

**GOVERNMENT OF MIZORAM
DIRECTORATE OF AYUSH**

DETAILS OF RIGHT TO INFORMATION ACT 2005 FOR THE YEAR 2024

4.(I)(b)(i) the particulars of its organization, functions and duties.

Organisation:

Directorate of AYUSH is one of the health care services departments functioning under the umbrella of Health & Family Welfare Department, Government of Mizoram. AYUSH Directorate has been created and established in a full fledged manner in the year 2019 vide No.G.17011/6/2014-HFW/63 :Dt. 5.2.2019. AYUSH is an acronym comprising **Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy**. At present, Director of Health Services is functioning as Director, AYUSH since its establishment in the year 2019. Under the direct administration of Director AYUSH, there are 3(three) subordinate Officers under the Directorate viz.- Joint Director (Accounts) (1 no.), Deputy Director, AYUSH (1 no.) and Assistant Director, AYUSH(1 no.). These officials/authorities manage and supervise all the functions of the directorate and several Centrally Sponsored Schemes.

The directorate has several Centrally Sponsored Schemes and Central Sector Schemes. The major schemes are:

- a) **National AYUSH Mission(NAM):** National AYUSH Mission was launched in the year 2014 is one of the main Centrally Sponsored Scheme implementing the health care services in respect of AYUSH under the administration of the directorate. As the directorate is established in minimum base, the major portion of fund is received from the Ministry of AYUSH, Government of India at the ratio of 90:10 Central State share for infrastructure development like hospitals & dispensaries, several AYUSH services, Public outreach programmes, flexible pool components, etc. Under the National AYUSH Mission, a society named 'Mizoram State AYUSH Society' is registered (No. MSR 635 of 28.5.2015) under Mizoram Societies Registration Act, 2005. A committee of Executive Body and Governing Body has been established for the Mizoram AYUSH Society under the mainstreaming of National AYUSH Mission vide No.I.11012/2/09-HFW : Dt.11.2.2015.

GOVERNING BODY OF MIZORAM STATE AYUSH SOCIETY:

Chairperson	:	Chief Secretary
Member Secretary	:	Principal Secretary/Secretary, H&FW Deptt.
Members	:	*Principal Secretary/Secretary, Finance Deptt. *Principal Secretary/Secretary, Planning Deptt. *Principal Secretary/Secretary, Environment & Forest *Principal Secretary/Secretary, Horticulture Deptt. *State Mission Director, NHM *Director, AYUSH *Director of Health Services *Director, Hospital & Medical Education *Deputy Director, AYUSH *State ASU&H Drug Licensing Authority(Representative)

EXECUTIVE BODY OF MIZORAM AYUSH SOCIETY:

Chairperson	:	Principal Secretary/Secretary, H&FW Deptt.
Member Secretary	:	Director, AYUSH, H&FW Deptt.
Members	:	*State Mission Director, NHM *Deputy Director, AYUSH /State ASU&H Drug Licensing Authority (AYUSH/SMPB) *Deputy Secretary, Planning Department *Deputy Secretary, Finance Department *CCF, Environment & Forest Deptt. *Joint Director, Horticulture Department *State AYUSH Programme Manager

b) State Medicinal Plants Board(SMPB):

For development of the Medicinal Plants Sector throughout India, Govt. of India vide its D.O. No.Z-18020/6/2001/-M. P. Cell dated 04/06/2001 suggested to establish such a board at state level. In compliance to this instructions received from Government of India, State Medicinal Plants Board-Mizoram was constituted at Aizawl, under the administrative jurisdiction of Directorate of Health and Family Services, Govt. of Mizoram in 1stOctober 2000, and is functioning under National Medicinal Plants Board, Ministry Of AYUSH Government Of India. With the time and in view of the scope of medicinal plants in public health particularly in rural areas, the board was under the Chief Executive Officer, Directorate Of AYUSH from the year 2004. as per the direction of the Dept. of AYUSH, Govt. of India.

SMPB – Mizoram Organizational Chart

Chief Executive Officer
Programmmme Officer
Consultant
Account Assistant
Project Manager
Project Supervisor
Office Assistant

The aim of the SMPB is to co-ordinate matters relating to the Cultivation, Conservation, Research & Development and Promotion of medicinal plants sector in the State. SMPB has been functioning in Mizoram for the past 20 years. Hon'ble Health Minister is the Chairperson of the Board and Director, AYUSH Dept. is the Member Secretary of the Board. The Board consists of official and non-official representatives from various departments and institutions. SMPB is functioning with the financial assistance from National Medicinal Plants Board, Ministry of AYUSH, Govt. of India. By utilizing the funds from Central and Partial from State Government, SMPB is implementing various prestigious projects in the State, conservation of medicinal plants, programs for creation of awareness among the students and public, for Health medicinal plants etc.

Objectives of the Board-

- *Promotion of Medicinal Plants cultivation
- *Production of Quality Planting Materials
- *Ex-situ & In-situ conservation of medicinal plants
- *Support to semi processing, value addition and marketing of medicinal plants
- *Survey, inventorisation and quantification of medicinal plants
- *Promotion of Research and Development
- *Establishing Quality standards & Certification
- *Training, Education and capacity building
- *Promotion of Herbal gardens (Home /school /Institutional)

Functions of the Board-

1. Assessment of demand/supply position relating to medicinal plants both within the country and abroad.
2. Advise concerned Ministries/ Departments/ Organizations/ State/ UT Governments on policy matters relating to schemes and programmes for development of medicinal plants.
3. Provide guidance in the formulation of proposals, schemes and programmes etc. to be taken-up by agencies having access to land for cultivation and infrastructure for collection, storage and transportation of medicinal plants.
4. Identification, inventorisation and quantification of medicinal plants.
5. Promotion of co-operative efforts among collectors and growers and assisting them to store, transport and market their produce effectively.
6. Development of protocols for cultivation and quality control.

Mission of the Board-

- *Conservation & Cultivation of Medicinal Plants through participatory approach and ensure sustained supply of Raw materials to AYUSH industries.
- *Production and supply of Quality Planting Materials
- Awareness creation among young generation & Medicinal Plants collectors & cultivators
- *Marketing of Medicinal plants with assured Buy back
- *Value addition and Semi processing to ensure proper price to stakeholders

MEMBERS OF EXECUTIVE BODY MEETING

STATE MEDICINAL PLANTS BOARD (SMPB) - MIZORAM.

1. *Minister, Health and Family Welfare Department.*
2. *Director, AYUSH. Directorate of Health Services*
3. *Chief Executive Officer, State Medicinal Plants Board – Mizoram.*
4. *Additional Principal, Chief Conservator of Forest, Mizoram.*
5. *Director (R&E), Directorate of Agriculture*
6. *Director, Department of Horticulture.*
7. *Director, Department of Commerce & Industries.*
8. *Director, Hospital & Medical Education*
9. *Joint Director, Food & Drugs, Health & Family Welfare Department.*
10. *Joint Director, (Accounts) AYUSH, Health & Family Welfare Department.*

11. *Deputy Director, AYUSH, Health & Family Welfare Department.*
12. *Head of Department, Pharmacy, RIPANS.*
13. *Head of Department, HAMP, Mizoram University.*
14. *President, Mizoram Veterinary Council.*
15. *President, Mizoram Journalist Association.*
16. *Joint Director (A) Directorate of Health Services.*
17. *Lalhruaitluanga, Chawnpui (Invitee)*

c) **State Drug Testing Laboratory:** State Drug Testing Laboratory is established in the year 2006 at the top floor of Central Medical Store building, Zemabawk. The main functions and responsibilities are quality control of ASU&H Drugs (Ayurveda, Unani, Siddha & Homoeopathy). At the initial stage, the Laboratory is functioning under Centrally Sponsored Scheme and later in the year 2022, the scheme is converted into Central Sector Scheme(100% Central Grant). The main objective is to strengthen State Govt. ASU&H Pharmacies and Drug Testing Laboratories and to improve the Quality of ASU&H Drugs to enable their export in international markets. At present, the Laboratory is being looked after by 1(one) Drug Inspector, 3(three) Scientific Officers, 2(two) Laboratory Analysts and 2(two) Group D staff.

d) **AYUSH Health & Wellness Centres:**

On 30th January 2019, a decision was taken that at least 12,500 AYUSH Health & Wellness centres (HWCs) under Ayushman Bharat will be upgraded by the Ministry of AYUSH. The Union Cabinet has approved the proposal to operationalise the AYUSH HWCs through States/UTs in centrally Sponsored Scheme mode under the broad umbrella of National AYUSH Mission (NAM) in a phased manner by 2023-24. The main objectives are to establish a holistic wellness model based on AYUSH principles and practices.

The health care facilities to be upgraded as AYUSH HWCS are AYUSH dispensaries and sub health centres (SCs). An agreement between Directorate of AYUSH and Department of Health & Family Welfare, Government of Mizoram was signed on 2nd September 2020 for operationalisation of AYUSH Health & Wellness Centres in Mizoram under Ayushman Bharat. In Mizoram, 10% of all sub-centres are to be operationalised by Directorate of AYUSH in which 38 sub centres are identified and 24 SCs are upgraded as AYUSH HWCs and 14 units will be made operationalise by the year 2023.

Functions and duties: The main functions and duties of the Department are as follows:

- a) To monitor and evaluate the AYUSH health care services throughout the state.
- b) To develop AYUSH Hospitals & Dispensaries.
- c) Collocation of AYUSH services at the PHC level, CHC level and District Allopathic Hospitals.
- d) To provide information, precautions and surveillance of diseases and epidemics and its treatment.
- e) To provide cost effective and equitable AYUSH health care throughout the state by improving access to the services.

- f) To revitalize and strengthen the AYUSH systems making them as prominent medical streams in addressing the health care of the society.
- g) To improve educational institutions capable of imparting quality AYUSH education.
- h) To promote the adoption of Quality standards of AYUSH drugs and making available the sustained supply of AYUSH raw-materials.
- i) Support cultivation of medicinal plants by adopting good agricultural practices so as to provide sustained supply of quality raw-materials and support certification mechanism for quality standards, Good Agricultural/Collection/Storage Practices.

4.(I)(b)(ii) the powers and duties of its officers and employees:

The Government of Mizoram (Transaction of Business) Rules, 1987 seeks to define the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that business, the powers and duties allotted to officers and employees under the directorate are as under:

- a) **Director, AYUSH:** The Director, AYUSH is the head of the department and sanctioning authority of the department. He/She provides executive direction required in the implementation of the policies laid down by Health & Family Welfare Department. At the Directorate level, he/she is the decision/policy maker. All proposals which are proposed to be submitted to administrative department or other departments are approved and signed by him/her.
- b) **Joint Director(Accounts):** The Joint Director (Accounts) controls and manage all accounts and accounts matter under the directorate. Conveying financial approval, vetting of expenditure sanctions, issuance of LoC, proposals and estimation of budgets/action plan etc are the major powers and duties.
- c) **Deputy Director, AYUSH:** The Deputy Director, AYUSH is one of the important subordinate officers and functions as DDO under the directorate. All office works and measures and schemes under CSS to be implemented are managed and supervised by the Deputy Director under the direct supervision of Director, AYUSH.
- d) **Assistant Director, AYUSH:** The Assistant Director, AYUSH assist the Deputy Director, AYUSH for the functioning of the directorate. The Assistant Director, AYUSH also function as Chief Executive Offices(SMPB) in addition to his/her normal duties.
- e) **Superintendent:** Superintendent is function as Section Officer under the directorate. He/She distributes works to the dealing assistant, maintain Leaves, Service Books, documents, circulars and orders. He/She coordinates officer and staff under the directorate. He/She examines and scrutinizes all cases and matters at the initial stage and leaves comments/suggestions on the note sheet for obtaining decisions from higher authorities.
- f) **Assistant:** Only one Assistant is posted at the directorate and function as Cashier. He/She deals with cash book, cash records, drawing and disbursement and approaches Auditors where necessary.

4.(I)(b)(iii) the procedure followed in the decision making process, including channels of supervision and accountability:

At the directorate level, all dealing assistant examines and scrutinizes all cases and papers at the initial stage. They collect information, points out inputs and outputs, mistakes, mis-statement, missing data or information, draws attention where necessary to the statutory or customary procedure and points out the rational law and rules in his note and submits the case to the Superintendent. The Superintendent scrutinizes the notes of the dealing hand and leaves a note setting out his/her own comments or suggestion and distributes the cases to respective Programme Officers/Assistant Director. Then the Deputy Director, AYUSH put a note setting out his/her own comments or suggestions after careful examination of the case for making decision and submit the files/cases to the Director, AYUSH for his/her decision. Cases which are pertaining to policy or action and required to be taken by the Department or where consultation of the Department at the Government level is necessary, the Directorate further submits the case to the Administrative Department for decision.

At the Administrative level, Principal Secretary/ Secretary, Health & Family Welfare Department is accountable for all omission and commission pertaining to the Department.

At the Directorate level, the Director, AYUSH is accountable for all omissions and commissions pertaining to the Directorate.

4.(I)(b)(iv) the norms set by it for the discharge of its functions:

The Directorate of AYUSH observes by the Govt. of Mizoram (Transaction of Business) Rules, 1987 and the Govt. of Mizoram (Allocation of Business) Rules, 1987 for the discharge of its function. The Central Secretariat Manual of Office Procedure issued by Ministry of Personnel, Public Grievances and Pension, Department of Administrative Reforms and Public Grievances as has been reproduced by the Government of Mizoram is strictly followed by the Department. The prevailing norms observe by the department are:

1. In general as per Manual of Office Procedure, no Official shall keep a case pending with him or her for more than seven working days unless higher limits have been prescribed for specific type of cases through departmental instructions.
2. As per the Manual of Office Procedure (Para 57-61), communications received from a Member of Parliament/Member of Legislative Assembly will be replied within 15 days.
3. In respect of Parliament/Assembly Questions, Assurances Committee, etc, time limit has been prescribed in the Manual of Parliament/Assembly Procedure.
4. In respect of court cases, time limit stipulated in the limitation Act is followed unless a different time limit has been prescribed under the respective Acts.

4(I)(b)(v) the rules, regulation, instruction, manuals and records, held by it or under its control or used by its employee for discharge its function:

The rules, regulation, instruction and manuals issued by GOM from time to time like- The Government of Mizoram (Transaction of Business) Rules, 1987, The Government of Mizoram (Allocation of Business) Rules, 1987, The General Financial Rules 2017 and the Manual of Office Procedures are held or under the control of the Department or used by the employee of the Directorate of AYUSH for discharge of its function.

4(I)(b)(vi) a statement of the categories of documents that are held by it or under its control. A statement of the categories of documents that are held by the Department are classified as Class „A., „B., and „C..

- (a) Class „A. are documents which qualify for permanent preservation for administrative purposes, documents which are so precious that its original must be preserved and access to it in the original form and which are of historical/administrative importance to the department like Notifications, Rules and Regulation, Govt. Gazette, Recruitment Rules, ACR of employees, Health Sector schemes and programmes and policy, Parliament and Assembly questions etc. These documents are to be retained for more than one decade.
- (b) Class „B. are documents which are required for permanent preservation for administrative purposes, but not as important as class „A. documents, like claim for compensation, orders, sanctions issued by the Deptt., paper regarding constitution of committees, working group, paper concerning general rules, regulations, departmental guides or instruction of general application etc. These documents are also to be retained more than decade.
- (c) Class „C. are documents having secondary importance and reference value for a limited period not exceeding 10 years like leave application and order, T.A. bill, copies of miscellaneous circular, office memorandum, order of general applications, telephone list, notice of holidays, tour programme etc.

4.(I)(b)(vii) the particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formation of its policy or implementation thereof:

The department always display office order, circular, notice or general rules & regulation in respect of policies, schemes, project, programmes and events through print and visual media and also by the notice board located nearby the main office door/gate for public interactions and relations.

4.(I)(b)(viii) a statement of the boards, councils, committee 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:

The department opens its boards, councils, committee and other bodies statement to the public. As SPIO and SAPIO are appointed at the directorate, they are responsible to deal with the public as a whole. SPIO will be the sole authority who will represent the department and will disclose any material in any form, including records, documents, advices, press release, circular, data etc which can be accessible to the public as provided by RTI Act, 2005.

4.(I)(b)(ix) directory of its officers:

Sl. No.	Name of Officers	Designation	Contact No.
1.	Dr.Vanlalsawma	Principal Director	9612163120
2.	Dr.Hmingthanmawii	Director, AYUSH	9436154624
3.	Rebecca F.Lalnuntluangi	Joint Director, Accounts	9436141711
4.	Dr.S.Mara Thansiami	Dy. Director, AYUSH	9436781038
5.	Dr.Lalkhawngaihi Renthlei	Asst. Director, AYUSH / C.E.O.(SMPB)	9862352636
6.	Dr.Shirley Lalbiakzuali Chhangte	Prog Officer, AYUSH	9612156289
7.	Dr.R.Zohmingmawii Hnamte	Prog Officer, AYUSH	8974000854
8.	Dr.T.Lalliankimi (Contractual)	Prog Officer (SMPB)	9612730456
9.	Noel Lalthangliana	Superintendent	7005618685

4.(I)(b)(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation:

Scale of pay of officers and staff as per 7th Pay:

Sl. No.	Name of Officers	Designation
1.	Principal Director	PB 4-37400-67000 + GP 9500
2.	Director, AYUSH	PB 4-37400-67000 + GP 8900
3.	Joint Director, Accounts	PB 3-15600-39100 + GP 7600
4.	Dy. Director, AYUSH	PB 3-15600-39100 + GP 6600
5.	Asst. Director, AYUSH	PB 3-15600-39100 + GP 6600
6.	Medical Officer, AYUSH	PB 3-15600-39100 + GP 6600
9.	Superintendent	PB 3-15600-39100 + GP 5400
10.	Assistant	PB 2-93000-34800 + GP 4600

4.(I)(b)(xi) budget allocation to AYUSH Directorate

Demand No. 24 (Health & Family Welfare)

- 2210 - Medical & Public Health
- 02 - Urban Health Services – OSM
- 101 - Ayurveda
- (01) - AYUSH
- 00 -

Object Head (AYUSH)	Budget Estimates 2022-23		
	State	CSS	Total
(01)– Salaries	187.15	-	187.15
(06)– Medical Treatment	1.65	-	1.65
(11)- Domestic Travel Expenses	0.50	-	0.50
(13) – Office Expenses	0.50	-	0.50
(14) – Rents, Rates & Taxes	3.50	-	3.50
(31) – Grants-in-Aid-General (Salary)	-	319.00	319.00
(32) - Grants-in-Aid-General (Non-Salary)	-	226.25	226.25
TOTAL	193.30	545.25	738.55

4.(I)(b)(xii) the names, designations and other particulars of the Public Information Officers:

Particulars	Name & Designation	Contact No.	
Appellate Authority	Dr.Hmingthanmawii Director, AYUSH	9436154624	dhsmizoram@gmail.com
SPIO	Dr.S.Mara Thansiami Dy. Director, AYUSH	9436781038	smarathansiami5676@gmail.com
SAPIO	Noel Lalthangliana Superintendent	7005618685	ayushmizoram@gmail.com

4.(I)(b)(xiii) such other information as may be prescribed:

A. Directorate of AYUSH

- 1. Office Address : T-1, Bungkawn, Aizawl
- 2. Landmark : Near Directorate of AH&Vety
- 3. Pin Code : 796005
- 4. Contact Person : Dr.S.Mara Thansiami, Dy. Dir(AYUSH)
Ph: 9436781038
- 5. Email ID : ayushdept.mizoram@gmail.com

B. PROGRAMMES

- 1. NAM Address : Attached to Directorate of AYUSH office
Contact Person : Dr.S.Mara Thansiami, Dy. Dir(AYUSH)
Ph: 9436781038
- 2. SMPB Address : Attached to Directorate of AYUSH office
Contact Person : Dr. Lalkhawngaihi Renthlei, Asst. Dir(AYUSH) cum
C.E.O. (SMPB) Ph: 9862352636
- 3. DTL Address : Central Medical Store building (top floor),
Zemabawk
Contact Person : Dr.Lalnunthara, Scientific Officer
Ph: 8414956959