

**OFFICE OF THE DEPUTY COMMISSIONER, AIZAWL DISTRICT:
STRUCTURE AND WORKING**

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OFFICE OF THE DEPUTY COMMISSIONER, AIZAWL DISTRICT:
STRUCTURE AND WORKING

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Aizawl

DECLARATION

Mizoram University

December, 2019

I, Lalthazuali hereby declare that the dissertation entitled, “**Office of the Deputy Commissioner, Aizawl District: Structure and Working**” is a record of work done by me, that the contents on this dissertation did not form bias of the award of any previous degree to me or to do the best of my knowledge to anybody else, and that the dissertation has not been submitted by me for my research degree in any other University/ Institution.

This dissertation is being submitted to the Mizoram University for the degree of Master of Philosophy in the Department of Public Administration.

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This is to certify that Lalthazuali, a student of M. Phil programme in the Department of Public Administration, Mizoram University has prepared the present Dissertation titled '**Office of the Deputy Commissioner, Aizawl District: Structure and Working**'. This is a work of research which has not been used previously and which has not been submitted to any other university for any purpose. It covers the topic of the research adequately.

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ABBREVIATIONS

ATI	-	Administrative Training Institute
BLO	-	Block Level Officer
CEO	-	Chief Electoral Officer
C.I	-	Circle Interpreter
CID	-	Crime Investigation Department
DBBL	-	Doubled Barrel Breach Loading
DC	-	Deputy Commissioner
DCSO	-	District Civil Supplies Officer
DDMA	-	District Disaster Management Authority
DEO	-	District Education Officer
DRDA	-	District Rural Development Agency
DRO	-	District Returning Officer
DLC	-	District Level Committee
EPIC	-	Elector's Photo Identity Cards
EVM	-	Electronic Voting Machine

GPS	-	Global Positioning System
IAS	-	Indian Administrative Service
ILP	-	Inner Line Permit
ILR	-	Inner Line Regulation
LAD	-	Local Administration Department
LDC	-	Lower Division Clerk
LR & S	-	Land Revenue & Settlement
MCS	-	Mizoram Civil Service
MLALADS	-	Member of Legislative Assembly Local Area Development Scheme
MNF	-	Mizo National Front
MNFF	-	Mizo National Famine Front
MP	-	Member of Parliament
MPLADS	-	Member of Parliament Local Area Development Scheme
NPB	-	Non- Prohibited Bore
ODC	-	Office of the Deputy Commissioner
PWD	-	Public Works Department

RAP	-	Restricted Area Permit
SB	-	Special Branch
SBBL	-	Single Barrel Breach Loading
SDO	-	Sub-Divisional Officer
SVEEP	-	Systematic Voter's Education and Electoral Participation
TRC	-	Tax Residency Certificate
UDC	-	Upper Division Clerk
UD & PA	-	Urban Development and Poverty Alleviation
UPSC	-	Union Public Service Commission
US	-	United States
VIP	-	Very Important Person
VVPAT	-	Voter Verifiable Paper Audit Trail
VVIP	-	Very Very Important Person

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CHAPTER-I

INTRODUCTION

Administration in the Indian districts had its origin from the British rule, a colonial legacy set up from England but adopted the native system with some modifications for economic development, social transformation, and political reconstruction and it has been divided into territorial units called district for better development and effective supervision to ensure people's participation in the process of formulation, implementation and evaluation of government policies and programmes through the District Collectors. They were the general supervisor in the administration of their respective districts. Warren Hastings, the Governor-General of India (1773-1785) introduced the office in 1772 with multiple responsibilities such as- the head of revenue organization to register, alter and partition holdings; settle disputes, manage the treasury, give loans and provide famine relief to the people within their respective district. The district magistrate supervised the inferior court cases and directed the police activities. The main objective of district administration under the British rule implies the collection of revenue from the districts and keeping the peace.

India is a vast country with 1,210,193,422 population according to 2011 Census with 28 states and 9 Union Territories (after removing Article 370 on 5th August 2019) governing the affairs of the people. The border areas of the North-East and the North-West have been facing a lot of turbulence in comparison with the other areas of the countries since independence in 1947, for these reasons the national integrity and unity

have always differ in the policy decision by the government hindering wider sources of consultation and advice.

The Constitution of India which deals with all kinds of territorial delimitations and jurisdiction makes no mention at all of a district as a unit of administration. There is indeed one reference in the Constitution, in Article 233, to the appointment of District Judges; but there was no mention about a district. And none at all about district administration, or the district magistrate and collector about whom one hears so much as the pivot of all governmental functions in the district. There are of course references in other laws and statutes such as the Code of Criminal Procedure, the revenue laws, and other specific statutes; but not in the Constitution of India.

Profile Setting

The state of Mizoram is divided into 8 districts. The location of Mizoram is in the North of the Tropic of Cancer which is $23^{\circ}43'38''\text{N}$ $92^{\circ}43'04''\text{E}$ and the geographical area of Aizawl is 3576.31 square kilometres. Aizawl is the most urbanized (52%) city in India. It is the capital of Mizoram. Aizawl is one among all 8 Districts of Mizoram and its headquarters is located in the city of Aizawl. Total area of this city is 3577 km². Among all 8 districts, Aizawl district is having the second largest in literacy rate in India, it is the second largest district in literacy rate is 98.5 percent. Mizo is the local language here. Aizawl District is divided into 6 Blocks in which 94 Panchayats and 106 Villages. Among all blocks, Thingsulthliah Block is the lowest Block in terms of the

demographic feature with 116 populations. Among all blocks, Aibawk Block is the highest block with a population with 1318 population.

In 1901 the first census was taken in the Lushai Hills. The record of the total population was recorded which shows that 239 villages were having a population of 82,433. Later in the year 1911, the census of the population showed 91,204 which showed a rise in the total population of the Mizo people. According to the 2011 Census there are 1,097, 206 population in the state of Mizoram.

The origin of the Mizo tribes has the roots of Mongoloid race which migrated from China from Shinlung or Chhinlungsang and moved to their present habitat in the middle of the 16th Century. Mizoram lies in the North-Eastern part of India having Assam, Manipur, and Tripura as its neighbouring states and Myanmar as the neighbouring country. The land is inhabited by the Lusei, Hmar, Lai, Mara, and Chakma tribes in which the term Mizo gradually becomes the official settlers of tribes in Mizoram. The administration of the society was simple, they were various clans with autonomous villages. The chief was the head and manages his/her subjects as he seemed fit.

The history of the Mizo tribe was marked in various events like tribal raids and the practice of expeditions. Due to the historical disturbances of the British troops in Assam, Captain Blackwood marched into the land which gave birth to the formation of the British colonization in the 1840s. In 1890 the British annexed the Lushai Hills with the appointment of Superintendent to perform administration of the local people with the

Chiefs. The administrative set up classified into the South Lushai Hills as part of the Bengal Government and North Lushai Hills, part of the Assam Government and later, it was on 1898 that both were united into Lushai Hills District and its Hqs situated in the city of Aizawl. The Lushai Hills, the tribal-dominated area of Assam was known as Backward Tract and the Government of India Act, 1935 declares the area as Excluded Area in 1935 till India attained independence from the British government.

As the struggle for independence from the colonial rule took place, the Constituent Assembly of India was set up an advisory committee under the chairmanship of Gopinath Bordoloi for minorities and for the tribal. According to the Bordoloi Committee suggestions and the Sixth Schedule of the Constitution of India, The Lushai Hills Autonomous District Council came into being in 1952 which gave birth to the abolition of chieftainship and the evolution of the delegated administrative setup.

Later in 1959, a great famine covered Mizoram known as the "*Mautam Famine*" wherein the bamboo has been bursting into flower and resulted in a rat population boom from the neighbouring states and countries which resulted in a large scale infestation of the fertile land and cause a plague to the villages and the growing paddy in the field. With the abolishment of the chiefs, the administration provided by the concerning bodies, the District Council was not providing the necessary means to solve the problem of the people.

The Mizo Cultural Society was formed with their Secretary, Laldenga (former Chief Minister of Mizoram) and after five years the name was changed to “Mautam Front” and led the movement for the demand of relief to attract the local community. The society decided on September 1960 to change the designation into the “Mizo National Famine Front (MNFF)” and gained popularity by transporting rice and other essential items to interior villages.

Insurgency broke out on 1st March 1966 in which the MNFF started functioning as a political organization from 22nd October 1961 under the leadership of Laldenga demanding a sovereign state and broke out disturbances to the government installations in Mizoram. With the growth of violence and rebellion, the Indian Air Force carried out airstrikes in Aizawl and ground operations were undertaken. By the end of 1966, the Government of India sent reinforcements to solve the insurgency through the grouping policy of the villages as the insurgents took refuge in the nearby villages.

Eventually, the Mizo Union negotiated with the Union Government in which the Lushai Hills gained the status of Union Territory on 21st January 1972 with the condition that it would be upgraded to statehood in a short period. The Union Territory of Mizoram had two seats in both the houses of Parliament of India.

Administration in Mizoram started with the advent of the British and their expedition to form a system to gain peace with the people of the time. The events that led to the transition of the pre-colonial rule to the colonial rule of the British government were the constant raids, attacks, and war on the British areas in Chittagong, Cachar,

Manipuri, and semi-independent hills. The Mizo traditional politics was a clan system of politics where the political authority rested with the Chief since the time of Zahmuaka, the 1st Mizo Chief. They were resided at the top of the hill tracts of Burma bordering in Mizoram and gradually started a settlement in their present habitat and the politics of Chieftainship have begun then. The concept of supremacy was a permeating factor that resulted in an endless inter-clan struggle among the different clans which gave rise to the numerous villages headed by their own Chiefs. Such authority emanated from the elite people in the clan and finally became a norm that the descendants of the Chief shall inherit the right to rule the subjects.

The Chief and his subjects maintained the egalitarian principle where equal rights and equal opportunities extended in all possible ways. The Chief acted as the defender of the subjects and the supreme leader in an emergency. He was to be obeyed and any disregard was severely punished. The Chief was like a father and receives the support of the subjects in his day to day needs and was given respects and reciprocate the same to his subjects. The villages in the Mizo society were administered and controlled by the Chief and his advisors or council of elders known as Upas who were appointed by the king himself. The indigenous Mizo politics of Chieftainship and the rule of the Chiefs prevailed in Mizoram until the British invasion and gradually led to the establishment of the government that we have today.

After the British annexation of the Mizo areas, a survey was carried on which brought about the settlement of land on the official record. The Superintendent, the

officer in charge on behalf of the British government of the then Lushai Hills District recognized the rights of the Chiefs. The British policy, in the beginning, did not interfere in the internal affairs of the local people and only interfere when the Chiefs went beyond their respective jurisdictions. This shows the Superintendent was the real administrator of Mizoram on behalf of the Government of Assam, the Viceroy of India and the King of England. Practically, Chieftainship was not strong and stable as compared to the time when they freely carry out their jurisdiction.

The British government started to take steps which resulted in the gradual increase of the Chief's duties while decreasing their powers and position among their subjects. The formation of the Council of Chiefs, 1939 led to the election of a representative body. From each circle comprising of 10 to 20 Chiefs, 3 Chiefs were elected through a secret ballot known as "*Durbar*" and the Superintendent of the District was the President of the Council of Chiefs.

Later in 1946, the common people started to be included in the representative body under the order issued by A.R. McDonald, the then Superintendent of the Lushai Hills District which led to the formation of The Lushai Commoner's Union (later changed to Mizo Union), the first political party in Mizoram on democratic lines. This body demanded that the Chief should rule with the help of an elected body instead of Upas appointed by the Chief himself on the grounds of favour. After Independence from the British government, the Mizo areas were placed under the jurisdiction of the Government of Assam within the Indian Union. With the pressure put forth by the Mizo

Union Party, an act was formulated, The Lushai Hills (Acquisition of Chiefs' Rights) Act, 1954 ended the traditional politics of Chieftainship.

The Government of Mizoram has been adopted the Lushai Hills District (Village Councils) Act 1953 and the Pawi- Lakher Autonomous Region (Village Council) Act and the District Councils (Mara District Council, Lai District Council, and Chakma District Council) since 1972. The impact of the British administrative set up gradually triggered an armed revolt in 1966 against the Government of India and the formation of the Mizo National Famine Front were demanded to be more independent and the political uprising led to further changes in the administration of the land by elevating it into a Union Territory of Mizoram as per the provisions of the North-Eastern Areas (Reorganization) Act, 1971.

Accordingly, Mizoram became a Union Territory on 21st January 1972 .Eventually, the Mizo Hills District Council was dissolved which gave birth to the trifurcation of the Regional Councils into three Regional Councils, viz. Lai, Mara and Chakma District Council with their headquarters at Lawngtlai, Saiha, and Chawngte. On the 20th of February, 1987 Mizoram became the 23rd state of the Indian Union with the provision of the Sixth Schedule that provided with the establishment of two authorities viz. Deputy Commissioner representing the state government and the Chief Executive Member of the Executive Committee heading the Council to maintain the administration in Mizoram.

The introduction of the provisions of the 73rd Constitutional Amendment Act, 1992 relating to the set – up of the rural local government in the rural areas and the 74th Constitutional Amendment Act, 1992 for urban areas, the municipalities which reduced the powers, functions, and responsibilities of the Deputy Commissioner. In India, PRIs exist in all states except Nagaland, Meghalaya, and Mizoram in which the three states are exempted from the purview of the 73rd Constitutional Amendment Act, 1992. With this backdrop, the scholar has chosen this topic and its role is to ensure that the effective and efficient way of working and services to take care of the affairs of the people. The Deputy Commissioner is the executive head of the district under the state government. It is entrusted with the overall responsibility of law and order, control violation of government land in the district, manages disaster management, controls the arms and ammunitions in the district, etc.

Review of Literature

The system of district administration in different parts of the country differs and assumes importance in the development of the country. Many books, articles, and reports had been published related to the district administration. The following review of the literature had been done for the proposed research.

Sharma, Ravindra, (2002), in his book, *Development and Regulatory Administration in India: Reform and Change*, focuses on the emphasis on a new style of administration which is very close to management concepts and techniques. The recent changes in India concerning administrative reforms, administrative accountability,

training, local government, human rights and problems of law and order administration are discussed with an effort to make reform and restructure in the administration to revamp the machinery and to remove the old age cobwebs.

Sharma, R.D,(1990), in his book, *District Administration in India: Problems and Prospects*, the problems of district administration were discussed to make an introduction to the various problems with regards to coordination at the district level. The contributors of the book felt the need to acquaint the problems with which the present-day administration is confronted with, the organizational defects with which the district is concerned with, the problems of decentralized planning, their relationship with the political leaders, the problems of reform, reorganization and culture change and the inefficient district administrative system.

Bhandari, Anant, (1998), in his book, *Public Administration and Responsible Governance*, consist of volumes of historical perspective in the Indian context where an attempt was made to provide several aspects of the very cornerstone of public administration in a multi-faceted, self- driven, multicultural and planning oriented society. The main highlight of this book focuses on the responsibility of the government in their performance on establishing a welfare state with regards to the electricity supply, water supply, health services, transportation, state of the roads and highways, housing, police administration, urban development, etc. which mark the innermost boundaries of governance.

Ram, D. Sundar, (1996), in his book, *Dynamics of District Administration: A New Perspective*, the examination of the changing reforms in administration after post-independence, planning, and welfare in district administration is discussed to maintain proper balance between the administration and the political divisions at local level with the approach of more people's participation in a democratic way. It focused on exploring the wide range of themes about reforms and the problems of administration, police and public relations, public distribution system, welfare programs, development administration, planning and democratic decentralization in the district administration.

Dube, M.P. & Munni Padalia, (2002), in their book, *Democratic Decentralization and Panchayati Raj in India*, focuses on the importance of decentralization through PRIs and how its functions helped in reducing the burden of the government. The emphasis was made on the efforts to make the citizens aware of their role in a democratic country and that the establishment of a democratic country aimed to achieve self- sufficiency, equality, justice and equitable distribution of resources.

Suneel Dhariwal & Sharma, M.C,(2007), in their book, *District Level Administration and Role of Collector*, they emphasized on the origin of a district administration in India as a unit of governance and how they shape the institution of the Collector as the eyes and ears of the administration. With these changes, the writers had highlighted that the policies of the government are translated into practice at the district level and they have well understood the problems of local people accordingly informed

to the state government. The district is the unit of administration in which every citizen can have contact with the governance.

Ranjan, Alok,(1994), in his book, *The Collector Today*, made an emphasis on the mature problem- solving approach to the handling of difficult situations in the district with sensitivity to the need of the common man. He stressed the need for building systems rather than taking piecemeal actions and accessibility is also emphasized for enhancing the credibility of the Collector and as the leader of the team, has the role of improving efficiency and performance at the district level. The importance of handling the press and the politicians are also analytically dealt with.

Ambedkar Sole, Nagendra, (2014), in his article, *Changing Contours of District Collectors in Local Governance in India*, he mentioned the notable contributions of the British to the Indian administration in providing district administration comprising both regulatory and development process. The main focus was made on the nature and scope of good governance relating to social welfare in 1959 by administering the Panchayati Raj Systems. Since independence, the powers and functions of the District Collector have been a substantial increase in the sphere of jurisdiction over the maintenance of law and order. Finally, the study was highlighted that there is a gradual change of role as a coordinator to a facilitator for implementing various development programmes.

Chahar, S.S. (2009), in his book, *District Administration in India: In the Era of Globalization*, the twenty-two papers examined the important aspects of district administration and the ways to make it more effective, responsive, open and friendly in

India, in the backdrop of the emerging globalization. The focus was made on the inadequacy and incapability in the supply and delivery of services, the need for an effective, transparent and responsive manner. The studies made a critical discussion to modernize and restructure district administration in the wake of the liberalized and globalized world. The different scholars' contributions on the issue of reforming district administration provide suggestions on the scope, strategy, and approaches to redress public grievances.

Lalneihzovi,(2006), in her book, *District Administration in Mizoram*, discusses the concept of public administration and how district administration has evolved till date. The administrative unit of the state government is the district administrative machinery which plays a vital success in government policies, plans, and programmes. The focus of this book was made on the study to highlight that how and to what extent the district administration to fulfil the expectations of the people in the Aizawl District and made many recommendations to be more responsive, change, goal and result oriented in the management of the affairs of the people.

Jagannath, P. Harish, (2017), in his article, *India's District Collector's as Administrative Entrepreneurs: A myth or Reality*, emphasized the District Collector aspiring to be the transparent and more demonstrating administrative entrepreneurship, but in reality, he is acting like a is transactional and this effort to initiate change becomes a difficult task. He also highlighted that they are more responsible to take care of the whole population all over the world and need to get comfortable with the organizational

structures in coordinating administrative leadership and the art of navigating these structures.

Jain, Abhishek, (2019), in his article, *Issues, and Challenges Before the District Collector in the Present Era of Governance*, highlights the importance of the District Collector (DC) in the government office and role of being the cutting edge of administration. With a reasonable development in governance, the role of the District Collector remains a vital part of district administration. The existence of a multifarious factors and forces challenges the District Collector to work effectively and efficiently. The main focus was given on the difficulties and problems that a District Collector faces today. This study focuses on the authority – responsibility gap, issues and problems and concluded with the proposition that the District Collector must be accountable, transparent and efficient to enhance the prosperity and well being of the whole country.

Mathur, B.P, (2019), in his article, *Rethinking Development: India's Cultural Ethos as Foundation*, emphasized on various developments like the socio-economic and cultural development through the development model adopted by India. He focuses on the call for a fundamental rethink of our development policy and need to embrace and redefine our development goals through cultural and civilization ethos for a prosperous society was the main perspective.

From the literature that had been reviewed, information about the origin and evolution of district administration can be studied. However, there has been no particular

mention of the ODC, Aizawl District, its structures and working and have been chosen for this research work to have a better understanding of district administration in Aizawl.

Statement of the problem

The Deputy Commissioner/District Collector concentrates on the maintenance of law and order, disaster management, elections, land and revenue administration etc and coordinate with other departments and organizations. Such a task comprises of different responsibilities and the Deputy Commissioner is assigned with managing and coordinating all these functions to develop the welfare of the people through different branches and departments. The main problems faced by the Deputy Commissioner Office in handling the affairs of the local people lies in the heavy workload as they manage different affairs of the people and the infrastructure did not meet their needs to effectively carry out these functions. The administrative machinery is not enough to meet the problems and sufferings of the common man, the procedural delays, rigidity to adherence of rules and regulations creates a lot of tension in the administrative set – up. The shortage of manpower also contributes to a lot of delays to effectively carry out the administration of the local people and their needs and the Office is in need to strengthen the workforce as the activities of governance keep on increasing. For these reasons the number of grievances and complaints also keeps on rising. Some innovative measures are needed to improve the working of the Deputy Commissioner Office in handling the affairs of the people.

Scope of the study

The present research work traced the origin and evolution of the Office of the Deputy Commissioner (ODC) and the different branches that execute its activities. The research work focused on the structure and working of the Office of the Deputy Commissioner, Aizawl District, Government of Mizoram who manages the administration of the affairs of the people in Mizoram. The research study also analyses the problems faced and suggest remedial measures to improve their functions in administering the affairs of the people.

Objectives of the study

The objectives of the study of the ODC, Aizawl District are as follows:

- i. To trace the origin and evolution of the administrative role of the ODC, Aizawl District, Government of Mizoram
- ii. To study the structure, working, powers and functions of the ODC, Aizawl District, Government of Mizoram
- iii. To study the activities undertaken by the different branches of the ODC, Aizawl District, Government of Mizoram
- iv. To find out the problems confronting the ODC, Aizawl District, Government of Mizoram while discharging their functions and suggest remedial measures.

Research questions

- i. How does the ODC, Aizawl District, Government of Mizoram originated?
- ii. What constitutes the structures and working of the ODC, Aizawl District, Government of Mizoram?
- iii. What are the activities and achievements undertaken by the different branches of the O DC, Aizawl District, Government of Mizoram?
- iv. What are the problems and challenges faced by the ODC, Aizawl District, Government of Mizoram in administering the affairs of the people?

Methodology

The research study is descriptive in design and cross sectional in nature. Different kinds of sources of data had been used for this study. Semi-structured interviews and questionnaires were distributed to the officials of the ODC, Aizawl District, Government of Mizoram. Books, magazines, articles, journals, internet sources, government documents and reports are the secondary sources of data were collected extensively and used for the present study.

Chapterisation

The present study has been divided into five chapters to elaborate on the study of the ODC, Aizawl District, Govt. of Mizoram.

Chapter – I: Introduction

The first chapter is the introduction of Mizoram and the people, the nature of administration of the people during the period of the Chiefs and the gradual changes which gave birth to the formation of a well run administrative set – up in the area. The review of literature, statement of the problem, scope of the study, objectives of the study, research questions and methodology was also highlighted in this chapter.

Chapter – II: Origin and Evolution

The second chapter studied the origin and evolution of the Office of the Deputy Commissioner, Aizawl District. The evolution of administration, the functions of the Superintendent, the attainment of Union Territory in 1972 and the attainment of Statehood in 1987 which gave birth to the formation of the ODC, Aizawl District.

Chapter – III: ODC: Structure and Working

The third chapter studies the structure of the ODC, Aizawl District and the different functions of the Branches of the office that helps in the administration of the affairs of the people.

Chapter – IV: Results and Discussion

The fourth chapter focuses on the problems of the office which were collected through the questionnaire method and unstructured interview method of data collection.

The focus was made on the effort to find out such problems and suggest remedial measures to tackle them.

Chapter – V: Conclusion

The last chapter concludes the research study and made suggestions to the problems faced by the office based on the data collected. The focus was given based on the study from the previous chapter.

The present research study focuses on the structure and working of the Office of the Deputy Commissioner and their functions in administering the affairs of the people and their problems in handling their work. This research study will find out why the administration started by the British administrative set – up which is still relevant today and what measures should be taken to improve the working conditions of this Office.

CHAPTER- II

ORIGIN AND EVOLUTION

In this chapter, the origin and evolution of the ODC, Aizawl District, Government of Mizoram was studied. The transition from Chieftainship, the establishment of the British administration, formation of the Lushai Hills and the different districts in Mizoram under Superintendents, Assam Government and eventually how the Deputy Commissioner derived his role and responsibilities in the administration of the local affairs of the Mizo people from time to time will be discussed.

Before the advent of the British in Mizoram, the way of the people was semi-nomadic and migrated to a different place in search of jhum cultivation and often led to conflicts within different clans among them which urged the need of a leader in such crises. Over a while and due to the wave of migration, the position of the Chief gradually started with the first Chief – Zahmuaka and his sons. At first, the main role of the chief was to end conflicts and this was done by raiding clans who pose a threat to their land and cultivation.

Mizoram was only a district under the Assam Government at the time of India's independence and as one of the Excluded Areas under an administrator called the Superintendent, outside the purview of the Legislative Assembly of Assam. Mizoram was earlier known as the Lushai Hills District directly governed by the Governor of Assam through the Superintendent. In order to maintain the administration, the Lushai Hills District was divided into circles which consists of 18 circles in the Aizawl area and

the remaining seven in Lunglei and each circle under a Circle Interpreter (C.I) who acted as the eye and ear of the Superintendent in cooperation with the Chiefs. The C.I were used to be called 'Rahsi' by the Mizo and acted the relationship between the people and the administrator, the Superintendent, as they used to settle in a particular locality for the convenience of administration. Due to this factor, we can see the existence of Rahsi Veng both in Lunglei and Aizawl (now Thakthing Veng).

The Superintendent performed the role of touring the district on foot for the purpose to visit different village administration and sometimes took horses for undertaking such tours. The construction of bridle paths for the accommodation of horses to facilitate tours for the Superintendent and other touring officials was undertaken by the local Public Works Department (PWD) at various stages sufficient for day's coverage on foot.

Table - 1 list of Superintendents, Lushai Hills

Sl. No.	Name of the Superintendent	Year
1.	R.B. McCabe, ICS	1887-1892
2.	A.W. Davis, ICS	1892-1893
3.	C.H. Loch, I.A.	1893
4.	A. Porteous, ICS	1894-1897
5.	J. Shakespeare, I.A	1897-1898

6.	H.W.C. Cole, I.A	1899-1900
7.	J. Shakespeare, I.A	1900-1903
8.	L.O. Clarke, ICS	1903-1904
9.	J. Shakespeare, I.A	1904-1905
10.	J.C Arbuthnot, ICS	1905
11.	C.H. Loch, I.A	1905-1906
12.	H.W.C. Cole, I.A	1906-1911
13.	W.N. Kennedy, I.A	1911-1912
14.	F.C. Henniker, ICS	1912
15.	J. Hezlett, ICS	1912-1917
16.	A. Playfair, I.A	1917
17.	H.A.C. Colquhoun, ICS	1917-1919
18.	W.L. Scott, ICS	1919-1921
19.	S.N. Mackenzie, ICS	1921-1922
20.	W.L. Scott, ICS	1922-1923
21.	S.N. Mackenzie, ICS	1923-1924
22.	N.E. Parry, ICS	1924-1928
23.	C.G.G. Helme, ICS	1928-1931
24.	A.G. Mc Call, ICS	1931-1943
25.	A.R.H. Macdonald, ICS	1943-1947
26.	J. Dumbreck, ICS	1945

27.	A.I. Bowman, ICS	1945
28.	Capt. D.A Penn	1946
29.	L.L. Peters, ACS	1947-1949
30.	S.N. Barkataki, IAS	1949-1951
31.	S.C. Kagti, IAS	1951
32.	B.W. Roy, ACS	1951
33.	S.N. Barkataki, IAS	1951-1952

Source: National Informatics Centre. <https://aizawl.nic.in/incumbency-chart/> accessed on 17th July 2019.

Evolution of the District Collector

The British government adopted a centrally appointed official the “*District Collector*” with both civil and judicial powers as per a system introduced in 1772 by Warren Hastings, the Governor-General of India. A system based on de-centralization was followed in 1786 in which the District Collector was made responsible for civil justice, magistracy and revenue collection. Later in 1793, Lord Cornwallis separated the revenue and judicial functions to different officials which got criticism by the Monro School of District Administration in the 19th Century, the favour was vested with the ancient customs- an officer responsible for the collection of revenue should have extensive judicial authority. The revolt of 1857 re-united the District Collector and the District Magistrate, and the Collector became the head of districts in 1859 till India became an independent country. The situation changed in the functions, powers,

positions, and roles of the Collector and the Government had to make alternative measures to meet the need of the people. The separation of the judiciary and the executive functions introduced Panchayati Raj had also affected the roles played by the Collector earlier.

In the district in order to maintain law and order the method at the time of the pre-independence era had a huge impact on the existing administrative set – up. The Indian Constitution has made provisions for all the citizens and matters relating to the administration, the maintenance of law and order and the security of all the people in the community. The rule of law under the provision of the Indian Penal Code, the Evidence Act, the Code of Criminal Procedure, etc. all had principles and parameters of democratic governance passed into law. The Constitution of India has made separation of the powers of the state government and has made the necessary changes to strengthen the measures of administration in the district, and the District Magistrate continues judicial functions in aid with the police force.

Administration of the district revenue, management and records of the lands in the districts, despite the changes from the British government, the district collector with his staff continues their role in the field administration, maintenance, and management of land records until the establishment of Land Revenue and Settlement, Government of Mizoram.

With increased participation from the citizens, the modes of communication and the lines of executing the works of the administrative process have developed to

strengthen the administrative set – up. The political process and their interpretation with the government authority have a huge impact on devising the method of organization and enhancing the administrative processes flexible to the demands of the citizens while realizing its purpose and functions.

In 1891 the Lushai Hills began the District administration into two administrative wings- the North and South Lushai Hills during the British rule. The amalgamation of the two districts started to function from 1st April 1988 under the Provisions of the Assam Frontier Tract Regulation, 1880 and the Scheduled Districts Acts, 1874. The Rules for the Regulation of Procedure of Officers Appointed to Administer the Lushai Hills District under Section 6 of the Scheduled Districts Act, 1874 with the earlier sanction from the Governor General-in-Council were framed in 1937. The administration was invested in the Chief Commissioner of Assam, the Superintendent of the Lushai Hills, his assistants, the chiefs and headmen of the villages. The Chief and his headmen were to uphold the authority of the administrative heads. Most Superintendents were officers from the army officers or officers from the Indian Civil Service.

Sixth Schedule of Constitution of India introduced in the tribal areas, administration of the four north eastern states - Assam, Meghalaya, Tripura, and Mizoram as per Article 244. The Governor is empowered to increase or decrease the areas or change the names of the autonomous districts accordingly three Autonomous District Council in Mizoram, viz. Chakma, Lai and Mara Autonomous District Council. They have separate administration of their respective district which does not apply with

the acts of the Parliament or the state legislature. The Councils have jurisdiction over the civil and criminal activities with the High Court as the superior judicial authoritative body.

With the formation of the Autonomous Mizo Hills District Council on 25th April 1952, the designation of the Superintendent was changed and the district administration was put under a Deputy Commissioner and the Chief Executive Members of the District and the Regional Councils with much-reduced powers after Independence abolishing chieftainship of their respective jurisdictions. Village Council as per the provisions of the Sixth Schedule of the Indian Constitution was set up to enhance the administration of the people in each district.

The Deputy Commissioner began to be the head of the district administration from 1952 and the post of the Chief Commissioner as the head of the state was replaced by the Governor of Assam. The Lushai Hills District was changed to Mizo Hills District by the Lushai Hills District (Change of Name) Act, 1954 (18 of 1954) which was passed in the Parliament. The Mizo Hills District was granted the status of Union Territory of Mizoram on 21st January 1972 under the North-Eastern Areas (Reorganization) Act, 1971 with the Lt. Governor as the head of Mizoram replacing the Governor of Assam. Mizo Hills District became a Union Territory on 21st January 1972 which gave birth to the three districts – Aizawl, Lunglei and Chhimituipui District. Each districts having a Deputy Commissioner to maintain law and order. During this time, the Deputy Commissioner was the head of the government and later on, the Chief Executive

Members of the District Council was handed the administration of the districts of Lai, Mara, and Chakma.

Mizoram on 20th February 1987 elevated from a Union Territory to the State of Mizoram. The Governor replaced the Lt. Governor as the head of the state who will be appointed by the President of India. Since the attainment of Independence from the British government, many organizational, administrative and structural changes took place especially on the district administration. The districts were divided into five districts- Aizawl, Champhai, Serchhip, Kolasib, Mamit. The Chhimtuipui District was also bifurcated into two- Saiha (Siaha) and Lawngtlai, the Lunglei district remained undivided. At present, there are 8 districts in Mizoram.

The functions of the Deputy Commissioner, Aizawl District continues to remain to this date the pivot of district administration. The duties of the office are to maintain law and order in the district. The office undertakes regular tours in the district, visiting far-flung villages, met with the local people solve their problems and above all, seeing that the programmes of the Government are being efficiently carried out.

Appointment

The Deputy Commissioner is appointed by the state government, from Indian Administrative Service (IAS) officers in the state. The members of the IAS are directly recruited by the Union Public Service Commissioner or Mizoram Public Service Commission. Direct recruitments are posted as District Collectors just after few years of

training whereas the members from state civil services are generally promoted to occupy this post based on their service. A District Magistrate/Deputy Commissioner is appointed to their respective post by the state government through the General Administration Department, Government of Mizoram with the recommendation of the Chief Secretary to the Chief Minister, Government of Mizoram.

The strength of the Deputy Commissioner from the pool of Indian Administrative Service (IAS) is 5 from the districts of Aizawl, Lawngtlai, Mamit, Siaha, and Champhai. On the other hand, the strength of the Deputy Commissioner from the pool of Mizoram Civil Service (MCS) is 3 from the districts of Kolasib, Lunglei, and Serchhip. With the formation of the three new districts, Hnahthial, Saitual, and Khawzawl have appointed MCS officers for the Deputy Commissioner at each district.

As Deputy Commissioner

The Deputy Commissioner is the executive head of the district and performs numerous roles, responsibilities and civil administration. He is considered to be the “measuring rod of efficiency in administration”. He has an Office Superintendent under him with the Establishment Branch to supervise the work of the clerical staff and guides the different functions of the different branches of the office. The number of branches in the office of the Deputy Commissioner differs from district to district and the important branches existing in almost all the districts are Establishment Branch, Nazarat Branch, ILP Branch, Judicial Branch, Arms Branch, Planning Branch, etc. The coordination of

the different branches and enhances public welfare activities, carrying out a census of the people, overseeing the disaster management and rehabilitation of the affected people.

As District Magistrate

The Deputy Commissioner supervises and controls all Executive Magistrate in the District, who controls & directs the actions of the Police and supervises his power over the protocol work, as representative of the state government at the district his/her work is to co-ordinate of all the VIP handled by the office. The Deputy Commissioner is the Returning Officer at the time of an election and takes up a census of the people. The Deputy Commissioner is the District Election Officer who looks after the affairs of all elections held in the district.

Assistant Commissioner

Assistant Commissioner is an officer to assist him in the management and control of the Planning Branch, Inner Line Permit Branch and the Arms Branch in the Deputy Commissioner Office, Aizawl District.

CHAPTER- III

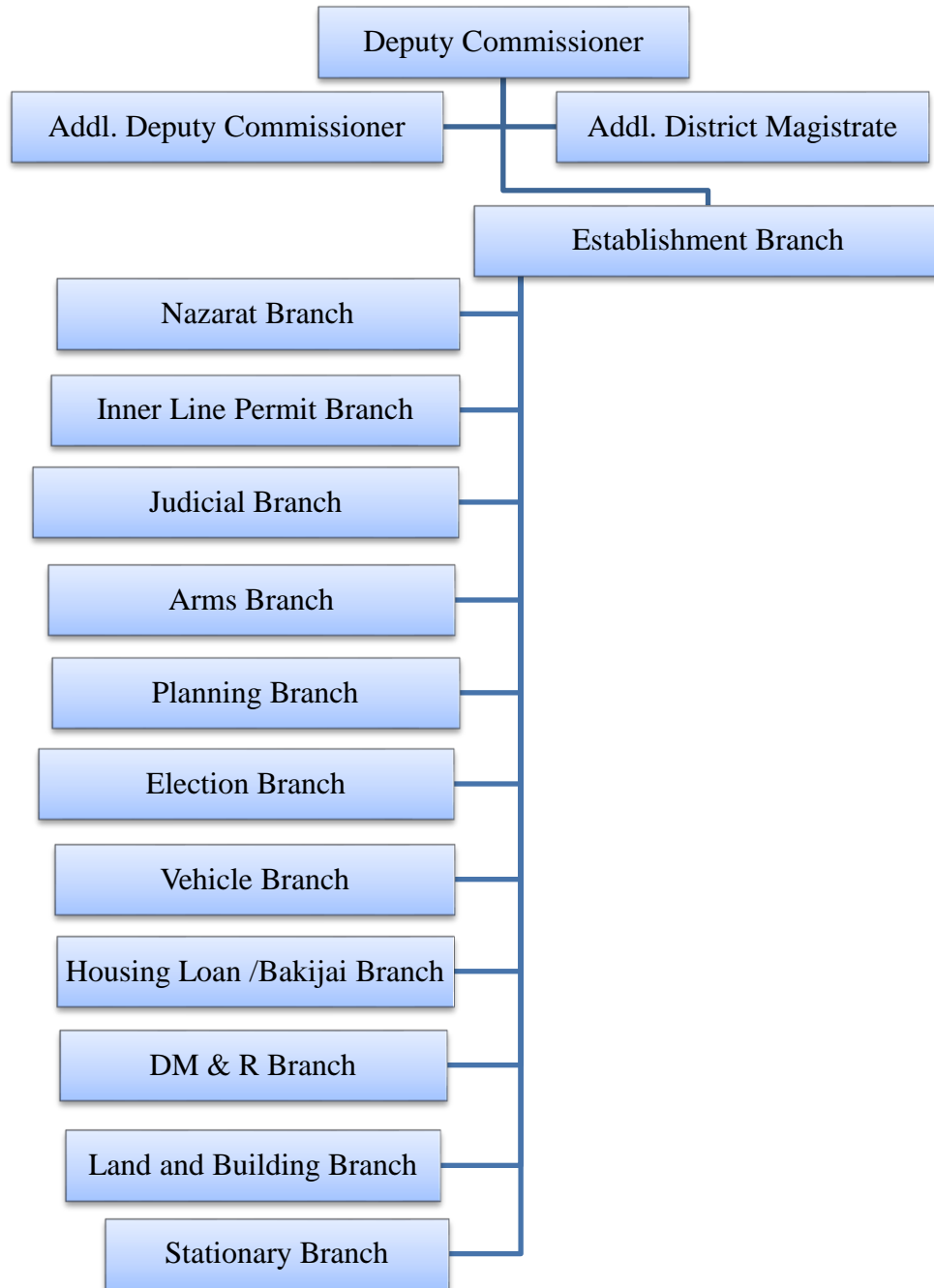
ODC: STRUCTURE AND WORKING

The ODC, Aizawl District is at the core of the city, Treasury Square, Aizawl. It is the main hub of the administration of the local affairs of the people with 12 branches to administer the working of the ODC, Aizawl District, Government of Mizoram. For this research study, the role of the DC and the functions of the different branches of the ODC had been undertaken.

The DC performs the role of supervising and managing all the works under the districts. DC takes care of the general administration of the respective district; he performs multifarious responsibilities in terms of socio-economic development, local bodies, and civil administration, etc.

As a DC, he is the chief officer of the revenue administration and was responsible for the collection of land revenue over a while in the district. He acts as the District Returning Officer (DRO) and the registrar for registration work during the times of election.

Chart 1 Overview of the Organizational Structure



Source: Reported by Hmangaihzuali, UDC, Establishment Branch Office of the Deputy Commissioner, Aizawl District on 8th October 2019.

Establishment Branch

This section looks after the matters the recruitment of staff, service matters & pension cases of all categories of employees of the office, training & disciplinary proceedings if and when initiated. The Branch deals with government orders, notifications and instructions, coordination with other functionaries in the district. This section takes up all the administrative functions of the different branches under a Superintendent with a staff such as- Assistant, UDC, LDC and a Peon in which the Branch consists of 14 staff at present. All the official letters and mail are received in the Establishment Branch and thereon circulate them to the concerned stakeholders. The financial statements of all the branches are submitted to the Nazareth Branch through the Establishment Branch and after the approval of the Deputy Commissioner.

Table 2 list of Staff, Establishment Branch

Sl. No.	Designation of Post	No. of Post
1.	Superintendent	1
2.	UDC	3
3.	LDC	3
4.	Data Entry Operator	1
5.	Circle Assistant	1
6.	Peon	5

Source: Reported by Hmangaihzuali, UDC, Establishment Branch Office of the Deputy Commissioner, Aizawl District on 8th October 2019.

The selection of the staff of the different branches of the Deputy Commissioner is as per the rules laid down by the Govt. Recruitment Rules in which an open competitive examination is to be held and personal interview conducted thereafter. On the other hand, the Establishment Branch is the agent that assists when the Indian Army Recruitment is to be conducted through the means of publishing an advertisement in newspapers and public service announcements.

In order to develop the function of the Office and the staff, training is conducted for all the government departments and offices to organize and facilitate development and as such the Administrative Training Institute is the apex body that provides training to all the civil servants through different techniques, mode and time schedule. The Establishment Branch circulates a notification for an upcoming training programme from the Administrative Training Institute to the other branches of the Office, thereon, a staff volunteers oneself in their discretion and submitted their willingness to undergo for the said training programme.

The Establishment Branch works on matters in terms of the personal and the general administration of the Deputy Commissioner Office. The arrangement of the staff is for a term of 5 years in each branch by rotation in which the implementing body is the Establishment Branch and maintains the welfare of the personal files and service books which entails everything from services and facilities.

When an important official or VVIP came for a visit the Establishment Branch made the arrangement according to the protocol in which they must receive them at

arrival till their departure. In recent years important officials-Prime Minister of India, Union Home Minister of India, Governor of Nagaland, Chief Minister of Meghalaya Myanmar Military Delegation, Air Vice-Marshal, Ambassador of US, Ambassador of Thailand, etc. are some of the major official visits in the past. Apart from these, the Branch arranged preparations like sending out invitation and detailed of at least 10 gazette officials to engage in events, decorations in certain events and seat arrangement for important days like Republic Day (26 January), State Day (20 February), Remna Ni (30 June) Independence Day(15 August), etc. and have arranged handing out awards and prizes in such occasions.

Arms Branch

The Arms Branch is the administrative body under the ODC, Aizawl District, Mizoram to issue and renew a license and permit for arms and ammunition in the district of Aizawl. At present, the Arms Branch consists of two UDC, one Data Entry Operator, and one IV Grade. Their role includes the division of categories of arms which are a rifle, Non-Prohibited Bore- revolver/pistol (NPB) and SBBL/DBBL for the general public.

Table 3 list of Staff, Arms Branch

Sl. No.	Designation of Post	No. of Post
1	UDC	2
2	LDC	-
3	Data Entry Operator	1
4	Peon	2

Source: Reported by C. Vanlalnggheta, DEO, Arms Branch, Office of the Deputy Commissioner, Aizawl District on 24th September 2019.

Process of Acquiring Arms and Ammunition

When a person inquires for a permit or license he/she must be of 21 years of age having no court case and should mainly be for the security of personal interest and protection of land and farms. One may take a Form A-1 from the Arms Branch, DC Office, Aizawl by paying Rs. 50 for filling up the application and must bring all his/her identification, educational and training certificate. After going through the process, a fee of Rs. 1030 must be paid for the final process. The term of permit or license issued by Arms Branch is for 3 years. The process of renewal requires the concerned individual to pay Rs. 500 for the process along with the License Book.

A person does not have the right to make changes to the nature of the arms at hand. On the other hand, the right for disposal or transfer of the arms when, the owner dies or

wanted to transfer his/her property, under the Arms Act 1959 and Arms Rules, 2016 the Heirloom Certificate is issued under the Family Heirloom Policy and made the necessary changes thereon. For one license, a person may have 3 guns which are the maximum limit for one license. No one is allowed to sell their license but has the discretion to dispose of the gun.

Explosive Possession License

The Explosive Possession License can be availed from the DC office, through the Arms Branch, under the Explosives Act, 1884. The rules gave the delegated administrative responsibility relating to the manufacture, possession, export, import, transport sale and use of Explosives.

The Branch managed the process by handling the application forms in collaboration with the Home Department, Government of Mizoram. The majority of license that had been given out is mainly for commercial investment in small quarries in which the applications are carried out through an online application. The validity of the license temporarily will be a maximum of fifteen days and permanently for one year according to the financial year which is liable for renewal every year. Without it one cannot deal or use such explosive items.

Arms Repairing License

The Arms Repairing License is commonly known as Gunsmith locally, deals with the sales and repairmen of firearms. In Aizawl, there are twenty-one gunsmiths and deals with a custom gun built, finisher and stock maker who specializes in special firearms. The Arms and Ammunitions Dealership License has also been given to thirteen dealers in Aizawl district.

Inner Line Permit Branch

According to the Bengal Frontier Regulation of 1873, Section -2 that empowers the Deputy Commissioner to enforce Inner Line Regulation and thereby to prohibit non-Mizos other than the natives of Mizoram entering Mizoram without a valid pass issued to him. The Deputy Commissioner is empowered to order a person, who is not a native of the area, to leave the area without any notice, if the presence of the person is injurious to the peace or good of the administration in the area.

Table 4 list of Places to Attain Inner Line Permit

Sl. No.	Place of Attaining Permit	Officer in Charge
1.	Lengpui Airport	Officer in charge Anti Hijacking Security Civil Aerodrome, Lengpui
2.	Silchar	Liaison Officer Mizoram Run, Sonai Road
3.	Shillong	Liaison Officer Government of Mizoram Nongrim Hills, Shillong

4.	Kolkatta	Liaison Officer Mizoram House Government of Mizoram Ballygunge Road, Kolkatta
5.	Guwahati	Liaison Officer Mizoram House Christian Bali, G.S Road
6.	New Delhi	Resident Commissioner Mizoram House Government of Mizoram Chankyapuri, New Delhi
7.	Bairabi	Sub – Deputy Commissioner Bairabi
8.	Vairengte	Sub – Divisional Officer Vairengte

Source: *Ministry of Communication and Information Technology*

<http://mizoram.nic.in/more/ilp.htm> accessed on 6th June 2019.

The above table 4 shows that the Inner Line Permit is a temporary pass to those who are not of Mizo origin under the Inner Line Regulation Act of 1857. It can be obtained in the concerned districts and from the cities of Kolkatta, Silchar, Shillong, Guwahati and New Delhi. The permit is also handed out by the Sub – Deputy Commissioner in Bairabi and the Sub – Divisional Officer at Vairengte. Tourists arriving by air can obtain the permit from the Security on arriving at Lengpui Airport Aizawl.

There are two types of permit- Temporary ILP is issued in Form E for a period not exceeding 15 days to bonafide visitors/ tourists or business representatives with

intimation to the concerned DC and for less than 4 persons RAP had to be obtained from the Ministry of Home Affairs, Government of India. For a group of 4 or more persons Restricted Area Permit (RAP) can be obtained from the Government of Mizoram through the Liaison Officers posted at New Delhi, Kolkatta and Guwahati.

Regular ILP is authorized by the concerned subordinate offices of the Deputy Commissioner for a period not exceeding 6 months, subject to the availability of a sponsor who is a resident or a government department. For the renewal of these permits, permission can be obtained from the concerning bodies as mentioned earlier. For the applicants from Cachar, Hailakandi and Karimganj districts of Assam state electoral roll identification is compulsory due to international boundary with Bangladesh and also for the people coming from Tripura. The Sub-Divisional Commissioner of Bairabi and the Sub-Divisional Officer of Vairengte grants permit to the tourist entering from Bairabi and Vairengte while ILP cannot be issued at Check Gates upon entering Mizoram. For foreign nationals upon visiting the state, registration must be done within 24 hours of arrival to the office of the Superintendent of Police (CID/SB) who is designated as the Foreigners Registration Officer.

Nazarat Branch

The Nazarat Branch is the branch that deals with the financial matters of the ODC. Their main purpose is to engage with the management of salaries of the ODC, their wages, bill payment through the Treasury, Government of Mizoram and maintenance of cash book.

Table5 list of Staff, Nazarat Branch

Sl. No.	Designation of Post	No. of Post
1	UDC	3
2	LDC	1
3	Data Entry Operator	1
4.	Peon	2

Source: *Reported by J. Lalhmingmawii, UDC, Nazarat Branch, Office of the Deputy Commissioner, Aizawl District on 18th October 2019.*

Nazareth Branch handles the financial work of the Office, Aizawl District. Their work includes the management and administration of budget estimates for the office of the Deputy Commissioner in cooperation with the different branches therein.

Table 6 LOC Quarterly Report, Nazareth Branch (2018-2019)

	Pay	Wages	M.D	D.T.E	O.E	Publn.	O.A. E	M/W	O/C	Total
Budget	770.23	11.01	30.52	6.50	38.0	0.50	15.00	2.50	1.20	875.46
1 st Quarter 30.6.18	239.00	11.01	30.52	1.60	10.0	0.15	4.00	0.65	0.50	297.43
2 nd Quarter 30.09.18	239.00			2.50	10.0	0.15	4.00	0.65	0.50	256.80
3 rd Quarter 31.12.18	292.23	31.32 (Addl. Fund)		1.2	9.0	0.20	10.00	9.30 (Addl. Fund)	11.72 (Addl. Fund)	896.99
4 th Quarter 31.3.19				2.10	9.00		5.00	1.20		17.30
TOTAL	805.46	31.32	30.52	6.50	55.35	0.50	5.00	10.50	34.62	989.77

Source: Letter of Credit, Nazarat Branch, Office, Aizawl District 2018 - 2019

The above table 6 shows that financial statement of the quarterly bill of the expenses of the Office, Aizawl District for the year 2018 – 2019. The statement includes the salaries and wages, domestic travel expenses, office expenses, medical treatment, minor works, publications, and other administrative charges.

Table7 LOC 1st Quarter – 3rd Quarter, 2019-2020

	Pay	Wages	Med. Treatment	D.T. E	O.E	Pbl n.	O.A. E	M/W	O/C	Total
Budget	943.65	51.17	18.90	6.50	38.00	0.50	15.00	2.50	1.20	1077.42

1 st Quarter 30.6.19	297.00	19.19	4.69	2.00	9.50	0.20	3.75	1.00	0.30	337.63
2 nd Quarter 30.09.19	300.00	11.00	4.80	2.00	9.50	0.10	3.75	0.50	0.30	331.95
3 rd Quarter 31.12.19	250.00	11.00			9.50	0.10	3.75	0.50	0.30	275.15
4 th Quarter	96.65	9.98	0.00	0.00	9.50	0.10	3.75	0.50	0.30	120.78

Source: Letter of Credit, Nazarat Branch, Office, Aizawl District 2019 - 2020

The above table 7 showed the financial statement of the Office, Aizawl District. The budget of the office has increased from 875.46 lakhs to 1077.42 lakhs the year 2018-2019 to 2019-2020. The increase on the budget of the office is on the salaries and wages of the office workers. On the other hand, the medical treatment budget has decreased from 30.52 lakhs in the year 2018-2019 to 18.90 lakhs in the year 2019-2020.

Judicial Branch

This section deals with matters relating to the conduct of inquiries by magistrates, as well as permission for public activities, law and order, Residential Certificate, Birth Certificate, issuance of Schedule Tribe and Income Certificates.

Table 8 Achievement Report for the Year 2018-2019

Sl.No	Achievements	Permission/Issuance
1.	Scheduled Tribe Certificate	10,593
2.	Residential Certificate	8956

3.	Income Certificate	11,428
4.	Residential Certificate (Non-Mizo)	32
5.	TRC (Non-Mizo)	120
6.	TRC (Mizo)	108
7.	Scheduled Caste Certificate	6
8.	Court Marriage Certificate	12
9.	Prohibitory Order	17
10.	Prosecution Sanction Order	4
11.	No-Income Certificate	984
12.	Income Tax Exemptions	1406
13.	Non-Married Certificate	61
14.	OBC	13

Source: *Office of the Deputy Commissioner, Aizawl Branch (Judicial Branch)*
No. F.20017/1/2015-DC(A)/258 Dt.04.01.2019.

The attainment of Independence from the British government gave birth to the need for a welfare state and the Constitution of India has made provisions for equal status and opportunity among the citizens. This was due to the long embedded practice of separation of castes that creates a divide among the people. The National Commission for SCs/STs was formed way back in 1978 to ensure the development of the economically backward classes of the society. Hence, the need for community certificate came into being and the Scheduled Caste/Tribe Certificate and OBC Certificate are issued. The residential certificate, on the

other hand, is the proof of residency that is seconded with the acknowledgment of the local authority.

In order to bring development to their socio-economic status, the Government of India has brought up a tremendous effort to uplift the condition of certain groups of people. One landmark activity is the adoption of assistance through scholarship, a mode of financial assistance that is made available to certain people based on their annual income. This proof of eligibility is proved with their statement of their annual income certificate.

The TRC (Tax Residency Certificate) for the Mizo and Non-Mizo is mandatory to ask to avail benefits of the tax treaty signed between the states and the central government. The Article 371 (G) of the Constitution of India which gives special rights to the people in Mizoram which being a tribal entity state ensures the exemption of tax.

Election Branch

The Election Branch deals with the management of the election taken place in the state and assign tasks to the concerned authority to ensure a successful election.

**Table 9 List of Returning Officer/Asst. Electoral Registration Officers,
Aizawl District**

Sl.No.	Name and No. of Assembly Constituency	Name and Designation of Electoral Returning Officer	Name and Designation of Assistant Registration Officer
1.	7- Tuivawl	Lallawmawma, SDO (C)	Lallawmawma, BDO
2.	8- Chalfilh	R. Vanlalsawma, SDO (C)	Lalrinawma Khiangte, BDO
3.	9-Tawi	R. Vanlalsawma, SDO(C)	Lalzikpuii, BDO
4.	10- Aizawl North-I	VL Hruaizela, Addl. DC (E)	Josephine Zonunsangi, SDC
5.	11-Aizawl North – II	VL Hruaizela, Addl. DC (E)	Lalhmingliana, ASO
6.	12-Aizawl North – III	K. Laltlawmlova, SDO	Lalhmingliana, ASO
7.	13-Aizawl East – I	K.Laltlawmlova,SDO	Laldinfeli, SDC
8.	14- Aizawl East – II	H.Lalrinpuia, SO, Dist. Revenue	Laldinfeli, SDC
9.	15- Aizawl West – I	LalmuanPuia Dy. Director LR&S	Andy Lalfakzuala Varte, BDO
10.	16- Aizawl West – II	Dr. Andrew H Vanlaldika, Project Director, DRDA	Lalchhanhimi, SDC
11.	17- Aizawl West – III	Lalmuanpuia, Dy. Director LR&S	Lalchhanhimi, SDC
12.	18- Aizawl South – I	Malsawmtluanga, DCSO 'E'	Josephine Zonunsangi, SDC
13.	19- Aizawl South – II	Dr. Andrew H Vanlaldika, Project Director, DRDA	Lalchhanhimi, SDC
14.	20- Aizawl South – III	Malsawmtluanga, DCSO 'E'	Remlalliana Hnamte, BDO

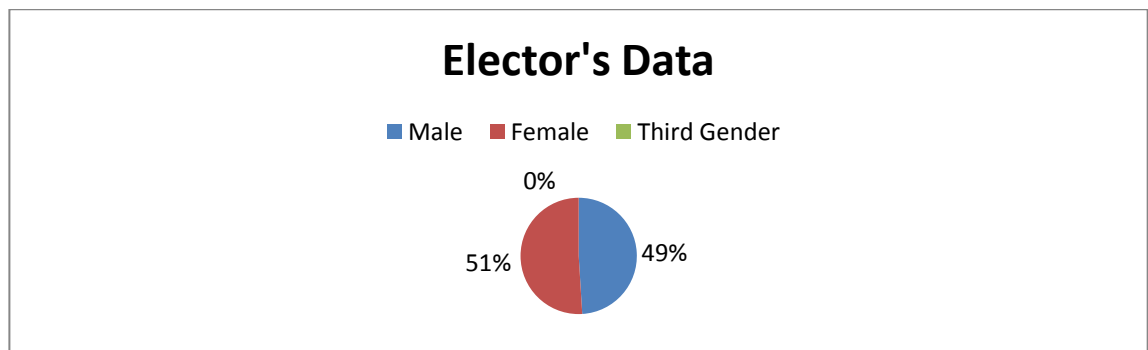
Source: District Election Management Plan Aizawl District (Lok Sabha Election, 2019),

DEO, Aizawl District.

The above table 9 shows that Aizawl District has 14 Assembly Constituencies. All 13 Assembly Constituency is exclusively reserved for Scheduled Tribe candidates only and only one Assembly Constituency, i.e. 13 – Aizawl East – I is for the general.

The Election Commission of India, introduced the Elector's Photo Identity Cards (EPIC) ,by 100% of the Elector's took photographed and sent them to the appointed Booth Level Officers (BLO) and they were distributed. The BLO is selected from each locality generally from among the government teachers under the leadership of the Local Council. Their role in the election process is to assist the functions of the Office of the Deputy Commissioner in the , , Special Summary Revision, Summary, Intensive of electoral rolls which are initiated through the forms – 6, 6(A), 7, 8 and 8 (A). It has been prepared in the Summary Revision of Electoral Rolls, 2007 for the first time and was computerized since Summary Revision of Electoral Rolls, 1998.

CHART2 Electors Data, 2018 Legislative Assembly of Mizoram



Source: CEOMizoram https://ceo.mizoram.gov.in/files/reports/electors_data_summary.pdf accessed on 24th October 2019.

Chart 2 is the report of the 2018 Chief Electoral Officer Report, Legislative Assembly of Mizoram which shows there are a total of 774, 757 voters in Mizoram, out

of which 379,818 are male and 394,939 are females and the absence of the third gender in the country.

In the last Member of Parliament Election, the Deputy Commissioner, Aizawl District is the Returning Officer and the Election Branch discharges multiple functions.

The role of the office includes the election expenditure monitoring, election materials and forms, appointment of observers from among the different government department in the state, management and training related EVM/VVPAT, media relations, polling personnel management, polling station, postal ballot, SVEEP, maintenance of law and order before and after the election, complaint monitoring, selection and management of control room, ballot paper, and dummy ballot, appointment of Excise Nodal Officer and Police Nodal Officer, transportation, counting of votes, polling staff welfare, helpline and complaint redressal, communication plan, and cyber security at the time of an election. All these works cannot be dealt with alone by the Election Branch, Office of the Deputy Commissioner and at the time, all the other branches have to participate in the election execution and assessment. Along with the other branches, all the Block Development Officers and staff, the Superintendent of Police, the Motor Vehicle Inspector, SSA teachers, DRDA employees, staff of the UD & PA, LAD staff, etc. assist in the election as per the orders of the Deputy Commissioner. Mizoram got two seats in both houses of the Parliament, and has selected 8 members to the Lok Sabha and 6 members to the Rajya Sabha till date.

Disaster Management and Rehabilitation

They are providing relief and rehabilitation measures to victims of disaster within the respective areas. Officers who are appointed to inspect the affected areas are going to the field to visit and delivering them relief immediately in the form of disbursement of materials, financial assistance, like silpouline free of cost. The Deputy Commissioner Office has made different actions to ensure the safety and assistance of the people in case of a disaster. Dr. A. Muthamma, IAS, Deputy Commissioner and Chairman, District Disaster Management Authority, Aizawl District has issued an order under Section 34 of Disaster Management Act, 2005. When the resident of Hunthar Veng faces a tragic landslide that devastated the lives and homes of the family of Pi B. Sairengpuii, necessary measures are taken by issuing an order to clear the homes of Pi Lalrozuali, Hunthar Veng as there were traces of crack near their home that could lead to more tragic events. Till today, the impact of the landslide cannot be recovered and the Office of the Deputy Commissioner takes the role of taking protective measures from disaster.

DDMA App

District Disaster Management Authority Application is a 24x7 district emergency operations number with an option "Call DEOC" which sends timely disaster-related notifications to help the people plan and prepare for disaster in their area. It was to raise alarm in cases of urgent disaster-related emergencies to the District Disaster Management Authority (DDMA). The purpose of this application was to enable an

individual to raise alarm by a single touch and notify authorities as well as emergency contacts in cases of difficulty or need for rescue.

The district is divided into 19 zones with a Zonal Officer who can be located with the help of the app based on the GPS location or locality name. One can submit their concerns and take a picture and notify through the app and keep track of the action taken through the link “disasterservices.mizoram.gov.in.” The users of this app can volunteer for enrolment and provisions for training were to be imparted in case of emergencies.

Land and Building Branch

The Land and Building Branch was set up with the function to assessment damaged compensation of roads, property, etc. in the district of Aizawl. Apart from these, the Branch performs an assessment of occupied land and fix and re-fix fair rent of government offices.

Table10 list of the Staff, Land and Building Branch

Sl. No.	Designation of Post	No. of Post
1	UDC	2
2	LDC	2
3	Surveyor	7

4	Data Entry Operator	4
5	IV Grade	2

Source:Reported by F.Lalhmunliani, UDC, Land and Building Branch on 8th October 2019.

Table 10 shows that the Land and Building Branch consist of 17 staff to perform the role of management of land acquisition. The role of the Branch is to settle disputes where a property is damaged and the suggestions of the necessary measures taken to the concerned body. The compensation of the NH-54 in the district of Aizawl is taken up by this Branch in which their role is to provide compensation to the concerned property owner. New or existing official sites are handled by the Land and Building Branch to see whether the land or building is suitable for the requirements of the concerned office.

Table11 list of Fixation of House Rent (2018-2019)

Sl. No	Types	Rate
1.	RCC	Rs. 74/- per square meter
2.	Assam Type	Rs. 46/- per square meter

Source: Reported by F.Lalhmunliani, UDC, Land and Building Branch on 8th October 2019.

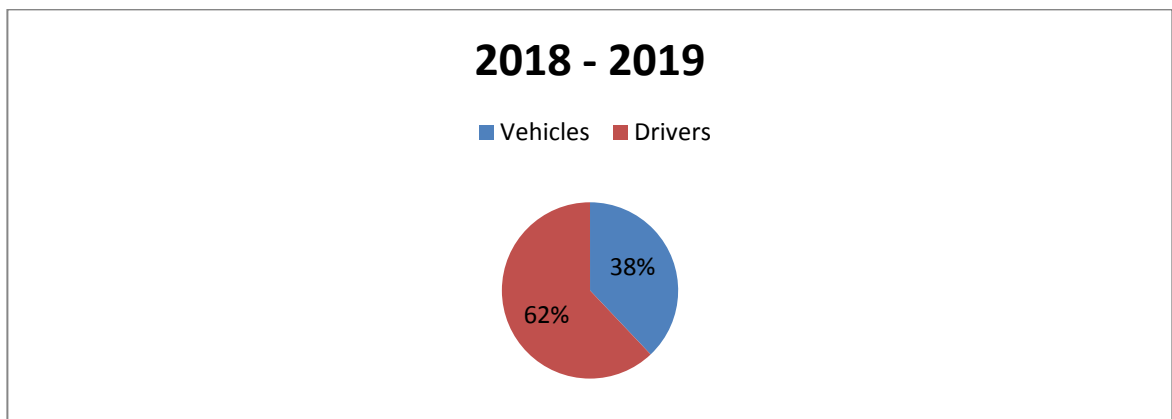
The above table 11 indicates that Branch engages with the assessment of a fair rent which was fixed as shown above the table. RCC(Reinforced Cement Concrete accounted for Rs. 74/- per square meter while Assam type houses(made from materials

wood, bamboo, steel, concrete, etc.) are rented with a price of Rs. 46/- per square meter according to the latest house rent.

Vehicle Branch

The Vehicle Branch purchase, maintain and repair all vehicles belonging to the office. The branch also deals with the requisition of vehicles in times of election. The Vehicle Branch of the office has two staff – one UDC, one vehicle in charge and in total the Branch consists of eighteen staff till date to organize and manage the task of assigning drivers to their respective duty.

Chart3 Vehicles and Drivers under the Vehicle Branch, DC Office



Source: Reported by A. Ramchuanmawia, UDC, Vehicle Branch, Office of the Deputy Commissioner, Aizawl District on 24th September 2019.

The above chart 3 shows that Vehicle Branch maintains 11 vehicles at present as shown in the above chart. According to the Motor Vehicle Act, 1988, no one is allowed to drive a vehicle unless one holds an effective driving license him entitles him to do so

and the same goes for the staff/driver under the Vehicle Branch and to ensure service delivery in a timely and a professional manner.

The functions of the staff of the Vehicle Branch includes proper maintenance of cleanliness of the vehicles, maintain records and regulates the consumption and repairmen of these vehicles whenever required. The office expenditure of the Vehicle Branch is sanctioned from the General Administration Department, Govt. of Mizoram. The disposals of condemned vehicles have been carried out through an auction system wherein the highest bidder gained ownership of such vehicles.

Planning Branch

The Planning Branch of the ODC, Aizawl District performs the role of administering the files relating to the DLC of which the DC is the Chairman. The branch executes the functions of the Deputy Commissioner with the MP Facilities and Centre in the ODC with the implementation of the MPLADS and MLALADS.

Table12 list of District Level Committee under DC Chairmanship

Sl. No.	District Level Chairmanship
1.	- Committee on Bank Security /DCC/DLRC – Bank
2.	- Committee on MPLADS – At National
3.	- Centrally Sponsored and Central Sector Plan Scheme Screening Committee

	- National
4.	- Youth Programme Committee(NYKS) – At National
5.	DRDA, Aizawl District Governing Body
6.	- PMGSY – DRDA
7.	-Communal Harmony – Education Department
8.	- Ikon NFTW – Education Department
9.	- Education Committee of Aizawl District (SSA) – Education Department
10.	-Advisory Committee of UCIE and APEX – Education Department
11.	-Tribal Residential School – Education Department
12.	-Fire Prevention – Forest Department
13.	- Wildlife Products &Control Illegal Trade in Wildlife – Forest Department(FD)
14.	-Green Mizoram – Forest Department
15.	-(Earth Day) – Forest Department
16.	-Encroachment of Government Reserve Forest – Forest Department
17.	- (Hospital Waste) – Forest Department(FD)
18.	(Recognition of Forest Right/Act, (Scheduled Tribes & Other Traditional Forest Dwellers 2008) – SWD
19.	FFDA(Fish Farmer Development Agency) – Fisheries Department(FD)
20.	Welfare of Minorities – Home Department(HD)
21.	- H & FW Department -Blindness Control Society (Aizawl District) –

22.	H & FW Department-TB Control Society –
23.	Aizawl East – H & FW Department -Malaria Control Board,
24.	- SIP – H & FW Department
25.	District HIV/AIDS Control Society of Aizawl District – H & FW Department
26.	H & FW Department-Health Society
27.	Do -Department- Rogi Kalyan Samiti (RKS)
28.	Do-Department- Health Society, Aizawl East/West -
29.	Do-Department =Quality Assurance Committee for Aizawl East/ West District
30.	Do-Department -Anti Tobacco Squad, Aizawl District -
31.	Do-Department -Vector Borne Disease Control Society
32.	Do-Department -Executive Committee, (Mizoram State Health Care Scheme)
33.	Pulse Polio Immunization Committee
34.	H & FW Department-HIV/AIDS and Drug De-Addiction Programme
35.	H & FW Department Leprosy Eradication Programme
36.	H & FW Department -Special School Health Check up
37.	PMEGP, KVIC
38.	Group (CDCG) Aizawl District (SFURTY) – KVI
39.	- Bonded Labour System – L & E Department
40.	-ater & Sanitation Committee – PHE Department
41.	- Renewable Energy – P & E Department

42.	- RGGVY – P & E Department
43.	PHE – P & E Department
44.	(ADPC)– Planning Department
45.	-all 8 Districts of Mizoram – Planning Department
46.	National Social Assistance Programme, SWD
47.	- grievances
48.	Indira Mahila Yojana Scheme
49.	Swadhan Scheme
50.	RD Programmes (Member Secretary) – RD Department
51.	Zila Sainik Welfare & Resettlement – Sainik
52.	Traffic Management – Transport Department
53.	Bird Flu – AH & Veterinary Department
54.	Prevention of Cruelty to animals – AH & Veterinary Department
55.	Incentive Award to Best Village, Council and Best Development Block
56.	Sexual Harassment Prevention
57.	(IWEP)
58.	- Co-Ordination Committee (Census)
59.	- Clean Mizoram Committee
60.	-Agricultural Mass Media Committee
61.	- Co – Ordination Committee
62.	-Community Award Scheme

63.	Quality Assurance
64.	- (ATMA)
65.	- Agriculture (DAPU)
66.	- DMA
67.	- Infrastructure
68.	-PYKKA
69.	- NLUP
70.	-Disaster Management
71.	- National Important Day Observance
72.	Revision of E/Roll
73.	- VAT Exempt
74.	- Criminal Injuries Relief and Rehabilitation Board
75.	- 6 th Economic Census
76.	- Project Advisory (DPAC) NERLP
77.	- Steering Committee on Green India Mission
78.	District Level Co-Ordination Committee of Integrated CO – Operative Development Project
79.	District Level Monitoring Supervision Committee on ICDS & RESSAGSABLA
80.	District Level Grievance Redressal Committee under ICDS Scheme
81.	District Level Co – Ordination Committee on ICDS

82.	Vigilance Committee on Targeted Public Distribution System
83.	District Swach Bharat Mission Gramin (PHE)
84.	District Benefit Transfer for LPG (DBTL)
85.	Board of Governors, Institutional Committee on RUSA under IASE of Aizawl Law College
86.	District Mission Committee on National Mission for Sustainable Agriculture (MMSA)
87.	District Level Co-Ordination Committee on National Deworming Day 2016
88.	District Level Committee for Jal Kranti Abhiyan
89.	Fish Farmer's Development Agency
90.	District Level Committee on PMAY – G
91.	District NeGP Agriculture Implementation Team
92.	National Youth Award Sport
93.	District Level Environment Impact Assessment Authority (DEIAA)
94.	Shyama Prasad Mukherji Urban Mission (SPMRM)
95.	District Education Committee (DEC)
96.	Digital Saksharta Abhiyan (DISHA)
97.	District Level Committee on Anti – Ragging in Education Institutions
98.	District Family Planning Indemnity Sub – Committee (DFISC)
99.	District Co- Ordination Committee under SPMRM
100.	Direct Benefit Transfer (DBT) under ICT

101.	Pradhan Mantri Surakshit Matritva Abhiyan (PMSMA)
102.	Pradhan Mantri Gramin Digital Saksharta Abhiyan (PMGDISHA)
103.	District Level Committee on Disability
104.	District Maternal and Child Death Review Committee
105.	Local Level Committee (LLC), National Trust
106.	District Convergence Committee on Poshan Abhiyan for Aizawl
107.	New National Biogas and Organic Manure Programme (NNBOMP)
108.	District Family Planning Indemnity Sub – Committee (DFPISC)

Source: Reported by Hmangaihzuoli, UDC, Establishment Branch, Office of the Deputy Commissioner, Aizawl District on 5th February 2019.

Stationary Branch

This branch under the DC office deals with the procurement of all forms and stationery items required for day to day functioning of all the branches of the Office of the Deputy Commissioner, Aizawl District. It also maintains properties of the office as per government instructions, repair and maintenance of various machines in the office, installation of telephones, electric connection and water supply. All payments of the bills such as electricity, phone bills, etc, are done by this division.

Table13 list of Government Approved Suppliers

Sl.No.	Govt. Approved Suppliers
1.	Thangruma Stationery Store, Bara Bazar, Dawrpui
2.	Lalthanpuii Enterprise, Tuikhuahtlang
3.	Selection Centre, Bara Bazar, Dawrpui
4.	C.L.Thianga & Sons, Dawrpui
5.	LDP Enterprises

Source: *Reported by Rotluanga, Stationery Branch, Office of the Deputy Commissioner, Aizawl District on 24th September 2019.*

Table 13 shows that the main supplies given by the above Government approved suppliers include – paper, paper pin, paper clip, files, staplers, pen, register, lock and key, printer refills and other miscellaneous facilities. Several important officials have been visited the same year to arrange all important events at the national and state level. Arrangement for all these activities helped by the Stationary division and it is their responsibility to maintain them up-to-date.

Housing Loan/Bakijai Branch

The Housing Branch was set up in 1972 to handle housing loans to eligible employees for the construction of houses. Housing loans were given to the Middle Income Group and Lower Income Group. This scheme was initiated in 1972 till 1989 after this scheme has been shifted to the Local Administration Department, Government

of Mizoram. The Housing Branch today is assigned with the task of handling loans that were given out in the year 1979 to 1989. They work in coordination with the taxation department to assure the full payment of pending loans. The period of recovery is 25 years to make full recovery in over 25 instalments. The Housing Building Advance under the Housing Loan Branch engages with the development of houses among the staff. Bakijai under the Housing Loan Branch engages with the SDO, DC Office wherein the concerned banks give notification to the Office to give their loan debt under the public demand rules. The main problem faced by the Housing Branch is the pending debt of the loans.

The Deputy Commissioner's power and functions is framed by the Governor of Mizoram under Section 92 of the Government of India Act, 1935 and standing orders like the Rules for the Regulation of the Procedure of Officers Appointed to Administer the Lushai Hills, 1937. The Rule 1-A of the Rules of 1937 says that the district administration in Mizoram is vested in the Governor, the Deputy Commissioners, and his assistants, the Chiefs, and Headmen of the villages to perform multiple functions.

The administration was a single line in the district headed by the Superintendent, re-designated as Deputy Commissioner, during the British Rule. All executive powers were held by the Deputy Commissioner and his Sub-Divisional Officer at the sub-divisional level. As a result, the Deputy Commissioner directly supervises and controls public works, agriculture, industry, forest, jail, police, and education of the people. He alone functioned as the Drawing and Disbursing Officer. He framed the policies of the

departments and also got them executed. The line of power, thus, went down vertically from the Deputy Commissioner to the Junior Officers. Besides, he carried on survey operations and conducted military campaigns. But this arrangement was abolished after Independence from the British government.

The Deputy Commissioner was empowered to determine the territory of the lands to be occupied by the Chiefs, to settle their disputes between the people and to punish the erring Chiefs and Headmen subject to the confirmation by the Governor of Assam. Besides, he appointed the Circle Interpreters to carry on instructions to the Chiefs who were the channel of communication between the Deputy Commissioner and the Chiefs. He did not interfere in the internal administration of the Chiefs and the Headmen. Thus, it ruled the people of the district as virtual dictators and thereby to protect the interest of the colonial government.

The police administration in all the districts came under the Superintendent and often passed standing orders for the guidance of the civil police. Thus, the control of the entire police force developed under the orders of the Chief Secretary of Assam. Crimes like rebellion, riot, murder, rape, theft, robbery, cattle stealing, housebreaking, and forgery were reported to the Deputy Commissioner but such power could not remain for a long time. The Government of Assam for administrative convenience created a separate post for the Superintendent of Police of the then Lushai Hills, controls the law and order issues. In practice, the Superintendent of district commands and administers the police force.

Bengal Frontier Regulation of 1873, section 2 which empowers the Deputy Commissioner to enforce Inner Line Regulation and thereby to prohibit all non-Mizos other than the natives of the Mizoram entering the region without a valid pass issued by him. He acted on behalf of the violator of the Inner Line Regulation. He is further empowered to order a person, who is not a native of the area, to leave the area without any notice, if the presence of the person is considered as injurious to the peace or good of the administration in the area. Disobedience to such orders is punishable with imprisonment up to 6 months or fine. Only the government has the authority to revise such an order which cannot be questioned in civil or criminal court. The present Government of Mizoram also empowers the Deputy Commissioner to enforce the Inner Line Regulation very strictly.

The Deputy Commissioner discharges multiple functions like a collection of revenue, magisterial work, regulatory functions and registration of marriage. Implementation of government orders and looking after the Development Blocks, the Deputy Commissioner co-operates and co-ordinates with the officers of the technical and development departments in the district to achieve the success of the ongoing schemes in the district.

The Deputy Commissioner appoints, transfers, post and sanction or grants of leave of government officials within the district. He is also the Controlling Drawing and Disbursing Officer of the district staff. He prepares the Annual Budget estimates and submits to the state government. He looks after the treasury and acts as District Stamp

Officer. He compiles and submits the annual administration report of the district to the state government. He acts as the principal agency of the government in matters of general administration and thereby looks after the interests of the government in general. He is also the District Census Officer and responsible for the conduct of census operations once in ten years. Since there is no post of the District Development Officer, the Deputy Commissioner in Mizoram implements development schemes to an extent whereas the development functions have been taken away from the District Officer of the plains districts and vested in the District Development Officer. He also looks after the Public Distribution System.

The District Magistrate is empowered to issue arms and licenses which deals with a matter connected with arms cases under Section 2 of Arms Act, 1959 and Section IV of Arms Rules, 1962. Under the Explosive Act, 1884 and the Explosives Rules 1983, the District Magistrate is authorized to issue explosive material for own use.

Besides this, the Deputy Commissioner is also the Executive Magistrate to exercise all powers is subordinate to the District Magistrate. He is also empowered to maintain security, peace and good behaviour in the district. The Deputy Commissioner of the Aizawl District chairs the District Rural Development Agency (DRDA) and also co-ordinates the centrally sponsored rural development programmes. He is also the Chairman of the following centrally sponsored programmes and schemes to implement and monitor the works. So far, the Deputy Commissioner has chaired more than 100 programmes and schemes.

Training

The Mizoram State Administrative Training Institute (ATI) was established in 1983 to enhance the working of the government servants at all levels and strengthens the major responsibility of capacity building through a systematic, integrated and coordinated manner. Their function includes the following: To initiate a systematic approach to training which involves four stages of reinvestigating that is requirements, proper planning and modules and conduct, evaluation and assessment of the outcome. These training methods depend on the analysis and assessment of the impact of training to measure effectiveness and efficiency.

The second function involves with client departments in the formulation of a training plan by formulating the Annual Training Plan (ATP) and provides technical assistance and advice adhering to the training need of the concerned bodies while referring to the training programmes laid down by the ATP. Maintenance of coordination and cooperation in securing support will help in the effective functioning of the concerned bodies. The function of introducing appropriate training programmes and methodologies serve the purpose of meeting the needs of the client departments or the stakeholders in accordance with what seems to be the most ideal one. In the year 2019-2020, there have been 39 State-Sponsored Training Programmes and the duration of the course of the training ranges from 1 Day to even 2 months. The Department Sponsored Training Programmes have been a success in which 39 training programmes have taken place for three days each.

The ATI have institutionalize good practices for the Institute to be a model organization to engage itself to be the centre of excellence through the creation of a sustained learning facility to retain quality faculty members by refining the methods, engage in relevant access for the participants to have eminent leadership qualities and acquire policy inputs to the fullest concerning the e-learning programmes. The formation of the National Training Policy, 2012 and Mizoram State Training Policy, 2013 came into effect on the 1st October 2013 to enhance the working of the civil servant to engage them with the current competent factors. It is a mandate to have the requisite manpower and infrastructure to finance effective and efficient implementation of the policies and hence, comes the role of the ATI.

An establishment of a network of institutions ensures the trainers to enhance the establishment of programmes, 'Training of Trainers' and supplements current training programmes and manpower for future references. Conduct of evaluation of studies provides advisory services. On the other hand, ATI does not take the effective implementation of the Mizoram State Training Policy. However, the emphasis was given on the behavioural and attitudinal training by imparting training through soft skills.

Table14 lists of Training Programmes, ATI (2019-2020)

Sl.No.	Name of Programme	Target Group	Duration
1.	Training of Procurement of goods and services through GeM Portal	Group A and B	23-24 April 2019

2.	Administrative Vigilance	Group B and C	22-26 April, 2019
3.	Legal Literacy for Govt. Servants	Group B and C	23-25 April 2019
4.	Strong work Ethics	Group B and C	24-26 April 2019
5.	Human Rights Issues	Group A and B	24-26 April 2019
6.	Training on Basic Service Rules and Office Procedures & Establishment	Group B and C	6-10 May 2019
7.	General Awareness about Gender Issues and Gender Budgeting in Government	Group A and B	7-9 May 2019
8.	Language Training (Hindi)	Group B and C	14-16 May 2019
9.	Refresher Course for Junior Engineer (JE) (Civil)	JE	21-23 May 2019
10.	Building Team Trust Workshop	Group A & B	29-31 May 2019
11.	Functional Efficiency in Office Procedures	Group B and C	5-7 June 2019
12.	DTP for Dealing Assistants	Group B and C	13 June 2019
13.	Personality Development and Office Etiquette	Group D	14 June 2019
14.	Language Training (Hindi)	Group A	17-21 June, 2019
15.	Rights and Welfare of Senior Citizens	Group C and D	26-28 June 2019
16.	Foundation Course for MCS	Group A	1 July 2019 – 30 June 2019

17.	Foundation Course for newly appointed MF & AS	Newly Recruited MF & AS	1 – 31 July 2019
18.	Basic training programme for new entrants	Group B and C	8-19 July 2019
19.	Basic Internet Course	Group A	9 July 2019
20.	HRD as an engine of growth	Group A and B	16-18 July 2019
21.	Personality Development and Office Etiquette	Drivers	19 July 2019
22.	Spoken English and Accent Neutralization	Group A	29 July – 2 August 2019
23.	Basic Internet Course	Group B and C	6 August 2019
24.	Workshop on Compassionate Appointment & Rights of Persons with Disabilities	Group B and C	8 August 2019
25.	Pension and other retirement profits	Group B and C	9-23 August 2019
26.	IT Literacy for Government Servants	Group B and C	20-22 August 2019
27.	Cyber Crime & Cyber Security	Group A	27- 29 August 2019
28.	Procedure, rules and regulations and Establishment	Group B and C	4-6 September 2019

29.	Personality Development and Office Etiquette	Group D	6 September, 2019
30.	Human Rights Issues	Group B and C	7-9 October 2019
31.	Psycho social Issues – Mental Health ,Depression, Suicide &	Group B and C	14-16 October 2019
32.	Grooming and Personality Development	Newly Recruited Group D	9-11 October 2019
33.	Training for Muster Roll employees	Group B and C	17 October 2019
34.	Accounting and Financial Management MF & AS	Senior and Junior grade of MF & AS	21-25 October 2019
35.	MS Office Application	Group A	21-25 October 2019
36.	Legal Literacy (LL)for Civil Servants	Group B and C	5-7 November 2019
37.	Personality Development and Office Etiquette	Drivers	6 November 2019
38.	Gender Issues ,Gender Budgeting in Government	B and C Group	12-14 November 2019
39.	Foundation Course for new recruits	Group A	2-13 December

			2019
40.	Language Training (Mizo)	Group A	9-13 December 2019

Source: <https://ati.mizoram.gov.in/page/training-calendar-2019-2020> accessed on 30th

October, 2019

The above table 14 has shown that there have been 40 training programmes undertaken by the ATI to enhance the better working environment and improve the output of the office works in handling the affairs of the people in the district. The Deputy Commissioner has a set of tasks to perform at hand, hence, the need to ensure the working of all the knowledge of the affairs of the people can be made inculcated through the different techniques of training. The personnel of any department/ offices must have a scheduled plan for improving their work culture to understand the need of strengthening manpower with the gradual development in technology, knowledge, and system of the government at a larger level.

CHAPTER- IV

RESULTS AND DISCUSSION

The research study in the previous chapter covers the organizational structure and functions which is carried out by the ODC, Aizawl District, Government of Mizoram. The study gives us a detailed study of the existing staff, the different functions, and activities performed by the office within Aizawl district. This chapter focuses on the results and discussion which arise out of the study of the office.

In this chapter, the results of the research finding were highlighted. The introduction of governance, the function of the office of the Superintendent and the formation of the ODC, Aizawl District, its Organisational setup and working was studied in the previous chapters. In addition to the research study, questionnaires and interviews were also administered for the collection of primary data from the different branches of the office. From the research findings, the major problems of the Office of the Deputy Commissioner, Aizawl District were discussed and the following attempt has been made to provide an answer for the research question in the present research study.

The Office of the Deputy Commissioner, Aizawl District, Government of Mizoram discharges multiple functions. The different branches of the office provide assistance dealing with arms, judicial/legal matters, Inner Line Permit, revenue, election, relief, supply, transport, certificates, prohibit order, etc.

The Establishment Branch is the branch that maintains the establishment of the different branches and the scrutiny of each staff of the ODC. The Branch plays the role of circulating instructions, communicated with all the subordinate offices, maintains all kinds of the roster, propose continuation of temporary posts and confirmation of temporary posts into permanent and various information a new post or to create new post in this regard. This branch mainly deals with the maintenance of all the personal files and service books of all the officers and officials under the DC, in terms of grant of GPF (advance and withdrawal), earned leave, fixation and revision of pay and matters regarding the disciplinary action and also with the various orders regarding the transfer of staff to the different branches inside the office.

Under the Establishment Branch, the major problem lies with the neglect to participate in the training programmes undertaken by the Administrative Training. With an unstructured interview conducted and the response in the questionnaire among the officials showed the lack of participating in the training programmes. So far, among five responses out of fourteen staff from the Establishment Branch in the questionnaire, there was no participation in the training programmes. However, at the time of an election in the state, the election process made the Office is responsible for the execution of all the processes in an election procedure.

With an interview with the Assistant Commissioner of the Deputy Commissioner's Office, the problems lie with the heavy responsibility of the officials in the management of their day to day activities. The supervision of the branches –

Planning Branch, Arms Branch, and Inner Line Permit Branch are under the control of the Assistant Commissioner. This work is divided with the Sub – Divisional Magistrate wherein the other branches of the office are handled and taken up. With the task of handling the visits from important officials, the Assistant Commissioner is assigned with the task of receiving important officials in the state, the Chief Minister, the Governor, Ministers, etc. as the role of the Magistrate empowers him/her to make orders when an event occurs.

With the role of arranging protocol when an important official or VVIP came for a visit, the task of receiving such officials at their arrival and their departure is initiated with an Executive Magistrate, an officer in the Office is responsible to see off the officials. Due to this, the officer has to leave his work in his office and create a delay in his role and responsibility. Although it is a protocol for the important officials or VVIP it increases the work of the officer assigned with the task of initiating this role.

The Nazarat Branch prepares the budget and prepares quarterly preparation and compilation of expenditure statements. The budget consist of the general administration, pay, medical, travel allowance bill, correspondence regarding pension and its corresponding bills, fixation of pay and revision of pay through excess and surrender statement of contingency heads and the preparation of budget/estimates,. As the office handles the financial work of the department, the office has a limited space to perform its function with limited storage having only five storage facilities.

With the administration of election in the district, the Election Branch manages and assigns a task to the officials at regular intervals. The Election Commission of India has made guidelines for Intensive, Summary, and Special Summary Revision of Electoral Rolls. With the introduction of Elector's Photo Identity Cards, all electors have been photographed with the assistance from the Booth Level Officers of the designated polling stations. At present, the population of the people in Aizawl district has expanded according to the Aizawl District Population Census 2001 (400,309) and 2011 (325,676). Aizawl has 14 Assembly Constituencies, all 13 of the Assembly Constituencies within Aizawl District are exclusively reserved for Scheduled Tribes candidates only and one Assembly Constituency i.e. 13 – Aizawl East – 1 is for the general population.

In 2003 some political activists attacked the EVMs from Suangpuilawn Constituency kept at counting hall on the evening of 3.12.2003 just before counting started. Some of the machines are partially damaged as a result of this attack and accordingly a case was filed at the Aizawl Police Station and duly investigated. 20 persons were arrested and a prima facie case under the charged section sections was made out against them and the case has been charge-sheeted. There is no electoral offence happened after 2003 onwards. With the exception of the above incident, election-related offences in the last Assembly election Of 2018 was zero.

The Office of the Deputy Commissioner performs administration of the local affairs of the people to ensure the maintenance of law and order. Although the governance of the people cannot reach the level of what was expected to entail a system

that caters to the need of the people to the fullest extent. The reason for this is because of the heavy workload of the personnel in carrying out the purpose of the office.

As the Office of the Deputy Commissioner took the initiatives of the responsibility of managing the affairs of the election process, the DC Office handles the selection of officers to manage the election procedure laid down by the Election Commission of India. With such a huge responsibility the need for proper training is necessary, although this is the area lacking when it comes to fulfilling responsibilities.

The number of personnel undergoing training in the different branches of the Office, Aizawl District accounted for around 5-10 over a period of time. These prove the lack of awareness among the personnel towards the need of inculcating training to help the enhancement of the development of the office working as well as the development of the nation.

The administrative machinery is not enough to meet the problems and sufferings of the common man, the procedural delays, rigidity to adherence of rules and regulations creates a lot of tension in the administrative set – up. The existence of a system of a hierarchical set-up in any office of the government gradually gave birth to the delay of work.

The shortage of manpower also contributes to a lot of delays to effectively carry out the administration of the local people and their needs and the office is in need to strengthen the workforce as the activities of governance keep on increasing. For these reasons the number of grievances and complaints also keeps on rising. Innovative

measures are needed to improve the working of the Deputy Commissioner Office in handling the affairs of the people.

As the role of the Office manages a diverse complex role in the governance of the people, each branch was entitled with around 4-15 staffs on an average to assist the execution of the works of the office but in the real picture, the majority of the branches of the office does not meet the entitled sanctioned staff.

Many of the problems of governance that have been faced today are due to the negligence of the need to impart training among oneself. Due to the fast pace towards development and a globalised world, the need to enhance the development of the governance lies in the hands of the personnel to ensure that development does take place in the system. But the scenario differs looking closely into the system. The majority of the personnel should have a timely planned training programmes to inform and made aware the objectives and goals of the government but due to the lack of interest, many of the problems that we face today can be made claim because of the slow intervention of ideas and practices to the officials who came in contact with the common man.

As the Deputy Commissioner is the district head, he/she has to the chairmanship in 109 district-level committees. Although with a change in the purpose and the authority in the state government, some of the committees are no longer in operation. Below are such committees:

Table15 list of District Level Committees no longer in operation

Sl. No	District Level Committee
1.	District Level Screening Committee for GOI Scheme – Central
2.	Do-Ikon NFTW – Education Department
3.	Do-UCIE and APEX – Education Department
4.	Do- Encroachment of Government Reserve Forest – Forest Department
5.	Do-Task Forces (Bio-Medical Waste) – Forest Department
6.	Do -Swadhan Scheme
7.	Do- Agricultural Mass Media Committee
8.	Do- Convergence / Infrastructure Committee (NLUP)
9.	Do- NLUP Implementing Scheme
10.	District Level Committee for Exempt VAT
11.	District Criminal Injuries Relief and Rehabilitation Board
12.	Board of Governors, Institutional Committee on RUSA and under IASE of Aizawl Law College
13.	District Mission Committee on National Mission for Sustainable Agriculture (MMSA)
14.	Shyama Prasad Muhkerji Rurban Mission (SPMRM)
15.	District Co-Ordination Committee under SPMRM

Source: Reported by Remsiama, Assistant, Planning Branch on 29th December 2019.

From the above table 15, it is clear that the Deputy Commissioner (DC) is assigned to different fields of the task to perform. Ranging from the development of schemes in the district, monitoring, provide relief and rehabilitation, implement the state land use policy, etc. With the complexity of his/her duties, the Deputy Commissioner has to engage with the different works of the branches and cells in the office, making his/her role challenging. Excluding the above list of committees, District Level Committee (DLC) was held under the Chairmanship of DC of the on 94 committees so far.

On managing the disaster in the districts, he is the Chairman of the DDMA and DDMC. The role of the DC in disaster management is assisted by the Disaster Management & Rehabilitation, Office of the Deputy Commissioner with staff that handles the office work related to relief and rehabilitation. To assist the work of the office in disaster management precaution measures, the DDMA App was launched to engage the citizens in their participation in tackling with disaster. It was meant to establish a relationship with the people in which, the user can alert the concerned officer in their zone and give the notification through the app. But the problem with it is that it has not been updated and proper maintenance of the app was not done which hinders the relevance of the app.

Overview

The modern technological advancement gave challenges to the government institutions and the global world encourages the growth of e-governance. The practice of

inculcating technology started for more than one or two decades. The growth of electronic administrative set up in the private institutions has brought about huge opportunities for development. Hence, the need to strengthen the existing governance system is the task of the government at hand.

Therefore, the challenge with the Deputy Commissioner Office lies with the need to strengthen manpower. The means of training and strong leadership will enhance the infusion of a system that is accessible, transparent and citizen-friendly in discharging the multiple functions of the office.

CHAPTER- V

CONCLUSION

In this chapter, two parts were classified Part I and Part – II. Part one consists of a summary of all previous chapters. Part two contains the major findings and suggestions regarding the possible measures to be taken for the successful implementation and functioning of the activities which are carried out by the Office of the Deputy Commissioner.

Part – I

Summary

The study on structure and working have been carried out and the study is divided into five chapters to understand their functions and role in the management of the affairs of the local people. The study has shown the evolution of district administration and the mechanism to ensure development time to time and the role played by the Office to ensure the effective functioning of the role of district administration.

The first chapter is the introductory part in which the status of Aizawl is elaborated in a manner in which the Office of the Deputy Commissioner entails. The system of district management before statehood and the system that is followed till date was studied.

The second chapter consists of the evolution and origin of the ODC. The administrative system has started during the British period through the British Parliament. Superintendent office has become now the Deputy Commissioner, after independence from the colonial government was the first establishment of administration in Mizoram and Aizawl in particular. The development of the Office and the gradual growth of the welfare state gave rise to the Superintendent/ Deputy Commissioner in maintaining and looking after the people.

The third chapter dealt with the structure and working of the Office and the role of the different officials in establishing a system that enhances the growth of the people and the nation. The different offices had been studied elaborately to understand the role played by this office during the British period and after independence.

The fourth chapter consists of the discussion of the results of the study been carried out. The problem faced by the Office had been the main focus of the study and find out measures to ensure the effective working of the Offices. The modern technological advancement gave challenges to the government institutions and the global world encourages the growth of e-governance. The practice of inculcating technology started for more than one or two decades. The growth of electronic administrative set up in the private institutions has brought about huge opportunities for development. Hence, the need to strengthen the existing governance system is the task of the government at hand. Keeping in light the practice of the paperless world, the

Government of India is the stakeholder to maintain the practice by the delegated bodies of government.

Part – II

Findings and suggestions

The present study is based on both primary and secondary sources of data collection. The insights gathered were used to prepare a semi-structured interview schedule that was given to the officials of the Office. A set of questionnaires had been taken to understand the problem faced by the clients of the Office. The researcher has critically analyzed the data collected and different opinions to determine the role of the Office in contributing to the welfare of the people.

Findings

For the research study, primary data and the secondary method of data collection was used. The study from the secondary data has brought light to the formation of a set of questionnaires to inquire into the problems of the Office. Based on the analysis of data collected through the questionnaires, the major findings of the problems of the Office of the Deputy Commissioner are highlighted below:

1. The staff of the different branches was appointed to their respective post for a period of 5 years in order to broaden their skills and exposure to different functional areas of the office. On the other hand, the office work suffers at the end of the day which can lead to stress and anxiety because of

the need to adapt to new processes. The staff lacks training and suddenly the heavy workload increases or decreases depending on the office of that branch which resulted in poor performance while trying to understand the work at hand. The employee can feel incompetent which resulted in poor performance of other aspects of work.

2. The different offices are not provided with satisfying office equipment. The response of the questionnaire has shown dissatisfaction among the worker. Most of the senior workers at the office felt the need of improving the office furniture. There was no space for office decorations and as they have to manage all their work all day on their desk uncomfortable chairs contribute to a sore back, necks, and shoulders. Most of the chairs at present are wire netted chairs while a few are provided with padded seats to give better support. On the other hand, most of the office table is wooden and is not the best in shape but still manageable.

3. Working in a fully open office, there is zero space for privacy and focus. Having no possibility to get privacy to make phone calls or focus on important tasks can force the employee to be dissatisfied with their job. Workrooms should have enough free space to allow people who work within the same room as they are associated with environmental satisfaction in the physical and mental health of the employees.

4. The majority of the staff does not have the basic knowledge of computer as per the government rules and perform such tasks with the assignment of data

entry operator. However, the functions of the office are carried out manually and perform their functions mainly with paper. Due to the lack of computer and internet skills among the worker, then the citizens have to compromise for solutions. There are cases of many mistakes found in Aadhar card and voter identification which have many data and informational errors and for correction, in those cases, one has to take a lot of time. All the officials should have at least basic computer knowledge and internet skills to reduce the mistakes and check the functions of the commons service centres thereby enhancing quality control of the functions of some of the offices.

5. The problem of the office according to the response from the questionnaire showed the problem of heavy workload occasionally although the problem is not on a daily basis according to the staff. The heavy workload does not end in levels of productivity. It reduces productivity and mistakes which leads to the poor performance of the work.

6. The office does not have sufficient office storage facility in the majority of the offices. The storage facility does not suffice the desired amount as the office discharge multiple functions and they are not provided with desirable space for future endeavour. Generally, most of the office desks are disorganized. The staff sometimes faced their holdings frustrating and tended to shovel through the pile of papers and documents. Providing sufficient file cabinets will enhance the motivation of the staff and inspire them to work effectively.

7. With the exception of some branches, some office's manpower is of critical issue. With the heavy workload in the office, the need is felt among the staff to strengthen manpower and the infrastructure. The response of the staff from the interview schedule and response from the questionnaire has shown that the manpower needs strengthening and improvement as it impacted the relations with the different branches and offices and with the citizens. Some of the branches didn't have sufficient staff which led them to work overtime and has no time for their recess.

8. The office does not have differently – able staff in their office administration and no cases of sexual harassment in the office environment.

The study focuses on the organizational setup and functions of ODC, Aizawl District. During the course of the study, the researcher found out the gap in the development functions of the Deputy Commissioner. Most states have also taken away the development functions from the Deputy Commissioner and vested them in the District Development Officer. Generally, the functions of coordination for planning and for implementation of district programmes are combined in a single officer, viz. the District Development Officer in the state of Gujarat. The Deputy Commissioner cannot devote enough time to development works because of the complexity of the roles of the Office.

Suggestions

As the Office performs different functions, the role of the Office is to ensure the effective implementation of all the works in the Office.

- 1) Improving work culture as staff rotation enriches one's duty and responsibility. Adjusting to new settings and work environment took time and challenged the staff to be able to adapt to these changes. The inculcation of frequent training and cooperation will help in solving the problem.
- 2) Improving the office facility and equipment to improve their work and productivity. From the respondents of the staff, the office infrastructure needed strengthening and it is the factor that hinders the motivation of the staff in the ODC.
- 3) Space management in the office has a big impact on the output of work. As the ODC does not have extra space for the staff they have to compromise their problem and welfare management.
- 4) Most of the staff are not equipped with basic computer knowledge although there has been training for the office workers to enhance their computer knowledge. The lack of awareness among the workers constricted the need for inculcating the basic knowledge of computer literacy.
- 5) Over a period of time, the works of some office were piled up with a heavy workload and from the response of the questionnaire, 18 responses had proof the statement. To solve this problem, increasing manpower is the first suggestion.

Although managing this task without increasing the staff requires the management of the task by setting priorities and achieving deadlines and assess the result. Being a good communicator and sharing the problems in handling the work will facilitate a better work culture.

- 6) Improvement of the storage facility will impact the workflow of the office as the appearance and the function of the office. Having a good storage facility can raise the productivity of work. At present, the average storage facility accounted for 4 – 6 steel almirah in each office of the branch.
- 7) At present, the strength of the manpower in the ODC, Aizawl District is 84 where some of the staff are on a contract basis which may result in insecurity among the staff.

The Government of India has promoted the task of ensuring effective and timely resolution of public grievances to improve the work culture in the government offices and had made the necessary instructions. These include the identification of processes and encourage the use of information and communication technology in the submission of the demands and problems of the people. The 2nd Administrative Reforms Commission had made a recommendation for redefining the collector's role as it discharges multiple functions. In order to sensitize the recommendations, issues like citizen centricity, equity, ethics, the primacy of law and accountability and the training institutes have been asked to conduct training programmes for their improvement.

The infrastructure of the Office of the Deputy Commissioner was established during the British rule. The need for new infrastructure is clear and therefore a new official site is being set up in the Secretariat Complex, Aizawl to ensure the setting up of an environment conducive for the personnel of the Office. At present, the condition of the Office needs renovation.

Conclusion

With the colonization of the British government, the means of authority was shifted from the chief to the office of the Superintendent. Gradually, the political awakening gave the birth of Mizoram, the status of a Union Territory and Statehood. From revenue administration to judicial functions the office has evolved and shaped the government of Mizoram. As the Deputy Commissioner is the head of district discharges multiple functions and the problems of the office have a big impact on the development of the people and the nation. In conclusion, the study was emphasized in the present and future improvement of the Office.

ODC has been and will be the introduction of administration in the state of Mizoram. The roles and responsibilities of the DC may alter overtime but the management of the administration and execution of the governance of the districts lies in the hands of the office.

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OFFICE OF THE DEPUTY COMMISSIONER, AIZAWL DISTRICT:

STRUCTURE AND WORKING

Lalthazuali

M. Phil Scholar

Dept. of Public Administration, MZU

Interview - schedule

Name _____

Gender – Male/Female/Others _____

Educational Qualifications _____

Designation _____

Branch _____

1. Are you employed on
 - a. Permanent terms _____
 - b. Contractual terms _____
2. How many years have you carried out your responsibility?
 - a. 1 – 5 Months _____
 - b. 5– 10 Months _____
 - c. More than one Year _____
 - d. If more please specify _____
3. Do you have photo copying machine in your office?
 - a. Yes _____
 - b. No _____

4. Do you have printing machine in your office?
 - a. Yes _____
 - b. No _____
5. Are these office machines available when needed?
 - a. Yes _____
 - b. No _____
6. Do you use computers to perform your functions?
 - a. Yes _____
 - b. No _____
7. Do you have basic computer knowledge as per the government rules?
 - a. Yes _____
 - b. No _____
8. Do you have access to internet facilities?
 - a. Yes _____
 - b. No _____
9. How many storage facilities does your office have?
 - a. 1 facility only _____
 - b. 1 – 5 facilities _____
 - c. 5 – 10 facilities _____
 - d. 10 – 15 facilities _____
10. Do you have sufficient space for storing important documents and records?
 - a. Yes _____
 - b. No _____
11. Do you find your work in the office overloaded?
 - a. Yes _____
 - b. No _____
12. Do you face any problem regarding power and electricity?
 - a. Yes _____
 - b. No _____
13. Are you satisfied with the facilities provided in your workplace?

- a. Yes _____
 - b. No _____
14. Is the office lacking space to perform your functions?
- a. Yes _____
 - b. No _____
15. What do you feel about the strength of manpower in carrying out the office functions?
- a. Satisfied _____
 - b. Unsatisfied _____
16. Does the office manpower need strengthening?
- a. Agree _____
 - b. Disagree _____
17. Does your head of the Office create an ideal working environment among the workers?
- a. Yes _____
 - b. No _____
18. Do you face interpersonal problems in relations to lateness among colleagues?
- a. Occasionally _____
 - b. None _____
19. Do you face problems in relation to slow response to work request among colleagues?
- a. Occasionally _____
 - b. None _____
20. Is there online application to issue Certificates/License/Permissions?
- a. Yes _____
 - b. No _____
21. How many applications do you receive in a day?
- a. 1 – 20 Applications _____
 - b. 20 – 40 Applications _____
 - c. 50 – 80 Applications _____
 - d. More than 100 _____
22. How long does it take to issue Certificates/License/Permissions?

- a. 1 Day _____
- b. 1 – 2 Days _____
- c. 3 – 5 Days _____
- d. 1 – 2 Weeks _____

23. Do you face sexual harassment in the workplace?

- a. Yes _____
- b. No _____

24. Does your office have differently-abled staff?

- a. Yes _____
- b. No _____

25. Have you undergo any training programme? If yes, please specify the time and training programme?

- a. Yes _____
- b. No _____

26. Do you have suggestions to help improve the functions of the DC Office?

- **For Research Purpose Only**

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2.	HSSLC	2012	MBSE	58.8% (II)
3.	B.A	2015	Pachhunga University College	62.25% (I)
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5.	M. Phil	2019	Mizoram University	7.00 (SGPA)

PARTICULARS OF THE CANDIDATE

NAME OF THE CANDIDATE:	LALTHAZUALI
DEGREE:	MASTER OF PHILOSOPHY
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TITLE OF THE DISSERTATION:	OFFICE OF THE DEPUTY COMMISSIONER, AIZAWL DISTRICT: STRUCTURE AND WORKING
DATE OF PAYMENT OF ADMISSION:	26. 07. 2018
COMMENCEMENT OF SECOND SEMESTER DISSERTATION:	19.02.2019
APPROVAL OF RESEARCH PROPOSAL:	
1. BOS:	03. 04. 2019
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OFFICE OF THE DEPUTY COMMISSIONER, AIZAWL DISTRICT:
STRUCTURE AND WORKING

By

Lalthazuali

Department Of Public Administration

Submitted

In partial fulfillment of the requirement of the degree of Master of Philosophy in
Public Administration of Mizoram University

Aizawl

Introduction

The 'District' is the administrative unit of the local people under the state government responsible for coordinating and supervising the administration of the local people along with the central and state government headed by a Deputy Commissioner/District Collector responsible for the general control and direction of the area concerned. The Deputy Commissioner/District Collectors performed administrative and judicial tasks but changed after independence leading to a number of increasing activities as institutions and departments started to involve in rural development and began to coordinate the efforts of the government in promoting the welfare of the people.

In 1891, district administration in the Lushai Hills began when the territory was divided into two administrative wings- the North Lushai Hills and the South- Lushai Hills under the British government. The amalgamation of the two districts started to function from 1st April, 1988 under the Provisions of the Assam Frontier Tract Regulation, 1880 and the Scheduled Districts Acts, 1874. The Rules for the Regulation of Procedure of Officers Appointed to Administer the Lushai Hills District under Section 6 of the Scheduled Districts Act, 1874 with the earlier sanction from the Governor General-in-Council were framed in 1937. Administration was invested in the Chief Commissioner of Assam, the Superintendent of the Lushai Hills, his assistants, the Chiefs and headmen of the villages. The Chiefs and the headmen were to uphold the

authority of the administrative heads. Most Superintendents were officers from the army officers or officers from the Indian Civil Service.

The Sixth Schedule of the Constitution introduced the administration of the tribal areas in the four northeastern states of Assam, Meghalaya, Tripura and Mizoram as per Article 244. The Governor is empowered to increase or decrease the areas or change the names of the autonomous districts. While executive powers of the Union extend in Scheduled areas with respect to their administration in V schedule, the Scheduled areas remain within executive authority of the state, viz. Chakma Autonomous District Council, Lai Autonomous District Council and Mara Autonomous District Council. The acts of Parliament or the state legislature do not apply to autonomous districts and autonomous regions or apply with specified modifications and exceptions. The Councils have also been endowed with wide civil and criminal judicial powers, for example establishing village courts etc. However, the jurisdiction of these councils is subject to the jurisdiction of the concerned High Court.

With the introduction of the Autonomous Mizo Hills District Council on 25th April, 1952, the designation of the Superintendent was changed and the district administration was put under a Deputy Commissioner and the Chief Executive Members of the District and the Regional Councils with much reduced powers after Independence abolishing chiefship of their respective jurisdictions. Village Council as per the provisions of the Sixth Schedule of the Indian Constitution was set up under the provisions of both the Councils.

The Office of the Deputy Commissioner, Aizawl District has the role and responsibility to maintain the traditional local working of administration of the people, their culture and socio-economic activities, coordinating schedules and providing administration of the people for the people. They coordinate different functions of development, administer the local affairs and manage the day-to-day activities. Along these responsibilities comes the role of supervising the execution of the various functions of the Commission in handling the affairs of the communities which include social services, public works and accounting works.

Review of literature

The system of district administration in different parts of the country differs and assumes importance in the development of the country. Many books, articles and reports had been published related to district administration. Review of literature had been done for the research study on 7 articles and 16 books.

Statement of the problem

The Deputy Commissioner/District Collector concentrates on the maintenance of law and order, disaster management, elections, land and revenue administration etc and coordinate with other departments and organizations. Such a task comprises of different responsibilities and the Deputy Commissioner is assigned with managing and coordinating all these functions to develop the welfare of the people through different branches and departments. The main problems faced by the Deputy Commissioner Office in handling the affairs of the local people lies in the heavy workload as they

manage different affairs of the people and the infrastructure did not meet their needs to effectively carry out these functions. The administrative machinery is not enough to meet the problems and sufferings of the common man, the procedural delays, rigidity to adherence of rules and regulations creates a lot of tension in the administrative set – up. The shortage of manpower also contributes to a lot of delays to effectively carry out the administration of the local people and their needs and the Office is in need to strengthen the workforce as the activities of governance keep on increasing. For these reasons the number of grievances and complaints also keeps on rising. Some innovative measures are needed to improve the working of the Deputy Commissioner Office in handling the affairs of the people.

Scope of the study

The present research work traced the origin and evolution of the Office of the Deputy Commissioner (ODC) and the different branches that execute its activities. The research work focused on the structure and working of the Office of the Deputy Commissioner, Aizawl District, Government of Mizoram who manages the administration of the affairs of the people in Mizoram. The research study also analyses the problems faced and suggest remedial measures to improve their functions in administering the affairs of the people.

Objectives of the study

The objectives of the study of the ODC, Aizawl District are as follows:

1. To trace the origin and evolution of the administrative role of the ODC, Aizawl District, Government of Mizoram
2. To study the structure, working, powers and functions of the ODC, Aizawl District, Government of Mizoram
3. To study the activities undertaken by the different branches of the ODC, Aizawl District, Government of Mizoram
4. To find out the problems confronting the ODC, Aizawl District, Government of Mizoram while discharging their functions and suggest remedial measures.

Research questions

1. How does the ODC, Aizawl District, Government of Mizoram originated?
2. What constitutes the structures and working of the ODC, Aizawl District, Government of Mizoram?
3. What are the activities and achievements undertaken by the different branches of the O DC, Aizawl District, Government of Mizoram?
4. What are the problems and challenges faced by the ODC, Aizawl District, Government of Mizoram in administering the affairs of the people?

Methodology

The research study is descriptive in design and cross sectional in nature. Different kinds of sources of data had been used for this study. Semi-structured interviews and questionnaires were distributed to the officials of the ODC, Aizawl District, Government of Mizoram. Books, magazines, articles, journals, internet sources, government documents and reports are the secondary sources of data were collected extensively and used for the present study.

Chapterization

The structure and working of the Office of the Deputy Commissioner has been carried out and the study is divided into five chapters to understand their functions and role in the management of the affairs of the local people. The study has shown the evolution of district administration and the development of administration from time to time and the role played by the office to ensure the effective functioning of the role of district administration.

The first chapter is the introductory part and discusses on the historical background of Mizoram, its tradition, culture and agriculture and the powers and position of the Chief. The system of administration was simple and egalitarian. The economy was self – reliant on their own agricultural products and the forest produce.

The second chapter discusses the evolution and origin of the Office of the Deputy Commissioner. The system of administration was initiated by the British

government in Assam through the British Parliament. The office of the Superintendent, now the Deputy Commissioner, after independence from the colonial government was the first establishment of administration in Mizoram. The development of the office of the Superintendent and the gradual growth of welfare state gave rise to the birth of the role of the Superintendent/ Deputy Commissioner in maintaining the affairs of the people and the attainment of a state in 1987.

The third chapter studied the structure and working of the Office of the Deputy Commissioner and the role of the different officials in establishing a system that enhances the growth of the people and the nation. The different offices of the Deputy Commissioner's Office had been studied elaborately to understand their role and functions in the implementation of the duties of the office.

The fourth chapter consists of the results and discussion of the study been carried out. The problem faced by the Office had been the main focus of the fourth chapter and to find out measures to ensure the effective working of the Offices. The modern technological advancement gave challenges to the government institutions and encourages the growth of governance. The office of the different branches from the data collected shows the existence of the need to strengthen the manpower in the workplace and the need to create a suitable space for performing their functions. Hence, the need to strengthen the existing administrative set up is the task at hand.

The fifth chapter is the last and final chapter of the research study which highlighted the overall conclusion of the study and suggested remedial measures to

improve the Office of the Deputy Commissioner, Aizawl District, Government of Mizoram.

Findings

For the research study primary data and secondary method of data collection was used. The study from the secondary data has brought light to the formation of set of questionnaires to inquire into the problems of the Office of the Deputy Commissioner, Aizawl District. Based on the analysis of data collected through the questionnaires, the major findings of the problems of the Office of the Deputy Commissioner are highlighted below:

- i. The staff of the different branches was appointed to their respective post for a period of 5 years in order to broaden their skills and exposure to different functional areas of the office. On the other hand, the office work suffers at the end of the day which can lead to stress and anxiety because of the need to adapt to new processes. The staff lacks training and suddenly the heavy workload increases or decreases depending on the office of that branch which resulted in the poor performance while trying to understand the work at hand. The employee can feel incompetent which resulted in poor performance of other aspects of work.
- ii. The different offices are not provided with satisfying office equipment. The response of the questionnaire has shown the dissatisfaction among the worker. Most of the senior workers at the office felt the need of improving

the office furniture. There was no space for office decorations and as they have to manage all their work all day on their desk uncomfortable chairs contribute to a sore back, necks and shoulders. Most of the chairs at present are wire netted chairs while a few are provided with padded seats to give better support. On the other hand, most of the office tables are wooden and is not the best in shape but still manageable.

- iii. Working in a fully open office, there is zero space for privacy and focus. Having no possibility to get privacy to make phone calls or focus on important task can force the employee to be dissatisfied with their job. Workrooms should have enough free space to allow people who work within the same room as they are associated with the environmental satisfaction in the physical and mental health of the employees.
- iv. The majority of the staff does not have the basic knowledge of computer as per the government rules and perform such tasks with the assignment of data entry operator. However, the functions of the office are carried out manually and perform their functions mainly with paper. Due to the lack of computer and internet skills among the worker, then the citizens have to compromise for solutions. There are cases of many mistakes found in Aadhar card and voter's identification which have many data and informational errors and for correction in those cases one have to take a lot of time. All the officials should have at least basic computer knowledge and internet skills to reduce

the mistakes and check the functions of the commons service centre thereby enhancing quality control of the functions of some of the offices.

- v. The problem of the office according to the response from the questionnaire showed the problem of heavy workload occasionally. Although the problem is not on a daily according to the staff. Heavy workload does not end in levels of productivity. It reduces productivity and mistakes which lead to poor performance of the work.
- vi. The office does not have sufficient office storage facility in the majority of the offices. The storage facility does not suffice the desired amount as the office discharge multiple functions and they are not provided with desirable space for future endeavor. Generally, most of the office desks are disorganized. The staff sometimes faced their holdings frustrating and tended to shovel through the pile of papers and documents. Providing sufficient file cabinets will enhance the motivation of the staff and inspire them to work effectively.
- vii. With the exception of some branches, some offices manpower is of critical issue. With the heavy workload in the office, the need is felt among the staff to strengthen manpower and the infrastructure. The response of the staff from the interview schedule and response from the questionnaire has shown that the manpower needs strengthening and improvement as it impacted the relations with the different branches and offices and with the citizens. Some

of the branches didn't have sufficient staff which led them to work overtime and have no time for their recess.

- viii. The office does not have differently – able staff in their office administration and no cases of sexual harassment in the office environment.

The study focuses on the organizational structure and working of the Office of the Deputy Commissioner, Aizawl District. During the course of the study, the researcher found out the gap of development functions of the Deputy Commissioner. Most states have also taken away the development functions from the Deputy Commissioner and vested them in the District Development Officer. Generally, the functions of coordination for planning and for implementation of district programmes are combined in a single officer, viz. the District Development Officer in the state of Gujarat. The Deputy Commissioner cannot devote enough time to development works because of the complexity of the roles of the Office of the Deputy Commissioner, Aizawl District.

Suggestions

As the Office of the Deputy Commissioner performs different functions, the role of the Office is to ensure the effective implementation of all the works in the Office.

- 1) Improving work culture as staff rotation enriches one's duty and responsibility. Adjusting to new settings and work environment took time and challenged the staff to be able to adapt to these changes. The inculcation of frequent training and cooperation will help in solving the problem.

- 2) Improving the office facility and equipment to improve their work and productivity. From the respondents of the staff, the office infrastructure needed strengthening and is it the factor which hinders the motivation of the staff in the Office of the Deputy Commissioner.
- 3) Space management in the office has a big impact on the output of work. As the Office of the Deputy Commissioner does not have extra space for the staff they have to compromise their problem and welfare management.
- 4) Most of the staff are not equipped with the basic computer knowledge although there have been training for the office workers to enhance their computer knowledge. The lack of awareness among the workers constricted the need of inculcating the basic knowledge to computer literacy. To enhance their computer literacy, the ATI has provided training programmes and these programmes should be mend the problem of computer literacy among the staff.
- 5) Over a period of time, the works of some office were piled up with heavy workload and from the response of the questionnaire 18 responses had proof the statement. To solve this problem, increasing manpower is the first suggestion. Although managing this task without increasing the staff requires the management of the task by setting priorities and achieving deadlines and asses the result. Being a good communicator and sharing the problems in handling the work will facilitate better work culture.
- 6) Improvement of the storage facility will impact the workflow of the office as the appearance and the function of the office. Having a well storage facility can raise

the productivity of work. At present the average storage facility accounted 4 – 6 steel almirah in each offices of the branch.

- 7) At present, the strength of the manpower in the Office of the Deputy Commissioner, Aizawl District is 84 where some of the staff are on contract basis which may resulted in insecurity among the staffs.

The Government of India has promoted the task of ensuring effective and timely resolution of public grievances to improve the work culture in the government offices and had made the necessary instructions. These include identification of processes and encourage use of information and communication technology in submission of the demands and problems of the people. The 2nd Administrative Reforms Commission had made recommendation for re – defining the collector’s role as it discharges multiple functions. In order to sensitize the recommendations, issues like citizen centricity, equity, ethics, primacy of law and accountability and the training institutes have been asked to conduct training programmes for their improvement.

Conclusions

The Office of the Deputy Commissioner is the origin of an administration. With the colonization of the British government, the means of authority was shifted from the Chiefship to the office of the Superintendent. Gradually, the political awakening gave the birth of Mizoram, the status of a Union Territory and Statehood. From revenue administration to judicial functions the office has evolved and shaped the government of

Mizoram. As the Deputy Commissioner is the head of district discharges multiple functions and the problems of the office have a big impact on the development of the people and the nation. In conclusion, the study was emphasized on the present and future improvement of the Office of the Deputy Commissioner, Aizawl District.

The office of the Deputy Commissioner has been and will be the introduction of administration in the state of Mizoram. The roles and responsibilities of the DC may alter overtime but the management of the administration and execution of the governance of the districts lies in the hands of the Office of the Deputy Commissioner, Aizawl District and therefore the need to develop the people still lies in its hands.