

**MIZORAM SCIENCE CENTRE
BERAWTLANG, AIZAWL**

**An autonomous Government Institution under
Directorate of Science & Technology
Govt. of Mizoram**

**Manual of
RIGHT TO INFORMATION ACT, 2005
(UNDER SECTION 4 OF RTI ACT, 2005)**

INFORMATION MANUAL

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

The particulars of organization, functions and duties of MIZORAM SCIENCE CENTRE:

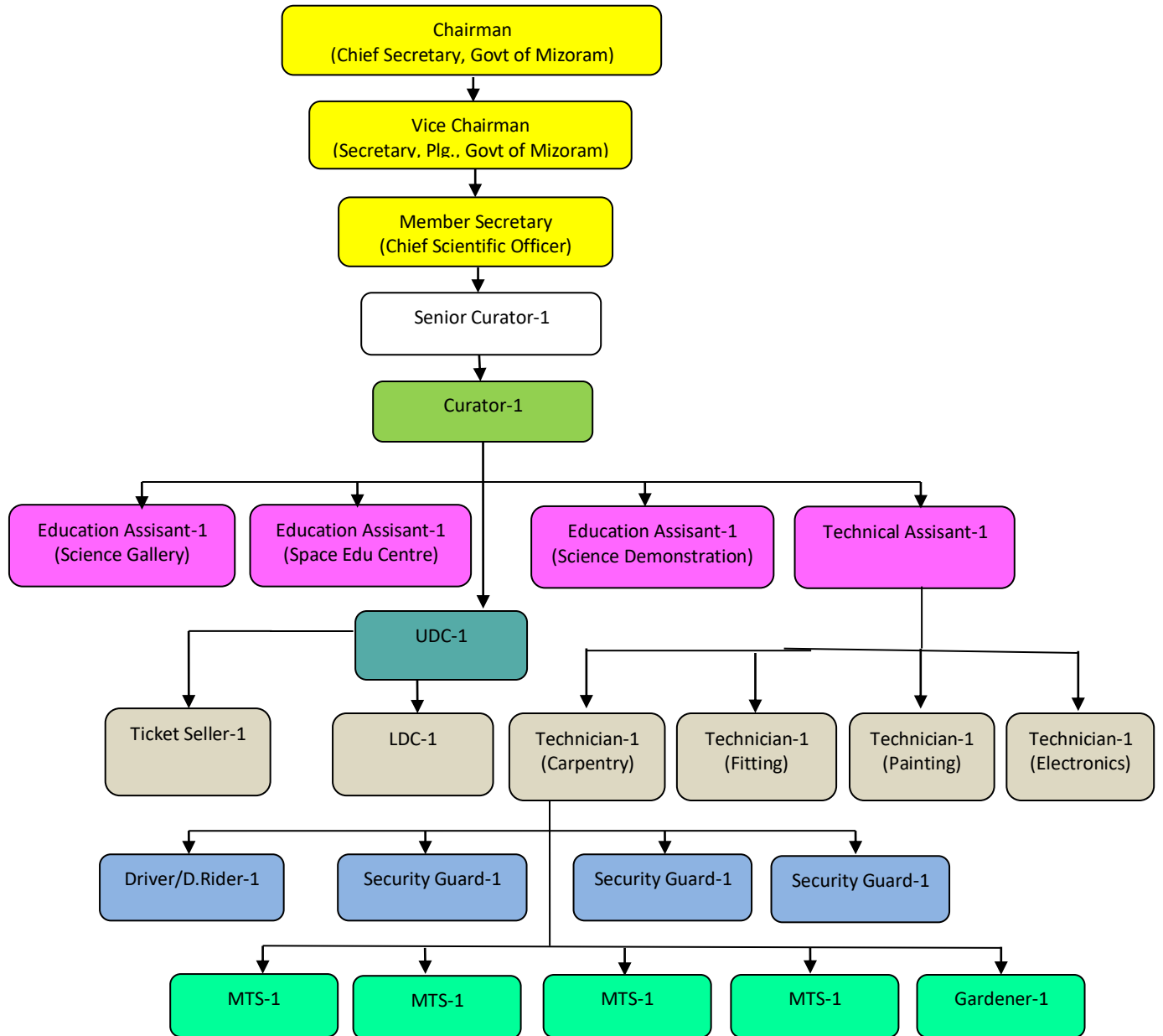
Mizoram Science Centre is an Autonomous Government Institution registered under the Mizoram Societies Registration Act, 2005 (Act No. 13 of 2005) vide Society registration No. MSR 819 of 30.03.2017.

The Society is under Directorate of Science & Technology, Govt. of Mizoram.

Objectives and Functions of Mizoram Science Centre:

1. To promote the growth of science and technology and their applications in industry and human welfare, with a view to develop scientific attitude and temper and to create, inculcate and sustain a general awareness amongst the people of Mizoram.
2. To collect, restore and preserve important historical objects representing landmarks in the development of science, technology and industry.
3. To design, develop and fabricate science museum exhibits, demonstration equipment and scientific teaching aids for science education and popularization of science.
4. To popularize science and technology in cities, urban and rural areas for the benefit of students and for the common man by organizing exhibitions, seminars, popular lectures, science camps and various other programs.
5. To supplement science education given in schools and colleges and to organize various out-of-school educational activities to foster a spirit of scientific enquiry and creativity among the students.
6. To organize training programs for science teachers / students / young entrepreneurs / technicians and others on specific subjects of science, technology and industry.
7. To act as a nodal agency of National Council of Science Museums (NCSM) and co-ordinate its activities.
8. To establish centres for development of science exhibits and demonstration aids in Aizawl and other parts of Mizoram.
9. To establish and maintain Science & Technology reference libraries and documentation centre in pursuance of the objectives of the Society.
10. To accept donations, raise subscriptions and receive grants, loans and subsidies from Government of India, Government of Mizoram and other supporting agencies in India and abroad, and to invest the resources towards the achievement of the objectives of the Society.
11. To do all other such things as may be necessary, incidental or conducive to the attainment of all or any of the above objects, with or without collaboration of other organizations / agencies.

Organization structure of Mizoram Science Centre:



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

The duties of officers and employees of Mizoram Science Centre:

Sl. No.	Designation	Duties
1	Senior Curator	(i) Assists Member Secretary in general administration. (ii) Responsible for extension of MSC to other districts.
2	Curator	(i) Responsible for the overall supervision of various activities of the Science Centre. (ii) Assists the Senior Curator.
3	Education Assistant	(i) Promotion of activities of the Science Centre by organizing seminars, workshops and science demonstrations, creating links with educational institutions, etc. (ii) In charge of Space Education Centre, Galleries and Auditorium. (iii) Preparation of project proposals, etc.
4	Technical Assistant	(i) Responsible for all technical works of the Science Centre. (ii) Supervision of Technicians. (iii) Preparation of project proposals, etc.
5	UDC	(i) Responsible for overall administrative matters.
6	LDC	(i) Acts as cashier and is responsible for account matters of MSC.
5	Technicians	(i) Responsible for fitting of various equipment including exhibits and fountain. (ii) Responsible for various carpentry works in the Science Centre. (iii) Responsible for all painting works in the Science Centre. (iv) Responsible for all electronics and electrical works in the Science Centre.
6	Ticket Seller	(i) Responsible for selling tickets. (ii) Acts as receptionist to all visitors.
7	Despatch Rider	(i) Responsible for dispatching letters and tracking of all important files etc. (ii) Acts as driver for MSC when necessary.
8	Security Guard	(i) Responsible for the safety and security of the Science Centre.
9	Gardener	(i) Responsible for all the gardening works in the Science Centre. (ii) Looks after the safety and security of the Science Centre during nighttime and holidays.
10	MTS	(i) Duties are as directed by the Curator from time to time.

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:

All official decisions are taken with prior consent of the Chief Scientific Officer & Member Secretary, Dte. of Science & Technology. Approval of the Governing Body is obtained for official matters as and when necessary.

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

Norms set for discharge of its functions in Mizoram Science Centre:

Popularization of Science & Technology through permanent science exhibits and other science awareness activities. A physical target of 16,000 visitors annually is set to be achieved.

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

Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging the functions of Mizoram Science Centre:

All employees under Mizoram Science Centre adhere to the Rules, Regulations, Act, Established Office Procedure, etc. as adopted by Govt. of Mizoram in the discharge of their functions.

Manual -7 Section 4(1)(b)(viii) of RTI Act, 2005

Statement of the 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:

1. Governing Body of Mizoram Science Centre

The general superintendence, direction and control of the affairs of the Centre are entrusted upon the Governing Body of MSC which is the final authority of the Centre. The Governing Body is constituted of the following members:

1. Chairman : Chief Secretary, Govt. Of Mizoram
2. Vice Chairman : Secretary, Planning & Programme Implementation Dept.,
Govt. Of Mizoram
3. Member : Principal Chief Conservator of Forests
Environment, Forests & Climate Change Dept.,
Govt. Of Mizoram
4. Member : Secretary, Finance Dept.,
Govt. Of Mizoram
5. Member : Secretary, School Education Dept.,
Govt. Of Mizoram
6. Member : Secretary, Higher & Technical Education Dept.,
Govt. Of Mizoram
7. Member : Secretary, Art & Culture Dept.,
Govt. Of Mizoram
8. Member : Secretary, Tourism Dept.,
Govt. Of Mizoram
9. Member Secretary : Chief Scientific Officer
Directorate of Science & Technology,
Govt. Of Mizoram

2. Executive Committee of Mizoram Science Centre

The Executive Committee of MSC is responsible for the management and administration of the affairs of the Centre, subject to general control and directions of the Governing Body. The Executive Committee is constituted of the following members:

1. Chairman : Secretary, Planning & Programme Implementation Dept.,
Govt. Of Mizoram
2. Member : Principal Adviser-cum-Addl. Secretary
Planning & Programme Implementation Dept.,
Govt. Of Mizoram
3. Member : Addl. Secretary (Budget), Finance Dept.,
Govt. Of Mizoram
4. Member : Director, School Education Dept.,
Govt. Of Mizoram
5. Member : Director, Higher & Technical Education Dept.,
Govt. Of Mizoram
6. Member Secretary : Chief Scientific Officer
Directorate of Science & Technology,
Govt. Of Mizoram

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

Directory of the officers and employees of Mizoram Science Centre:

Sl. No.	Name	Designation	Address	Contact No.
1	F. Lalramchuana	Senior Curator	MINECO	9612158190
2	Renthlei Hnuna	Curator	Zemabawk	9383007255
3	Lalrammawia	Education Assistant	Ramhlun South	9862756176
4	Dr. Lalrinkimi	Education Assistant	Bawngkawn	9774633697
5	Lalrinnungi	Education Assistant	Zemabawk	9862434199
6	Laldintluanga	Technical Assistant	Venghnuai	8384021003
7	Zochhuanmawii	UDC	Ramthar Tlang Veng	8056701773
8	Lydia Vanlalsiami Khiangte	LDC	Bungkawn Venglai	9612881307
9	C. Ramropuia	Technician	Edenthar	9612887072
10	R. Lalduhawma	Technician	ITI	9615559915
11	L.R.Ruata	Technician	Ramhlun South	8415007402
12	Isaac Malsawmkima	Technician	Ainawn Veng	9862920901
13	Zothanzami	Ticket Seller	Falkland	9862692569
14	Lalngaizuala	Despatch Rider	Chawnpui Veng	9615552359
15	H. Lalchhanhima	Security Guard	Zemabawk	7085359549
16	Hmingchunglura	Gardener	Zemabawk	8730920736
17	H. Lalremruata	MTS	Zemabawk	9366388924
18	Zarzoliani	MTS	Thuampui Veng	9862500676
19	H. Lalchhanchhuaha	MTS	Ramhlun Venglai	9612028050
20	V.L. Rochanpuia	MTS	Ramhlun North	8794143687

Manual -11 Section 4(1)(b)(xi) of RTI Act, 2005**Budget allocation, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

Mizoram Science Centre Budget Allocation (2021-2022):

Actual 2020-2021		Object Heads	RE 2021-2022	
State	CSS		State	CSS
		Major head -3425 – Other Scientific Research		
		Sub Head : (06) Mizoram science Centre		
		Detailed Head : 00		
117.44		Object Head : (31) GIA General (Salary)	135.15	
5.72		: (32) GIA General (Non-Salary)	11.50	

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

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Mizoram Science Centre does not have any subsidy programme.

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

Particulars of recipients of concessions, permits or authorizations granted by it:

Mizoram Science Centre does not grant any such concessions, permits or authorizations.

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

Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

Facilities available to citizens at Mizoram Science Centre are as follows:

Sl. No.	Description	Timings	Rate
1	Outdoor Science Park with science exhibits	Visiting hours	-
2	Forest Gallery & Fun Science Gallery with science exhibits	Visiting hours	-
3	Space Education Centre with Digital Planetarium	12:00 noon 2:30 pm	Rs. 50/- per head Rs. 30/- per head for student groups
4	3D Theatre	11:30 am 2:00 pm	Rs. 20/- per head Rs. 10/- per head for organised groups
5	Gate Entry	Visiting hours	Rs. 20/- per head Rs. 10/- per head for organised groups

Visiting hours: Summer : 10:00 am – 5:00 pm
Winter : 10:00 am – 4:00 pm

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

Name, designation and other particulars of Public Information Officer of Mizoram Science Centre:

	Name & Designation	Contact Information
State Public Information Officer (SPIO)	K. Lalrammuana Principal Scientific Officer Dte. Of Science & Technology	Dte. of Science & Technology, Mizoram New Capital Complex Ph: 0389- 2336127 Mob: 8882001354 Email: klalrammuana2@gmail.com
State Assistant Public Information Officer (SPIO)	Ngurthanpuii Superintendent Dte. Of Science & Technology	Dte. of Science & Technology, Mizoram New Capital Complex Mob: 9862565579