Act, 2005]

Details of State Public Information Officers/State Assistant Public Information Officers / Appellate Authority in the jurisdiction of ATI, Aizawl:-

**State Public Information Officers:-**

Name of SPIO	Designation	Jurisdiction as SPIO under RTI	Address/ Phone No.	E-mail ID for purpose of RTI
Pu P.C. Ralliana	Dy. Director(Admn)	Within the jurisdiction of ATI	New Secretariat Complex, Khatla 8974038752 (M) 0389-2335835 (O)	

**State Assistant Public Information Officers:-** Since ATI has no sub-district or sub-division office, the necessity of designating SAPIO under the jurisdiction of ATI does not arise.

**Appellate Authority:-**

Name of SPIO	Designation	Jurisdiction as SPIO under RTI	Address/ Phone No.	E-mail ID for purpose of RTI
Pi Ramdinliani	Director	Within the jurisdiction of ATI	New Secretariat Complex, Khatla 9436141342 (M) 0389-2335834 (O)	<a href="mailto:ramdinliani@gmail.com">ramdinliani@gmail.com</a>