**GOVERNMENT OF MIZORAM**

**CITIZEN’S CHARTER**

**for**

**Law & Judicial Department**

**For the year 2022**

Address : Mizoram Secretariat, MINECO, Aizawl

Website : landj.mizoram.gov.in

Date of issue : 1.7.2022

**VISION AND MISSION**

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| **VISION**  To safeguard the interest of the State Government; to formulate, draft and amend legislations and sub-ordinate legislations of the State Government; Development of infrastructure of judiciary on separation of judiciary from the executive for the ends of justice and to achieve 100% registration of marriages in the State. |
| **MISSION**  Law & Judicial Department being the Nodal Department for Court cases in which the State Government is a party, our mission is to safeguard the interest of the State Government in the Courts of Law and to provide infrastructural facilities to the judiciary and to ensure the smooth functioning of the courts. Our mission also includes registration of marriages throughout the State. |

**MAIN SERVICES**

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| **Sl. No.** | **Services delivered by the department / office to citizens or other departments / organisations including non-governmental organisations** | **Responsible official with designation** | **Email and Mobile**  **(Phone No.)** | **Process for delivery of service within the department / office** | **Documents, if any, required for obtaining the service to be submitted by citizen/ client** | **Fees, if any, for the service with amount** |
|  | Legal Advice to other Department | Annette Lalrinsangi, Under Secretary | [annettelalrinsangi29@gmail.com](mailto:annettelalrinsangi29@gmail.com)  Mb- 8259967661 | Obtaining approval of Secretary/ Minister, L& J as the case may be | File | Nil |
|  | Legislation- Vetting of all Bills, Rules, Regulations, Para-wise comments, Recruitment Rules etc. | Melody Lalrochampuii Pachuau, Joint Secretary | [mel.pachuau@gmail.com](mailto:mel.pachuau@gmail.com)  Mb- 9774003889 | Obtaining approval of Secretary/ Minister, L& J as the case may be | File | Nil |
|  | Monitoring of Court cases in Supreme Court, High Courts etc. | Melody Lalrochampuii Pachuau, Joint Secretary | [mel.pachuau@gmail.com](mailto:mel.pachuau@gmail.com)  Mb- 9774003889 | Obtaining approval of Secretary/ Minister, L& J as the case may be | File | Nil |
|  | Vetting of MOU, MOA etc | Melody Lalrochampuii Pachuau, Joint Secretary | [mel.pachuau@gmail.com](mailto:mel.pachuau@gmail.com)  Mb- 9774003889 | Obtaining approval of Secretary/ Minister, L& J as the case may be | File | Nil |
|  | Monitoring of court cases in the High Court and District Courts & Development of Infrastructure of Judiciary | Thomas Lalrammawia (MJS), Deputy Secretary on deputation basis | [thomaslalrammawia@gmail.com](mailto:thomaslalrammawia@gmail.com)  Mb-9366227160 | - | File etc. | Nil |
|  | Registration of Marriages | Zahmingthanga Ralte, Joint Registrar General of Marriages | Mb – 9436158069 | Verification of application by local Registrar of Marriages | Prescribed application form | Rs. 10 |
|  | Cancellation of Marriages | Zahmingthanga Ralte, Joint Registrar General of Marriages | Mb – 9436158069 | Verification of application by local Registrar of Marriages | Prescribed application form | Nil |
|  | Issue of widow/ Non-marriage Certificate | Zahmingthanga Ralte, Joint Registrar General of Marriages | Mb – 9436158069 | Verification of application by local Registrar of Marriages | Prescribed application form | Rs. 50 |

**SERVICE DELIVERY STANDARD**

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| **Sl. No.** | **Services delivered by the department / office to citizens or other departments/ organisations including non-governmental organisation** | **Stipulated time limit for delivery of service (days/ weeks/ months)** | **Remarks, if any** |
|  | Legal Advice to other Department | Cannot be fixed | It depends upon the case |
|  | Legislation- Vetting of all Bills, Rules, Regulations, Para-wise comments, Recruitment Rules etc. | Cannot be fixed | It depends upon the case |
|  | Monitoring of Court cases in Supreme Court, High Courts etc. | Cannot be fixed | It depends upon the case |
|  | Vetting of MOU, MOA etc | 7 days |  |
|  | Registration of Marriages | 7 days |  |
|  | Cancellation of Marriages | 7 days |  |
|  | Issue of widow/ Non-marriage Certificate | 7 days |  |

**GRIEVANCE REDRESS MECHANISM**

**Website address to lodge grievance: landj.mizoram.gov.in**

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| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the responsible officer to handle public grievance in the department/ office** | **Contact Number** | **Email** | **Time limit for redress of grievances** |
| 1 | Lalhlimpuii Hmar, Under Secretary | 0389-2336001 |  | 2 weeks |
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**LIST OF STAKEHOLDERS/ CLIENTS**

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| **Sl. No.** | **Stakeholders/ Clients** |
|  | Government Departments |
|  | Citizens |
|  | All Government Advocates/ Public Prosecutors |
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**EXPECTATIONS OF THE DEPARTMENT/ OFFICE FROM CITIZENS/ SERVICE RECIPIENTS**

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| **Sl. No.** | Expectations of the department/ office from citizens/ service recipients |
|  | Submission of proposal complete in all respects as per the prescribed format |
|  | Cross checking for information / latest position in the matter with concerned officials before raising a query/ grievance |
|  | Time lines stipulated, if any, for completion of formalities for the service delivery are to be adhered to |