

Citizen's Charter for Planning & Programme Implementation Department (Secretariat) 2017

VISION AND MISSION STATEMENT

VISION

To attain a robust, inclusive and self sustained economy and cohesive society.

MISSION

To provide quality, comprehensive information for decision making and policy creation, analysis and interpretation regarding Planning for and allocation of financial and analytical resources.

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MAIN SERVICES/TRANSACTION

Sl. No.	Services/Transaction	Responsible Person (Designation)	Email	Mobile (Phone No.)	Process	Documents required	Fees		
							Category	Mode	Amount
1.	Appointment to Govt. Service	Secretary, Planning	sangmama@gmail.com	8415935375	1.Obtained approval of DP&AR and Finance Deptt. for filling up of post. 2.obtained recommendation from MPSC 3.obtained approval of concerned authority.	As per the instructions and documentaion uploaded in the website of DP&AR, GOM			
2.	Promotion of Officials	Secretary, Planning	sangmama@gmail.com	8415935375	1.Obtained approval of DP&AR and Finance Deptt. for filling up of post. 2.obtained recommendation from MPSC 3.obtained approval of concerned authority.	As per the instructions and documentaion uploaded in the website of DP&AR, GOM			
3.	Posting and Transfer of officials	Under Secretary, Planning	khenglawtdonnie@gmail.com	9436140964	Submission of recommendation by placement committee to concerned authority	Inter-se-seniority/particulars of officials			

4	Inter-se-Seniority of Officers	Under Secretary, Planning	khenglawtdonnie@gmail.com	9436140964	Proposal submitted to Secretary, Planning in file	Copy of appointment order			
5	Deputation of Officials	Secretary, Planning	sangmama@gmail.com	8415935375	As per guidelines	As per guidelines			
6	ACP	Under Secretary, Planning	khenglawtdonnie@gmail.com	9436140964	Obtained recommendation of Departmental Screening Committee	Service Book, Vigilance Clearance			
7.	Application for Leave	Under Secretary, Planning	khenglawtdonnie@gmail.com	9436140964	Obtained approval of concerned authority	Duly filled in application form			
8.	Tour of Officials	Under Secretary, Planning	khenglawtdonnie@gmail.com	9436140964	Proposal submitted to Secretary, Planning in file	Concerned papers			
9.	Creation/Retention of post	Secretary, Planning	sangmama@gmail.com	8415935375	Obtained approval of DP&AR and Finance Deptt.	As per guidelines			
10.	Reply to Parliamentary/ Assembly question	Under Secretary, Planning	khenglawtdonnie@gmail.com	9436140964	Collect information from concerned Deptt.s/Offices and get approval from Minister, Planning Deptt.	Concerned papers			
11.	C&AG Report	Under Secretary, Planning	khenglawtdonnie@gmail.com	9436140964	Collect information from concerned establishment	Concerned papers			
12.	Appropriation of fund	Under Secretary, Planning	khenglawtdonnie@gmail.com	9436140964	Obtained approval of Secretary, Planning in file	Dully filled prescribed form			
13.	Sanction Expenditure	Secretary, Planning	sangmama@gmail.com	8415935375	1. Proposal submitted by concerned office. 2. Obtained concurrence from Planning (RDB) and Finance Deptt.	As per standing guidelines			

14.	Questions under RTI Act	Under Secretary, Planning	khenglawtdonie@gmail.com	9436140964	Obtained approval of Secretary, Planning in file	Application in writing			
15.	Reports and Returns	Under Secretary, Planning	khenglawtdonie@gmail.com	9436140964	1. Collect information from Directorate/Branch 2. Obtain approval of Secretary, Planning.	Concerned papers			
16.	Release of MLA Fund	Under Secretary, Planning	khenglawtdonie@gmail.com	9436140964	Obtained concurrence from Planning (RDB) and Finance Deptt.	As per standing guidelines			

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SERVICE STANDARD

SI No	Services/Transaction	Success Indicator	Service Standard	Unit	Data Source
1.	Appointment to Govt. Service	Appointment order within 6 months	6	month	Departmental Record
2.	Promotion of Officials	Promotion order as and when the vacancy arise	5	month	Departmental Record
3.	Posting and Transfer of officials	Transfer and posting order within 5 days	5	day	Departmental Record
4.	Inter-se-Seniority of Officers	Fixation of final inter-se-seniority within 2 months	2	month	Departmental Record
5.	Deputation of Officials	Issue of deputation order within 3 months	3	month	Departmental Record
6.	ACP	Issue of order within 2 months	2	month	Departmental Record
7.	Application for Leave	Leave granted in 4 days	4	day	Departmental Record
8.	Tour of Officials	Approved within 4 days	4	day	Departmental Record
9.	Creation/Retention of post	Approved within 2 months	2	month	Departmental Record
10.	Reply to Parliamentary/Assembly question	Submission of reply within 10 days	10	day	Departmental Record
11.	C&AG Report	Reply within 1 month	1	month	Departmental Record
12.	Appropriation of fund	Finalized within 4 days	4	day	Departmental Record
13.	Sanction Expenditure	Sanction within 2 months	2	month	Departmental Record

14.	Questions under RTI Act	Reply within 30 days	30	day	Departmental Record
15.	Reports and Returns	Completed within 30 days	30	day	Departmental Record
16.	Release of MLA Fund	Sanction within 14 days	14	day	Departmental Record

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GRIEVANCE REDRESS MECHANISM

SI No.	Name of the Public Grievance Redress Officer	Helpline Number	Email	Mobile Number
1.	Benjamin Lalzama	03892300324	benlzhmar@gmail.com	9436147954

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LIST OF STAKEHOLDERS/CLIENTS

Sl. No.	Stakeholders/Clients
1.	Public
2.	Officials under Planning Department

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RESPONSIBILITY CENTRES AND SUBORDINATE ORGANISATIONS

Sl. No.	Responsibility Centres and Subordinate Organisation	Landline Number	Email	Mobile Number	Address
1.	Planning & Programme Implementation Department (Secretariat)	-	khenglawtdonnie@gmail.com	9436140964	Treasury Square, Opposite Raj Bhawan
1.	Planning & Programme Implementation Department (Research & Development Branch)	03892322542	mizoplan@gmail.com	9435151034	Treasury Square, Opposite Raj Bhawan
2.	Economics & Statistics	-	mizodes@yahoo.com	9436195950	New Secretariat Complex Khatla, Aizawl
3.	Science & Technology	03891336159	rklthanga@yahoo.com	9436140957	New Secretariat Complex Khatla, Aizawl

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INDICATIVE EXPECTATIONS FROM SERVICE RECIPIENTS

Sl. No.	Indicative expectations from service recipients
1.	Submission of required information/documents by the applicants