

**GOVERNMENT OF MIZORAM
CITIZEN'S CHARTER
for
(Deputy Commissioner, Lawngtlai)**

2020

Address	<u>Deputy Commissioner, Lawngtlai</u>
Website ID	<u>dclawngtlai2010@gmail.com</u>
Date of Issue	4 th September. 2020
Next Review	_____

Citizen's Charter for Deputy Commissioner Office, Lawngtlai.

Vision & Mission Statement

Vision : To provide a public administrative and service role in the District that is competent, transparent, effective and dedicated and enabling the co-ordination of various offices within the district and local authorities, to perform both development and administrative role.

Mission : Building strong alliances with all members of our community at all levels within our district for the purpose of creating and sustaining a safe and tranquil environment in which to live, learn and work, to provide solutions that exceeds our clients expectation.

MAIN SERVICES/TRANSACTION

Sl. No.	Services/ Transaction	Responsible Person (Designation)	e-mail	Mobile (Phone No.)	Process	Documents required	FEES		
							Category	Mode	Amount
1	2	3	4	5	6	7	8	9	10
INNER-LINE PERMIT	D.C.	dclawngtlai2010@gmail.com	03835 232805	1. Receipt of application in prescribe format 2. Processing of approval by competent authority 3. Communication of approval	1.Epic/UID/Pan(Sponsor and applicant) 2.Passport size(sponsor and applicant) 3. Temporary ILP 4. Application Form 5.Sponsor LSC Xerox 6.Sponsor trade license Xerox copy.	2 Yrs ILP		2000.00	
						6mths ILP		2000.00	
						6mthsILP (Renew)		2000.00	
						Renewal Form		150.0	
						Fresh Appl. Form		150.00	
						Late fee per day		10.00	
						ARMS LICENCE	D.C.	dclawngtlai2010@gmail.com	03835 232805
Fresh Application form		50.00							
Renew fee		500.00							
Late Fee		200.00							
EXPLOSIVES	D.C.	dclawngtlai2010@gmail.com	03835 232805	1. Receipt of application in prescribed format 2. Processing of approval by competent authority 3. Communication of approval	1.Application Form 2.Minning Permit(Valid) 3.Land Pass 4.Area Photo(Google Map) 5.Rough Sketch Map of quarry area	Application Form		10.00	
						Renewal Form		10.00	
						Annual Fee		1000.00	
						Renewal fee		1000.00	



	2	3	4	5	6	7	8	9	10
3	JUDICIAL MATTERS Issuing of Certificates Tribal, Residential, Income, Tax exemption, Financial soundness, Marriage, Unemployed etc.	DC	ddawngtlai2010@gmail.com	03835 232805	1.Receipt of application in prescribed format 2.Processing of approval by competent authority 3.Communication of approval	1.Application Form 2.EPIC Xerox Copy 3.V.C Recommendation 4.Passport size photo 5.YLA recommendation	Application Form		10.00
4	DM&R	D.C	ddawngtlai2010@gmail.com	03835 232805	1.Assistance paid to victims of natural calamities from SDRF as per norms.	1.Application 2.Photo of effected area 3.Verification report by reliable designated official			
5	MATTERS RELATING TO LAND	D.C	ddawngtlai2010@gmail.com	03835 232805	1. Assessment of compensation. 2. Matter relating to all Land Acquisition. 3. Court cases relating to Land acquisition.	1. Application. 2. Valid and genuine Land Possession documents.			
6	ELECTION BRANCH	DC	ddawngtlai@gmail.com	03835 232805	1.Issuing of New EPIC 2.Re-Issue of Epic due to lost/damage/correction	NIL 1.Prescribed application from concerned BLO 2.Passport size photo (if the existing photo is not colour)	First Time voter Re-issue of Epic		Fee 50
					3.Extract copy of E/roll	1.Application	Extract copy of E/Roll		10 per page
7	MLA/MP FUND	DC	ddawngtlai2010@gmail.com	03835 232805	1.Receipt of application in prescribed format 2.Processing of approval by competent authority 3.Communication of approval by competent authority 4.Approved funds are released in installments	1.Application 2.Plan & Estimate 3.Muster Roll 4.Inspection Report 5.Cash Memo 6.Measurement Book for MP fund 7.Photo Of Work Site			

1	2	3	4	5	6	7	8	9	10
8	CIRCUIT HOUSE	DC	ddawngtai2010@gmail.com	03835 232805	1. Application 2. Communication of approval from competent authority				
9	ADMINISTRATION OF LAW AND ORDER	DC	ddawngtai2010@gmail.com	03835 2 32805	1. Exercise of powers invested in Executive Magistrate other than Sec 144 of CrPc for maintenance of public peace 2. Expeditions & proper investigation of crimes.	Application Form			20
10	BIOMETRIC ENROLLMENT	DC	ddawngtai2010@gmail.com	03835 232805	Preparation of Aadhaar Enrolment	Birth Certificate for Minor Adult- Voter ID/ Ration Card/driving Licence.			10
11	RIGHT TO INFORMATION	SDO(S)	ddawngtai2010@gmail.com	03835 232805	Apply in writing to the SP/IO, specifying the particulars of the information sought for.		RTI Form Documents required from office		10.00 Rs 1 @ 1 Sheet
12	MPSFC FORM		ddawngtai2020@gmail.com	03835 232805	Forms are given if/when required		Form		150.00
13	DELAYED REGISTRATION & BIRTH AND DEATH	SDO(S)	ddawngtai2020@gmail.com	038350232805	Form can be obtained from Judicial Branch	1. Non-Available Certificate from District Research Officer. 2. Recommendation from concerned VC, NGO and Church. 3. Ration Card, Epic, Aadhaar.			

Raw 4/9/2020

(V.LALRUATIANA)
Sub-Divisional Officer (Sadar)
Lawngtlai District : Lawngtlai