

GOVERNMENT OF MIZORAM
DIRECTORATE OF FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS
TREASURY SQUARE, AIZAWL, MIZORAM : 796001
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OFFICE ORDER

Aizawl, the 6th February, 2024

No.C.20018/1(123)/2020-DTE(FCS&CA)ESTT: Below are the services notified under the Mizoram Right to Public Services Act, 2015 under the Department of Food, Civil Supplies & Consumer Affairs. The purpose of the Act is to provide easy and accessible services of the department for the public. All officials are requested to strictly comply with the stipulated time to provide the services without any undue delay.

LISTS OF SERVICES NOTIFIED UNDER THE MIZORAM RIGHT TO PUBLIC SERVICES ACT, 2015 UNDER DEPARTMENT OF FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS

Sl. No	Name of Public Service	Designated Officer	Stipulated Time	First Appellate Authority	Second Appellate Authority
1	Application of new Trade License	Deputy Director(G), FCS&CA	5 working days from the date of receipt of the application complete all respect.	Jt. Director, FCS&CA	Director, FCS&CA
2	Renewal of Trade License	Deputy Director(G), FCS&CA	6 working days from the date of receipt of the application complete all respect.	Jt. Director, FCS&CA	Director, FCS&CA
3	Application of new Ration Card	Concerned DCSO	7 working days from the date of receipt of the application complete all respect.	Jt. Director, FCS&CA	Director, FCS&CA
4	Modification/ update of Ration Card	Concerned DCSO	8 working days from the date of receipt of the application complete all respect.	Jt. Director, FCS&CA	Director, FCS&CA
5	Deletion of Ration Card	Concerned DCSO	9 working days from the date of receipt of the application complete all respect.	Jt. Director, FCS&CA	Director, FCS&CA

Any grievance should be brought henceforth to the concern appellate authority in subsequent steps in prescribed form which can be collected from the mentioned appellate authority.

Sd/-LALMUANSANGA RALTE

Director

Food, Civil Supplies & Consumer Affairs,
Aizawl, Mizoram.

Memo No.: C.20018/1(123)/2020-DTE(FCS&CA)ESTT : **Aizawl, the 6th February, 2024**

Copy to :-

1. All officials for information.
2. The Web Manager, for uploading in the department website.

(LALMUANSANGA RALTE)

Director

Food, Civil Supplies & Consumer Affairs,
Aizawl, Mizoram.

FORM 1
(See Rule 3)

FORM OF ACKNOWLEDGEMENT

Name of the Designated Officer & Office Address	
Name & address of the applicant	
Date of receiving application in the office of the Designated Officer	
Name of the notified service for which the application is given	
Particulars of the documents which are essential for receiving the service but not enclosed with the application	
Last date of the stipulated time limit	

Place : _____

Date : _____

Signature of recipient

Name & Designation with seal

Note :

- 1) In case all the essential documents for providing the notified service are not enclosed in the application, the last date of the stipulated time limit shall not be specified.
- 2) While computing the stipulated time limit for providing notified services, Sundays and all other public holidays shall not be counted.

FORM 2
(See Rule 5)

FORM OF NOTICE BOARD

Name, Designation and Office Address of the Designated Officer					
Sl. No.	Notified Service	Documents to be annexed with the application	Stipulated time limit for the services	Designation & address of the First Appellate Authority	Designation & address of the Second Appellate Authority
(1)	(2)	(3)	(4)	(5)	(6)

Name of the person authorized to receive application in the office of Designated Officer	
Time limit for filing that appeal	Within 30 days from the decision of the Designated Officer
Time limit for filing second appeal	Within 30 days from the order of the First Appellate Authority

FORM 4
(See Rule 15)

FORM OF REGISTER TO BE MAINTAINED IN THE OFFICE OF THE FIRST APPELLATE AUTHORITY

Name of the Office of the First Appellate Authority					
Sl. No.	Name & address of the appellant	Date of filing first appeal	Name & Designation of the Designated Officer against whose decision the appeal is filed	Date & details of disposal of the first appeal	Amount of penalty imposed, if any
(1)	(2)	(3)	(4)	(5)	(6)

FORM 5
(See Rule 15)

FORM OF REGISTER TO BE MAINTAINED IN THE OFFICE OF THE SECOND APPELLATE AUTHORITY

Name of the Office of the Second Appellate Authority						
Sl. No.	Name & address of the appellant	Date of filing second appeal	Name & Designation of the First Appellate Authority against whose decision the second appeal is filed	Date & details of disposal of second appeal	Amount of penalty imposed, if any	Whether disciplinary action recommended?
(1)	(2)	(3)	(4)	(5)	(6)	(7)