



RIGHT TO INFORMATION MANUAL

FOSTERING CLIMATE RESILIENT UPLAND FARMING SYSTEMS IN THE NORTH EAST



JUNE 1, 2022

Project Management Unit, FOCUIS, Mizoram

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RTI MANUAL OF FOSTERING CLIMATE RESILIENT UPLAND FARMING SYSTEMS IN THE NORTH EAST(FOCUS)

As required under clause 4(!).b of the Right to Information Act, 2005, the following manuals for Fostering Climate Resilient Upland Farming Systems in the North East (FOCUS) is hereby made for General Guidance of the public

1. PARTICULAR OF ITS ORGANISATION FUNCTION AND DUTIES

A. Introduction

IFAD projects in India use three models of project management: (i) project management structure built into the existing corporations; (ii) a separate project management structure built into the line department; and (iii) a separate society established for implementation. The advantages of working with the corporations and societies include the ability to retain unspent funds at the end of the fiscal year enabling these institutions to start project activities without waiting for budget release. The GoM has opted for the Society model in view of its stated advantages for implementing various other programmes. For example, Mizoram State Rural Livelihoods Mission which is registered as a society implements the National Rural Livelihoods Programme and this society is attached to the Rural Development Department. Similarly, societies have been formed under the Health Department, Education Department and e-governance departments for implementing projects/programs.

B. Project Management

At the central level, the Department of Economic Affairs (DEA) would be the nodal agency for the project. Two broad principles would govern the management structure for this project. They include: (i) alignment to the existing government structure; and (ii) flexibility to make changes based on the requirements that may arise during the implementation phase. The project would be aligned to the existing government structure by making the DoA of the GoM as the state level lead implementing and nodal agency. Two options for alignment with the Agriculture Department were considered. These include: (i) establishing a project management unit within the Agriculture Department; and (ii) establishing a new society under the Agriculture Department. In view of the flexibility, the society structure provides in terms of carrying over the unspent balance of the previous year to the next year and in terms of human resource engagement, the option of establishing a society under the Agriculture Department was considered appropriate.

State level Project Management: In order to implement this project, GoM would establish a society named Society for Climate Resilient Agriculture in Mizoram (SCRAM) under the DoA. This strategy of establishing a separate society keeps it outside the government line department structure and makes it possible to bring in persons of repute as members of the Governing Council. This society would be registered under the Societies Registration Act and would have its own bye laws and financial rules. SCRAM would have adequate authority to enter into partnership agreements/contracts with agencies, FIGs, Village Councils and other committees under the Village Councils.

The Chief Secretary of the State of Mizoram will be the Chairperson and the Secretary Agriculture will be the Co-chairperson. The Governing Council of the Society will have the Principle Chief Conservator of Forests, the Secretary-Horticulture, the Secretary-Rural Development, the Secretary-Planning and Programme Implementation, the Secretary-Finance, the Secretary-Animal Husbandry and Veterinary Services, the Secretary-Soil and Water Conservation, the Secretary-Revenue and Land Settlement and the Deputy Commissioners of project districts as the core members. The Governing Council may co-opt additional members based on the requirement. GoM will appoint a Joint Director or above level officer from the line department with adequate seniority and experience in coordinating agriculture and allied activities on a fulltime basis as the Chief Executive Officer of the society. S/he will also be an ex-officio Secretary of the Society.

The Governing Council of the society will be responsible for: (i) ensuring legal compliance and preparing, reviewing and approving overall policies of the society including administrative, human resource and financial policies; (ii) providing direction and guidance for project implementation; (iii) facilitating coordination and convergence between the project and other government programmes; (iv) reviewing and approving overall AWP&B of the project; and (v) reviewing implementation performance of the project.

The project management responsibility would be vested with a Project Management Unit (PMU) within the Society with the Chief Executive Officer/Secretary of the society as the SPD. S/he will report to the Director, DoA who will be the Mission Director. State budget allocations for the project from IFAD loan proceeds, IFAD grant, and GoM counterpart funds for IFAD loan will flow through the Agriculture Department to the Society by creating a separate line item in its annual budget.

Overall, PMU would be responsible for compliance to the stipulation of Financing Agreement signed between GoI and IFAD. More specifically the PMU will be responsible for (i) programme planning, implementation and monitoring; (ii) financial management and procurement; (iii) management and administration and (iv) co-ordination with GoI and IFAD, as follows:

Programme planning, implementation and monitoring/ reporting: organizing project coordination meeting; preparing and submitting AWP&B after consolidating AWP&Bs of districts and a procurement plan for review by IFAD; conceptualizing, supervising and monitoring project activities and their progress towards achieving physical, financial and outcome related targets; establishing an effective MIS and M&E system to track project progress; undertaking knowledge management activities;

Financial management and Procurement: incorporating the budget requirements of the project into the overall budget of the GoM and ensuring flow of funds to the society; ensuring release of funds to the DMUs and line departments for implementing project activities; operating Project Accounts for timely release of funds to the districts, line departments and other partners; receiving statement of expenditure and supporting documents related to fund release and keeping an account of fund release and utilization; preparing overall project

financial statements; evaluating bids, and finalizing and executing contracts with service providers and suppliers of goods and services for implementing various project activities.

Management and Administration: liaising with the State administration and line agencies to ensure coordination and convergence to facilitate project implementation; establishing DMUs in each project district within the District Agriculture Office and recruiting staff for PMU and DMUs; preparing and submitting progress reports semi-annually and annually to IFAD; establishing an effective MIS and M&E system to track project progress.

Reporting and co-ordinating with GoI and IFAD: Preparing and submitting withdrawal applications to GoI/CAAA for onward transmission to IFAD; ensuring preparation and submission of annual audit reports and financial statements to IFAD and ensuring compliance to the audit observations; preparing RIMS data for submission to IFAD.

The society would be provided with senior technical staff of the rank of Deputy Directors. A Deputy Director-Agriculture, a Deputy Director-Horticulture, a Deputy Director-Animal Husbandry, and a Deputy Director – Soil and Water Conservation would be posted to the PMU on deputation. In addition, a Finance and Accounts Specialist (FAS), Manager - Planning and M&E, Manager – Knowledge Management and Manager – Gender and Community Institutions and other support staff would be engaged on contract basis. Staff appointments, except those on deputation, would be fixed term contracts of at least three years and the candidates would be recruited from the open-market based on professional competence and experience.

The society while recruiting staff would give preference to women subject to other things being equal. SCRAM is yet to develop a set of personnel policies guiding engagement of staff. Important personnel policy related actions to be initiated by SCRAM include: (i) categorization of posts and fixing a pay scale for each position; (ii) fixing leave structure and leave encashment benefits in line with societies established for managing development projects in the State; (iii) fixing travel and daily subsistence allowance structure; (iv) fixing deputation allowance to seek experienced staff from the government departments; (v) fixing provident fund and medical insurance benefits; and (vi) incorporating gender sensitive policies in recruitment.

District Management Units (DMU): The project would establish a DMU in each district within the District Agriculture Office headed by the DPM. A small team of professionals would be recruited to facilitate project implementation. DMUs would function as an outpost of SCRAM in each project district. DMUs would be authorised to release funds based on the sanctioned AWP&B.

The DMUs would be responsible for: (i) coordinating with the circle level officers and the FIGs to prepare AWP&B for circle and incorporating the same into the district AWP&B; (ii) obtaining required sanctions for implementing activities; (iii) releasing funds to the FIGs and other implementation partners; (v) receiving utilization certificates from the FIGs and other implementation partners and reconciling their accounts; (vi) collecting, collating and analysing MIS and M&E data for the district for onward submission to PMU and for providing feedback

to implementation partners; (vii) ensuring convergence between project activities and activities of other line departments in the project villages; (viii) conducting audit of books of accounts of FIGs and other implementation partners on a sample basis and submitting reports; (ix) maintaining books of accounts related to project expenditure of the district and prompt settlement of advances with PMU; and (x) ensuring compliance to audit observations.

DPM would be responsible for: (i) coordinating with the PMU with regard to implementation of project activities; (ii) coordinating with the District Administration for convergence and support; (iii) supervising field level activities of block/circle level officers, FIGs and other implementation partners; (iv) releasing funds to the FIGs and other implementation partners as per the approved AWP&B; (v) ensuring convergence between project activities and activities of other line departments; (vi) functioning as a focal point to resolve issues faced by implementing partners and block/circle level officers and village level workers; (vii) reviewing field level activities and submitting reports to the Deputy Commissioner/PMU on a regular basis; and (viii) overall management of the DMU as per the directions of SPD including personnel and administrative functions.

A technical team comprising officers of mid-level seniority drawn from the Departments of Agriculture, Horticulture, Animal Husbandry and Soil and Water Conservation would be attached full time for this project. In addition, the project would also engage professionals on a contract basis. GoM would also post an Agriculture Officer for each project district on a full-time basis to deal exclusively with the project activities who would be the Field Coordinator of the project. The project would also engage a Planning and Monitoring Officer, a Finance and Accounts Officer and the required junior professionals at the district level on a contract basis.

The project would fund capacity building of PMU and DMU staff, development of a computerised accounting system and a Management Information System. The project would allocate funds for engaging Specialist Organizations / Experts to help the project management in conceptualising various project interventions and to provide expert technical advice. The project would also fund contracting of specialist agencies for conducting baseline survey, impact evaluation and other surveys and in preparation of a Project Completion Report.

C. Project Coordination Mechanisms

State Level Coordination

The Governing Council of SCRAM would also function as the state level Project Steering Committee (PSC) for this project. The Chief Secretary, GoM would be the Chairperson of the PSC. The PSC would meet once in six months to review progress, provide overall guidance and policy support and to facilitate inter-departmental coordination specifically with regard to convergence. All the members of the Governing Council would be the members of the PSC. PSC would invite representatives from the National Bank for Agriculture and Rural Development (NABARD), civil society and Technical Experts of repute to participate in the PSC meetings as Special Invitees. The SPD would be the member secretary of the PSC. PSC would meet on a half yearly basis and its function would be to secure interdepartmental

coordination and linkages for the project. It would: (i) review progress of the project on the basis of the reports submitted by SCRAM; (ii) resolve any problems requiring interdepartmental coordination with the line agencies and banks which require higher level of intervention; (iii) resolve any policy bottlenecks that impact project implementation and (iv) review AWP&B as prepared by SCRAM to ensure adequate budgetary provisions.

GoM would also establish a Project Management Committee (PMC) headed by the Secretary, Agriculture with the Director, DoA as the Co-Chairperson. The Directors of relevant technical departments such as Director-Horticulture, Director – Agriculture Research and Extension, Director – Animal Husbandry and Veterinary Services, Director – Soil and water conservation, and Conservator of Forests as the members and the Chief Executive Officer of the society as the Member Secretary. The PMC would meet quarterly and would be responsible for: (i) reviewing and resolving any problems in the project implementation relating to coordination with the line agencies and banks which require higher level of intervention; (ii) liaise with other large schemes of the government such as NLUP and SRLM to ensure better co-ordination on the ground (iii) approving action plans for Central Sector Schemes and integrating these action plans into the AWP&B of the project; and (iv) ensuring release of GoM counterpart funding and IFAD loan proceeds to the society; (v) provide a forum for dialogue between the state level policy makers and the field level implementers; (vi) review issues arising out of the District level Coordinating Committee reports, monitoring reports, impact assessment studies and evaluation reports and give policy directions to resolve the issues; and (vii) ascertain ways and means of internalizing the lessons learned from the project delivery mode into the regular government programmes.

District Level Coordination

The project would also establish a District Project Coordination Committee (DPCC) in each project district. The DPCC would meet quarterly to discuss the project implementation progress, constraints and remedies. The most important function of this committee is to ensure flow of MGNREGS funds to the Village Councils for implementing Land and Water related activities. The DPCC would be chaired by the Deputy Commissioner / District Collector of the respective project district and the DPM would be the Vice Chairperson. The members of the DPCC would include: (i) District Horticulture Officer; (ii) District Animal Husbandry Officer; (iii) District Forest Officer; (iv) District Soil Conservation Officer; (v) Project Director-DRDA; and (vi) Block Development officers of project blocks. Planning, M&E and Convergence Officer would be the Secretary of this committee. Based on the need, representatives of NABARD and Lead Bank would also be invited to participate in the DPCC meetings. A representative from PMU may attend any of the DPCC meetings if and when required.

D. Implementation Partners

Village Councils: Village Councils are the most important grassroots institutions. Village Councils in Mizoram are democratic institutions and are responsible for decentralized governance at the grassroots' level. These councils would be the focal point for implementation of the project activities mainly with regard to taking free, informed and prior consent for implementing the activities. Village Councils are empowered with powers to allocate land for

jhum cultivation and also to implement MGNREGS activities. This project being a jhum improvement project would have to coordinate with the Village Council for taking up improvement on jhum land. The activities related to participatory land use planning, allocation of land appropriate for jhum and settled agriculture based on remote sensing maps will be taken up by the project along with the Village Councils.

Farmer Interest Groups: The project will form FIGs for: (i) jhum and fallow management; (ii) wet rice cultivation; (iii) support to land less; (iv) support to existing orchards; and (v) value chain crops production. FIGs would comprise of rural households interested in taking up a common economic activity. These FIGs will comprise of 15-20 members and each FIG will open a bank account for receiving project benefits. The project would use the existing FIGs and also promote new FIGs for implementing project activities.

Self Help Groups/Societies/Associations: The project would also support SHGs that have been promoted under various government programmes. These SHGs are women groups that take up a common activity. These SHGs would be used to implement non-farm activities and livestock related activities. In addition, there are several associations such as the Young Mizo Association, and the services of these agencies would be used depending upon the project need during the implementation.

2. POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Mission Director

Mission director is the Authority, empowered to exercise all the powers and performs all the duties conferred upon him by the different Acts and Rules administered by the Department. The Mission Director may subject to such restrictions and conditions as may be prescribed, delegate any of his powers to any persons appointed to assist him in the due discharge of his functions. He is the Nodal Officer for Supreme Court Cases pertaining to FOCUS, He is also Authority for Advance Ruling under GST Act, 2017 and also an Appellate Authority under RTI Act, 2005.

State Project Director

He/She is entrusted with general administration of Project Management Unit, District Management Unit and supervision of the Project in the State level. He is responsible for overall supervision and exercises control, transfer and posting of staff, he is the drawing and disbursement officer of the project.

Deputy Director (Horticulture)

All matters related to Horticulture. In addition, she will look after Office establishment such as Stationery, Office furniture, Finance, Gender & Community Institution, Marketing. Transfer and posting. Recruitment of contract staff and their performance reports. She will oversee the activities under Khawzawl and Saitual Districts.

Deputy Director (Agriculture)

All matter related to Agriculture. In addition, he will look after matters relating to Fisheries, Knowledge management, Information & Public relations, Extension & Training Vehicles & fuel, Staff Meeting, recruitment of PMU Staff and VLWS, their performance reports, coordination with KVK, ATMA & SAMETI. He will oversee the activities of Kolasib and Mamit Districts.

Deputy Director (LR, Soil & Water Conservation)

All matter related to Land Resources, Soil & Water Conservation. In addition, She will look after matters relating to Agri, Engineering, M&E, Agro-Forestry, Innovation fund, Model Village. She will oversee the activities under Serchhip District.

Deputy Director (AH & Vety.)

All matter related to Animal Husbandry & Veterinary. In addition, he will look after matters relating to Staff welfare, Office upkeep and sanitation, Office Canteen, Leave, Office discipline and attendance of Staff, Meetings (GC. PMC). He will oversee the activities of Champhai District.

District Project Managers

He/She is entrusted with general administration of District Management Unit, implementation and supervision of the Project in the district level. He is responsible for overall supervision and exercises control,

Manager (Finance & Accounts)

- Budgeting and accounting of the project
- Expediting the release of funds for timely implementation of different activities by the PMU and the DMUs
- Consolidating accounts of the PMU and the DMUs
- Monitoring fund utilization at the PMU and the DMUs
- Maintaining records of all financial matters related to the project.
- Preparing periodical financial statements and submission of half yearly and annual financial statements to IFAD
- Preparing requests for release of funds from the State as well as the Central Government and preparation and submission of withdrawal requests to IFAD
- Reviewing, supervising and inspecting the finance section of DMUs and provide the required guidance to them
- Ensuring that the expenditure is within approved budgets and seek amendments to the AWPB and prepare supplementary budgets, if needed
- Ensuring internal and statutory audit and preparation of statements for the purpose
- Ensuring timely settlement of advances
- Ensuring procurement guidelines of IFAD are being followed
- Keeping proper record of procurements made, fixed assets and carrying out periodical physical verification of the assets

- Ensuring compliance with legal and statutory requirements such as filing of TDS and income tax returns and filing of annual audited accounts with the Registrar of Societies.
- Any other task assigned by the SPD

Manager (Monitoring & Evaluation)

- Consolidating and finalizing the AWPB and Procurement plan for all stakeholders including districts and the state level.
- Establishing a computerised management information system including developing formats and procedures for data collection taking into account the disaggregation of data by gender and youth.
- Collating and analysing data from the DMUs and providing inputs to SPD on project performance and preparing semi-annual and annual progress reports for submission to IFAD.
- Preparing and submitting quarterly reports to the Governing Council and Project Management Committee of SCRAM.
- Designing questionnaire, undertaking annual outcome surveys and preparing reports based on the results of the survey.
- Undertaking studies/survey/case studies of outputs, outcome and impact with approval from the management and as per AWPB.
- Supporting the agencies engaged by FAO for conducting Baseline and Endline surveys.
- Collating data and analysing data for submission of information related to ORMS (RIMS) reporting.
- Collating data required for preparation of a Project Completion Report.
- Ensuring mainstreaming of gender in M&E work.
- Coordinating with the Manager-Gender and Community Institutions to ensure all activities follow the principles of the Gender Strategy.
- Ensuring capture of knowledge related to M&E in coordination with the Knowledge Management Manager
- Any other task assigned by the SPD.

Manager (Gender, Community & Institution)

- Preparing guidelines for mobilization of community institutions (FIGs and JRMCs) and the modalities to support these community institutions.
- Co-ordinating all capacity building training for Community Institutions with concerned technical experts.
- Establishing social audit guidelines and setting up a system of social audit in all project villages to assess the relevance, efficiency and effectiveness of the activities implemented under the project.
- Undertaking field visit and preparing a Fact Sheet on project implementation performance specifically related to empowerment and entitlements of the community and submit the same to SPD.
- Undertaking specific studies/surveys/case studies related to community institutions, gender and youth.
- Designing a gender strategy for FOCUS and support the project team in engaging youth within the designed project activities.
- Ensuring gender mainstreaming in all relevant project activities in close collaboration with professional staff.
- Any other task assigned by the SPD

Manager (Knowledge Management)

- Undertaking review visits to the project villages, identifying issues constraining implementation and preparing case studies detailing these issues.
- Preparing case studies containing best practices emerging in implementation of project activities and undertake dissemination of the best practices for replication within the project area.
- Setting up a project website with IT support and publishing regular news and updates as well as case studies and articles on the website,
- Preparing project brochures and supporting M&E team in preparing six monthly and annual progress reports with inputs from concerned professional staff.
- Providing support to professional staff in identifying areas requiring preparation of implementation manual, training manual, training material preparation and preparation of required guidelines, manuals and materials.
- Identifying and documenting learning sites from the project.
- Organising learning events, exchange visits and exposure programmes for the communities
- Preparation and of advocacy and policy reform within the jhum and settled agriculture related activities with other staff and partners for pursuing the agenda on advocacy and policy reform.
- Acting as a focal point for all knowledge management activities with inputs from other professional staff related to knowledge generation, knowledge dissemination and tracking uptake of relevant knowledge.
- Any other task assigned by the SPD.

Manager (Market Linkage)

- Master's degree in marketing/business administration or related field.
- At least 10 years of experience in commercial or social marketing/enterprises & agriculture and livestock value chain development in projects states, north east region, or hilly regions, etc.
- Candidate must have efficient working knowledge of Computer and its applications. This must be supported by relevant certificate issued by Government approved institutions.
- Preference will be given to candidate (s) having working knowledge of Mizo language up to Middle School level.
- In addition to the above terms and conditions, preference will be given to candidate (s) having ground level experience in the field of Agri and Allied Marketing in the context of Mizoram,
- The post is co-terminus but continuity in the post will be on performance basis which will be reviewed annually or at such time as deemed necessary by the competent authority.
- The competent authority reserves the right to terminate the contract of any employee in cases of high negligence and non-performance to assigned task(s) and in cases of engagement in unlawful activities by the individual concerned.

Manager (Marketing Intelligence)

- Master's degree in marketing/ business administration/ economics or related field.
- As least 10 years of experience in market intelligence for commercial or social marketing/enterprises, collection centres and processing units.

- Candidate must have efficient working knowledge of Computer and its applications. This must be supported by relevant certificate issued by Government approved institutions.
- Preference will be given to candidate (s) having working knowledge of Mizo language up to Middle School level.
- In addition to the above terms and conditions, preference will be given to candidate (s) having ground level experience in the field of Agri and Allied Marketing in the context of Mizoram. The post is co-terminus but continuity in the post will be on performance basis which will be reviewed annually or at such time as deemed necessary by the competent authority.
- The competent authority reserves the right to terminate the contract of any employee in cases of high negligence and non-performance to assigned task(s) and in cases of engagement in unlawful activities by the individual concerned.

Marketing Assistant

Procurement Officer

- Prepare and include relevant Community Procurement Guidelines and formats and include in the PIM. With reference to the project design document, IFAD procurement guidelines and Procurement Handbook, draw up draft project procurement manual for the project for approval by PMC and IFAD.
- Liaise with IFAD procurement staff and consultant.
- Co-ordinate with concerned subject matter specialist on procurement matters, especially preparation of TOR, technical specification etc.
- Collaborate closely with State Project Director and others for preparing advertisements, short listing, bidding documents, evaluation, letters of awards, draft contracts etc. in the procurement of good/works and services including consultancies.
- Co-ordinate with State Project Director regarding submission of advertisements bidding documents, letters of invitation, evaluation reports, contracts, etc. to IFAD for those items subject to prior review.
- Facilitate/assist in getting NOC from IFAD wherever required.
- Co-ordinate with project team, organize and support evaluation committees for prompt evaluation.
- Make necessary arrangement for contract signatures.
- Maintain Contract Management forms as per the formats of IFAD and prepare amendment letters to the contracts. As part of the contract management, in coordination with the concerned officials monitor the contractual provisions for compliance.
- Monitor the progress of procurement activities against procurement timetables, highlight variations in progress, record reasons and identify remedial actions, if any.
- Assist State Project Director for placement of various documents/papers before Project Management Committee for review and approval, all types of audits of procurement activities, post review of IFAD etc.
- Liaison with any other appropriate authority for any dispute among the parties relating to procurement.
- Provide documentations and data to IFAD fielded Supervision Mission and Implementation Support Missions
- Perform any other relevant work related to the project assigned by the Project Director.

Dy. Manager (Management Information System)

- Ensuring that field data is gathered and registered and also ensuring that quality of data entered for initial statistical analysis.
- Collecting data from DMUs on a monthly basis and entering data and prepare analytical tables for data interpretation by the Planning and M&E Manager.
- Revising the information needs of all key stakeholders that need to be integrated into the local database in consultation with the Manager – Planning and M&E in the PMU.
- Refining, if necessary, the methods for regular information collection and for special studies arising from project needs in consultation with Manager – Planning and M&E and M&E officers in the Districts.
- Defining the principal automated outputs that the system should provide, based on IFAD, GoN/GoM, and GoI requirements.
- Assisting the agency engaged by FAO in developing MIS including the choice of software according to database requirements, degree of user-friendliness, possibilities of updating the database and the technical facilities available in the field.
- Maintaining Local Area Network (LAN) so that every user in FOCUS can share network resources and use it without any difficulty (internet, printer sharing of files etc.).
- Providing technical advice as regards procurement of hardware, software, network related products and maintenance.
- Developing website and hosting and updating the same on regular basis to facilitate PMU and DMU, IFAD, other central Government to access project updates.
- Monitoring MIS software and checking the data coming from the District offices is complete in every manner.
- Training and support of hardware and software as and when required at SCRAM
- Any other task assigned by the SPD

Account Officer

- Maintaining the project accounts of the PMU
- Preparing Bank Reconciliation Statements of the PMU every month
- Preparing monthly progress report every month with the actual and budgeted figures for each activity and the variance thereof
- Facilitating timely disbursement of project funds to DMUs
- Following up with the DMUs to ensure that they submit their monthly statements within the stipulated time
- Assisting the FAS in preparation of the financial statements and the withdrawal application
- Providing accounts, statements and other documents as may be required by the Statutory/ Internal Auditor to ensure the timely completion of their assignment
- Maintaining the record of fixed assets, contract register and contract monitoring forms
- Providing support and assisting the FAS in all other duties as may be assigned by the FAS or the Project Director.

Account Assistant

Technical Assistant(CSS)

Computer Assistant

Multi Tasking Staff

Assistant Manager(Planning, MIS, M&E)

- Consolidating and finalizing the AWPB and Procurement plan of the district.

- Collating and analysing district level data, entering into computerised MIS and submission data analysis reports to DMU and the Deputy Commissioner.
- Providing input to prepare semi-annual and annual progress reports of PMU for submission to IFAD.
- Undertaking annual outcome surveys and collating data of the survey as required by PMU.
- Supporting the agencies engaged for conducting Baseline survey, Endline survey to assess the impact of the project.
- Assisting the Manager Knowledge Management to identify success stories and facilitate dissemination of best practices from field level implementation.
- Any other task assigned by the DPM

Assistant Manager(Finance)

- Maintaining the project accounts of the DMU
- Preparing of Bank Reconciliation Statements every month
- Preparing of monthly progress report every month with the actual and budgeted figures for each activity and the variance thereof
- Facilitating timely disbursement of project funds to JRMCS/ COs
- Following up with the JRMCS/ COs to ensure that they settle their advances promptly
- Following up with the JRMCS/ COs to ensure that they submit their monthly statements within the stipulated time
- Providing the statement of expenditure in the prescribed format to the FAM for preparation of the WA
- Providing accounts, statements and other documents as may be required by the Statutory/ Internal Auditor to ensure the timely completion of their assignment
- Maintaining the record of fixed assets, contract register and contract monitoring forms at the DMU
- Providing support and assist the DPM/ FAS in all other duties as may be assigned by the DPM/ FAS or the State Project Director.

Animal Husbandry Manager

Technical Officer(Agriculture, Horticulture, Soil, AH&Vety)

- Develop, review, update, and oversee the implementation of Agriculture /Horticulture/ Veterinary/ Soil and Water Conservation related activities proposed in the project and AWPB
- Promoting value chains in Agriculture, Horticulture, Livestock, Fisheries, and Forestryrelated subsectorsand work on the development/ strengthening of value chains as per AWPB
- Promote value chain activities specified in the AWPB on particular sector and sub-sectors
- Collaborate with Fisheries and Forest Department on fisheries and forestry related activities
- Promote livestock related livelihood activity in collaboration with Animal Husbandry department (Technical Officer – Veterinary)
- Work closely with Deputy Directors - Agriculture, Horticulture, AH &Vety and LR,S&WC to conduct capacity building events and other initiatives proposed in the project
- Link Agriculture-Horticulture value chain products & enterprises to local and regional markets through trade fairs, product promotion events etc. and work in close coordination

with Horticulture department for marketing of the Agri. Horti. Products (Technical Officers – Agriculture/ Horticulture)

- Undertake production and resource planning as per market demands with project stakeholders. Accordingly, production scheduling, adequate and timely input supply plan, quality checks, technology infusion for cultivation, harvesting and storage to be carried out.
- Develop the content & design of technical brochures, handouts, pamphlets & other printing materials in collaboration with institutions like FAO and ICAR
- Provide technical support to the District Level staff working on the same area of specialisation/ Sector/subsector

Collaborative responsibilities: Support Deputy Directors by/in

- Assisting in preparation of AWPB including Procurement Plan, its implementation, monitoring and reporting to IFAD, State Government and other Stakeholders
- Ensuring timely reporting of project activities and support for developing and maintaining the Project MIS
- Providing support for conducting Annual Outcome Surveys, Periodic surveys and Impact evaluations undertaken by the project and use the findings for designing future interventions
- Undertaking analysis of project interventions to identify key learnings and challenges and proactively share with IFAD and other stakeholders through newsletters, publications, website etc. for knowledge sharing
- Aligning project interventions to ensure compliance with the targeting and gender strategy of project
- Participating actively in staff self appraisal exercise undertaken by HR for addressing capacity building needs and career growth aspects

Other responsibilities

- Make regular field visits to support VCs/ FIGs/ SHGs and project staff in preparation of plans, interaction with interested business partners and coordination with concerned stakeholders
- Follow the Code of Conduct including formal dress code to maintain the decorum of the Project
- Prompt response to telephone calls, SMS, e-mails and other communications related to tasks and responsibilities

Staff at Circle(Agriculture, Horticulture, Soil, AH&Vety)

- Develop, review, update, and oversee the implementation of Agriculture /Horticulture/ Veterinary/ Soil and Water Conservation related activities proposed in the project and AWPB at the circle level
- Promoting value chains in agriculture, horticulture, Livestock, Fisheries, and forestry related subsectors and work on the development/ Strengthening of value chains in the district
- Promote value chain activities specified in the AWPB on particular sector and subsectors of the district
- Collaborate with Fisheries and Forest Department on fisheries and forestry related activities
- Promote livestock related livelihood activity in collaboration with Animal Husbandry department (Technical Officer – Veterinary)
- Link agriculture-horticulture value chain products & enterprises to local and regional markets through trade fairs, product promotion events etc. and work in close coordination with Horticulture department for marketing of the Agri. Horti. Products (To be taken by Technical Officers – Agriculture/ Horticulture)

- Support Deputy Managers in Development of the content & design of technical brochures, handouts, pamphlets & other printing materials
 - Provide technical support to the District Level staff working on the same area of specialisation/ Sector/subsector
- Other responsibilities
- Make regular field visits to support VCs/ FIGs/ SHGs and project staff in preparation of plans, interaction with interested business partners and coordination with concerned stakeholders
 - Follow the Code of Conduct including formal dress code to maintain the decorum of the Project
 - Prompt response to telephone calls, SMS, e-mails and other communications related to tasks and responsibilities.

Junior Engineer

- Approving the Contractor's work plan, material sources, camp location, etc.
- Preparing and issuing monthly/quarterly and annual reports as defined subsequently.
- Approving and/or issuing working drawings, approving the setting out of the works, and giving instructions to the Contractor.
- Reviewing and monitoring of the quality control activities of the Contractors.
- Inspecting and testing all materials and works to ensure compliance with specifications and giving immediate notice to the Contractor in the event that such materials and works fail to comply with the specifications.
- Accepting or rejecting any part or parts of the completed works.
- Making measurements and keeping measurement records and other books of accounts required by the contract.
- Maintaining records, correspondence, and diaries, including labour and equipment attendance;
- Certifying work volume and interim certificates for progress payments.
- Assisting DOA with the maintenance of consolidated project accounts, and with preparation of financial statements.
- Assisting DoA in certifying completion of part or all of the works.
- Checking periodically the remaining quantities, and undertaking constant monitoring of the contract's running costs.
- Reviewing and recommending to DOA variation orders, extensions of time, claims, and other matters that may come from the Contractor.
- Negotiating with the Contractor and recommending to DOA the rates for any unscheduled items of work that may arise.
- Advising the DOA on all matters relating to the execution of the works; and assisting the representative with processing the Contractor's possible claims.
- Ensuring compliance with Environmental requirements of civil works, and providing information to DOA on those processes in the monthly progress reports.
- Assisting in preparing a consolidated project completion report in a format provided by DOA at the completion of the contract.
- Inspecting the works at appropriate intervals during the defects liability period and certifying the defects liability certificate for issuance by the DOA;
- Preparing reports for the Employer with complete records, inception, monthly, and completion reports; and
- Assisting the Employer to provide on-site training where required for District Engineering Cell field staff on quality assurance and contract administration.

- Ensuring that all State Occupational Health requirements are complied with by the Contractor as well as any health and safety provision as required in the Contract.

Project Assistant

To Support SPD, Deputy Directors, Manager – Gender and Community Institutions and Technical Officers in their day to day activity related to communication, reporting, correspondence and other coordination work
Any other official work given by SPD

Village Level Worker & Veterinary Field Assistant

- i) Develop, review, update, and oversee the implementation of Agriculture /Horticulture/ Veterinary/ Soil and Water Conservation related activities proposed in the project and AWPB at the village level
- ii) Promoting value chains in Agriculture, Horticulture, Livestock, Fisheries, and Forestry related sub-sectors and work on the development/ Strengthening of value chains in the district
- iii) Promote value chain activities specified in the AWPB on particular sector and sub-sectors of the district
- iv) Collaborate with Fisheries and Forest Department on fisheries and forestry related activities
- v) Promote livestock related livelihood activities in collaboration with Animal Husbandry department assisting Technical Officer – Veterinary
- vi) Link agriculture-horticulture value chain products & enterprises to local and regional markets through trade fairs, product promotion events etc. and work in close coordination with Horticulture department for marketing of the Agri. Horti. Products (To be taken by Technical Officers – Agriculture/ Horticulture)
- vii) Support Deputy Managers in Development of the content & design of technical brochures, handouts, pamphlets & other printing materials.
- viii) Provide technical support to the District Level staff working on the same area of specialisation/ Sector/sub-sector

Other responsibilities

1. Make regular field visits to support VCs/FIGs/SHGs and project staff in preparation of plans, interaction with interested business partners and coordination with concerned stakeholders.
2. Follow the Code of Conduct including formal dress code to maintain the decorum of the Project.
3. Prompt response to telephone calls, SMS, e-mails and other communications related to tasks and responsibilities

Manager(Boar Semen Station)

Laboratory Assistant

Boar Attendant

3. PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

Chairman:

Shall ensure that affairs of the Society are run efficiently and in accordance the provision of the Memorandum of Association, Rules and Regulation, and Byelaws of Society.

Shall provide over the meeting of the PMC which he may himself call or, by a requisition in writing signed by him/her, may require the Member Secretary to call a meeting of the Executives at any time.

May, in case the votes for and against a particular issue are equal exercise his casting vote.

Shall be sole and absolute authority to judge the validity of the votes cast by any members at all the meeting of the PMC Shall be entitled to invite any other persons to attend the meeting of the PMC provided that such invited persons shall have no power of voting.

May direct the member Secretary to call special meeting of the PMC at a short notice, in case of certain unforeseen situations.

CEO/State Project Director & Member Secretary:

A State Project Director (SPD) for SCRAM and FOCUS Project shall be appointed by the State Government. The SPD shall be serving senior government officer of Mizoram not below the rank of Joint Director.

The State Project Director shall be Chief Executive of the Society and for the Project, and shall be responsible for the proper administration of the day-to-day affairs and fund flows/financial operation of the Society and implementation of its various activities. For the effective discharge of functions, he/she have powers to:-

Arrange meeting of the General Body of Society and its Governing Council and keep a record of the proceeding of these meeting.

Discharge such other functions as may be assigned to him/her by the General Body/GC/PMC of the Society, in furtherance of the objects of the Society.

Constitute, if necessary, steering groups, task force, etc for the achievement of the object of the Society

Appoint consultants (in accordance with the rules) and resource persons in accordance with human resource policy of the society.

Prescribe, delegate powers and duties of all officers and staff of the Society.

Exercise supervision and disciplinary control as may be necessary; coordinate and exercise general supervision over the activities if Society and the Project, including branches and units at the districts and other lower levels.

Undertake general management of the society including procurement, approval of expenditure, release funds, communicate with the donors and supervise project implementation in accordance with the rules and regulations of the society and also IFAD and other donors.

Filling up of Casual Vacancies: Does not arise

4. NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The Chairman, SCRAM is the Authority, empowered to exercise all the powers and performs all the duties conferred upon him by the different Acts and Rules administered by the Project. The Chairman, SCRAM may, subject to such restrictions and conditions as may be prescribed, delegate any of his powers to any persons appointed to assist him in the due discharge of his functions. He is the Nodal Officer for Supreme Court Cases pertaining to project, Government of Mizoram. Since the chairman is the head of the society, he has authority for making decisions on many important cases.

5. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

Procurement Guidelines

- ✓ Letter to Borrowers revised on Nov 2021
- ✓ Financial Agreements
- ✓ IFAD Procurement Guidelines
- ✓ IFAD Procurement Handbook 2020
- ✓ Community Participation Procurement Guidelines-Mizo Version
- ✓ Community Participation Procurement Guidelines-IFAD

Are all uploaded on <https://focus.mizoram.gov.in/page/procurement-guidelines>

TOR for Recruitment of Staff

Terms of Reference for Staff and Details are on HR Manual and Project Implementation Manual which can be found on the official website <https://focus.mizoram.gov.in>

Operational Guidelines

List of the following Operational Guidelines are all uploaded on

<https://focus.mizoram.gov.in/page/operational-guidelines>

- ✓ Gender Strategy and Farmer Interest Group
- ✓ Operational Guidelines on Gender Strategy
- ✓ Operational Manual for FIG Focus Mizoram
- ✓ Revised Operational Guidelines for FIG

Agriculture Sector

- ✓ Operational Guidelines for Jhum
- ✓ Operational Guidelines for Support for Wetland Agriculture 2020-21
- ✓ Operational Guidelines to response Covid19 impact on agriculture
- ✓ Operational Guidelines for Hardpan Breaking
- ✓ OPERATIONAL_GUIDELINES_FOR_SUPPORT_FOR_WETLAND_AGRICULTURE_DURING_2020
- ✓ Operational_guidelines_for_wetland_Agriculture_FY_2020-2021

- ✓ OPERATIONAL_GUIDELINES_TO_RESPONSE_COVID_19-
_FOCUS_Mizoram_v2

Horticulture Sector

- ✓ Operational Value Chain
- ✓ Sweet Tamarind
- ✓ Operational Guidelines for Existing Nurseries and Orchards
- ✓ Operational Guidelines for Value Chain Development
- ✓ Operational Guidelines for Sweet Tamarind

Animal Husbandry and Veterinary Sector

- ✓ PIG_BREEDING_UNIT_OPERATIONAL_GUIDELINES
- ✓ Operational Guidelines for Community Ranching of Mithun
- ✓ Rural backyard poultry

Irrigation, Soil and Water Conservation Sector

- ✓ Community participation Procurement Guidelines
- ✓ Guidelines for Village Forest Conservation
- ✓ Guidelines for Landless

Financial Agreement

- Handbook Financial Reporting Auditing
 - IFAD Handbook for Financial Reporting and Audit 2018
 - FOCUS Letter to the Borrower-Recipient JAN 2018
 - FA FOCUS MIZORAM
 - IN FOCUS entry into force Mizoram
 - PA FOCUS Mizoram
- Are all uploaded in <https://focus.mizoram.gov.in/page/financial-agreements>

Project Implementation Manual

Project Implementation Manual can be found on
<https://focus.mizoram.gov.in/page/project-implementation-manual>

Gender Strategy

Gender Strategy of FOCUS Mizoram can be found on
<https://focus.mizoram.gov.in/page/gender-strategy>

Knowledge Management Strategy

Exit Strategy

6. STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

7. PARTICULARS OF ANY AGREEMENTS THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

There are Project Steering Committee under the Chairmanship of Chief Secretary, Project Management Committee under the Co-Chairman/Chairmanship of Secretary of Agriculture, District Level Co-Ordination Committee under the Chairmanship of Deputy Commissioner of Districts

8. STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

1) Project Steering Committee/Governing Council

Sl. No	Occupation	Designation
1	Chief Secretary, Government of Mizoram	Chairperson
2	Secretary, Agriculture	Co-Chairperson
3	Principal Chief Conservator of Forest	Member
4	Secretary, Planning & Programme Implementation	Member
5	Secretary, Horticulture Department	Member
6	Secretary, Rural Development Department	Member
7	Secretary, Finance Department	Member
8	Secretary, AH & Vety Department	Member
9	Secretary, Soil & Water Conservation Department	Member
10	Secretary, Land, Revenue & Settlement Department	Member
11	Deputy Commissioner, Champhai	Member
12	Deputy Commissioner, Kolasib	Member
13	Deputy Commissioner, Serchhip	Member
14	Deputy Commissioners Mamit	Member
15	State Project Director (CEO), FOCUS	Member Secretary

2) Project Management Committee

Sl no	Occupation	Designation
1	Secretary, Agriculture	Chairperson.
2	Director of Agriculture (Crop Husbandry)	Co-Chairperson
3	State Project Director (Chief Executive Officer)	Member Secretary
4	Conservator of Forest	Member
5	Director, Horticulture Department	Member
6	Director, AH & Vety Department	Member
7	Director, Soil & Water Conservation Department	Member
8.	Director of Agriculture (Research & Education)	Member

3) District Coordination Committee

Sl. No	Occupation	Designation.
1	Deputy Commissioner	Chairperson.
2	District Agriculture Officer / District Project Manager (DPM)	Vice Chairperson
3	Project Director, DRDA	Member
4	District Horticulture Officer	Member
5	District AH & Vety Officer	Member
6	District Forest Officer	Member
7	District Soil & Water Conservation Officer	Member
8	Block Development Officers of IFAD District	Member
9	Executive Engineer (MI)	Member
10	Planning and Monitoring Officer	Member Secretary

4) Block Project Coordination Committee

Sl No	Occupation	Designation
1	Block Development Officer	Chairperson
2	Circle/Block Agriculture Officer	Secretary
3	Chairpersons of all project Village Councils	Members
4	All Block/Ciccle Level Officers	Members

9. DIRECTORY OF ITS OFFICERS & EMPLOYEES

Project Management Unit- Aizawl

Sl No	Name	Designation	Address	Contact No
1	R. Lalnunzira	State Project Director	Electric Veng, Aizawl	9436146508
2	Hmangaihzuali	Deputy Director (Horticulture)	Zonuam, Aizawl	9436140766
3	Rosy Lalmuansangi Hmar	Deputy Director (SWC&LR)	Kanan, Aizawl	9863430090
4	Lalmalsawma	Deputy Director (Agriculture)	Mission Veng, Aizawl	9862796842
5	Dr. Lalrotluanga Sailo	Deputy Director (AH & Vety)	Zemabawk, Aizawl	9436147609
6	Lalmuansanga	Manager (F&A)	Venghlui, Aizawl	8014603886
7	Lalthanpuia	Manager (M&E)	Kulikawn, Aizawl	9774611792
8	R. Vanlalruati	Manager (GC&I)	Zemabawk, Aizawl	9862139600
9	Tlau Zoramzauva	Manager (KM)	Dawrpui Vengthar, Aizawl	8014856255
10	David Lalrammawia	Manager (Market Linkage)	Ramhlun North, Aizawl	9612950078
11	R. Lalremruata	Manager (Marketing Intelligence)	Ramhlun Venglai, Aizawl	8731874561

12	Chawngthansang a	Marketing Assistant	Tuidam	89746 96880
13	David Golianpianga	Procurement Officer	Bawngkawn, Aizawl	9612588684
14	Lalngilneia	Dy. Manager (MIS)	Zonuam, Aizawl	8416077844
15	Peter Zoramthanga	Account Officer	Upper Republic, Aizawl	9612179108
16	Andy Lalngaihawma	TO (Soil)	Saron Veng, Aizawl	8724933541
17	Laldintluanga	TO (Horticulture)	Zemabawk, Aizawl	9612837704
18	Dr. H.Lalruatfela	TO(Vety)	Siaha	8974964047
19	Lallawmzuali	TO (Agriculture)	Mission Vengthlang, Aizawl	8132923017
20	Fabian Ramthansanga	Junior Engineer	Vaivakawn	9612548362
21	T. Vanlalzara	Junior Engineer	Bungkawn	8794185240
22	Emily Zoremsangi	Account Assistant	Tuikual, Aizawl	9774782778
23	Ricky Malsawmtluanga	SCSS	Vengsang, Champhai	7085462913
24	Daniel PZ Liana Vaiphei	SCSS	Vairengte	7085845965
25	HC Laltanpuia	Computer Assistant	Zohnuai, Lunglei	8575440724
26	Lalthanmawia	Computer Assistant	Mission Vengthlang, Aizawl	8974437132
27	Vanlalmuanpuii	Project Assistant	Zonuam, Aizawl	8258047137
28	Remlalfela	Project Assistant	Tlangnuam, Aizawl	9612722734
29	Zaithanmawia	Multi Tasking Staff	Zemabawk, Aizawl	8259907328
30	Lalmuanawma	Multi Tasking Staff	Luangmual West, Aizawl	9774282218
31	Laldinthara	Multi Tasking Staff	Hunthar Veng, Aizawl	8131989971
32	Lalrohlua	Multi Tasking Staff	MINECO ,Khatla, Aizawl	8119885412

District Management Unit-Champhai

<u>Sl NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>Address</u>	<u>Mobile No</u>
1	M.S Dawngliana	District Project Manager	Republic Veng, Aizawl	9436192566
2	Sophie Lalnunpuii	Assistant Manager(Planning, MIS, M&E)	Kahrawt Veng, Champhai	9862432386
3	C. Lalhlimpuia	Manager(Boar Semen Station)	Champhai	9862852533
4	V.Lalrotluanga	Project Assistant	Venglai, Champhai	6909689332

5	R.Ramdingsanga	Staff at Circle(Agriculture)	Vengsang North Champhai	9557316816
6	Lalnunpuia	Staff at Circle(Agriculture)	Zotlang, Champhai	9927647653
7	Zodinpuii	Staff at Circle(Horticulture)	Electric Veng Aizawl	7534028998
8	Vanlaldinpuii	Staff at Circle(Horticulture)	Kulikawn Aizawl	9862897836
9	C.Vanlalawmpuia	Staff at Circle(Soil)	Bethel Veng, Champhai	8119881432
10	Dr. Lahlmunmawia	Technical Officer(Vety)	Ramhlun South, Aizawl	8256908537
11	Nangsuanpiang	Technical Officer(Soil)	Bawngkawn North, Aizawl	9567399271
12	Lalrinmawii Hrahsel	Technical Officer(Horticulture)	Durtlang Mual Veng,/Aizawl	8974147033
13	G.Vanlalrochhuanga	Village Level Worker	Bethel Veng Champhai	8729988902
14	Lalrinzuali	Village Level Worker	Ramhlun Aizawl	8974740899
15	Lianhmingmawia	Village Level Worker	Bungkawn Aizawl	8794585052
16	Lalzikpuii	Village Level Worker	Hnahthial	8729939391
17	Lallawmsanga	Village Level Worker	Chanmari	9612670184
18	Jennifer Zothanpuii	Village Level Worker	Lunglawn, Lunglei	9365310130
19	C.Lalbiakliana	Village Level Worker	Thiltlang	7085360956
20	F.Lalthansanga	Village Level Worker	Hnahthial	8414907056
21	T.Lalruatpuii	Village Level Worker	Hnahthial	9612079780
22	C.Vanlalhruaia	Village Level Worker	Hnahthial	8974637136
23	R.Lalmalsawma	Village Level Worker	Bawngkawn Venglai,Aizawl	9862341311
24	Vanlalmawia	Village Level Worker	Buarpui	9485110559
25	F.Vannunsanga	Village Level Worker	Bethlehem Vengthlang Aizawl	9077380628
26	Lallawmzuali	Village Level Worker	Peniel Veng, Hnahthial	9612210178
27	Lalremhlui	Village Level Worker	Hunthar Veng	8974738097
28	Arnold Lahlmingsanga	Village Level Worker	Upper Republic Aizawl	9862929812
29	J.Lalrinpuii	Village Level Worker	Hnahthial	8258867143
30	R.Lalruatfela	Village Level Worker	Hnahthial	7629811185
31	Lahlansangi	Village Level Worker	Maubawk Aizawl	9862866286
32	M.Zohmingliani	Village Level Worker	Peniel Veng Hnahthial	9612500917
33	Lalfamkima Sailo	Veterinary Field Assistant	Ramhlun North Aizawl	9615355694

34	H.Rochanhlua	Veterinary Field Assistant	Republic Vengthlang, Aizawl	9862358648
35	Zirthantluanga	Veterinary Field Assistant	Farkawn Champhai	9862422622
36	F.Lalpawlliana	Veterinary Field Assistant	Khawbung 'S'	9612336163
37	MC Vanlalngaizuala	Veterinary Field Assistant	Thingsai Lunglei	8730976338
38	Lalthanfala Sailo	Veterinary Field Assistant	Kawlkulh	9862419571
39	Zohmingthangi	Laboratory Assistant	College Veng, Kolasib	8575308754
40	PC Ramropuia	Boar Attendant	Vengsang, Champhai	7629974606
41	R Lalbiakzuali	Junior Engineer		8974559062
42	Laltlansangi	Project Assistant	Farkawn	8575460722

District Management Unit-Kolasib

Sl.no	NAME	DESIGNATION	Address	Mobile No
1	A Lalhmachuana	District Project Manager	Project Veng, Kolasib	9436144215
2	Agnes Lalrintluangi	Assistant Manager(Finance)	Park kawn, Koasib	9862223149
3	Dr. Andrew Lalruatkima	Animal Husbandry Manager	Venglai, Kolasib	8118914983
4	Dr. Vanlalhriatpuia	Manager(Boar Semen Station)	Project Veng, Kolasib	8974193415
5	Dr. R Zothankima	Assistant Manager(Planning, MIS, M&E)	Venglai East, Kolasib	9862831606
6	Lalrinfeli	Technical Officer(Soil)	Project Veng, Kolasib	7085414550
7	Malsawmzuali	Technical Officer(Agriculture)	Diakkawn, Kolasib	9615550388
8	Dr.Laltlanmawii Hnamte	Technical Officer(Vety)	Project Veng	8794581275
9	B.Vanlalhruaii	Project Assistant	Project Veng, Kolasib	8413936569
10	Zomuanpuui	Project Assistant	Venglai, Kolasib	9856706546
11	Lalbiaktluangi	Staff at Circle(Agriculture)	Parkkawn, Venglai, Kolasib	8415899323
12	L Lianzami	Staff at Circle(Agriculture)	Parkkawn, Venglai, Kolasib	8787485471
13	Malsawmdawngliani	Staff at Circle(Agriculture)	Project Veng, Kolasib	8171261207
14	Laltlankimi	Staff at Circle(Horticulture)	Thingdawl, Tlangnuam	8755698024

15	R Lalnuntluanga	Staff at Circle(Soil)	Salem, Kolasib	9856561898
16	Lalbiakhluni	Staff at Circle(Soil)	College Veng, Kolasib	9862329465
17	Dr.Vanlalmangai hi Fanai	Staff at Circle(Vety)	Project Veng, Kolasib	8837375100
18	Israel R Lalhunhmanga	Village Level Worker	Venglai, Kolasib	9774304551
19	B.Lalbiakzuali	Village Level Worker	Project Veng, Kolasib	9862501875
20	Lalduatpuii	Village Level Worker	Project Veng, Kolasib	9774714535
21	H.Laldintluangi	Village Level Worker	Diakkawn, Koasib	9612638090
22	F.Vanlalthlimpuia	Village Level Worker	Project Veng, Kolasib	9774376253
23	C Lalremruati	Village Level Worker	Field Veng, Vairengte	7005834736
24	Salom C Lalenkawli	Village Level Worker	Bairabi, Hmar Veng	8256945002
25	Ngurthansanga Sailo	Village Level Worker	Vairengte	8729953590
26	H Ramdinthara	Village Level Worker	Venglai, Kolasib	7085520444
27	Lalrinhlui	Village Level Worker	Project Veng, Kolasib	9612695024
28	R Vanlalawmpuii	Village Level Worker	Project veng	8730926371
29	Reuben Lalthlamuana	Village Level Worker	Salem Veng, Kolasib	8415095690
30	R Lalawmpuia	Village Level Worker	Project Veng, Kolasib	8729871151
31	Lalhrilthangi	Village Level Worker	Venglai, Kolasib	8258971816
32	Stephen Malsawmzuala	Village Level Worker	Lungdai	9862537680
33	Lalbiakdika	Village Level Worker	Venglai, Kolasib	9366541383
34	R.Zonunmawia	Village Level Worker	Venglai, Kolasib	8730922088
35	Malsawmdawngki ma	Village Level Worker	Chaltlang, Tatkawng veng	9366939573
36	Bethsy Lalramnghaki	Village Level Worker	Project Veng, Kolasib	7005670342
37	Zohmingsanga Ngente	Veterinary Field Assistant	Kawn Veng, Bilkhawthlir	7005334891
38	Slade Rosanzela Rokhum	Veterinary Field Assistant	Khuangpuilam	8787346521
39	Jimmy Lalhruaitluanga	Veterinary Field Assistant	Project Veng, Kolasib	6009052602
40	Lalsangzuala	Veterinary Field Assistant	Thingdawl, Tlangnuam	8837387967
41	Lalbiakdika	Veterinary Field Assistant	Bukpui	8974432649

42	Vanlalpeka	Veterinary Field Assistant	Vairengte	7005148011
43	Lalramsanga	Veterinary Field Assistant	N Hlimen	9612617021
44	F.Zochhuansanga	Laboratory Assistant	Project Veng, Kolasib	7085890054
45	C Lallawmzuala	Boar Attendant	Project Veng, Kolasib	8794075970
46	Isaac Pulamte	Junior Engineer	Khuangpuilam	8837390019

District Management Unit-Serchhip

Sl.No	NAME	DESIGNATION	Address	Mobile No
1	K. Laltlanmawia	District Project Manager	Serchhip	9436146115
2	Dominic Lalremsiama Sailo	Assistant Manager(Planning, MIS, M&E)	P&E Veng, Serchhip	9612585348
3	James Zosangliana	Assistant Manager(Finance)	Agriculture Complex, Kikawn	8787788178
4	Dr. Lalruatfela Sailo	Animal Husbandry Manager	Chhekhnai Veng	8794436883
5	Liansangzuala	Technical Officer(Soil)	Agriculture Complex, Kikawn	7085933530
6	Zothanmawii	Technical Officer (Agri)	New Serchhip	9612225785
7	Lalhumhimi Sailo	Staff at Circle(Horticulture)	AOC Veng	9774734398
8	Malsawmtluangi	Staff at Circle(Soil)	Agriculture Complex, Kikawn	9774781638
9	Lalawmpuii Fanai	Staff at Circle(Agriculture)	New Serchhip	9089638954
10	Lalvenpuia	Village Level Worker	E.Lungdar	9862664357
11	Jonathan Lalengzauva	Village Level Worker	New Serchhip	8413946357
12	K.Lalduhawmi	Village Level Worker	Mualcheng	9383075850
13	Lalremsanga	Village Level Worker	Vengchung	7085268274
14	Samuel Lalchhanchhuaha	Village Level Worker	Thenzawl	8413033341
15	Lianhmingmawii	Village Level Worker	Agriculture Complex, Kikawn	8729853800
16	Marco Hmingthanpuia	Village Level Worker	Thenzawl	6009157368

17	Thangdingliana	Village Level Worker	P&E Veng, Serchhip	9862815734
18	Lalmuansanga	Village Level Worker	New Serchhip	8974190233
19	Lalnunmawia	Village Level Worker	New Serchhip	8413946346
20	Lalthansiami Tlau	Village Level Worker	New Serchhip	9774858230
21	R.Lalduatzuali	Village Level Worker	New Serchhip	9612202152
22	H.Vanlalhriati	Village Level Worker	New Serchhip	8974991327
23	Rebek Liansangpuii Sailo	Village Level Worker	New Serchhip	9774189325
24	C.Zodingpuii	Village Level Worker	New Serchhip	8974117956
25	Lalengmawii	Village Level Worker	New Serchhip	8794220394
26	R.Lalngaihzuala	Veterinary Field Assistant	Vengchung	8131986037
27	Joel Zothanpuia	Veterinary Field Assistant	Leng	8787718181
28	Lalmuanawma	Veterinary Field Assistant	Chhiahtlang	8974965896
29	Lalropuia Sailo	Veterinary Field Assistant	New Serchhip	9862685635
30	PC Lalhmachhuana	Veterinary Field Assistant	Chhingchhip	9856439079
31	H.V.Lalzamlia	Veterinary Field Assistant	N.Vanlaiphai	7005324168
32	K.Vanhmingliana	Veterinary Field Assistant	Zote South	7005977192
33	F.Lalliankimi	Laboratory Assistant	P&E Veng, Serchhip	8575632878
34	Lalremruata	Boar Attendant	P&E Veng, Serchhip	9366270940
35	Lalrinhlua	Junior Engineer	New Serchhip	8575287294
36	Dr. R.Lalhruaitluanga	Technical Officer(Vety)	Electric Veng, Aizawl	9612739006
37	K.Zothanpuia	Project Assistant	Hmar Veng, Serchhip	9774332278

District Management Unit-Mamit

Sl.no	Name	Designation	Address	Mobile No
1	Lalbiakthanga Pachau	Distrcit Project Manager	Mamit	9862595179
2	Lalremmawia	Assistant Manager(Planning, MIS, M&E)	Vaivakawn, Aizawl	9862751968
3	Isaac Vanlalpeka	Assistant Manager(Finance)	Tuivamit	9862305363
4	Dr.Malsawmkima Pachau	Animal Husbandry Manager	Venghlun, Mamit	9612215861

5	Dr. David Lalthlamuana	Manager(Boar Semen Station)	Electric Veng, Aizawl	8787466735
6	Lalhruaizeli	Technical Officer(Agriculture)	Kawngkawn S, Aizawl	9612576800
7	Andrew Saidingliana	Technical Officer(Soil)	Kulikawn, Aizawl	8414920091
8	Gospel Thangmawia	Technical Officer(Horticulture)	Kepran	9760344639
9	Dr.Lalrintluanga	Staff at Circle(Vety)	Salem Veng,Aizawl	6909483219
10	J.Joel	Junior Engineer	New Laty, Siaha	8787452912
11	P.C.Lalruatfela	Staff at Circle(Soil)	Kepran	8730977812
12	Lalrinhui Zote	Staff at Circle(Soil)	Phullen	8014696183
13	Zonuntluangi	Staff at Circle(Horticulture)	Ramhlun Vengthar, Aizawl	8979993425
14	Jessie C.Lalthasanga	Staff at Circle(Vety)	Kanghmun	8014341513
15	Lalzirmawii	Project Assistant	Chhinga Veng, Aizawl	9862686791
16	LC Lalzamlova	Project Assistant	Farkawn, Champhai	7629970627
17	H. Zonunsanga	Laboratory Assistant	Khuangpuilam , Kolasib	6009066389
18	Isaac Lalnunthara	Veterinary Field Assistant	Chawlhmun, Aizawl	9612224991
19	K.Lalhruaitluanga	Veterinary Field Assistant	Khawrihnim	9612283667
20	Lallawmawma	Veterinary Field Assistant	Central Jail Veng, Aizawl	8974766629
21	Lalchhandama	Veterinary Field Assistant	Zemabawk, Aizawl	9436146693
22	Lalchhuansanga	Veterinary Field Assistant	Dinthar-II, Aizawl	9862419671
23	Lalhriatrenga Chhakchhuak	Veterinary Field Assistant	Zobawk, Lunglei	9089441652
24	Lalengkawla Royte	Veterinary Field Assistant	Marpara	9615437571
25	C.Lalmangaihzuala	Veterinary Field Assistant	Pangzawl, Lunglei	8730810157
26	Lalzarliana Sailo	Veterinary Field Assistant	Melthum, Aizawl	7085941789
27	C.Vanlaltlanmawia	Village Level Worker	Dawrpui Vengthar, Aizawl	7005735668
28	Lalmalsawmi	Village Level Worker	Lawipu, Aizawl	8974566523
29	V.Lalhruaitluanga	Village Level Worker	Durtlang North, Aizawl	9774568467

30	Albert Zorintluanga	Village Level Worker	ITI Vengchhak, Aizawl	8787406911
31	Michael Zobiaktluanga	Village Level Worker	Kulikawn, Aizawl	8794136985
32	T.Lalrinchhana	Village Level Worker	Hrangchalkawn, Lunglei	8730969394
33	R.Zosangzuala	Village Level Worker	Electric Veng, Aizawl	8729859344
34	Joel Laldinsanga	Village Level Worker	Salem Veng, Aizawl	9612638539
35	Lalsiamthari	Village Level Worker	Haulawng, Lunglei	9865231036
36	Zonunmawii Hmar	Village Level Worker	Hnahthial	9612853528
37	M.C.Lallawmsangi	Village Level Worker	Hnahthial	8119867355
38	Vanlalrina Varte	Village Level Worker	Ramhlun North, Aizawl	9862047460
39	Denis Lalrinmawia Chhangte	Village Level Worker	Lungleng-I	8794321491
40	J.Lalhriatkimi	Village Level Worker	Hnahthial	8259824716
41	Lalhruaitluanga Colney	Village Level Worker	Sialsuk	8974807341
42	David Vanlalnghaka	Village Level Worker	Chanmari II, Lunglei	8413946305
43	Vanlalpekhlua	Village Level Worker	Hnahthial	9366697957
44	M.S.Dawngliana	Village Level Worker	Phuaibuang	9612799159
45	T.Roluahpuii	Village Level Worker	Hnahthial	9612592379
46	C.Lalrintluangi	Village Level Worker	S.Vanlaiphai	7629969351
47	LS Lalchhuanawma	Village Level Worker	Muallianpui, Lunglei	8794046160
48	Lalrochama Jongte	Village Level Worker	Hnahthial	9612630892
49	Lalngilneii	Village Level Worker	Samlukhai	8794287635
50	V.L Hmangaihzuai	Boar Attendant	Vengthar, Mamit	8974981842
51	Bomby Chawngthantluanga	Village Level Worker	Falkland, Aizawl	9612668457
52	Zoramthanga	Village Level Worker	Khatla East	9612150026
53	R.Laldanglovi	Village Level Worker	Hnahthial	8974126184
54	Deborah Lalnunkimi	Village Level Worker	Kulikawn Aizawl	7085893264

District Management Unit-Saitual

Sl.No.	NAME	DESIGNATION	Address	Mobile No
1	Lalremruata	District Project Managers	Saitual	7005827830

2	J. Lalhriatpuia	Assistant Manager(Planning, MIS, M&E)	Lunglei, Bazar Veng	9366661067
3	Laldinpui Ralte	Assistant Manager(Finance)	Seling	8132835117
4	Dr Francis Lalrimawia Sailo	Animal Husbandry Manager		9774169440
5	F. Lalthasanga	Technical Officer(Agriculture)	Ramhlun South, Aizawl	8730894907
6	Dr. Suzanne Malsawmthangi	Technical Officer(Vety)	Tuikual C, Aizawl	9862812206
7	Lahruaitluangi	Technical Officer(Soil)	Aizawl Venglai	7005201660
8	Lianthuampuia	Technical Officer(Horticulture)	Lungleng Veng, Hnahthial	7060474195
9	Vanlalhruii Chhakchhuak	Junior Engineer	Ramhlun South, Aizawl	9916973156
10	Dr. Lahruaitluanga	Staff at Circle(Vety)	Zemabawk, Aizawl	8257889089
11	PC. Laltlankima	Staff at Circle(Horticulture)	South Khawbung Champhai	9774768944
12	Lalpekkimi	Staff at Circle(Horticulture)	Ramhlun South Aizawl	7641024798
13	F. Vanlalrinchhana	Staff at Circle(Soil)	Dawrpui, Aizawl	7060474695
14	Laldintluangi	Staff at Circle(Agriculture)	Republic Veng Aizawl	8974244113
15	Lalvohsanga	Project Assistant	Chaltlang Lily Veng, Aizawl	9862112400
16	K. Lalremruata	Project Assistant	Chaltlang Lily Veng, Aizawl	7630040071
17	Lalramnghaka	Village Level Worker	Sialsuk Aizawl	7005960920
18	Lalchhanchhuahi	Village Level Worker	Republic Veng Aizawl	6009023509
19	F. Lalnunpuia	Village Level Worker	Venghnuai Aizawl	8258026880
20	Lalrimawia Hrahse	Village Level Worker	Chaltlang Mualveng Aizawl	8014311371
21	Vanlalrema	Veterinary Field Assistant	Ramhlun North Aizawl	9774336206
22	Zosangliana	Village Level Worker	Bungkawn Dam Veng Aizawl	8794972563
23	B. Vanlalruati	Village Level Worker	Darzo, Hnahthial	8729925446
24	Lalrindika	Village Level Worker	Chaltlang Aizawl	8414048806
25	Vanlalmangaihzuai	Village Level Worker	Bungkawn Dam Veng Aizawl	8414871122
26	Lalthasanga	Village Level Worker	Aizawl Venglai Aizawl	8974215722
27	Zorinsanga	Village Level Worker	Seling	8119871657
28	JH Lalrochhuanga	Village Level Worker	Champhai	8794124433
29	Vanlalhruiitluangi	Village Level Worker	Chite, Aizawl	8974167604

30	K.C Lalnunfela	Village Level Worker	Ramhlun South , Aizawl	8413951784
31	J. Lalchhuankimi	Village Level Worker	Hnahthial	7085508705
32	Lahlupuii	Village Level Worker	Zemabawk, Aizawl	8974930117
33	Francis Malsawmdawngliana Ralte	Village Level Worker	Thingsat/Ramhlun Venglai, Aizawl	8974275896

District Management Unit-Khawzawl

Sl No	NAME	DESIGNATION	Address	Mobile No
1	Lalnunpuii Parte	District Project Manager	Khawzawl	9436531123
1	F Lalruatfela	Assistant Manager(Planning, MIS, M&E)	Ramhlun South, Aizawl	9862380126
2	Laldinsangi	Assistant Manager(Finance)	Vengthlang, Champhai	8131824415
3	Dr. H.Remsangzela	Technical Officer(Vety)	S.Vanlaiphai, Lunglei District	9383318195
4	Jacob Lalramdingngheta	Technical Officer(Horticulture)	Biate	8126056803
5	Duatzualpuia	Technical Officer(Agriculture)	Vangchhia, Champhai District	7085978867
6	Hmingthanmawii	Technical Officer(Soil)	Luangmual, Aizawl	8794918088
7	C.Vanlalruata	Staff at Circle(Soil)	Zion Veng, Champhai	8131045423
8	Bethseby Zodintluangi	Staff at Circle(Horticulture)	Kawlkulh Khawzawl	9612074788
9	Lalramneihmawii	Staff at Circle(Agriculture)	Khawzawl, Champhai District	9862552245
10	Zonunmawii	Village Level Worker	Hnahthial	8259902070
11	V.Lalchhandama	Village Level Worker	Ramhlun North Aizawl	9612586624
12	Lalmangaihzuala	Village Level Worker	Khawzawl Vengthar	9862172109
13	H.Lallawmzuala	Village Level Worker	Chawngtui S	8732855343
14	K.Lalsiamkima	Village Level Worker	Hnahthial	7641839876
15	Lalfakpuii Sailo	Village Level Worker	Zobawk Lunglei	9612433927
16	F.Lalremruata	Village Level Worker	Ramhlun Norh, Aizawl	9612210120
17	Kevin Lalfakawma	Village Level Worker	Upper Republic, Aizawl	8974318836
18	C.Vanlalruata	Village Level Worker	Ramhlun Norh, Aizawl	9366274849
19	Lawnsangzuali Chhangte	Village Level Worker	Hnahthial Chanmari	9774212312
20	Vanlalhruaia	Village Level Worker	Venghlui, Aizawl	9862464501
21	K Lalramnghaki	Village Level Worker	Vangchhia, Champhai District	8730930350
22	Tlangthansiam	Veterinary Field Assistant	Samlukhai Aizawl	8730975014
23	Lalnunzira	Veterinary Field Assistant	Durtlang North Aizawl	9612255713

24	Johan Lalfakawma	Veterinary Field Assistant	Thingsulthliah Aizawl	7628973501
25	Lalhruaitluangi	Junior Engineer	T-128, I.T.I Veng, Aizawl	8778544689
26	Gideon Lalfakzuala	Project Assistant	Dinthar Aizawl	9731827902

Marketing Cell, Horticulture Department-Aizawl

Sl No	Name	Designation	Home Address	Contact No
1	David Lalrammawia	Manager (Market Linkage)	Ramhlun North, Aizawl	9612950078
2	R. Lalremruata	Manager (Marketing Intelligence)	Ramhlun Venglai, Aizawl	8731874561
3	Chawngthansanga	Marketing Assistant	Tuidam	89746 96880

10. MONTHLY RENUMERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

Project Management Unit- Aizawl

Sl No	Name	Designation	Salary
1	R. Lalnunzira	State Project Director	Level 12
2	Hmangaihzuai	Deputy Director (Horticulture)	Level 11
3	Rosy Lalmuansangi Hmar	Deputy Director (SWC&LR)	Level 11
4	Lalmalsawma	Deputy Director (Agriculture)	Level 11
5	Dr. Lalrotluanga Sailo	Deputy Director (AH & Vety)	Level 11
6	Lalmuansanga	Manager (F&A)	₹ 100000
7	Lalthanpuia	Manager (M&E)	₹ 100000
8	R. Vanlalruati	Manager (GC&I)	₹ 60000
9	Tlau Zoramzauva	Manager (KM)	₹ 60000
13	David Golianpianga	Procurement Officer	₹ 60000
14	Lalngilneia	Dy. Manager (MIS)	₹ 55000
15	Peter Zoramthanga	Account Officer	₹ 50000
16	Andy Lalngaihawma	TO (Soil)	₹ 45000
17	Laldintluanga	TO (Horticulture)	₹ 45000
18	Dr. H.Lalruatfela	TO(Vety)	₹ 45000
19	Lallawmzuali	TO (Agriculture)	₹ 45000
20	Fabian Ramthansanga	Junior Engineer	₹ 40000
21	T. Vanlalzara	Junior Engineer	₹ 40000
22	Emily Zoremsangi	Account Assistant	₹ 30000
23	Ricky Malsawmtluanga	SCSS	₹ 30000
24	Daniel PZ Liana Vaiphei	SCSS	₹ 30000

25	HC Laltanpuia	Computer Assistant	₹ 30000
26	Lalthanmawia	Computer Assistant	₹ 30000
27	Vanlalmuanpuii	Project Assistant	₹ 25000
28	Remlalfela	Project Assistant	₹ 25000
29	Zaithanmawia	Multi Tasking Staff	₹ 15000
30	Lalmuanawma	Multi Tasking Staff	₹ 15000
31	Laldinthara	Multi Tasking Staff	₹ 15000
32	Lalrohlua	Multi Tasking Staff	₹ 15000

District Management Unit-Champhai

Sl NO	NAME	DESIGNATION	Salary
1	M.S Dawngliana	District Project Manager	Level 11
2	Sophie Lalnunpuii	Assistant Manager(Planning, MIS, M&E)	₹ 50000
3	C. Lalhlimpuia	Manager (Boar Semen Station)	₹ 45000
4	Dr. Lalhmunmawia	Technical Officer(Vety)	₹ 40000
5	Nangsuanpiang	Technical Officer(Soil)	₹ 40000
6	Lalrinmawii Hrahsel	Technical Officer(Horticulture)	₹ 40000
7	R Lalbiakzuali	Junior Engineer	₹ 40000
8	R.Ramdingsanga	Staff at Circle(Agriculture)	₹ 30000
9	Lalnunpuia	Staff at Circle(Agriculture)	₹ 30000
10	Zodinpuui	Staff at Circle(Horticulture)	₹ 30000
11	Vanlaldinpuui	Staff at Circle(Horticulture)	₹ 30000
12	C.Vanlalawmpuia	Staff at Circle(Soil)	₹ 30000
13	V.Lalrotluanga	Project Assistant	₹ 25000
14	Laltlansangi	Project Assistant	₹ 25000
15	G.Vanlalrochhuanga	Village Level Worker	₹ 20000
16	Lalrinzuali	Village Level Worker	₹ 20000
17	Lianhmingmawia	Village Level Worker	₹ 20000
18	Lalzikpuui	Village Level Worker	₹ 20000
19	Lallawmsanga	Village Level Worker	₹ 20000
20	Jennifer Zothanpuui	Village Level Worker	₹ 20000
21	C.Lalbiakliana	Village Level Worker	₹ 20000
22	F.Lalthansanga	Village Level Worker	₹ 20000
23	T.Lalruatpuui	Village Level Worker	₹ 20000
24	C.Vanlalhruaia	Village Level Worker	₹ 20000
25	R.Lalmalsawma	Village Level Worker	₹ 20000
26	Vanlalmawia	Village Level Worker	₹ 20000
27	F.Vannunsanga	Village Level Worker	₹ 20000
28	Lallawmzuali	Village Level Worker	₹ 20000
29	Lalremhlui	Village Level Worker	₹ 20000
30	Arnold Lalhmingsanga	Village Level Worker	₹ 20000

31	J.Lalrinpuii	Village Level Worker	₹ 20000
32	R.Lalruatfela	Village Level Worker	₹ 20000
33	Lahlansangi	Village Level Worker	₹ 20000
34	M.Zohmingliani	Village Level Worker	₹ 20000
35	Lalfamkima Sailo	Veterinary Field Assistant	₹ 20000
36	H.Rochanhlua	Veterinary Field Assistant	₹ 20000
37	Zirthanluanga	Veterinary Field Assistant	₹ 20000
38	F.Lalpawlliana	Veterinary Field Assistant	₹ 20000
39	MC Vanlalngaizuala	Veterinary Field Assistant	₹ 20000
40	Lalthanfala Sailo	Veterinary Field Assistant	₹ 20000
41	Zohmingthangi	Laboratory Assistant	₹ 20000
42	PC Ramropuia	Boar Attendant	₹ 10000

District Management Unit-Kolasib

Sl.no	NAME	DESIGNATION	SALARY
1	A Lalhmachuana	District Project Manager	Level 11
2	Agnes Lalrintluangi	Assistant Manager(Finance)	₹ 50000
3	Dr. Andrew Lalruatkima	Animal Husbandry Manager	₹ 45000
4	Dr. Vanlalhriatpuia	Manager (Boar Semen Station)	₹ 45000
5	Dr. R Zothankima	Assistant Manager(Planning, MIS, M&E)	₹ 50000
6	Lalrinfeli	Technical Officer(Soil)	₹ 40000
7	Malsawmzuali	Technical Officer(Agriculture)	₹ 40000
8	Dr.Laltlanmawii Hnamte	Technical Officer(Vety)	₹ 40000
9	Isaac Pulamte	Junior Engineer	₹ 40000
10	Lalbiaktluangi	Staff at Circle(Agriculture)	₹ 30000
11	L Lianzami	Staff at Circle(Agriculture)	₹ 30000
12	Malsawmdawngliani	Staff at Circle(Agriculture)	₹ 30000
13	Laltlankimi	Staff at Circle(Horticulture)	₹ 30000
14	R Lalnunluanga	Staff at Circle(Soil)	₹ 30000
15	Lalbiakhluni	Staff at Circle(Soil)	₹ 30000
16	Dr.Vanlalmangaihi Fanai	Staff at Circle(Vety)	₹ 30000
17	B.Vanlalhruaii	Project Assistant	₹ 25000
18	Zomuanpuii	Project Assistant	₹ 25000
19	Israel R Lalhunhmanga	Village Level Worker	₹ 20000
20	B.Lalbiakzuali	Village Level Worker	₹ 20000
21	Lalduatpuii	Village Level Worker	₹ 20000
22	H.Laldintluangi	Village Level Worker	₹ 20000
23	F.Vanlalhlimpuia	Village Level Worker	₹ 20000
24	C Lalremruati	Village Level Worker	₹ 20000
25	Salom C Lalenkawli	Village Level Worker	₹ 20000
26	Ngurthansanga Sailo	Village Level Worker	₹ 20000
27	H Ramdinthara	Village Level Worker	₹ 20000

28	Lalrinhlui	Village Level Worker	₹ 20000
29	R Vanlalawmpuii	Village Level Worker	₹ 20000
30	Reuben Lalthlamuana	Village Level Worker	₹ 20000
31	R Lalawmpuia	Village Level Worker	₹ 20000
32	Lalhrilthangi	Village Level Worker	₹ 20000
33	Stephen Malsawmzuala	Village Level Worker	₹ 20000
34	Lalbiakdika	Village Level Worker	₹ 20000
35	R.Zonunmawia	Village Level Worker	₹ 20000
36	Malsawmdawngkima	Village Level Worker	₹ 20000
37	Bethsy Lalramnghaki	Village Level Worker	₹ 20000
38	Zohmingsanga Ngente	Veterinary Field Assistant	₹ 20000
39	Slade Rosangzela Rokhum	Veterinary Field Assistant	₹ 20000
40	Jimmy Lalhruaitluanga	Veterinary Field Assistant	₹ 20000
41	Lalsangzuala	Veterinary Field Assistant	₹ 20000
42	Lalbiakdika	Veterinary Field Assistant	₹ 20000
43	Vanlalpeka	Veterinary Field Assistant	₹ 20000
44	Lalramsanga	Veterinary Field Assistant	₹ 20000
45	F.Zochhuansanga	Laboratory Assistant	₹ 20000
46	C Lallawmzuala	Boar Attendant	₹ 10000

District Management Unit-Serchhip

Sl. No	NAME	DESIGNATION	SALARY
1	K. Laltlanmawia	District Project Manager	Level 11
2	Dominic Lalremsiama Sailo	Assistant Manager(Planning, MIS, M&E)	₹ 50000
3	James Zosangliana	Assistant Manager(Finance)	₹ 50000
4	Dr. Lalruatfela Sailo	Animal Husbandry Manager	₹ 45000
5	Liansangzuala	Technical Officer(Soil)	₹ 40000
6	Zothanmawii	Technical Officer (Agri)	₹ 40000
7	Dr. R.Lalhruaitluanga	Technical Officer(Vety)	₹ 40000
8	Lalrinhlua	Junior Engineer	₹ 40000
9	Lalhumhimi Sailo	Staff at Circle(Horticulture)	₹ 30000
10	Malsawmtluangi	Staff at Circle(Soil)	₹ 30000
11	Lalawmpuii Fanai	Staff at Circle(Agriculture)	₹ 30000
12	K.Zothanpuia	Project Assistant	₹ 25000
13	Lalvenpuia	Village Level Worker	₹ 20000
14	Jonathan Lalengzauva	Village Level Worker	₹ 20000
15	K.Lalduhawmi	Village Level Worker	₹ 20000
16	Lalremsanga	Village Level Worker	₹ 20000
17	Samuel Lalchhanchhuaha	Village Level Worker	₹ 20000
18	Lianhmingmawii	Village Level Worker	₹ 20000
19	Marco Hmingthanpuia	Village Level Worker	₹ 20000

20	Thangdingliana	Village Level Worker	₹ 20000
21	Lalmuansanga	Village Level Worker	₹ 20000
22	Lalnunmawia	Village Level Worker	₹ 20000
23	Lalthansiami Tlau	Village Level Worker	₹ 20000
24	R.Lalduatzuali	Village Level Worker	₹ 20000
25	H.Vanlalhriati	Village Level Worker	₹ 20000
26	Rebek Liansangpuii Sailo	Village Level Worker	₹ 20000
27	C.Zodingpuii	Village Level Worker	₹ 20000
28	Lalengmawii	Village Level Worker	₹ 20000
29	R.Lalngaihzuala	Veterinary Field Assistant	₹ 20000
30	Joel Zothanpuia	Veterinary Field Assistant	₹ 20000
31	Lalmuanawma	Veterinary Field Assistant	₹ 20000
32	Lalropuia Sailo	Veterinary Field Assistant	₹ 20000
33	PC Lalmachhuana	Veterinary Field Assistant	₹ 20000
34	H.V.Lalzamlia	Veterinary Field Assistant	₹ 20000
35	K.Vanhmingliana	Veterinary Field Assistant	₹ 20000
36	F.Lalliankimi	Laboratory Assistant	₹ 20000
37	Lalremruata	Boar Attendant	₹ 10000

District Management Unit-Mamit

Sl.no	Name	Designation	SALARY
1	Lalbiakthanga Pachuau	District Project Manager	Level 11
2	Lalremmawia	Assistant Manager(Planning, MIS, M&E)	₹ 50000
3	Isaac Vanlalpeka	Assistant Manager(Finance)	₹ 50000
4	Dr.Malsawmkima Pachuau	Animal Husbandry Manager	₹ 45000
5	Dr. David Lalthlamuana	Manager(Boar Semen Station)	₹ 45000
6	Lalhruaizeli	Technical Officer(Agriculture)	₹ 40000
7	Andrew Saidingliana	Technical Officer(Soil)	₹ 40000
8	Gospel Thangmawia	Technical Officer(Horticulture)	₹ 40000
9	J.Joel	Junior Engineer	₹ 40000
10	Dr.Lalrintluanga	Staff at Circle(Vety)	₹ 30000
11	P.C.Lalruatfela	Staff at Circle(Soil)	₹ 30000
12	Lalrinhui Zote	Staff at Circle(Soil)	₹ 30000
13	Zonuntluangi	Staff at Circle(Horticulture)	₹ 30000
14	Jessie C.Lalthasanga	Staff at Circle(Vety)	₹ 30000
15	Lalzirmawii	Project Assistant	₹ 25000
16	LC Lalzamlova	Project Assistant	₹ 25000
17	H. Zonunsanga	Laboratory Assistant	₹ 20000
18	Isaac Lalnunthara	Veterinary Field Assistant	₹ 20000
19	K.Lalhruaitluanga	Veterinary Field Assistant	₹ 20000
20	Lallawmawma	Veterinary Field Assistant	₹ 20000
21	Lalchhandama	Veterinary Field Assistant	₹ 20000

22	Lalchhuansanga	Veterinary Field Assistant	₹ 20000
23	Lalhriatrenga Chhakchhuak	Veterinary Field Assistant	₹ 20000
24	Lalenkawla Royte	Veterinary Field Assistant	₹ 20000
25	C.Lalmangaihzuala	Veterinary Field Assistant	₹ 20000
26	Lalzarliana Sailo	Veterinary Field Assistant	₹ 20000
27	C.Vanlaltlanmawia	Village Level Worker	₹ 20000
28	Lalmalsawmi	Village Level Worker	₹ 20000
29	V.Lalhruaitluanga	Village Level Worker	₹ 20000
30	Albert Zorintluanga	Village Level Worker	₹ 20000
31	Michael Zobiaktluanga	Village Level Worker	₹ 20000
32	T.Lalrinchhana	Village Level Worker	₹ 20000
33	R.Zosangzuala	Village Level Worker	₹ 20000
34	Joel Laldinsanga	Village Level Worker	₹ 20000
35	Lalsiamthari	Village Level Worker	₹ 20000
36	Zonunmawii Hmar	Village Level Worker	₹ 20000
37	M.C.Lallawmsangi	Village Level Worker	₹ 20000
38	Vanlalrina Varte	Village Level Worker	₹ 20000
39	Denis Lalrinmawia Chhangte	Village Level Worker	₹ 20000
40	J.Lalhriatkimi	Village Level Worker	₹ 20000
41	Lalhruaitluanga Colney	Village Level Worker	₹ 20000
42	David Vanlalnghaka	Village Level Worker	₹ 20000
43	Vanlalpekhlua	Village Level Worker	₹ 20000
44	M.S.Dawngliana	Village Level Worker	₹ 20000
45	T.Roluahpuii	Village Level Worker	₹ 20000
46	C.Lalrintluangi	Village Level Worker	₹ 20000
47	LS Lalchhuanawma	Village Level Worker	₹ 20000
48	Lalrochama Jongte	Village Level Worker	₹ 20000
49	Lalngilneii	Village Level Worker	₹ 20000
50	Bomby Chawngthantluanga	Village Level Worker	₹ 20000
51	Zoramthanga	Village Level Worker	₹ 20000
52	R.Laldanglovi	Village Level Worker	₹ 20000
53	Deborah Lalnunkimi	Village Level Worker	₹ 20000
54	V.L Hmangaihzuali	Boar Attendant	₹ 10000

District Management Unit-Saitual

Sl.No.	NAME	DESIGNATION	Salary
1	Lalremruata	District Project Managers	Level 11
2	J. Lalhriatpuia	Assistant Manager(Planning, MIS, M&E)	₹ 50000
3	Laldinpuii Ralte	Assistant Manager(Finance)	₹ 50000
4	Dr Francis Lalrimawia Sailo	Animal Husbandry Manager	₹ 45000
5	F. Lalthasanga	Technical Officer(Agriculture)	₹ 40000

6	Dr. Suzanne Malsawmthangi	Technical Officer(Vety)	₹ 40000
7	Lahruaitluangi	Technical Officer(Soil)	₹ 40000
8	Lianthuampaia	Technical Officer(Horticulture)	₹ 40000
9	Vanlalhruii Chhakchhuak	Junior Engineer	₹ 40000
10	Dr. Lalhruiitluanga	Staff at Circle(Vety)	₹ 30000
11	PC. Laltlankima	Staff at Circle(Horticulture)	₹ 30000
12	Lalpekkimi	Staff at Circle(Horticulture)	₹ 30000
13	F. Vanlalrinchhana	Staff at Circle(Soil)	₹ 30000
14	Laldintluangi	Staff at Circle(Agriculture)	₹ 30000
15	Lalvohsanga	Project Assistant	₹ 25000
16	K. Lalremruata	Project Assistant	₹ 25000
17	Lalramnghaka	Village Level Worker	₹ 20000
18	Lalchhanchhuahi	Village Level Worker	₹ 20000
19	F. Lalnunpuia	Village Level Worker	₹ 20000
20	Lalrimawia Hrahse	Village Level Worker	₹ 20000
21	Vanlalrema	Veterinary Field Assistant	₹ 20000
22	Zosangliana	Village Level Worker	₹ 20000
23	B. Vanlalruati	Village Level Worker	₹ 20000
24	Lalrindika	Village Level Worker	₹ 20000
25	Vanlalmangaihzuai	Village Level Worker	₹ 20000
26	Lalthasanga	Village Level Worker	₹ 20000
27	Zorinsanga	Village Level Worker	₹ 20000
28	JH Lalrochhuanga	Village Level Worker	₹ 20000
29	Vanlalhruiitluangi	Village Level Worker	₹ 20000
30	K.C Lalnunfela	Village Level Worker	₹ 20000
31	J. Lalchhuankimi	Village Level Worker	₹ 20000
32	Lahlupuii	Village Level Worker	₹ 20000
33	Francis Malsawmdawngliana Ralte	Village Level Worker	₹ 20000

District Management Unit-Khawzawl

Sl No	NAME	DESIGNATION	Salary
1	Lalnunpuii Parte	District Project Manager	Level 11
1	F Lalruatfela	Assistant Manager(Planning, MIS, M&E)	₹ 50000
2	Laldinsangi	Assistant Manager(Finance)	₹ 50000
3	Dr. H.Remsangzela	Technical Officer(Vety)	₹ 40000
4	Jacob Lalramdingngheta	Technical Officer(Horticulture)	₹ 40000
5	Duatualpuia	Technical Officer(Agriculture)	₹ 40000
6	Hmingthanmawii	Technical Officer(Soil)	₹ 40000
7	Lalhruiitluangi	Junior Engineer	₹ 40000

8	C.Vanlalruata	Staff at Circle(Soil)	₹ 30000
9	Bethseby Zodintluangi	Staff at Circle(Horticulture)	₹ 30000
10	Lalramneihmawii	Staff at Circle(Agriculture)	₹ 30000
11	Gideon Lalfakzuala	Project Assistant	₹ 25000
12	Zonunmawii	Village Level Worker	₹ 20000
13	V.Lalchhandama	Village Level Worker	₹ 20000
14	Lalmangaihzuala	Village Level Worker	₹ 20000
15	H.Lallawmzuala	Village Level Worker	₹ 20000
16	K.Lalsiamkima	Village Level Worker	₹ 20000
17	Lalfakpuii Sailo	Village Level Worker	₹ 20000
18	F.Lalremruata	Village Level Worker	₹ 20000
19	Kevin Lalfakawma	Village Level Worker	₹ 20000
20	C.Vanlalruata	Village Level Worker	₹ 20000
21	Lawnsangzuali Chhangte	Village Level Worker	₹ 20000
22	Vanlalhruaia	Village Level Worker	₹ 20000
23	K Lalramnghaki	Village Level Worker	₹ 20000
24	Tlangthansiam	Veterinary Field Assistant	₹ 20000
25	Lalnunzira	Veterinary Field Assistant	₹ 20000
26	Johan Lalfakawma	Veterinary Field Assistant	₹ 20000

Marketing Cell, Horticulture Department-Aizawl

Sl No	Name	Designation	Salary
1	David Lalrammawia	Manager (Market Linkage)	₹ 60000
2	R. Lalremruata	Manager (Marketing Intelligence)	₹ 60000
3	Chawngthansanga	Marketing Assistant	₹ 35000

Contractual Staff get a benefit of 3% increment annually and Medical Imbursement through Health Insurance.

11. BUDGET ALLOCATED TO EACH OF ITS AGREEMENTS INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

Total Budget Allocated to FOCUS by Govt. of Mizoram is ₹ 6320.00 lakh.

Amount in lakhs

Sl. No	Component Name	IFAD Loan	GoM	Central Share (CSS)	Convergence	Beneficiary	Total
1	Improved Jhum Mangement:	2,866.93	988.93	940.13	-	448.28	5,244.27
1.1	Better Jhum & Conservation	898.20	718.13	676.38	-	-	2,292.71

1.2	Settled Agriculture	1,968.73	270.80	263.75	-	448.28	2,951.56
2	Market Access & Value Chain	5,617.35	1,291.61	2,007.11	6,925.00	555.08	16,396.15
2.1	Value Chain development	2,644.52	387.12	35.21	-	555.08	3,621.93
2.2	Market Access Infrastructure	2,972.83	904.49	1,971.90	6,925.00	-	12,774.22
3	Project Management	687.09	918.89	-	-	-	1,605.98
3.1	Project Management	687.09	918.89	-	-	-	1,605.98
	Total	9,171.37	3,199.43	2,947.25	6,925.00	1,003.36	23,246.41
Category - wise							
SI no	Category	IFAD LOAN	GOM	CSS	CONVERGENCE	BENEFICIARY	TOTAL
1	GSI	2,279.42	847.18	949.10	-	568.44	4,644.13
2	GSI(E&M)	145.78	36.45	-	-	16.77	199.00
3	Works	4,349.40	1,008.81	1,998.15	6,925.00	203.87	14,485.23
4	Sal&Allo	1,111.71	1,057.44	-	-	-	2,169.15
5	Sal&Allo(OC)	144.27	183.53	-	-	-	327.80
6	G&S	-	-	-	-	-	-
7	G&S(Innov)	500.00	-	-	-	214.29	714.29
	TRW	351.62	15.00	-	-	-	366.62
	TRW(Consul)	289.17	51.03	-	-	-	340.20
	TOTAL	9,171.37	3,199.43	2,947.25	6,925.00	1,003.36	23,246.41

12. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

There are no subsidy programmes in the project, Lead Farmer and Community Animal Health Worker get ₹1000 honorarium per month till March 2022, the honorarium have been stopped afterwards.

Farmers Interest Group are formed in every 300 villages. Farmer interest group receive a total of ₹30,000 as grant.

Numbers of Lead Farmer are as below,

	MALE	FEMALE	0-18 Age	18-35 Age	>36 Age	TOTAL
Champhai	55	5	0	10	50	60
Kolasib	51	1	0	22	30	52
Serchhip	41	2	0	5	38	43
Mamit	63	10	0	16	57	73
Saitual	35	5	0	11	29	40
Khawzawl	29	3	0	1	30	32
TOTAL	274	26	0	65	234	300

Number of FIGs are as follows

DISTRICT	CHAMPHAI	KOLASIB	SERCHHIP	MAMIT	SAITUAL	KHAWZAWL	TOTAL
JHUM	167	15	100	223	108	138	751
SETTLED AGRICULTURE	197	361	180	286	203	135	1362
WRC/TRC	144	105	84	83	65	58	539
LANDLESS	31	22	32	51	50	25	211
CCA	33	46	38	35	40	31	223
Value Chain	57	23	51	60	14	2	207
TOTAL	629	572	485	738	480	389	3293
MEMBERS							
MALE	14330	7541	5864	7308	3591	4980	43614
FEMALE	4944	3336	2476	5463	1921	1454	19594
TOTAL	19274	10877	8340	12771	5512	6434	63208
FEMALE %	25.65%	30.67%	29.69%	42.78%	34.85%	22.60%	31.00%

13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OF AUTHORISATIONS GRANTED BY IT

NIL

14. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Reports and Important Documents are all available in the project website which is maintain and update frequently <https://focus.mizoram.gov.in>.

15. PARTICULARS OF FACILITIES AVAILABLE TO CITYZEN FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

The Project have published Annual Report, Quarterly News Letters, Annual Outcome Survey and any information regarding recruitment, manpower, Farmer Interest Group etc.. are published on the website <https://focus.mizoram.gov.in>.

16. NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

SI No	Name	Designation	Place of Posting	Contact
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1	R. Lalnunzira State Project Director, FOCUS	DAA	PMU, Aizawl	focusmizoram2018@gmail.com 0389-2336838 9436146508
2	Rosy Lalmuansangi Hmar, Deputy Director	SPIO	PMU, Aizawl	9863430090
3	R. Vanlalruati, Manager	SAPIO	PMU, Aizawl	9862139600
4	MS Dawngliana, District Project Manager	SPIO	DMU, Champhai	9436192566
5	Lalbiakthanga Pachuau, District Project Manager	SPIO	DMU, Mamit	9862595179
7	A Lalhmachuana ,District Project Manager	SPIO	DMU, Kolasib	9436144215
8	K. Laltlanmawia, District Project Manager	SPIO	DMU, Serchhip	9436146115
9	Lalnunpuii Parte, District Project Manager	SPIO	DMU, Khawzawl	9436531123
	Lalremruata, District Project Manager	SPIO	DMU, Saitual	70058 27830