



MIZORAM BOARD OF SCHOOL EDUCATION
AIZAWL, MIZORAM

Suo Moto disclosure under Section 4(1)(b) of RTI Act, 2005

(As on 4th August, 2023)

1. Section 4(1)(b)(i) of RTI Act, 2005 : *Particulars of the organization, function and duties ;*

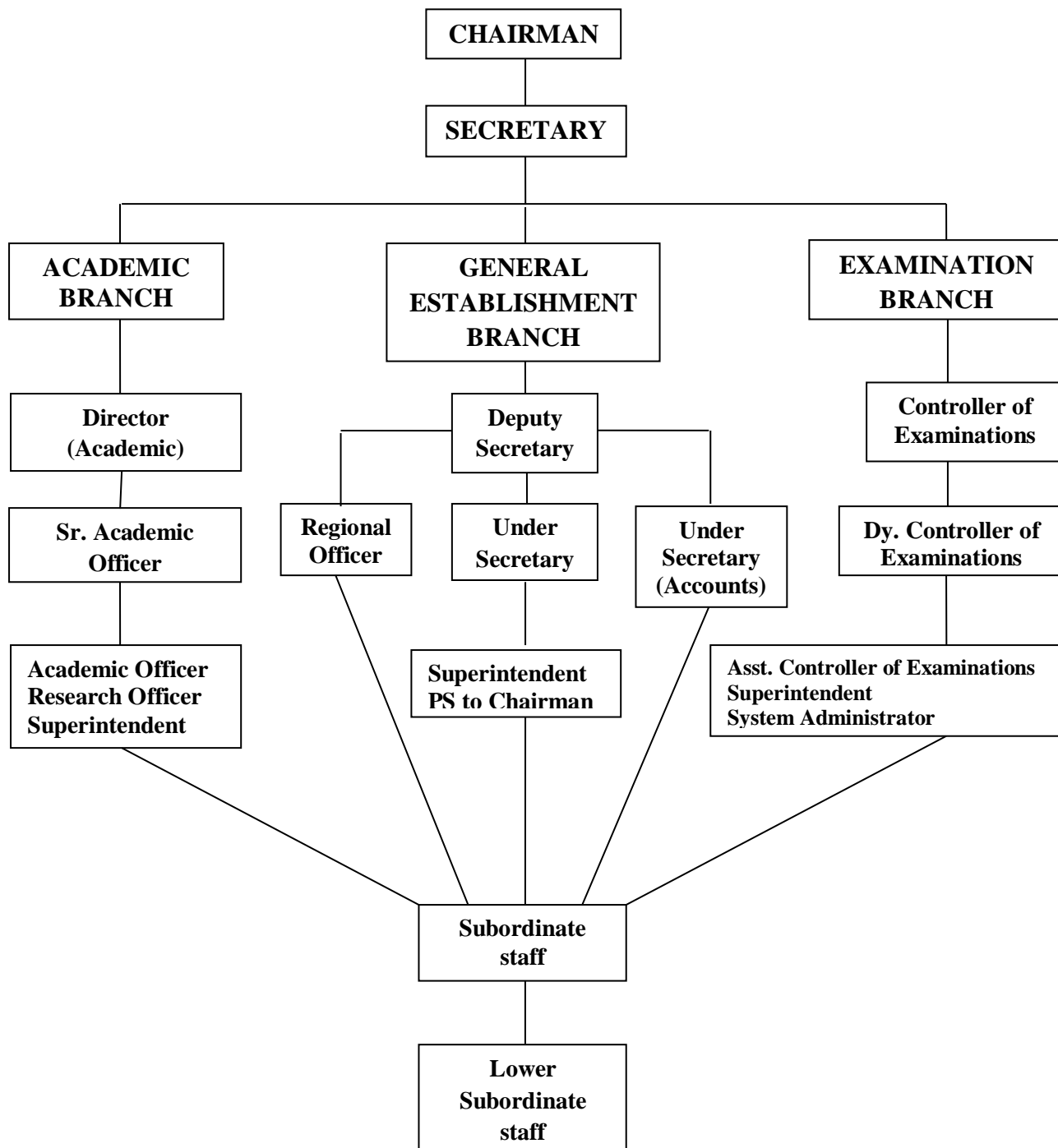
The Mizoram Board of School Education (MBSE) was established as an Autonomous Statutory Body constituted under the Mizoram Board of School Education Act, 1975. The Mizoram Board of School Education started functioning with effect from the 23rd December, 1976. Prior to the inception of the MBSE, the academic and examination jurisdiction of the Board of Secondary Education, Assam (SEBA) extended over Mizoram and the HSLC examinations at the end of Class – X in Mizoram used to be conducted by SEBA. Since 23rd December 1976, the whole responsibility of prescribing curriculum for the Primary, Middle and the Secondary stages (Classes I-X) of school education devolved upon the Mizoram Board of School Education (MBSE). The Higher Secondary (Classes X-XII) stage also came within the ambit of the Mizoram Board of School Education (MBSE) since 1996.

After the coming of RTE 2009, the Academic Authority over Elementary stage was transferred to the State Council of Educational Research & Training (SCERT). At present, MBSE is looking after the Secondary stage (Classes IX & X) and Higher Secondary stage (Classes XI & XII).

The Board has a Controlling Authority which links it to the Government of Mizoram. The Controlling Authority (CA) of the Board is either the Secretary to the Government of Mizoram, Education Department or any other such person empowered by the Government through notification.

The Organizational structure of the MBSE as depicted below:

ADMINOGRAPH



Functions & Duties of the Board (Section 11 of MBSE Act, 1975 as amended from time to time) -

The Board shall have, subject to any general or special order of the Government, the provision of this Act and any rules made thereunder, the power to regulate, supervise and control school education in Mizoram, and in particular the Board shall have the following powers and duties namely -

- (i) to prescribe courses of instruction including practice teaching, practical work and the like, where necessary, for High Schools, Higher Secondary Schools, the District Institutes of Education and Training and Professional and Vocational Schools;
- (ii) to conduct and supervise examinations based on such courses mentioned in (i) above and to conduct and supervise such other examinations as may be decided by the Board from time to time;
- (iii) to admit to its examination on conditions that may be prescribed by regulations, candidates, who have pursued the prescribed courses of instruction whether at a school or privately, who may be eligible as per regulations, framed under this Act and also to take such disciplinary action against candidates as may be prescribed by regulations;
- (iv) to register students and issue them Registration Cards on payment to the Board of such fees as may be prescribed;
- (v) to demand and receive such fees as may be prescribed by regulations;
- (vi) to publish the results of its examinations;
- (vii) to grant certificates to person who:
 - (a) have pursued and passed a course of study in an institution admitted to the privilege of affiliation by the Board;
 - OR
 - (b) are teacher in affiliated schools in Mizoram and have passed the examinations of the Board
 - OR
 - (c) have studied privately under conditions laid down by the Board and have passed the examinations of the Board;
- (viii) to institute and award scholarships, prizes and the like;
- (ix) to prescribe, prepare, publish and select text books and supplementary books or to cause to prepare or publish selected text books for any or all of its prescribed courses for its various examination;
- (x) to lay down conditions for affiliation of schools which are preparing candidates for various school courses and such other courses including District Institute of Education and Training as may be prescribed by regulations;
- (xi) to affiliate High Schools, Higher Secondary Schools, and District Institute of Education and Training in Mizoram and to withdraw such affiliation on grounds considered reasonable by the Board subject to the provision of the regulations made under this Act;

- (xii) to issue permission, in the form of a no-objection certificate, to any educational institutions, in Mizoram, desirous of seeking affiliation to any other Board or Council other than Mizoram Board of School Education;
- (xiii) to take such disciplinary action as it thinks fit against institutions as prescribed by regulations;
- (xiv) to adopt measures for study and examinations of problems in the field of school education and teacher's training and professional and vocational schools;
- (xv) to advise government on physical, moral and social welfare of students in affiliated institutions and to prescribe conditions for their residence and discipline;
- (xvi) to organize seminars, trainings, workshops and provide in-service teacher training courses;
- (xvii) to receive grants from the Government and donations from private individuals and other Non-Government or Semi-Government Bodies or Central Government for specific or general purposes;
- (xviii) to seek for report from the Director of School Education on the conditions of affiliated institutions or other institutions applying for affiliation;
- (xix) to advise Government on re-organization and development of school education, pre-service and in-service teacher training courses under the District Institutes of Education and Training and Professional or Vocational School courses;
- (xx) to advise the Government relating to any matter within the provisions of this Act on which the Government may consult the Board;
- (xxi) to appoint officers and other employees of the Board except the Chairman and the Secretary who shall be appointed by the Government and prescribe, by regulations, the terms and conditions of their service;
- (xxii) to take such disciplinary actions as it thinks fit against the officers and employees of the Board as may be prescribed;
- (xxiii) to enter into agreement with any financial institution or any scheduled bank to enable its officers and employees enjoy the facility of house building and other advances.
- (xxiv) to institute by regulations for the benefits of its officers and other employees such as pension, gratuity and provident fund as it may deem fit, in such manner, and subject to such conditions, as may be prescribed by regulations;
- (xxv) to delegate all or any of its powers to any Committee or Sub-Committee constituted under this Act, and to any of its officers;
- (xxvi) to administer the funds;
- (xxvii) to cause an inspection, to be made by such person or persons as the Board may nominate, of non-affiliated institutions applying for affiliation as also of any of its affiliated institutions if and as considered necessary;

- (xxviii) to invest surplus funds of the Board in Government securities or Defence Bonds or in fixed deposits in approved Scheduled Banks or Reserve Bank;
- (xxix) to receive, purchase and hold any property moveable or immovable which may become vested in it, and to dispose of all or any of the property, moveable or immovable belonging to it, and also do all other acts incidental or appertaining thereto;
- (xxx) to do all such acts and things as may be necessary in order to further the objects of the Board as a body established to regulate, supervise and maintain the standard of school education, professional or vocational schools and District Institutes of Education and Training;
- (xxxi) to issue order to all heads of its affiliated institutions and demand compliance thereof to render such cooperation and help as may be asked for by a Centre Superintendent in conducting Board's Examinations. vocational schools and District Institutes of Education and Training;
- (xxxii) to issue order to all heads of its affiliated institutions and demand compliance thereof to render such cooperation and help as may be asked for by a Centre Superintendent in conducting Board's Examinations.
- (xxxiii) to cause an assessment of institutions and to give accreditation accordingly.
- (xxxiiii) to set up or close Regional Office or offices and delegate by regulations functions and powers to such office or offices for better and easier conduct of the Board's work within the region covered by it.

2. Section 4(1)(b)(ii) of RTI Act, 2005 : *The powers and duties of its officers & employees;*

A. Chairman

- (1) The Chairman shall be a full-time officer appointed by the Government on terms and conditions laid down by the Government.
- (2) The Chairman shall have power to convene meetings of the Board at any time after due notice or on a requisition signed by not less than one third of the members of the Board.
- (3) Reporting, reviewing & accepting PAR of Secretary.
- (4) Reviewing and accepting PARs in respect of Deputy Secretary, Director (Academic) and Controller of Examinations.
- (5) Accepting PARs of Senior Academic Officer, Deputy Controller of Examinations, Under Secretary, Under Secretary(Accounts) and Regional Officer.
- (6) Sanctioning of leave in respect of Secretary.
- (7) The Chairman shall exercise such other powers as may be prescribed by regulations.

B. Secretary

- (1) The Secretary shall be a whole-time officer appointed by the Government on such terms and conditions as may be prescribed by regulations.
- (2) The Secretary shall :
 - (i) subject to the control of the Board, be the Chief Administrative Officer of the Board;
 - (ii) subject to the control of the Chairman, be responsible for seeing that the order of the Board are carried out;
 - (iii) be empowered to enter in to all contracts for on behalf of the Board.
- (3) The Secretary shall be responsible for seeing that all moneys of the Board are spent for the purpose for which they are granted or allotted.
- (4) The Secretary shall prepare the annual statements of the accounts and budget estimates.
- (5) Reporting PARs of Deputy Secretary, Director (Academic) and Controller of Examinations.
- (6) Reviewing PARs of Senior Academic Officer, Deputy Controller of Examinations, Under Secretary, Under Secretary(Accounts) and Regional Officer.
- (7) Accepting PARs of all Grade IV Officers of MBSE.
- (8) The Secretary shall exercise such other powers as may be prescribed by regulations.
- (9) The Secretary shall be responsible for keeping the minutes of the Board meeting.
- (10) The Secretary shall be entitled to be present and to speak at any meeting of the Board, but shall not be entitled to vote thereat.
- (11) Sanctioning of EL of all officers and staff.
- (12) Sanctioning of CL,RH, etc., of branch heads.

GENERAL ESTABLISHMENT BRANCH

C. Deputy Secretary

- (1) Issue of Committee Notice, Order, Circular, Leave order, etc., for which approval of appropriate authority has been obtained.
- (2) Sanctioning of CL/RH of US, Superintendent, staff, drivers and IV-Grade under General Branch.
- (3) Recommendation/remarks of EL application of officers & staff of the Branch.
- (4) Supervision of Attendance Register for General Branch.
- (5) Certification regarding admissibility of leave.
- (6) Reporting PARs of Under Secretary, Under Secretary (Accounts) and Regional Officer.

- (7) Reviewing PARs of Superintendent (General) and PS to Chairman.
- (8) Accepting ACRs of ministerial staff under General Branch.
- (9) Any other work assigned by the authority.

D. Under Secretary

- (1) Signing of documents in the absence of the Deputy Secretary.
- (2) Supervision of Sweepers.
- (3) Monitoring and assessing of MBSE vehicles.
- (4) Supervision of cleanliness and beautification of office premises.
- (5) Matter relating to smoking in and around the office.
- (6) Water supply - checking and repairing.
- (7) Supervision of Telephone/EPABX.
- (8) Forwarding of leave application of Superintendent and PS to Chairman, to the Deputy Secretary.
- (9) Reporting of PARs of Superintendent (General) and PS to Chairman.
- (10) Reviewing ACRs of ministerial staff under General Branch.
- (11) Any other work assigned by the authority.

E. Superintendent

- (1) All general correspondences.
- (2) Reporting ACRs/PRs of staff including PE of the Branch.
- (3) Maintenance of EL, CL, RH Registers of all officers and staff.
- (4) Maintenance of Stock Register, Property Tax Register, Stamp Account Register and any other register in the General Branch.
- (5) Indent of Stationery articles and any other office requirement.
- (6) Arrangement of various meetings of the Board.
- (7) Distribution and supervision of works among the staff.
- (8) Forwarding of all leave applications including CL/RH of staff under the Branch to Deputy Secretary.
- (9) To route and receive all files which require expenditure sanction exceeding Rs. 20,000/- (Rupees twenty thousand) only to the Under Secretary (Accounts) for examination.
- (10) Any other work assigned by the authority.

ACCOUNTS SECTION

F. Under Secretary (Accounts)

- (1) Distribution of works in the Accounts section and overall supervision.
- (2) General correspondences relating to Accounts matters.
- (3) Reporting of ACRs/PRs of staff including PE under his charge.
- (4) Forwarding of EL, CL and RH in respect of staff under Account Section to the Deputy Secretary.
- (5) Supervision of Cashier, Accountant and other Accounts staff.
- (6) Maintenance of MBSE Reserve Fund.
- (7) Budgetary control - all files requiring expenditure sanction beyond Rs. 20,000/- (Rupees twenty thousand) only shall be submitted by concerned superintendents for examination/vetting.
- (8) Maintenance and supervision of accounts related documents ; i.e., Cash Books, GPF (Broad sheet), Bank Pass books with related documents etc.
- (9) Any other work assigned by the authority.

ACADEMIC BRANCH

G. Director (Academic)

- (1) Acknowledgement letters relating to receipt of royalty/prescription fees, etc.
- (2) Disposal of correspondences for which approval of appropriate authority is not required.
- (3) Issue of order, notice, circular, etc. for which approval of appropriate authority has been obtained.
- (4) Reporting PAR of Senior Academic Officer.
- (5) Reviewing PARs of Academic Officer, Superintendent and Research Officer.
- (6) Accepting ACRs of all ministerial staff under the Branch
- (7) Recommendation/remarks of all EL applications of officer's & Staff under Academic Branch.
- (8) Sanctioning of CL/RH to all officers & staff of Academic Branch.
- (9) Supervision of Attendance Register for Academic Branch.
- (10) Any other work assigned by the authority.

H. Senior Academic Officer

- (1) Supervision of work dealt with by the Academic Officers.
- (2) Forwarding of CL/RH applications of Academic Officers & Superintendent of Academic Branch.

- (3) Reporting PARs of Academic Officers, Superintendent (Academic) and Research Officer.
- (4) Reviewing ACRs of all Ministerial Staff under the Branch.
- (5) Any other work assigned by the authority.

I. Academic Officers

- (1) All matters concerning their specialized subjects along with subjects specifically assigned to them by Director (Academic).
- (2) Supervision of workshops/training programmes conducted by the Board.
- (3) Any other work assigned by the authority.

J. Superintendent

- (1) All correspondences other than subject related ones dealt with by in-charge Academic Officer.
- (2) Distribution of overall supervision of work in the Branch.
- (3) Reporting ACRs/PRs of staff including PE of the Branch.
- (4) Ensuring punctuality and discipline of staff in the Branch.
- (5) Receiving new dak and onward distribution to the official concerned.
- (6) Arrangement of all meetings, workshops, training, etc., within the Branch.
- (7) Forwarding of all leave applications including CL/RH of staff to the Director (Academic).
- (8) To route and receive all files which require expenditure sanction exceeding Rs. 20,000/- (Rupees twenty thousand) only to the Under Secretary (Accounts) for examination.
- (9) Any other work assigned by the authority.

EXAMINATION BRANCH

K. Controller of Examinations

- (1) Issue of orders, instructions, notifications, correspondences, etc., for which approval of appropriate authority has been obtained.
- (2) Disposal of correspondences for which approval of appropriate authority is not required.
- (3) Disposal of cases of issue of duplicate marksheets and admit cards.
- (4) All matters concerning HSSLC/HSLC/DIET/Vocational examinations.
- (5) Disposal of cases of verification of documents.
- (6) Sanctioning of CL/RH to all officers and staff of the Branch.
- (7) Reporting PAR of Deputy Controller of Examinations.

- (8) Reviewing PARs of Assistant Controller of Examinations, Superintendents of HS and HSS branches.
- (9) Accepting ACRs of all Ministerial staff of the Branch.
- (10) Recommendation/remarks of EL applications of all officers and staff of the Examination Branches.
- (11) Supervision of Attendance Register of Examination Branch (HS & HSS).
- (12) Any other work assigned by the authority.

L. Deputy Controller of Examinations

- (1) All matters concerning HSSLC/HSLC/DIET/Vocational examinations.
- (2) Disposal of cases of registration of students.
- (3) Forwarding of CL/RH application of ACEs, System Administrator & Superintendents.
- (4) Reporting PARs of Assistant Controller of Examinations, Superintendents and System Administrator.
- (5) Reviewing ACRs of all ministerial staff of the Branch.
- (6) Any other work assigned by the authority.

M. Assistant Controller of Examinations - I

- (1) All matters regarding HSLC Examinations.
- (2) All matters regarding DIET Examinations.
- (3) All cases of change of date of birth and personal records.
- (4) Registration of students at high and higher secondary school stages.
- (5) Any other work assigned by the authority.

N. Assistant Controller of Examinations - II

- (1) All matters regarding HSSLC Examinations.
- (2) All matters regarding Vocational Examinations.
- (3) All cases of duplicate documents.
- (4) All cases of verification of documents.
- (5) Any other work assigned by the authority.

O. Superintendent (HSS)

- (1) All correspondences under the Branch.
- (2) Distribution of work among the staff.
- (3) All matters regarding HSSLC Examinations.

- (4) All matters regarding Vocational Examinations.
- (5) All cases of duplicate documents.
- (6) Maintenance of guard files, registers, etc.,.
- (7) Forwarding of CL/RH application of all staff of the Branch to the Controller of Examinations.
- (8) Reporting ACRs/PRs of staff including PE of the Branch.
- (9) To route and receive all files which require expenditure sanction exceeding Rs. 20,000/- (Rupees twenty thousand) only to the Under Secretary (Accounts) for examination.
- (10) Any other work assigned by the authority.

P. Superintendent (HS)

- (1) All correspondences under the Branch.
- (2) Distribution of work among the staff.
- (3) All matters regarding HSLC and DIET.
- (4) All cases of duplicate documents.
- (5) Maintenance of guard files, registers etc.,.
- (6) Forwarding of CL/RH application of all staff of the Branch to the Controller of Examinations.
- (7) Reporting ACRs/PRs of staff including PE of the Branch.
- (8) To route and receive all files which require expenditure sanction exceeding Rs. 20,000/- (Rupees twenty thousand) only to the Under Secretary (Accounts) for examination.
- (9) Any other work assigned by the authority.

Q. System Administrator

- (1) All cases of computerization of examinations.
- (2) All cases of scholarships and awards.
- (3) All cases of a data/statistics including JEE and NAD.
- (4) Maintenance of guard files, registers etc.,.
- (5) Forwarding of CL/RH applications of all staff of the Cell to the Controller of Examinations.
- (6) Reporting ACRs/PRs of staff including PE of the Cell.
- (7) Maintenance of official website, i.e., www.mbse.edu.in.
- (8) Sending of verified document(s) through e-mail.

- (9) To route and receive all files which require expenditure sanction exceeding Rs. 20,000/- (Rupees twenty thousand) only to the Under Secretary (Accounts) for examination.
- (10) Any other work assigned by the authority.

REGIONAL OFFICE, LUNGLEI

R. Regional Officer

- (1) Report and consultation of matters relating to academic, examination, general and finance to the appropriate branch heads.
- (2) Forwarding leave application of the office staff to the Deputy Secretary.
- (3) Reporting ACRs/PRs of all staff under Regional Office including PE.
- (4) Making arrangement and correspondences with other offices within Lunglei, Hnahthial, Lawngtlai and Siaha districts for the smooth functioning of the Board's activities as and when necessary.
- (5) Collection of affiliation fees within Lunglei, Hnahthial, Lawngtlai and Siaha districts and onward submission to the MBSE, Aizawl.
- (6) Issue, receipt and checking of applications forms for affiliation of schools and onwards submission to the MBSE, Aizawl, for consideration by the appropriate committee.
- (7) Issue, receipt and checking of application forms of complaint of results (Post Publication Scrutiny and Re-Evaluation of Answer Script) and onward submission to the MBSE, Aizawl, for further necessary action.
- (8) Distribution of final results of complaints after receiving the Order/Notification copy from the MBSE, Aizawl.
- (9) Issue, receipt and checking of application forms for Migration Certificate and Provisional Certificate and onward submission to the MBSE, Aizawl, for further necessary action.
- (10) Issue, receipt and checking of application forms for HSLC & HSSLC Examinations, collecting examination fees and onwards submission to MBSE, Aizawl for further necessary action.
- (11) Deposit/transfer of all fees or amount of money collected in the Regional Office, Lunglei to MBSE Office, Aizawl.
- (12) Distribution and supervision of work among the staff.
- (13) Monitoring of pool vehicle placed at RO, Lunglei.
- (14) Any other work assigned by the authority.

S. Subordinate staff (Assistant, UDC & LDC)

Dealing with files relating to various matters concerning their respective branches, issues and receipts of new dak and any other work allotted to them.

T. Lower Subordinate staff (Driver, Despatch Rider, IV-Grade & Chowkidar)

Regular works allotted to them and any other work assigned to them from time to time by the competent authority of their respective branches.

3. Section 4(1)(b)(iii) of RTI Act, 2005 : *Procedure followed in the decision making process, including channels of supervision and accountability;*

Cases are generally initiated at the Branch level as below :

1) General Branch:

- i) Establishment : Dealing Assistant => Superintendent => Under Secretary => Deputy Secretary => Secretary => Chairman.
- ii) Account Section : Dealing Assistant => Under Secretary (Accounts) => Secretary => Chairman.

2) Examination Branch : Dealing Assistant => Superintendent (HS)/ Superintendent (HSS)/ Assistant Controller of Examinations => Deputy Controller of Examinations => Controller of Examinations => Secretary => Chairman.

- i) ICR : Dealing Assistant => System Administrator => Deputy Controller of Examinations => Controller of Examinations => Secretary => Chairman.

3) Academic Branch : Dealing Assistant => Superintendent => Academic Officer => Sr. Academic Officer => Director (Academic) => Secretary => Chairman.

4. Section 4(1)(b)(iv) of RTI Act, 2005 : *The norms set by it for the discharge of its function;*

As per the norms set by the Board from time to time.

5. Section 4(1)(b)(v) of RTI Act, 2005 : *The rules/regulations, instructions, manuals and records, held by MBSE or under its control or used by its employees for discharging its functions;*

Apart from the norms issued by the State Government, MBSE has followed certain Rules, Regulations, by-laws , etc., made by and for itself , as under :

- (1) The Mizoram Board of School Education Act, 1975 Rules & Regulations.
- (2) The Mizoram Board of School Education Act, 1975 & Amendments (1996, 2008, 2011, 2012 (January & August) & 2014.
- (3) The Mizoram Board of School Education (Pension) Regulations, 1992 & Amendment, 2016.

- (4) The Mizoram Board of School Education (Recruitment) Regulations, 2017 & Amendment, 2018.
- (5) MBSE Affiliation Regulations, 2012.
- (6) The Mizoram Board of School Education (Management of Examinations) Regulations, 1991.
- (7) The Mizoram Board of School Education (Management of Examinations) Bye-laws, 2022.
- (8) Mizoram Prevention of Malpractices at Examination, Act, 1990.

6. Section 4(1)(b)(vi) of RTI Act, 2005 : *a statement of the categories of documents that are held by MBSE or under its control;*

- (1) Registration Certificate for HSLC, HSSLC examinations.
- (2) Admit Card for HSLC, HSSLC, MTET, DIET & VOCATIONAL COURSES examinations.
- (3) Result Books of HSLC, HSSLC, MTET, DIET & VOCATIONAL COURSES examinations.
- (4) Certificates of HSLC, HSSLC, MTET, DIET & VOCATIONAL COURSES examinations.
- (5) Marksheets of HSLC, HSSLC, MTET, DIET & VOCATIONAL COURSES examinations.
- (6) Migration Certificate for HSLC & HSSLC admission.
- (7) Affiliation Certificate for High School, Higher Secondary School & DIET.
- (8) As stated in Section 4(1)(b)(iv).

7. Section 4(1)(b)(vii) of RTI Act, 2005 : *the particulars of any arrangement that exists for consultation with, or representation by the members of public in relation to the formulation of MBSE policy or implementation thereof;*

The Board, generally, does not directly deal with the members of public in relation to the formulation of its policy or implementation thereof.

8. Section 4(1)(b)(viii) of RTI Act, 2005 : *a 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 are open to the public, or the minutes of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public ;*

The Board is governed by a Governing Body which consists of the following:

- | | |
|--------------------------|------------------|
| (1) The Chairman | - MBSE Chairman |
| (2) The Secretary | - MBSE Secretary |

- (3) **Nine(9) ex-officio members**
- Director, Higher & Technical Education
 - Director, School Education
 - Director, SCERT
 - Director, Sports & Youth Services
 - One Principal of a Govt. College nominated by the Controlling Authority
 - Principal of IASE
 - One Principal of DIET nominated by Director, SCERT
 - One DEO nominated by DSE
 - Registrar, Mizoram University
- (4) **Four(4) members nominated by the Controlling Authority**
- One MLA recommended by Speaker
 - One Principal of Higher Secondary School
 - One Headmaster of High School
 - One lady educationist

Term and meeting of the office of the member –

The members of the Board shall hold office for a period of three years from the date of publication of the notification. Provided that the Government may, by notification, extend the term of office of such members by a period not exceeding one year.

Meeting of the Board –

The Board shall meet at least once a year and may be convened to meet more than once in the year.

Functional Committees of the Board –

The Board also has the following Functional Committees to assist the Board as provided under section 21 of the Act in carrying out its statutory duties and responsibilities:

- i. The Examination Committee
- ii. The Finance Committee
- iii. The Syllabus Committee
- iv. The Affiliation Committee
- v. Selection Committee (Group A & B)
- vi. Selection Committee (Group C & D)
- vii. Building Committee
- viii. Appeal Committee
- ix. Purchase Advisory Sub-Committee

Meetings of the above committees are not held open to the public and the minutes of such meetings are not circulated to the public. However, the minutes of such meetings may be accessed by the public through proper channel.

9. Section 4(1)(b)(ix) of RTI Act, 2005: directory of its officers and employees;

Sl./No.	Name	Designation	Category of Group (A/B/C/D)	Full Office postal Address	Present Address	Contact No
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
1	JH Zoremthanga	Chairman	A	MBSE, Aizawl	Kanan Veng	9436142636
2	Sarah Lalenzami Pachuau	Secretary	A	MBSE, Aizawl	Venghlu	9436141267
3	David Lallawmkima Fanai	On deputation to MSSSB	A	MBSE, Aizawl	Khatla South	9436199193
4	Lalrinmawia Ralte	Controller of Examinations	A	MBSE, Aizawl	Luangmual	9856307748
5	C. Lalbiakngura	Deputy Secretary	A	MBSE, Aizawl	Laipuitlang	9436361170
6	R. Lalthlamuana	Dy. Controller of Examinations	A	MBSE, Aizawl	Falkland	9774149119
7	C. Laldinpuia	Sr. Academic Officer	A	MBSE, Aizawl	Chhinga Veng	9862538989
8	Rangkhuma	Regional Officer	A	MBSE, Lunglei	Zohnuai, Lunglei	9862374100
9	T. Lalrinzami	Deputy Controller of Examinations	A	MBSE, Aizawl	Chawhmun	9862086510
10	Lalramsanga	Under Secretary	A	MBSE, Aizawl	Zemabawk	9856618126
11	Michael Lalrinmawia	Under Secretary (Accounts)	A	MBSE, Aizawl	Kulikawn	9862361889
12	Zachhungi	Assistant Controller of Examinations	A	MBSE, Aizawl	Bungkawn	9862968865
13	F. Ricky Lalremruatpuia	Academic Officer	A	MBSE, Aizawl	Chaltlang	9612134418
14	Dr. Jonathan Lalrinmawia	Academic Officer	A	MBSE, Aizawl	ITI Veng	9089915585
15	Lalremsiana Ralte	System Administrator	A	MBSE, Aizawl	Chaltlang	9436361606
16	Zarzoliani	P.S to Chairman	A	MBSE, Aizawl	Tlangnuam	9436143883
17	R. Liandawla	Assistant Controller of Examinations	A	MBSE, Aizawl	Republic Veng	9436199937
18	Laltanpuui	Superintendent	A	MBSE, Aizawl	Tlangnuam	9436197362

Sl./No.	Name	Designation	Category of Group (A/B/C/D)	Full Office postal Address	Present Address	Contact No
1	2	3	4	5	6	7
19	Lalhruaitluangi	Superintendent	A	MBSE, Aizawl	Mission Vengthlang	8413895384
20	Zonunsangi	Superintendent	A	MBSE, Aizawl	Tuikual South	9862656838
21	Lalrinzuali Sailo	Academic Officer	A	MBSE, Aizawl	Bungkawn	9774954352
22	Laldinpuii	Superintendent	A	MBSE, Aizawl	Ramhlun Vengthar	9436361317
23	Chingzamawii	Assistant Controller of Examinations	A	MBSE, Aizawl	Tuikual South	9774701431
24	Vanlalnunmawia	Assistant	B	MBSE, Aizawl	Chanmari	9436156785
25	R. Hmingthanzami	Assistant	B	MBSE, Aizawl	Dawrpui	9436158371
26	Lalnuntluanga	Assistant	B	MBSE, Aizawl	Zotlang	7629971817
27	VL Chhankima	Assistant	B	MBSE, Aizawl	Chawlhmun	8258954352
28	Dennis Chozah	Assistant	B	MBSE, Aizawl	Dawrpui Vengthar	9856657820
29	Saidingliana Sailo	Assistant	B	MBSE, Aizawl	Ramhlun South	9077830047
30	Lalremliana	UDC	B	MBSE, Aizawl	Laipuitlang	8729919362
31	Lalringliana	UDC	B	MBSE, Aizawl	Bawngkawn	9436353413
32	V. Lalmawipuii	UDC	B	MBSE, Aizawl	Laipuitlang	9862304155
33	Lalhmingmawia	UDC	B	MBSE, Aizawl	Chanmari	9862368617
34	C. Vanlalruata	UDC	B	MBSE, Aizawl	Chaltlang	9862372293
35	R. Vanlalremruata	UDC	B	MBSE, Aizawl	Mission Veng	9612191614
36	Lallawmkima Chawngthu	UDC	B	MBSE, Aizawl	Chaltlang	8794309276
37	Lalnunpari	LDC	C	MBSE, Lunglei	Rahsi Veng, Lunglei	9863519718
38	Laltlanmawia	LDC	C	MBSE, Aizawl	Bethlehem Vengthlang	9856527772
39	Liansangpuii	LDC	C	MBSE, Aizawl	Laipuitlang	9612081101
40	Vanlalmalsawma	LDC	C	MBSE, Lunglei	Zohnuai, Lunglei	9612226288
41	Lalmuankima	Driver	C	MBSE, Aizawl	Ramhlun North	7005884155
42	Rodinmawia Hnamte	Driver	C	MBSE, Lunglei	Zohnuai, Lunglei	8974563656

Sl./No.	Name	Designation	Category of Group (A/B/C/D)	Full Office postal Address	Present Address	Contact No
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
43	VL Hruaitluanga	Driver	C	MBSE, Aizawl	Chaltlang	9862234312
44	Lalthianghlina	Despatch Rider	C	MBSE, Aizawl	Aizawl Venglai	9615345012
45	R. Lalnunmawia	Peon	D	MBSE, Aizawl	Ramthar Veng	9862541562
46	Lalmachhuani	Peon	D	MBSE, Aizawl	Chaltlang	7005144482
47	Lalzuiliana	Peon	D	MBSE, Aizawl	ITI Veng	9862076039
48	Lalrochhûngi	Peon	D	MBSE, Aizawl	Ramhlun Sports Complex	9862751181
49	Kailash Thapa	Chowkidar	D	MBSE, Aizawl	Chaltlang	9612160714
50	Lalfakawma	Peon	D	MBSE, Aizawl	Edentharr	9862426639
51	R. Lalthansiami	Peon	D	MBSE, Aizawl	Chaltlang	9862667654
52	Zairemi	Sweeper	D	MBSE, Aizawl	Bawngkawn	9612310294
53	Zothanpuui	Peon	D	MBSE, Aizawl	Chaltlang	9612121203
54	PC Laldinliana	Peon	D	MBSE, Lunglei	Theiriat, Lunglei	7005229960
55	Lalmachhuani	Sweeper	D	MBSE, Aizawl	Republic Veng	9612021429
56	K. Lallianmawia	Peon	D	MBSE, Aizawl	Chaltlang	9612568461
57	Lalremruata	Peon	D	MBSE, Aizawl	Sihphir	8974140412
58	Ricky Lalthlamuana Fanai	Peon	D	MBSE, Aizawl	Bungkawng Vengthar	8731014994
59	H. Zodingliani	LDC (PE)	C	MBSE, Aizawl	Ramhlun South	8974830368
60	Vanlalchama	LDC (PE)	C	MBSE, Aizawl	Chaltlang	8731058063
61	B.Lalsangpuui	LDC (PE)	C	MBSE, Aizawl	Ramthar Veng	9862326747
62	Lalngaihsaka Renthlei	LDC (PE)	C	MBSE, Aizawl	Tuikual South	8794158384
63	Lalrotluangi Ralte	LDC (PE)	C	MBSE, Aizawl	Vaivakawn	9862913737
64	Jacob Lalmalsawma	LDC (PE)	C	MBSE, Aizawl	Tlangnuam	9862280575
65	Malsawmdawngzela	LDC (PE)	C	MBSE, Aizawl	Ramhlun Sports Complex	8014499034
66	Laltleipua	Driver (PE)	C	MBSE, Aizawl	Ramthar Veng	8794568116

Sl./No.	Name	Designation	Category of Group (A/B/C/D)	Full Office postal Address	Present Address	Contact No
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
67	Lalrinfela	Driver (PE)	C	MBSE, Aizawl	Luangmual	9774401942
68	V. Lalmuanpuia	IV Grade (PE)	D	MBSE, Aizawl	Tlangnuam	8794045134
69	K.Zodinpuui	IV Grade (PE)	D	MBSE, Aizawl	Electric Veng, Lunglei	9856168875
70	Lalrindiki	IV Grade (PE)	D	MBSE, Aizawl	Chaltlang	7005731299
71	Jesse Rosangpuui	IV Grade (PE)	D	MBSE, Aizawl	Chaltlang	7641026564
72	Laldingpuia	IV Grade (PE)	D	MBSE, Aizawl	Tlangnuam	9612509641
73	Immanuel Lalpekhlua	IV Grade (PE)	D	MBSE, Aizawl	Bungkawn	9383180614
74	FC Rosangzuala	IV Grade (PE)	D	MBSE, Aizawl	Chaltlang	8258089893
75	C. Lalrinhlua	IV Grade (PE)	D	MBSE, Aizawl	Electric Veng	9774441539

10. Section 4(1)(b)(x) of RTI Act, 2005: *the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;*

Officers and employees of the Mizoram Board of School Education are being paid monthly remuneration in their respective Pay Level as per the 7th Central Revision of Pay (as modified and extended to the employees under the Government of Mizoram) Rules, 2018. Information with regard to the same is as below;

Sl./No.	Designation of Post	No. of Post	Category of Group (A/B/C/D)	Pay level
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1	Chairman	1(one)	A	Fixed
2	Secretary	1(one)	A	13
3	Controller of Examinations Deputy Secretary Dy. Controller of Examinations	1(one) 1(one) 1(one)	A	12

Sl./No.	Designation	No. of Post	Category of Group (A/B/C/D)	Pay level
1	2	3	4	5
4	Sr. Academic Officer Regional Officer Deputy Controller of Examinations Under Secretary	1(one) 1(one) 1(one) 2(two)	A	11
5	Assistant Controller of Examinations Academic Officer System Administrator PS to Chairman Superintendent Research Officer	2(two) 4(four) 1(one) 1(one) 4(four) 1(one)	A	10
6	Assistant	10(ten)	B	7
7	UDC	10(ten)	B	6
8	LDC	11(eleven)	C	4
9	Driver	8(eight)	C	2
10	Despatch Rider	1(one)	C	2
11	IV-Grade	27(twenty seven)	D	1

11. **Section 4(1)(b)(xi) of RTI Act, 2005:** *the budget allocated to each of its agency, indicating the particulars of all plans: proposed expenditures and reports on disbursements made;*

Demand No. 20

School Education

Sector : Social Service
Major Head : 2022 - General Education
Sub Major Head : 80 – General

Budget Estimates : 2023- 2024 (in lakh)

Major Head : 108 – Examination
Sub Head : (01) – MBSE
Detailed Head : 00

		<u>State</u>	<u>CSS</u>
Object Head	: (31) – GIA(Salary)	829.48	-
	(32) – GIA(Non Salary)	<u>50.00</u>	-
	Total :	<u>879.48</u>	

- 12. Section 4(1)(b)(xii) of RTI Act, 2005:** *the manner of execution of subsidy programmes, including the amounts allocated;*

The Board does not execute any subsidy programme.

- 13. Section 4(1)(b)(xiii) of RTI Act, 2005:** *Particulars of recipients of concessions, permits or authorization granted by it;*

Does not arise.

- 14. Section 4(1)(b)(xiv) of RTI Act, 2005:** *Details in respect of the information, available to or held by it, reduced in an electronic form;*

- (1) Online application for **Affiliation of educational institution** (Regular & Provisional) at www.mbseonline.com.
- (2) Online **Textbook dealership** application at www.mbseonline.com.
- (3) Online application for **Verification of document** at www.mbseonline.com.
- (4) Online **Registration of students** of High School & Higher Secondary School at www.mbseonline.com.
- (5) Online **Submission of examination form** for HSLC, HSSLC & DIET at www.mbseonline.com.

- 15. Section 4(1)(b)(xv) of RTI Act, 2005:** The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

- (1) MBSE official website : www.mbse.edu.in
- (2) Library is temporarily closed due to the ongoing retrofitting of the MBSE office building.

- 16. Section 4(1)(b)(xvi) of RTI Act, 2005:** *the names, designations and other particulars of the Public Information Officers;*

<i>Sl. No.</i>	<i>Name of officer</i>	<i>Designation</i>	<i>Contact No.</i>
1	Ms. Sarah Lalengzami Pachuau, Secretary	Nodal Officer & Departmental Appellate Authority (DAA)	Ph : 0389-2390992 Mb: 9436141267 Email: sarahlpachuau@gmail.com
2	Mr. R.Lalthlamuana, Director (Academic)	State Public Information Officer (SPIO)	Ph : 0389-2390995 Mb: 9774149119 Email: athlaa.ralte@gmail.com
3	Ms. T.Lalrinzami, Deputy Controller of Examinations	State Assistant Public Information Officer (SAPIO)	Ph : 0389-2391065 Mb: 9862086510 Email: tt.lalrinzami@gmail.com
4	Mr. Lalhmingmawia, Upper Division Clerk	Dealing Assistant of RTI	Ph : N/A Mb: 9862368617 Email: mamawiteachawngthu@gmail.com