

Right to Information Handbook, 2017
Of
Chakma Autonomous District Council
Kamalanagar, Miizoram

Published by
Information & Public Relations Department
Chakma Autonomous District Council
Kamalanagar, Mizoram

Preface

In an effort to promote transparency and accountability in the working of the Public Authorities the Right to Information Act, 2005 was enacted by the Parliament of India. The Act provides the citizens, the right to access information held by Public Authorities.

For democracy to be successful it is accepted that citizens must be informed. An informed citizen is important in the functioning of democracy to contain practices of corruption and to hold the government accountable.

To carry out the provision of the RTI Act, 2005 as mandated under section 28 of the Act, Chakma Autonomous District Council enacted its own RTI rule “Chakma Autonomous District Council Right to Information Rule, 2006” on May 14, 2009.

Unlike other Public Authorities, Chakma Autonomous District Council has only one Appellate Authority, one Public Information Officer and one Assistant Public Information Officer for all the departments under it, instead of having such officers in each and every department.

Sl. No	Name	Designation as RTI officers
1.	Purnendu Chakma, Executive Secretary	Appellate Authority
2.	Prabin Chakma, Information & Public Realtions Officer	Chakma District Public Information Officer
3.	H. Nutan Chakma, District Fishery Development Officer	Chakma District Assistant Public Information Officer

Section 4 of the RTI Act, 2005 makes it mandatory for public authorities to disclose information held by them on suo motu initiative. This Handbook is an endeavour towards this end. It shall provide information of all the 28 departments under Chakma Autonomous District Council as required under the section mentioned above.

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(i) GENERAL ADMINISTRATION & CONTROL DEPARTMENT

About:

The General Administration and Control Department is the most important department of Chakma Autonomous District Council. It is the main channel of correspondence and communication between the State Govt., Central Govt. and various departments of the Chakma Autonomous District Council. The Deputy Secretary is assisted by the Under Secretary and Office Superintendent. They help the Executive Committee in running the administration of Chakma Autonomous District Council properly and smoothly.

Function and duties:

- General/Office administration.
- Creation of Sub-Headquarters.
- Rest Houses.
- Holiday.
- Ceremonial functions including celebration of Republic Day and Independence Day.
- Allotment of subjects to the department, creation, re-organization and amalgamation of department.
- Matters relating to Sixth Schedule.
- Miscellaneous matters.
- Correspondences with Central/State Govt. election.
- Executive Committee meeting.
- Training.
- All matters relating to Recruitment/Appointment/Promotion/Transfer and posting/Leave/Suspension/Disciplinary action and re-instatement of all categories of employees under Chakma Autonomous District Council.
- Rules and procedures regarding fixation of seniority/promotion and all matters relating thereto.
- Creation/Classification of posts/Service rules.
- Condonation of educational deficiency for Chakma Autonomous District Council service.
- All service matters relating to all categories of employees except teaching staff.
- Maintenance of personnel/Service books/Incumbency register of all categories of employees except teaching staff.
- Deputation.
- Authorization of Pension, Commutation etc.
- All pensionery matters.
- Employment return/Statistic of employees.
- All other matters not specifically allotted to any department.

Power and duties of officers and employees:

- The officer executes the decision of the Executive Committee of CADC on any matters with the assistance of its subordinate officers and staffs.
- The System Analyst is the i/c Helicopter Service.

Procedure followed in decision making process including channels of supervision and accountability:

- Any matters of financial implication or of serious nature decisions are taken by the Chief Executive Member, Chakma Autonomous District Council in the name of the

Executive Committee, Chakma Autonomous District Council. Supervision of execution of any task is maintained by the Deputy Secretary or by any officer and staff delegated for the purpose. Accountability for execution of any task rest on the Deputy Secretary.

Rules, Regulations, Instructions, Manuals and records held by it or under its control or used by its employees for discharging of its function:

- The Chakma Autonomous District Council (Constitution, Conduct of Business etc.) (Amendment) Rules, 2002.
- The Chakma Autonomous District Council (Salaries and Allowances of Chief Executive Member/Executive Member/Adviser to CEM/Chairman/Dy. Chairman/Vice Chairman (Planning)/Opposition Leader/Member and Pension of Member (Amendment) Rules, 2012.
- The Lai, Mara & Chakma District Council (Group – A,B,C and D Posts) Recruitment Rules, 1992.
- The Chakma Autonomous District Council (Motor Vehicle Taxation) Regulations, 2014.
- The Forest Act, 1992.
- The Chakma Autonomous District Council (Village Councils) Act, 2002.
- The Chakma Autonomous District Council (Right to Information) Act, 2002.
- The Chakma Customary Law Court, 1997.
- The Mizoram Autonomous District Councils fund Rules, 1996.
- The Chakma Autonomous District Council (Agricultural-Land) Act, 1983.
- The Chakma Autonomous District Council (Professional, Trades, Callings and Employments Taxation) Regulation, 1995.
- The Chakma Autonomous District Council (Professional, Trades, Callings and Employments Taxation) (Amendment) Regulation, 2011.
- The Chakma Autonomous District Council (Revenue Assessment Regulation, 2002.
- The CADC (Tax on entry of Vehicle into ADC) Regulation,2004.

Categories of documents that are held by it or under its control:

- Decisions of Executive Committee, Chakma Autonomous District Council.
- Service records of all officers and staffs except teaching staffs.
- Various records of correspondences etc.

Particulars of any arrangement that exists for consultation with, or representation by, the Members of the public in relation to the formulation of its policy or implementation thereof:

Nil

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:

Nil

Directory of officers and staff

1. GAD, Headquarters

Sl.	Name & Designation	Designation	Monthly Remuneration	Remarks
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No.			(in Rs.)	
(1)	(2)	(3)	(4)	(5)
1	Chandra Bikash Chakma	Under Secretary	89183	
2	Kulendra Bikash Chakma	System Analyst	61705	
3	Binod Kumar Sharma	Head Assistant	67263	
4	Gyanajit Chakma	Upper Division Clerk	51118	
5	Sudhir Kumar Chakma	Assistant	63590	
6	Gauri Debnath	Assistant	62926	
7	Rexinova Chakma	Assistant	41966	
8	Rabi Ranjan Chakma	Computer Operator	44353	
9	Pulin Bikash Chakma	Lower Division Clerk	46370	
10	Rohita Chakma	Upper Division Clerk	38252	
11	Nestor Chakma	Upper Division Clerk	40417	
12	Nigira Kumar Chakma	Lower Division Clerk	30478	
13	H. David Chakma	Lower Division Clerk	30478	
14	P. Swarup Chakma	Lower Division Clerk	28879	
15	D.Ananda Hriday Chakma	Lower Division Clerk	28879	
16	Smt. Rosmi Chakma	Lower Division Clerk	28879	
17	Ratna Bikash Chakma	Lower Division Clerk	28879	
18	Kamal Bihari Chakma	Office Peon	36554	
19	Jotishman Chakma,	P/A to V/Chmn.(Plg.)	27379	
20	Chitra Moni Chakma	Chawkider	38350	
21	Brighu Bhanu Chakma	Sweeper	35939	
22	Niranjan Chakma	Office Peon	35078	
23	Deputy Ranjan Chakma	Sweeper	35472	
24	Nua Ram Chakma	Sweeper	34070	
25	Mawn Chakma	Generator Operator	30478	
26	Sumana Devi Chakma	Lower Division Clerk	28879	
27	Luchan Chandra Chakma	Office Peon	34562	
28	Alben Chakma	Office Peon	32053	
29	Boli Chakma	Office Peon	31634	
30	Indra Rekha Chakma	Chawkider	30331	
31	Gyanandra Chakma	Office Peon	27821	
32	Bhadrassen Chakma	Office Peon	23590	
33	Sonarsingh Chakma	Office Peon	21819	
34	Subir Chakma	Office Peon	21819	
35	Udai Kumar Chakma	Chawkider	20712	
36	Nunu Lal Rana	Chawkider	28682	
37	Rangu Chakma	Office Peon	30749	
38	Tama Jyoti Chakma	Sweeper (Fixed)	4500	
39	Sibam Chakma	LDC (M/R)	11470	

40	Tapan Chakma	LDC (M/R)	11470	
41	Ramel Chakma	Computer Operator (M/R)	11470	
42	Shanti Jiban Chakma	MRL	11470	
43	Sujan Kumar Chakma	MRL	11470	
44	Tridip Chakma	MRL	11470	
45	Rina Chakma	Generator Operator (M/R)	11470	
46	J. Janson Chakma	Office Peon (M/R)	8370	
47	Shanti Kumar Chakma	MRL	8370	
48	Akbar Chakma	Office Peon (M/R)	8370	
49	Rupali Chakma	MRL	8370	
50	Ashok Kumar Chakma	Sweeper (M/R)	8370	
51	Lusai Bilash Chakma	MRL	8370	
52	Sumesh Kanti Chakma	Sweeper (M/R)	8370	
53	Bimal Bikash Chakma	Office Peon (M/R)	8370	
54	Bangalya Chakma	MRL	8370	
55	Amarjit Chakma	MRL	8370	
56	Doya Moy Chakma	MRL	8370	
57	Prafulla Kumar Chakma	Office Peon (M/R)	8370	
58	Manikyolal Chakma	Office Peon (M/R)	8370	
59	Sukro Bijoy Chakma	Sweeper (M/R)	8370	
60	Kolin Chakma	Office Peon (M/R)	8370	
61	Nama Kr. Chakma	Office Peon (M/R)	8370	
62	Indrasova Chakma	Office Peon (M/R)	8370	
63	Smt. Anjali, Sweeper	Sweeper (M/R)	8370	
64	Billion Chakma	Office Peon (M/R)	8370	
65	Indrajit Chakma	Office Peon (M/R)	8370	
66	Modi Rattan Chakma	Office Peon (M/R)	8370	
67	Chitra Kumar Chakma	Office Peon (M/R)	8370	
68	Gyana Moy Chakma	MRL	8370	
69	Dhana Pudi Chakma	Office Peon (M/R)	8370	
70	Santana Dewan	MRL to U/S	8370	
71	Shri Kripa Nath Chakma	MR to U/S.	8370	
72	Nizen Chakma	HHS to Adv. to CEM	9300	
73	Sadak Chakma	HHS to Adv. to CEM	9300	
74	Subarna Rekha Chakma	HHS to Vice Chairman,Plg.	9300	
75	Zuzu Chakma	HHS to Vice Chairman,Plg.	9300	

2. CADC Rest House, Kamalanagar

Sl.	Name & Designation	Designation	Monthly Remuneration	Remarks
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No.			(in Rs.)	
1	Roymanikyo Chakma	Liaison Officer	98015	
2	Smt. Monika Chakma	Senior Receptionist	51634	
3	Daya Moy Chakma	Office Peon	21819	
4	Manek Prova Tong.	Circle Assistant-III	20712	
5	Jugeswar Chakma	MRL	8370	
6	Smt Meenati Chakma	MRL to L.O.(Roymanikyo)	8370	
7	Shri Sonusa Chakma	MRL to L.O. (Roymanikyo)	8370	

3. CADC Rest House, Lunglei

Sl. No.	Name & Designation	Designation	Monthly Remuneration (in Rs.)	Remarks
1	Bhanu Dhan Chakma	Liaison Officer	98138	
2	Sunil Kanti Chakma	Booking Clerk	32841	
3	Johnney William	Medical Attendant	32873	
4	V. Laltlankima	Office Peon	31897	
5	Lalawmpuii	Sweeper (Fixed)	4500	
6	Smt Nirupa Chakma	MR to LO (Bhanu Dhan)	8370	
7	Miss Roai Chakma	MR to LO (Bhanu Dhan)	8370	

4. CADC Rest House, Aizawl

Sl. No.	Name & Designation	Designation	Monthly Remuneration (in Rs.)	Remarks
1	A. Punyo Kumar Tong.	Liaison Officer	66478	
2	Kulendra Tongchangya	Assistant	51413	
3	Dilip Chandra Chakma	Upper Division Clerk	47255	
4	Amarendra Chakma	Upper Division Clerk	54512	
5	T.D. Buddhilal	Lower Division Clerk	33061	
6	Zokawtliana	Lower Division Clerk	34906	
7	Neichangi, Swpr.	Sweeper	34586	
8	A.B. Lalthanzama	Medical Attendant (M/R)	15000	
9	A.K. Zama Rokhum	S/C (Fixed)	5000	
10	R. Anand Chakma	Receptionist (M/R)	11470	

11	Merina(Sujata Chakma)	Computer Operator (M/R)	11470	
12	Shormita Chakma	Chawkider (M/R)	8370	
13	Lalhriatzuali/Mathansangi)	Sweeper (M/R)	8370	
14	Kunchamala Tong.	MRL	8370	
15	Surje Pun (Suresh Pur)	Room Attendant (M/R)	8370	
16	Bishal Thapa	Room Attendant (M/R)	8370	
17	Laldanpuia	Room Attendant (M/R)	8370	
18	Z.N. Sangi (Nitu Rai)	Room Attendant (M/R)	8370	
19	Anil Kr. Thapa	Ivth Grade (M/R)	8370	
20	Robin Limbu	Room Attendant (M/R)	8370	
21	Jenny Lalhrualtuangi	MRL	8370	
22	Meena Chakma	Sweeper (M/R)	8370	

5. CADC Rest House, Lawngtlai

Sl. No.	Name & Designation	Designation	Monthly Remuneration (in Rs.)	Remarks
1	Bindu Kumar Chakma	Circle Assistant - I	36481	
2	Lokhi Ban Chakma	Receptionist (M/R)	11780	

6. CADC Rest House, Longpuighat

Sl. No.	Name & Designation	Designation	Monthly Remuneration (in Rs.)	Remarks
1	Jaya Prada Chakma	Lower Division Clerk (M/R)	11470	

7. CADC Rest House, Barapansury

Sl. No.	Name & Designation	Designation	Monthly Remuneration (in Rs.)	Remarks
1	Jakim Chakma	Lower Division Clerk (M/R)	11470	
2	Babatosh Chakma	Office Peon (M/R)	8370	
3	Chandrayan Chakma	Chawkider (M/R)	8370	

8. CADC Rest House, NJS

Sl. No.	Name & Designation	Designation	Monthly Remuneration (in Rs.)	Remarks
1	Sunil Dhan Tongchangya	Receptionist (Fixed)	6750	

9. Tourist Lodge, Chawngte

Sl. No.	Name & Designation	Designation	Monthly Remuneration (in Rs.)	Remarks
1	Rajendu Chakma	Sweeper (Fixed)	4500	

10. Primary Health Centre, Barapansury

Sl. No.	Name & Designation	Designation	Monthly Remuneration (in Rs.)	Remarks
1	Dr. Lauva Chakma	Medical Officer	39325	
2	Shanti Anand Chakma	Accountant	15525	
3	Joy Sing Chakma	Laboratory Technician	15525	
4	Bishaka Tongchangya	Staff Nurse	15525	
5	Rita Chakma	Staff Nurse	15525	
6	Monasha Chakma	Staff Nurse	15525	
7	Sebika Chakma	Staff Nurse	15525	
8	Suraja Chakma	Laboratory Technician	15525	
9	Bhagyo Muni Chakma	Office Peon (M/R)	8370	
10	Shanti Muni Chakma	Chawkider (M/R)	8370	
11	Nihar Kanti Larma	Ivth Grade (M/R)	8370	
12	Tridip Chakma	Ivth Grade (M/R)	8370	
13	Gyana Dhan Chakma	Ivth Grade (M/R)	8370	
14	Padma Loson Chakma	Ivth Grade (M/R)	8370	

Budget allocated, Non-Plan, Plan, proposed expenditures and reports on disbursement made:

Sl. No.	Name of scheme	Sector	Amount (in Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)
1	Office expenses	Non-Plan	1,00,000.00	
2	Discretionary Grant for CEM	Non-Plan	1,20,000.00	
3	Discretionary Grant for EM's etc.	Non-Plan	5,50,000.00	
4	Maint. of Machineries	Non-Plan	2,00,000.00	
5	Maint. of Rest Houses	Non-Plan	2,00,000.00	
6	Hospitality/D.Grant	Non-Plan	2,00,000.00	

7	NRG for GAD	Non-Plan	1,00,000.00	
8	Contingency/Furnishing for Councillors charges	Non-Plan	10,00,000.00	
9	Re-imbursement for Councillors	Non-Plan	10,00,000.00	
10	Maint. and upgradation of CADDC Website	Non-Plan	1,00,000.00	
11	TA/DA for councillors	Non-Plan	15,00,000.00	
12	Installation of Transformer at new Secretariat	Non-Plan	10,00,000.00	
13	Wiring/Electricification and Water supply connection to new Secretariat	Non-Plan	10,00,000.00	
14	Purchase of furnisher at new Secretariat	Non-Plan	10,00,000.00	
		Total	80,70,000.00	

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:

Nil

Particular of recipients of concessions or authorizations granted by it:

Nil

Details in respect of the information, available to or held by it, reduced in an electric form:

Nil

Facilities available to citizens for obtaining information, including the working hours of library or reading room:

Nil

ii. DISTRICT COUNCIL SECRETARIAT

About:

The District Council Secretariat is the Legislative Wing of the Chakma Autonomous District Council. It is the Law making institution, wherein all the importance Rules and Regulations are framed. The Chakma Autonomous District Council was created under the Sixth Schedule to the Constitution of India, on the 2nd April 1972, which was subsequently upgraded into an Autonomous District Council on the 29th April 1972.

Unlike the Union or the State governments, the District Council Secretariat or Legislative Department is not fully Independent or separate from the Executive. Because the Legislative is treated like other usual departments of the council. The appointment, promotion, posting & transfer of officers and Staffs of the District Council Secretariat is controlled by the Executive Committee of the Council. No separate budget allocation is made for the District Council Secretariat or Legislative Department.

Function and Duties:

▼ Summoning & Prorogation of the Chakma Autonomous District Council Session.

- ▼ Salary, Allowances and Pension of the MDCs.
- ▼ Liaison with leaders and whips of various parties and groups, representing in the Session.
- ▼ Matters relating to powers, privileges and immunities of the MDCs.
- ▼ Appointment of Advisory Committees.
- ▼ Planning and Co-ordination of Legislative and other official business in the Session.
- ▼ All Legislative matters.

Power and duties of officers and employees:

The Secretary to the District Council looks after the District Council Secretariat. All departmental Inter-departmental and Official correspondences are made by him, and importantly all decisions are made by him. The Under Secretary and the Office Superintendence assist him in carrying out the official functions.

Different files works are distributed among other subordinate staffs who are responsible for disposing off all cases put up and prioritizing it.

Procedure followed in decision makings process including channels of supervision and accountability:

Any matter of financial implication or of serious nature are taken care off by the Secretary to District Council after consultation with the Chairman or the Deputy Chairman in the absence of the former supervision of Execution of any task is maintained by the Secretary to District Council. Accountability for its execution rest with him.

Rules, Regulations, instruction manuals and records, held by it or under its control or used by its employees for discharging of its function:

There are as many as 18 Acts and Rules presently in the CADC.

1. The Chakma Customary Law Code- 1997.
2. The CADC (Motor Vehicle Taxation) Regulation, 2014.
3. The CADC (Salaries and Allowances of CEM & Ems) Rules, 2003.
4. The CADC (Allocation of Business) Rules, 2009.
5. The CADC (Transaction of Business) Rules, 2009.
6. The CADC (Election to Village Councils)Rules, 2007.
7. The CADC (Salaries & Allowances of Chairman & Dy. Chairman) Rules, 2003.
8. The CADC (Salaries, Allowances & Pension of Members) Rules, 2003.
9. The CADC (Village Council) Act, 2002.
10. The CADC (Revenue Assessment) Regulation, 2002.
11. The CADC (Land & Revenue) Act, 2002.
12. The Lai, Mara & Chakma District Councils (Group A, B, C & D Posts)Recruitment Rules, 1992.
13. The CADC (CCB etc) Rules.
14. The CADC Environment & Forest Department, Forest Act, 1992.
15. The CADC (RTI) Rules,2006.
16. The CADC (Agricultural Land) Act,1982.
17. The CADC (Profession, Trades, Callings and Employment Taxation) Regulation,1995.
18. The CADC School Education Rules,2012
19. The CADC (Tax on entry of vehicles into the Autonomous District) Regulations, 2004.
20. The CADC (District School education Board) Rules 2002.
21. The CADC (Management & Control of Primary School) Regulations, 1993.
22. The Mizoram Autonomous District Councils Fund Rules, 2010.

23. The Mizoram ADC Grant-in-Aid Rules, 2003.

Categories of documents that are held by it as under its Control:

1. Audio recordings of Session Proceedings.
2. Printed Proceeding of Sessions.

Particulars of any arrangement that exists ten Constitution with , or representation by the numbers of the public in relation to the formulation of its policy or implementation there of:

Nil

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 meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are ascendible for public.

Nil

A directory of its officers & employees:

Sl.No	Name	Designation	Monthly Remuneration (in Rs.)	Remarks
1.	Digambar Chakma	Secy,DCS	119884	
2.	Smt.Minakshi Chakma	O/S	75137	
3.	Guno Sindhu Chakma	Marshall	54020	
4.	Jitendra Chakma	Asstt.	47329	
5.	Shankar Dev Chakma	UDC	45533	
6.	Chandra Shekar Chakma	UDC	36210	
7.	Anbolin Syiemlieh	LDC	39162	
8.	Julius Tong.	LDC	28117	
9.	Sumana Chakma	LDC	28117	
10.	Naga Chakma	Printer	36112	
11.	Joydip Tong.	Marshall	30478	
12.	Amarsingh Chakma	Asstt. Tech.	29666	
13.	Rattan Kumar Chakma	LDC	28117	
14.	Anil Bashan Chakma	LDC	28117	
15.	Lokhi Bijoy Chakma	LDC & P/S to Chmn.	27379	
16.	Mangal Jyoti Chakma	P/A to Chairman	27379	
17.	Miss Lokhi Devi Chakma	P/A to Dy.Chmn.	27379	
18.	Mrs.Roshmi Chakma	LDC	27379	
19.	Kegeera Chakma	Sweeper	33061	
20.	Mamtaz Chakma	Sweeper	30503	

21.	Gyana Rattan Chakma	Sweeper	30798	
22.	Nayan Tara Chakma	C/S-III	20195	
23.	Kina Chand Chakma	Chowkider	22975	
24.	Ratna Bikash Chakma	O/P	22975	
25.	Rip Rip Chakma	UDC(Fixed)	7200	
26.	Milan Babu Chakma	LDC(M/R)@ 370 /day	-	
27.	Digol Chakma	LDC(M/R))@ 370 /day	-	
28.	Julius Chakma	LDC(M/R))@ 370 /day	-	
29.	Subo Ranjan Chakma	O/P(M/R))@ 370 /day	-	
30.	Susen Chakma	Swpr.(M/R))@ 270 /day	-	

Budget allocated, plans, proposed expenditure and reports on disbursement made:

Sl.No.	Name of Scheme	Sector	Amount (in Rs.)	Remarks
1	TA/DA	Non-Plan	Rs.1,00,000	
2.	Office Expenses		Rs.38,000	
3.	Maintenance of Vehicles		Rs.33,000	
4.	Discretionary Grant for Chairman		Rs.30,000	
5.	D.G for Dy.Chairman & Dy.Chief Whip		Rs.30,000	
6.	Hospitality		Rs.25,000	
7.	Maint. of Machineries		Rs.25,000	
8.	Conduct of Session		Rs.50,000	
9.	Furniture & Fixture		-	
10.	Printing of Rules/Acts/Bills		Rs.50,000	
		Total =	Rs.3,51,000	

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme :

Nil

Particulars of recipients of concessions, permits or authorizations granted by it:

Nil

Details in respect of the information, available to or held by it, reduced in an electronic form:

Nil

Facilities available to citizens for obtaining information, including the working hours of a library or reading room:

Nil

iii. **LAW AND JUDICIAL DEPARTMENT**

About:

The Law and Judicial Department of the Chakma Autonomous District Council is one of the important department created under Para 4(1) of the Sixth Schedule to the Constitution of India. Its main function is to administer justice to the tribal people of the locality in customary, criminal and civil suits and also issue of legal documents and certificates. Presently, it undertake cases whose punishment is less than five years of imprisonment. Though the Constitution provides trial of criminal cases of between the local tribals no such cases has been brought by the police so far.

The department is headed by Court President and Recorder who is constitutionally invested with the power of Magistrate of First Class in normal circumstances. He may also be empowered with the power of Session Judge under paragraph 5(1) if the Governor of the state is pleased. The Court President and Recorder is assisted by Judicial Officers and other staff.

Functions and duties:

- (1) Trial of customary, civil and criminal cases,
- (2) Hearing of appeal against the judgement of lower courts,
- (3) Issue of certificate like Heirship, Succession, Caste, Adoption, Residential etc.
- (4) Affidavit
- (5) Agreement
- (6) Power of Attorney
- (7) Other legal documents.

Power and duties:

The power and duties of the Court President and Recorder and the Judicial Officers are to try cases and pronounce judgement apart from issue of certificates and other legal documents. The other staff maintained the office by maintaining records and execution of Court Orders, issue of court process, notifications and maintenance of departmental accounts and properties.

Procedure followed in decision making process including channel of supervisions and accountability:

Trial of cases is conducted independently as per the Pawi-Lakher Autonomous Regions (Administration of Justice) Rules, 1954. An appeal against a judgement is entertained in the Honourable Guwahati High Court, Aizawl Bench. General and financial administration is carried out as per the decision of the Executive Committee of the Chakma Autonomous District Council. Accountability on execution of Executive decision lies with the Court President and Recorder.

Rules, Regulations, Instructions, Manuals and Records, hel by it or underits controlor used by the employees for discharge of its functions:

The District Council Court follows the Pawi-Lakher Autonomous Regions (Administration of Justice) Rules, 1954 in the trial of a case. It also follows the Chakma Customary Law Code

and to some extent the Code of Criminal Procedure and Civil Procedure Code. Financial matters are being supervised by the Finance and Accounts Department of CADC.

Categories of documents that are held by it or under its control:

- (1) Preservation of case records.
- (2) Preservation of copies of certificates and documents issued.
- (3) Record of utilisation of fund

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the function of policy or implementation thereof:

No arrangement exists.

Statement of Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of the advice and as to whether meeting of those Boards, Councils, Committees and other bodies are open to the public or minutes of such meetings are accessible to public:

No such body exists.

A directory of officers and employees:

Sl. No.	Name	Designation	Monthly remuneration (in Rs.)	Remarks
1.	Lakshmi Bhusan Chakma	Court President and Recorder	1,22,395	
2.	Bipin Bihari Chakma	Sr. Judicial Officer	1,05,715	
3.	Jagat Shanta Chakma	Judicial Officer	1,05,715	
4.	Sumati Ranjan Chakma	Head Assistant	68,116	
5.	Gyana Ratan Chakma	Assistant	61,255	
6.	Sushil Jeeban Chakma	Assistant	61,942	
7.	Pinky Chakma	LDC	46,370	
8.	Chokia Chakma	LDC	26666	
9.	Tutti Chakma	LDC	27,379	
10.	Buddha Kumar Chakma	OP	35930	
11.	Ram Prasad Chakma	Process server	30,798	
12.	Pijush Chakma	OP	22,975	
13.	Smritimoy Chakma	Process Server	21,253	

Budget allocated, Plans, Proposed expenditure and reports on disbursement made:

Sl. No.	Name	Sector	Amount	Remarks
1.	Office expenses	Non-plan	50,000	
2.	Maintenance of machineries	Non-plan	50,000	
3.	Purchase of law/rule book	Non-plan	2,00,000	
		Total:	3,00,000	

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:

NIL

Particulars of recipients of concessions or authorisation granted by it:

NIL.

Detail in respect of the information available to or held by it, reduced in an electronic form:

NIL.

Facilities available to citizens for obtaining information, including the working hours of a library or reading room.

NIL

iv. **FINANCE & ACCOUNTS DEPARTMENT**

About:

The Finance & Accounts Department is one of the various departments of the Chakma Autonomous District Council whose purpose is basically to deal with all financial transactions and maintenance of all financial records of the Chakma Autonomous District Council.

Function and Duties:

1. Preparation of Budget Estimate and Revised Estimate.
2. Preparation of Financial Statement
3. Preparation of Sanctioning Order for Salary and Non-Salary.
4. Preparation of Acquaintance Rolls.
5. Reconciliation of Accounts with AG Office, Aizawl.
6. Bill Checking and Passing.
7. Submission of Utilization Certificate.
8. Preparation of Monthly Expenditure Reports.
9. Preparation of Annual Accounts.
10. Monthly collection of pension and maint. of records.
11. Preparation of Employment Data.
12. Pay Fixation.
13. Maintenance of General cash book.
14. Maintenance of records on GIA, CSS and Local Receipts.
15. Deal with CAG/ Audit Inspection Reports.
16. Any data preparation and collection on financial matter.

Powers and Duties of officers and employees:

The officers execute the decisions of the Executive Committee of CADC, on any matter with the assistance of its subordinate staffs.

Procedure followed in decision making process including Channel of supervision and accountability:

In matters of financial implications or of decisions of serious nature are taken by the Executive Committee, CADC. Supervision or execution of any work is undertaken by the

Finance & Accounts Officer or by any other staff delegated for the purpose. Ultimate accountability for execution of any task rests on the Finance & Accounts Officer.

Rules, Regulation, Instruction, Manuals and records, held by it or used by its employees for discharging of its function.

All rules including Mizoram Autonomous District Council Fund Rules 1996/2010 regarding all financial transactions.

Categories of documents that are held by it or under its control:

1. Record of CADC Budget
2. Record of Acquaintance Roll.
3. Record of GIA (Plan & Non-Plan) and all CSS Schemes.
4. Record of Pension contribution fund.
5. Record of Sanctioning.
6. Record of utilization certificate.
7. Record of HUDCO loans
8. Record of local receipt
9. Record of all sorts of financial data.

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Nil

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:

Nil

A Directory of its Officers and Employees:

SI No.	Name	Designation	Monthly Salary (in Rs.)	Place of Posting
1	Purnendu Bikash Chakma	E/Secy.	139146	Headquarters
2	Buddhangkur Chakma	F.A.O.	86207	Headquarters
3	Amiyo Kanti Dewan	Suptd. of Acctts.	80155	Headquarters
4	Shanti Kumar Chakma	Sr. Acctt.	79328	Headquarters
5	Mano Ranjan Chakma	PAO	60451	Headquarters
6	Bijoy Kanti Chakma	Section Officer	61459	Headquarters
7	Daya Raj Chakma	Asstt.	58802	Headquarters
8	Pradip Kumar Chakma	Sr. Acctt.	70748	Headquarters
9	Prachay Chakma	System Operator	47747	Headquarters
10	F. Raju Chakma	Acctt.	63026	Headquarters
11	Amiyo Bikash Chakma	Asstt.	55496	Headquarters
12	Pinkey Chakma	Asstt.	41966	Headquarters
13	Anupam Chakma	Acctt.	44328	Headquarters

14	Anil Bindu Chakma	Comp. Optr.	43147	Headquarters
15	Sumoy Chakma	UDC	53135	Headquarters
16	B. Amiyo Bikash Chakma	UDC	46370	Headquarters
17	Susharita Chakma	LDC	30478	Headquarters
18	Promod Kanti Chakma	LDC	35054	Headquarters
19	Hriday Kumar	Xerox Operator	33061	Headquarters
20	Jyotish Kumar Chakma	O/P	30306	Headquarters
21	Miss Rita Devi Chakma	LDC	21819	Headquarters
22	Gyana Rattan	O/P	23590	Headquarters
23	Amar Priyo Chakma	Casual Labour	4500	Headquarters
24	Aijib Chakma	LDC(MR)	11470	Headquarters
25	Bisharath Chakma	O/P(MR)	8370	Headquarters
26	Shanti Bikash Chakma	Spr.	8370	Headquarters
27	Nigira Mohan Chakma	O/P	8370	Headquarters

**Budget allocated plans, proposed expenditures and reports on disbursement made:
2017-2018.**

Allocation Fund out of G.I.A (Non-Plan) during 2017-18

A.	Salary :	Amount (Rs. in lakhs)
1	Non-Plan	243.78
2	Plan	0.00
3	Pension	753.00
	Total	996.78
B.	Non-Salary (Non-Plan):	
1	TA/DA	15.80
2	Office Expenses	6.00
3	Electricity/Telephone and others expenses	3.00
4	Purchase and Maint. of Machineries	5.00
5	Payment of Gratuity	88.00
6	Training Expenses	3.00
7	Purchase of Rule Books	0.50
8	Hospitality/Contingency	0.36
9	Renovation of office building	10.00
	Total	131.66
	G. Total	1128.44

The manner of the execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme:
Nil.

Particulars of recipients of concessions, permits or authorizations granted by it:
Nil.

Details in respect of the information, available to or held by it, reduced in an electronic form:

Nil.

Facilities available to citizens for obtaining information, including the working hours of a library or reading room:

CADC website; www.cadc.gov.in

v. PUBLIC WORKS DEPARTMENT

ABOUT: The Public Works Department was entrusted to the Chakma Autonomous District Council during the entrustment of powers to the Autonomous District Council of Mizoram in 1993 vide L/No B.17012/3/92-DCA: the 22nd September, 1993. The Public Works Department plays the major role for the execution of works/Schemes within the Chakma Autonomous District Council.

Function and Duties:-

- Preparation of Detailed Project Report, Concept papers etc
- Construction of Road, culverts, Drains , Retaining wall & Bridges
- Construction of Buildings
- Maintenance of Road , Bridge & Building

Power and duties of officers and employees:

The Executive Engineer, PWD executes the decision of Executive Committee of Chakma Autonomous District Council for implementing/executing any kind of project works. The concerned technical persons (Assistant Engineer) supervise the different project works entrusted to them by the superior officer. The Junior Engineers look after the works with the help of sectional assistant and labours engaged for.

The department follows latest Mizoram Public Works Department Schedule of Rates while preparing detailed estimate and DPR and strictly follows the Central PWD Manuals.

Procedure followed in decision making process including channels of supervision and accountability:

Any projects/works involving financial matters or complication arises, decisions are taken by Chief Executive Member, CADC on behalf of Executive Committee of CADC. Decision for Supervising of any works relating to Roads & Buildings for execution is taken by Executive Engineer, PWD, CADC. The concerned Engineer-in-charge supervise the works with the help of Junior Engineers and Sectional Assistant.

Categories of documents that are held by it or under its control:

Detailed Project Report & Concept Papers & Various file related to PWD, CADC

Particulars of any arrangement that exists for consultation with , or representation by the members of the public relation to the formulation of its policy or implementation thereof:

Nil

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 meeting of those boards , councils, committees and other bodies are open to public, or the minute of such meetings are accessible for public:

For proper implementation, Supervision and execution of projects/works, there is a board called CADC Work Advisory Board Consisting of five members as: chairman - Executive Secretary ,CADC ,Member-Secretary- Executive Engineer, PWD, Members:- P.D.O,CADC; F.A.O,CADC; D.A.O,CADC

A directory of its officers and employees:

Sl.no	Name	Designation	Monthly Remuneration(In Rs)	Remarks
1.	Jayan Chakma	E.E	106576.00	
2	K. Kamal Chakma	A.E	60057.00	
3	Prasanta ChaKma	A.E	60057.00	
4	P.Lalrintluangi	A.E	71997.00	
5	Bhagirath Chakma	J.E	55496.00	
6	B. Sonkar Chakma	Asst	55546.00	
7	B. Biniya Chakma	LDC	36653.00	
8	Punyo Lal Chakma	Press Supervisor	49519.00	
9	Miss T. Anamikha Chakma	LDC	27379.00	
10	Ranjani Kumar Chakma	O/P	23762.00	
11	Swarupa Chakma	LDC(MR)	11470.00	
12	Priya Toch Chakma	LDC(MR)	11470.00	
13	Dalag Jason Chakma	LDC(MR)	11470.00	
14	BT Shanti Priyo Chakma	LDC(MR)	11470.00	
15	Saran Singh Chakma	LDC(MR)	11470.00	
16	Santosh Chakma –II	S.A(MR)	11470.00	
17	Santosh Chakma –I	Computer Operator(MR)	11470.00	
18	Hema Ranjan Chakma	Computer Operator(MR)	11470.00	
19	David Sharma	Driver,Attached to E.E	11470.00	
20	Anantasen Chakma	O/P	28215.00	
21	Sapanjit Chakma	Handleman(MR)	11470.00	
22	Kina Mohan Chakma	C/L	4500.00	
23	Raju Chakma	O/P(MR)	9300.00	
24	Punyo Chandra Chakma	O/P(MR)	8370.00	
25	Gyana Kanti Chakma	Meter Reader(MR)	11470.00	
26	Rajesh Kanti Chakma	Chowkider(MR)	8370.00	
27	Meya Ranjan Chakma	MR	8370.00	
28	JhorJhorie Chakma	HHS to E.E	8370.00	
29	Sabaran Chakma	HHS to E.E	8370.00	
30	Sangassur Chakma	MRL	8370.00	
31	Shanti Ranjan Chakma	MRL	8370.00	
32	Rahul Chakma	MRL	8370.00	
33	Ram Muni Chakma	MRL	8370.00	
34	Mrithunjoy Chakma	MRL	8370.00	

35	Dulal Chakma	MRL	8370.00	
36	Bakra Chakma	MRL	8370.00	
37	Surendra Chakma	MRL	8370.00	
38	Bijoy Chakma	MRL	8370.00	
39	Kamini Mon Chakma	MRL	8370.00	
40	Biju Kumar Chakma	MRL	8370.00	
41	Doya Dhan Chakma	MRL	8370.00	
42	Punyo Charan Chakma	MRL	8370.00	
43	Regosh Kumar Chakma	MRL	8370.00	
44	Bangaw Chakma	MRL	8370.00	
45	Rakhai Chakma	MRL	8370.00	
46	Barun Chakma	MRL	8370.00	
47	Lakkhi Kumar Chakma	MRL	8370.00	
48	Sundashya Chakma	MRL	8370.00	
49	Budhi Dhan Chakma	MRL	8370.00	
50	Kina dhan Chakma	MRL	8370.00	
51	Kusum Babu Chakma, MRL	MRL	8370.00	

Budget allocated, plans, proposed expenditures and reports on disbursement made:

Sl.no	Name of scheme	Sector	Amount(in Rs.)	Remarks
1	Maintenance of Computer	Plan	60,000.00	
2	Office Expenses	Plan	60,000.00	
3	Maintenance of CADC Rest house	Plan	2,00,000.00	
4	Maintenance of Town Road	Plan	5,00,000.00	
5	Construction of approach road from nua adam to bhuro baran	Plan	5,00,000.00	
6	Repairing of roof/construction of drain of the PHC .barapansury	Local receipt	92,000.00	
7	Construction of garage for CADC Town buses	Local receipt	3,80,000.00	
8	Maintenance of road from kamalanagar-II to dumping ground	Local receipt	1,56,000.00	

The manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programme:

Nil

Particulars of recipients of concessions, permits or authorizations granted by it:

Nil

Details in respect of the information, available to or held by it ,reduced in an electronic form:

Nil

Sl. no	Name	Designation	Email & Contact no	Remarks
1	Jayan Chakma	Executive Engineer	8729978444	
2	Prasanta Chakma	Assistant Engineer	chakmaprasanta@gmail.com 8730831830	Road
3.	K. Kamal Chakma	Assistant Engineer	7085879410	Building

vi. PLANNING AND DEVELOPMENT DEPARTMENT

About:

- (i) Name of Department: Planning and Development Department.
- (ii) No. of Officers and Staffs:-19

Functions and Duties:

Planning and Development is the Nodal department for all developmental departments in CADC. The department act as a coordinator for implementation and Monitoring of various schemes taken up under CSS,NLCPR, NITI Aayog and fund received under Normal Grant-in- Aid. It prepares CADC Annual Budget under normal GIA allocated by the Government and also prepares CADC Annual work program.

The Government of Mizoram created a District Council Planning and Development Committee which is now functioning under the department. The Committee is constituted with following officials - Vice-Chairman-1 Members-3, Member Secretary-1 and the Planning and Development Officer acts as the member Secretary of Planning and Development Committee. The Functions of the Committee are:

- (i) To examine and determine the basic needs of the people of CADC and to collect data for proper planning of various development programs within the power vested with the authority of the Chakma Autonomous District Council.
- (ii) To Monitor and inspect various development project implemented and executed by the Chakma Autonomous District Council.
- (iii) To advice the Executive Committee of CADC in all the matter relating to development program

The Power and duties of its Officers and employees:

- (i) The Chief Executive Member is the Chairman of the District Planning and Development Committee which responsible for disposal of business pertaining to department.
- (ii) The Vice-Chairman, Planning he holds the rank of an Executive Member of Chakma Autonomous District Council to assist the Chairman in the disposal of works
- (iii) The Planning and Development Officer is the Administrative head of the department. He is the principal Adviser of the Vice-Chairman/Chairman, Planning for proper transaction of business and careful observance of rules and regulations when he considered that there has been any material departure, he shall bring the matter to notice of the Vice-Chairman, Planning and the Chief Executive Members, Chakma Autonomous District Council.

- (iv) The Assistant Planning and Development Officer: He assists the Planning and Development Officer (P&DO) in the day to day functioning of the department. He is to look after the function of the department during the absence of former.
- (v) Assistant: He works under the order and supervision of the head of the department and is responsible for due discharge of the duties entrusted to him.
- (vi) Computer Operator: They are responsible for typing of all letters, notes etc.
- (vii) Upper Division Clerk: She works under the order and supervision of the Head of the Department and is responsible for the work assigned to her in the department. She put up files with necessary comments and suggestion on a course of action whenever necessary.
- (viii) Lower Division Clerk: Lower Division Clerk (LDC) are entrusted with works of Routine nature like receipt and dispatch comparing and submission of Routine and simple draft.
- (ix) Carpenters: They are entrusted the work for minor repairing of office building and office furniture.

The Procedure followed in the decision making process including channels of supervision and accountability:

All sort of financial and important administrative matters concerning the department are put up to the Vice-Chairman, Planning and the Chief Executive Member through the Executive Secretary for decision. The District Council Level Monitoring and Review Committee constituted under the planning department is responsible for supervision of all the works/schemes implemented by Chakma Autonomous District Council (CADC). The Planning and Development Officer is accountable for any task assigned to the department.

The norms set by it for the discharge of its functions:

Nil

The rules and regulations, manual and records, held by it or under its control or used by its employees for discharging of its functions:

Nil

A Statement of the categories of documents that are held by it or under its control.

- (i) CADC Annual Budget for normal GIA
- (ii) CADC work program

The particulars any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Nil

A statement of the Boards, Councils, Committees and other bodies consisting of two or more person constituted as its part or for the purpose of its advise

There exist District Council Level Committee and District Council Level Monitoring and Review Committee as per guidelines issued by the Govt. of India, NITI Aayog for utilization of Special Assistance sanctioned to areas covered under the Sixth schedule of the constitution and other CSS schemes/ State plan schemes etc. undertaken by the Chakma Autonomous District Council.

I.Chakma District Council Level Committee and its composition:

Chairman: Chief Executive member, Chakma Autonomous District Council

- Member:
- i) EM i/c LAD
 - ii) EM i/c Industry
 - iii) Vice-Chairman, Planning, CADC
 - iv) Executive Secretary, CADC
 - v) E.E, PWD, CADC
- Member Secretary:
- vi) P&DO, CADC

II. The Chakma District Council Level Monitoring and Review Committee

- (i) Chairman : Chief Executive Member, CADC
- (2) Member Secretary : Executive Secretary, CADC
- (iii) Members : (i) Members of Lok Sabha and Rajya Sabha, Mizoram
- (ii) MLA 36th Twichawng (ST) Assembly Constituency
- (iii) All members of District Council
- (iv) E.E, (PWD), CADC
- (v) DIO, CADC
- (vi) DTO, CADC
- (vii) ACO, CADC
- (viii) DAO, CADC
- (ix) P&DO, CADC
- (x) D.C, Lawngtlai
- (xi) P&DO, MADC and LADC

A directory of its officer and employees:

Sl.no	Name	Designation	Contact No.	Remarks
1.	Pronit Bikash Chakma,	P&DO	9436955824	
2.	Hema ranjan Chakma	AP&DO	7085699447	
3.	Pijush kanti Dey	Assistant	9436779297	
4.	Prati Ranjan Chakma	Computer Operator	9436163836	
5.	Meena Kumari Tong	UDC	9485082055	
6.	Pankaj kanti chakma	carpenter	8729854822	
7.	Ashwathama Chakma	Carpenter	9402353256	
8.	Raju Chakma	LDC	7085210180	
9.	Joydeep Chakma	LDC		
10.	Biro Bahu Chakma	LDC	7085673506	
11.	Dholbi Chakma	LDC(MR)	7629974814	
12.	Ramsundar Chakma	O/P		
13.	Sujyosen Chakma	O/P		
14.	Joykumar Chakma	(MRL)	9485314887	
15.	Mukul Kanti Chakma	(MRL)	9436488687	
16.	Sona mughiChakma	Household staff	9436955824	
17.	Jagadish Chakma	Household staff	9436955824	
18.	Runa Chakma	Household staff	7085699447	
19.	Rishma	Household staff	7085699447	

Monthly remuneration received by each of its officers and employees, including the sysyem of compensation as provided in its regulations;

	Name and Designation	Monthly	Remarks
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Sl.no		remuneration/salary	
1.	Pronit Bikash Chakma,P&DO	105813	
2.	Hema ranjan Chakma,AP&DO	100696	
3.	Pijush kanti Dey, Assistant	60220	
4.	Prati Ranjan Chakma,Computer Operator	40810	
5.	Meena Kumari Tong,UDC	46580	
6.	Pankaj kanti chakma,carpenter	39826	
7.	Ashwathama Chakma,Carpenter	52225	
8.	Raju Chakma,LDC	29666	
9.	Joydeep Chakma,LDC	27379	
10.	Biro Bahu Chakma,LDC	28117	
11.	Dholbi Chakma,LDC(MR)	@ Rs.370/- per day	
12.	Ramsundar Chakma,O/P	34980	
13.	Sujyosen,O/P	29691	
14.	Joykumar Chakma,(MRL)	@ Rs 270/- per day	
15.	Mukul Kanti Chakma,(MRL)	@ Rs 270/- per day	
16.	Sona mughiChakma, Household staff	@ Rs 270/- per day	9436955824
17.	Jagadish Chakma, Household staff	@ Rs 270/- per day	9436955824
18.	Runa Chakma, Household staff	@ Rs 270/- per day	7085699447
19.	Rishma,Household staff	@ Rs 270/- per day	7085699447

The budget allocated of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:

Sl. no.	Item of works	Proposed expenditure (Rs in Lakh)	Disbursement made (Rs. In Lakh)
(1)	(2)	(3)	(4)
1.	Office Expenses	5.50	0.96
2.	Maint. Of Computer	4.00	0.96
3.	TA/DA	7.00	2.50
4.	Furniture	0.50	
5.	Purchase of Computer and accessories	1.40	1.05
6.	Contingency Charges	3.00	0.50
7.	TA/DA to Board Member or sitting allowance	2.50	0.50
8.	House Rent	2.50	0.97
	Total	27.80	7.44

The manner of execution of subsidy programmes, including the amounts allocated and the detail beneficiaries of such programmes:

Nil

Particulars of recipients of concessions, permits or authorization granted by it:

Nil

Details in respect of information available to or held by it, reduce in an electronic form:

Nil

The particulars of facilities available to citizens for obtaining information, including the working hour of a library or reading room, if maintained for public use:

Nil

vii. LOCAL ADMINISTRATION DEPARTMENT

About:

The Local Administration Department is one of the largest Departments with diverse functions and responsibilities in the Chakma Autonomous District Council. Its main function is to control and administer the functioning of the Village Councils including elections and appointments of the village Council Executive Bodies which is done after obtaining approval from the Executive Committee of Chakma Autonomous District Council. Maintenance/preparation of population register with requisite data like House number, Age, Sex, Educational qualification, Account numbers, Aadhaar card numbers, Epic card numbers etc. as directed by central/state government from time to time is another major duty of the department. Now 83 (eighty- three) Village Councils are administered by the Chakma Autonomous District Council through Local Administration Department. The schemes allotted by the central/state government and the authority of Chakma Autonomous District Council for implementation/execution by the Village Councils are also executed through the Local Administration Department as the Nodal department.

There are many Officers and Staffs in the Department who works under the control of an Executive Member of Chakma Autonomous District Council.

The Finance & Accounts Department prepares the pay roll for the staffs of this Department. Besides the above mentioned major functions, the Department is also entrusted with responsibility of management and control of the markets/bazaar shed under Chakma Autonomous District Council. At present there are 16 markets/bazaar sheds in Chakma Autonomous District Council which are sources of revenue for the District Council. The Local Administration Department also looks after the sanitation and public hygiene including animal control, drainage system and disposal of garbage and construction of houses orderly in the town areas as the Local Administrative Officer is the ex-officio Member Secretary of the Town Planning Committee.

The Local Administrative Officer is the controlling Officer who is assisted by one Assistant Local Administrative Officer and one Assistant Engineer to run the administration and technical works smoothly. Other staffs are engaged to do the diverse works of the Department; while some staffs are entrusted to assist the technical/finance section the other staffs are detailed to control market as field staff and office/Village Council administration. The Local Administration Department has many staffs posted at the Sub-Headquarters/Offices. The Department performs the administrative function over the Village Councils as per the Chakma Autonomous District Council (Village Councils) Act, 2003 and as amended in 2008, 2011 and 2014. Taxes and fees of Lessee are collected by the Department on the basis of rules available in the revenue Department of the District Council.

Power and duties of officers and employees:

Local Administrative Officer:

The Local Administrative Officer is the Controlling Officer of the Department. He distributes responsibilities among the staffs and controls the overall administration for which he is the ultimate responsible official of the department.

Assistant Local Administrative Officer:

The Assistant Local Administrative Officer functions as the Local Administrative Officer in absence of the latter. He supervises the official works assigned among the other subordinate staffs.

Assistant Engineer:

The Assistant Engineer prepares projects/schemes and estimates of the construction works allotted to the Village Councils out of fund sanctioned by the state government and Chakma Autonomous District Council authority. He functions as the supervisor as well as Verification Officer on the schemes implemented/executed by the Village Councils under Chakma Autonomous District Council.

Upper Division Clerk:

The Upper Division Clerk is the senior dealing assistant who guides the lower division clerks to deal with the file works and other duties assigned to him by the controlling officer.

Lower Division Clerk:

The Lower Division Clerk is the junior dealing assistant who is assigned with file works on specific subjects assigned by the controlling officer.

Circle Assistant Grade-I, II & III:

The Circle Assistants are assigned with responsibilities of specific Village Councils in performing Village Councils administration. They are also engaged as dealing assistant in office to deal with specific subjects like maintenance of Population Register with all related data.

Printer:

The Printer prints out the official letters and bears responsibilities on such printing materials.

Sweepers:

The Local administration Department of Chakma Autonomous District Council has sweepers of two categories. The category-I comprising 5 (five) sweepers disposes garbage of the Kamalanagar Town and 11(eleven) sweepers of category-II sweep the Kamalanagar Town roads.

Office Peon:

The Office Peon of the department does the functions and duties as per direction of the superiors if and when it is required or necessary.

Procedure followed in decision making process including channels of supervision and accountability:

The Local Administration Department is controlled by an elected leader designated as Executive Member who functions as Minister in the State level. Therefore, before taking any decision and issuing any official notifications the Local administrative Officer with his comment endorse the file to the Executive Secretary who functions as the Chief Secretary in the State level. And then the Executive Secretary endorses the file with his comments to the Executive Member. In the case of minor works the Executive Member gives approval from his capacity and for the major works the Executive Member endorses the files to the Chief

Executive Member. Thus the Executive Committee is the final authority to take decision on any subject/works assigned to the Local Administration Department.

The norms set by it for the discharge of its functions:

After obtaining approval on any matter of the department from the Executive Committee, the draft of notifications are put up and issued after obtaining assent from the Executive Member and issued the final notifications by the Local administration for the Executive Member.

Rules, regulations, instructions, manuals and records, held by it or under its control:

The Local Administration Department performs diverse functions of which the most important one is to supervise and control the administration of the 83 (eight three) Village Councils under Chakma Autonomous District Council to deal with the Village Councils administration the Governor assented/gazetted Act named the Chakma Autonomous District Council (Village Councils) Act, 2003 and as amended in 2008, 2011 and 2014 is followed. The department manages and controls the 16 (sixteen) bazaars (markets) under Chakma Autonomous District Council as per Rules of the Revenue Department of Chakma Autonomous District Council.

Categories of documents that are held by it or under its control:

The department holds responsibility on different subjects. Therefore, it maintains/preserves different documents/manuals/guidelines received from the Central/State Government and the authority of Chakma Autonomous District Council.

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

The Local Administration Department holds annual conference with all Village Council members who are duly elected democratically in which the department informs the Village Councils' members including the Village Council leaders on programmes and policies of the Central/State Government and Chakma Autonomous District Council authority. At the same time the Village Council Presidents put up their respective proposals/suggestions for betterment in policy formulation.

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:

NIL

Directory of its officers and employees:

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)
1.	Inglon Chakma	LAO	83796
2.	Mrinal Kanti Chakma	ALAO	61868
3.	B. Bonny Lalsangzuala	A.E	64879
4.	Potya Mohan Chakma	UDC	51708
5.	Amarendra Chakma	UDC	53012
6.	Sam Muni Chakma	UDC	51167
7.	Shanti Kumar Chakma	UDC	45263

8.	Raju Chakma	UDC	37219
9.	Manikyo Kumar Chakma	C/A-I	43369
10.	Shanka Kumar Chakma	C/A-I	41794
11.	Shantilal Chakma,	C/A-I	39285
12.	Ranjit Kumar Chakma	C/A-I	39162
13.	Lokhi Charan Chakma	C/A-I	39162
14.	Tarun Kanti Chakma	C/A-I	38793
15.	Fulo Raj Chakma	C/A-I	39162
16.	Dino Ranjan Chakma	C/A-I	36579
17.	Bindu Kumar Chakma	C/A-I	35479
18.	Shanti Kumar Chakma	Printer	33788
19.	Binoy Ranjan Chakma	C/A-II	30404
20.	Meghanath Chakma	C/A-II	31905
21.	Laxmi Maya Chakma	C/A-II	29101
22.	Chiringya Chakma	C/A-II	32643
23.	Maya Dhan Chakma	C/A-II	31880
24.	Dhon Muni Tongchangya	LDC	29666
25.	Nilo Kanta Tongchangya	C/A-II	30798
26.	Mrs. Nagori Mala Chakma	C/A-II	22606
27.	Mohendra Chakma	C/A-III	30335
28.	Maya Sida Chakma	C/A-II	23197
29.	Biswajit Chakma	C/A-III	24673
30.	Biju Chand Tongchangya	C/A-III	21253
31.	Rajendra Devbarman	LDC (MR)	11100
32.	Rintu Chakma	LDC(MR)	11100
33.	Doyalsen Chakma	Office Peon	30355
34.	Brighu Banu Chakma	sweeper	34980
35.	Shanti Ranjan Chakma	Sweeper MRL	9000
36.	Rattan Kumar Chakma	Sweeper MRL	9000
37.	Sukko Kumar Chakma	Sweeper MRL	9000
38.	Shillongo Muni Chakma	Sweeper MRL	9000
39.	Rabindra Nath Chakma	MRL	8100
40.	Minti Chakma	MR	8100
41.	Miranda Chakma	MR	8100
42.	Bitika Chakma,	C/A-II (fixed)	8100
		TOTAL	1329881

Budget allocated, plans, proposed expenditures and reports on disbursement made:

Sl. No.	Name of Scheme	Sector	Amount (in Rs.)
1.	Office Expenses	Plan	50, 000.00
2.	Maintenance of Computer	Plan	50, 000.00
3.	Maintenance of Tipper	Plan	3, 00, 000.00
4.	MDC LAD Fund	Plan	20, 00, 000.00
		Total	24, 00, 000.00

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

NIL

Particulars of recipients of concessions, permits or authorizations granted by it:

The department issues Permit to open market and approval to the Bazaar Management Committees and order of the bazaar lease with prior approval of the Executive Committee.

viii. LAND REVENUE & SETTLEMENT DEPARTMENT

About: The Land Revenue & Settlement Department is one of the Various Department of the Chakma Autonomous District Council whose purpose is basically to deal with allotment of land, settlement of land dispute, maintenance of land record, control of trade and business and imposition of taxes.

Function and Duties:

- i. Land allotment.
- ii. Land lease.
- iii. Control of trade & business.
- iv. Assessment and collection of land revenue & taxes.
- v. Imposition of taxes on various trade and profession.
- vi. Settlement of land dispute.
- vii. Preparation of Rules Regulation Act etc. relating to land, trade & commerce and assessment of land revenue and taxes.
- viii. Land record.
- ix. Compensation on account of damage of crops/ private properties.
- x. Land Act.

Powers and Duties of officers and employees:

The officers execute the decision of the Executive Committee of CADC, on any matter with the assistance of its subordinate staffs.

The technical consultant (software engineer) looks after the records of land and the surveyor and circle supervisors maintain assessment and survey record.

Procedure followed in decision making process including Channel of supervision and accountability:

In matters of financial implication or of serious nature decision are taken by the Executive Committee CADC. Supervision or execution of any work is maintained by the Sr. Revenue officer or by the Revenue officer related for the purpose. Accountability for execution of any task rests with the Sr. Revenue officer.

Rules, Regulation, Instruction, Manuals and records, held by it or used by its employees for discharging of its function.

- I. The CADC (Agricultural Land) Act, 1982.
- II. The CADC (Land & Revenue) Act. 2002.
- III. The CADC (Revenue Assessment) Regulation Act. 2002.
- IV. The CADC (Trading) Regulations 2016.
- V. The CADC (Profession Trade, Calling & Employments Taxation) Regulation 1995.

Categories of documents that are held by it or under its control:

- i. Record of land allotment on agriculture purpose and fisheries.
- ii. Record of Land lease to Govt., NGO, Societies, etc..
- iii. Record of issue trade license.
- iv. Record of annual assessment/ list on collection of land revenue & taxes.
- v. Record of Settlement of land dispute.
- vi. Record of Compensation on account of damage of crops/ private properties
- vii. Land Act.

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

For Settlement & disposal of Land Dispute, a Board called the Chakma Autonomous District Council Land Dispute Settlement & Advisory Board headed by Chief Executive Member with the concerned AROs/RO and Village Council President of headquarter area as member of the board has been constituted under the department which suggests the Executive Committee to take decision on serious cases of land dispute and other matters.

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:

The function of the board is to suggest and advice the Executive committee in respect to disposal and finding of amicable solution of matters on dispute of land or determine compensation to victims affected due to acquisition of land. The Board sits in its meeting when summoned by the Chairman when he deems necessary. Minutes of the meeting, decision etc. are accessible for public if it is asked for. The Chakma Autonomous District Council Land Dispute Settlement & Advisory Board is as here under:

Sl No.	Name	Designation	Remarks
1	Shri Kali Kumar Tongchangya, CEM	Chairman, CADCLDS&AB	
2	Shri Digambar Chakma, Leg. Secretary	Secretary, CADCLDS&AB	
3	Shri Amit Kumar Chakma, EM i/c Rev.	Member	
4	Shri Doya Moy Chakma, RO(S)	Member	
5	Shri Ramani Chakma	Member	
6	Shri Bimal Kumar Chakma	Member	
7	Shri Niro Kumar Chakma, ARO	Member	
8	Shri Dinesh Moy Chakma, VCP	Member	
9	Shri Bimal Chakma, VCP	Member	
10	Shri Kamini Mohan Chakma, VCP	Member	
11	Shri Sukra Sen Chakma, VCM	Member	
12	Shri Anil Chandra Chakma, VCM	Member	
13	Shri Purna Kumar Chakma, ARO	Member	
14	Shri Satya Priya Dewan, UDC	Member	
15	Shri Sukra Muni Chakma, CS-III	Member	

A Directory of its Officers and Employees:

Sl No.	Name	Designation	Monthly Remuneration (in Rs.)	Place of Posting
1	Doya Moy Chakma	R.O	78581	Revenue Headquarter
2	Ram Muni Chakma	R.O	77498	Revenue Headquarter
3	Niro Kumar Chakma	ARO	69543	Revenue Headquarter
4	Dhana Muni Chakma	ARO	69518	Revenue Headquarter
5	Sisir Bindu Chakma	Assitant	58202	Revenue Headquarter
6	Biro Shankar Chakma	Assitant	51806	Revenue Headquarter
7	Kunal Kanti Chakma	Assitant	53873	Revenue Headquarter
8	Promod Kanti Chakma	Assitant	56948	Revenue Headquarter
9	Surendra Chakma	UDC	46542	Revenue Headquarter
10	Binod Bihari Chakma	UDC	51487	Revenue Headquarter
11	Debendra Chakma	UDC	47747	Revenue Headquarter
12	D. Sanjit Chakma	System Optr.	41647	Revenue Headquarter
13	Santosh Chakma	Comp. Optr.(MR)	11470	Revenue Headquarter
14	Nirmal Kumar Chakma	Surveyor-I	45410	Revenue Headquarter
15	A. Anulal Tong	Surveyor-I	45410	Revenue Headquarter
16	Manabendra Chakma	Surveyor	40958	Revenue Headquarter
17	Tarun Moy Chakma	LDC	28879	Revenue Headquarter
18	Doya Lal Chakma	LDC	28879	Revenue Headquarter
19	Lolit Kumar Tong	LDC(MR)	11470	Revenue Headquarter
20	Hemanta Chakma	LDC(MR)	11470	Revenue Headquarter
21	Robin Chakma	LDC	30478	Revenue Headquarter
22	Jalanta Kumar Chakma	C/S-I	37981	Revenue Headquarter
23	Bimal Kanti Chakma	C/S-I	46837	Revenue Headquarter
24	Doya Ranjan Chakma	C/S-I	33553	Revenue Headquarter
25	Bijoy Ranjan Chakma	C/S-I	42557	Revenue Headquarter
26	Ranjan Chakma	C/S-I	40269	Revenue Headquarter
27	Prabath Kumar Chakma	C/S-I	34513	Revenue Headquarter
28	Suddha Dhan Chakma	C/S-I	41278	Revenue Headquarter
29	Sadananda Chakma	C/S-I	41376	Revenue Headquarter
30	Sona Dhan Chakma	C/S-I(MR)	11470	Revenue Headquarter
31	Natun Kumar Chakma	C/S-II	30798	Revenue Headquarter
32	Sukra Muni Chakma	C/S-II	31192	Revenue Headquarter
33	Subir Chakma	O/P(MR)	8370	Revenue Headquarter
34	Renu Tong	Sweeper(MR)	8370	Revenue Headquarter
35	Sujoy Tong	Sweeper(MR)	4500	Revenue Headquarter

36	Biju Chand Tongchangya	C/A-III	21819	Revenue Headquarter
37	Rajib Moni Chakma	O/P	21819	Revenue Headquarter
38	Tarani Sen Chakma	O/P	23590	Revenue Headquarter
39	Dino Muni Chakma	O/P	36948	Revenue Headquarter
40	Lokkhi Kumar Chakma	O/P	35005	Revenue Headquarter
41	Gyana Dhan Chakma	ARO	58844	Borapansury Sub-Office
42	Krishna Bikash Chakma	UDC	55373	Borapansury Sub-Office
43	Shanti Kumar Chakma	UDC	48018	Borapansury Sub-Office
44	Sam Muni Chakma	UDC	52618	Borapansury Sub-Office
45	Balaban Chakma	C/S-I	41794	Borapansury Sub-Office
46	Surath Mohan Chakma	C/S-I	40629	Borapansury Sub-Office
47	Joy Chandra	C/S-I	40269	Borapansury Sub-Office
48	Tarasankar Chakma	C/S-I	41794	Borapansury Sub-Office
49	Larei Chandra	C/S-II	36554	Borapansury Sub-Office
50	Rupa Dhan Chakma	O/P	37046	Borapansury Sub-Office
51	Prafulla Chakma	LDC	34045	Borapansury Sub-Office
52	Ratna Jit Chakma	C/S-III	28215	Borapansury Sub-Office
53	Shantiswar	O/P	28215	Borapansury Sub-Office
54	Punyo Charan Chakma	C/S-II	28215	Borapansury Sub-Office
55	Prabat Kumar Chakma	C/S-I	34513	Borapansury Sub-Office
56	Hira Muni Chakma	O/P	31216	Borapansury Sub-Office
57	Udayaon Chakma	LDC(MR)	11470	Borapansury Sub-Office
58	Buddha Muni Chakma	Sweeper(Fixed)	4500	Borapansury Sub-Office
59	Bharat Chandra Chakma	C/S-I	43467	Borapansury Sub-Office
60	Arun Kumar Chakma	Comp. Optr.(MR)	11470	Borapansury Sub-Office
61	Bipin Chandra Chakma	Comp.Optr.(Fixed)	8500	Borapansury Sub-Office
62	Gyana Baran Chakma	LDC(Fixed)	6750	Borapansury Sub-Office
63	Meya Ranjan Chakma	C/S-III(Fixed)	4500	Borapansury Sub-Office
64	Purna Kumar Chakma	ARO	69518	Longpuighat Sub-Office
65	Anil Kanti Tongchangya	Head Assitant	66025	Longpuighat Sub-Office
66	Maya Devi Chakma	Sweeper	4500	Longpuighat Sub-Office

67	Prodip Tong	LDC(MR)	11470	Longpuighat Sub-Office
68	Manabendra Chakma	LDC(MR)	11470	Longpuighat Sub-Office
69	Bimal Kanti Chakma	Chowkider	8370	Longpuighat Sub-Office
70	Tarun Kanti Chakma	C/S-II	34660	Longpuighat Sub-Office
71	Lokhi Prasad Tong	C/S-III	31216	Longpuighat Sub-Office
72	P.H. Namkiplala	C/S-III	29470	Longpuighat Sub-Office
73	Suresh Sing Chakma	C/S-III	28215	Longpuighat Sub-Office
74	Bimal Chandra Chakma	C/S-III	30454	Longpuighat Sub-Office
75	Bijoy Ranjan Chakma	O/P	28412	Longpuighat Sub-Office
76	Buddha Mohan Chakma	O/P	27526	Longpuighat Sub-Office
77	Charjyo Kumar Tong	ARO	62483	New Jaganasury Sub-Office
78	Nabin Kanti Chakma	C/S-I	42557	New Jaganasury Sub-Office
79	Jugeshsawr Tongchangya	C/S-III	32053	New Jaganasury Sub-Office
80	Magali Kanta Tongchangya	LDC	28879	New Jaganasury Sub-Office
81	Robi Kumar Tongchangya	UDC	38252	New Jaganasury Sub-Office
82	Biju Sen Tongchangya	C/S-III	27526	New Jaganasury Sub-Office
83	Hori Joy Tongchangya	C/S-III	24377	New Jaganasury Sub-Office
84	Santanu Tongchangya	LDC	28879	New Jaganasury Sub-Office
85	Amar Rattan Tong	Chowkider(MR)	8370	New Jaganasury Sub-Office
86	Ola Muni Tong	Sweeper(MR)	8370	New Jaganasury Sub-Office
87	Sumadrajit Tong	C/S-III(MR)	8370	New Jaganasury Sub-Office
88	Sunil Kumar Tong	C/S-III(MR)	8370	New Jaganasury Sub-Office
89	Shanti Mon Chakma	O/P	21819	New Jaganasury Sub-Office
90	Nripen Chyakma	O/P(MR)	8370	New Jaganasury Sub-Office
91	Adikanta Chakma	Assitant. i/c ARO	56948	Parva Sub-Office
92	Chigonya Chakma	UDC	38252	Parva Sub-Office
93	Potya Mohan Chakma	UDC	53184	Parva Sub-Office
94	Mangalasur Chakma	LDC	30478	Parva Sub-Office
95	Sukra Mohan Chakma	C/S-III	34611	Parva Sub-Office
96	Nilong Tongchangya	O/P	23726	Parva Sub-Office
97	Bharat Sen Tongchangya	O/P	21819	Parva Sub-Office
98	Punyo Ban Chakma	C/S	32102	Parva Sub-Office
99	Madhan Kumar	Chowkider(Fixed	4500	Parva Sub-Office

	Chakma)		
100	Shanti Lal Chakma	AVI,i/c ARO	42360	Ugudasury Sub-Office
101	Binoy Kanti Chakma	C/S-II	32495	Ugudasury Sub-Office
102	Jyotil Kumar Chakma	C/S-II	34094	Ugudasury Sub-Office
103	Gapdia Chakma	O/P	23762	Ugudasury Sub-Office
104	Smt. Joymoti Chakma	O/P(MR)	8370	Ugudasury Sub-Office
105	Badhi Mohan Chakma	Chowkider(MR)	8370	Ugudasury Sub-Office
106	Sonati Chakma	LDC(Fixed)	6750	Ugudasury Sub-Office
107	Sanjoy Tongchangya	UDC i/c ARO	44046	Kukurduleya Sub-Office
108	Bijoygiri Chakma	LDC(MR)	11470	Kukurduleya Sub-Office
109	Manu Ranjan Chakma	C/S-I	44080	Kukurduleya Sub-Office
110	Darosh Chandra Chakma	C/S-II	35472	Kukurduleya Sub-Office
111	Deva Chand Tongchangya	C/S(MR)	11470	Kukurduleya Sub-Office
112	Bimal Kanti Chakma	C/S-III(MR)	8370	Kukurduleya Sub-Office
113	Satyajit Chakma	C/S-III	28215	Kukurduleya Sub-Office
114	Rajesh	O/P	21253	Kukurduleya Sub-Office
115	Hemanta Kumar Chakma	O/P	21253	Kukurduleya Sub-Office
116	Shanti Mon Chakma	O/P	21819	Kukurduleya Sub-Office
117	Lokhi Dhan	O/P(MR)	8370	Kukurduleya Sub-Office

Budget allocated plans, proposed expenditures and reports on disbursement made: 2017-2018.

Sl. No.	Name of scheme	Sector	Proposed Amount (in Rs.)	Amount sanctioned as on 11/9/2017
1.	Maintenance of Computer & Office expenses	Plan	60000	26000
2.	Maintenance of Computer & Office expenses	Non-Plan	50000	13000
3	Purchase and maintenance of office utilities	Local Receipt	250000	Nil
		Total:	360000	39000

ix. ART & CULTURE DEPARTMENT

About:

Art & Culture department is one of the most important departments of Chakma Autonomous District Council. The Department has the important role to promote and preserve Chakma culture and tradition. It showcases Chakma traditional dance, music and promotes use of

traditional dresses and ornaments. Video and audio albums on Chakma modern songs and folk songs, Chakma documentary films are produced by the department from time to time. It is headed by the Art & Culture Officer. He is supported by Asstt. Art & Culture Officer, Historical Research Officer, Jr. Research Officer, Research Asstt., Sr. Cultural Organizer, Sr. Cultural Instructor, Cultural Organizer, Cultural Instructor, Cultural Asstt., Technician, UDC, LDC, and Cultural Artists.

Function and Duties :

Production of Audio Chakma modern songs and Folk songs Cassettes.

Production of Chakma Video Albums

Publication of Magazine (alaam)

Publication of Chakma Dictionary (Chakma to English)

Publication of Calenders

Power and duties of Officers and employees:

The Officer executes the decision of the Executive Committee of CADC with the assistance of the subordinate Officers and Staff.

The Historical Research Officer conducts research on Chakma language, Script, Custom and Tradition etc. with the help of Jr. Research Officer and staff.

The Technician looks after the Sound System and maintains all sorts of electronic materials.

The Sr. Cultural Organizer manages the cultural programme and festival with the help of Cultural Instructor, Cultural Artists and Casual Cultural Artists.

Procedure followed in decision making process including channels of supervision and accountability:

Any matters of financial implication or of serious nature decisions are taken by the concerned Executive Member, CADC in the name of the Executive Committee, CADC. Supervision of execution of any task is maintained by the Art & Culture Officer or by any staff delegated for the purpose. Accountability for execution of any task rest on the Art & Culture Officer.

Rules, Regulations, instructions, manuals and records, held by it or under its control of used by its employees for discharging of its function:

Nil.

Categories of documents that are held by it or under its control:

Video recordings of the Official Cultural programmes.

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

Nil

Statement of the boards, councils, committee and other bodies consisting oftwo or more persons constituted as its part or for the purpose of its advise, and as to whether

meetings of those boards, council, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

Nil.

A directory of its Officers and employees:

Sl.No.	Name	Designation	Monthly Remuneration (in Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Sishir Kumar Chakma	ACO	1,05,838.00	
2.	Sobita Chakma	Research Asstt.	68,050.00	
3.	Tribanku Chakma	UDC	51,929.00	
4.	Rakesh Chakma	Cult.Asstt.	46,370.00	
5.	Gourab Dhan Chakma	P/C	37,932.00	
6.	Ashok Kr. Chakma	Cult.Asstt.	32,176.00	
7.	Zenith Chakma	Technician	55,373.00	
8.	Dilip Borah	Sr.Cult.Instructor	55,773.00	
9.	Hira Muni Chakma	O/P	30,380.00	
8.	Renuka Chakma	Cult. Instructor	49,592.00	
9.	Pranab Kumar Chakma	Cult. Asstt.	46,542.00	
10.	Motilal Chakma	O/P	30,724.00	
11.	Charan singh Chakma	Cult. Artist	22,975.00	
12.	Nayan Muni Chakma	Cult. Artist	22,975.00	
13.	Deban Chakma	Cult. Artist	22,975.00	
14.	Bikash Chakma	Cult. Artist	22,975.00	
15.	Rita Chakma	Cult. Artist	22,975.00	
16.	Nirban Chakma	Cult. Artist	22,975.00	
17.	Nomita Chakma	Cult. Artist	22,975.00	
18.	Tuppu Chakma	Cult. Artist	22,975.00	
19.	Krishna Devi Chakma	Cult. Artist	22,975.00	
20.	Chiranjit Chakma	Cult. Artist	21,253.00	
21.	Prem Kumar Chakma	Cult. Artist	21,253.00	
22.	Twinkle Chakma	Cult. Artist	21,253.00	
23.	Abhik Kumar Chakma	Mentor (Fixed)	5,000.00	
24.	Kripamala Chakma	C/A (Fixed)	9,500.00	
25.	Sileng Chakma	C/A (Fixed)	9,500.00	
26.	Meya Rattan Chakma	LDC (MR) @Rs370 per day	11,100.00	
27.	Dinky Chakma	MRL @ Rs.270/ day	8,100.00	
28.	Sundori Chakma	MRL @ Rs.270/ day	8,100.00	
29.	Monthly Remuneration to CCA		2,87,000.00	

Budget allocated, plans, proposed expenditures and reports on disbursement made:

Sl.No.	Name of Scheme	Sector	Amount (in Rs.)	Remarks
1	Office expenses	Plan	68,000.00	

2	Maintenance of computer	Plan	68,000.00	
3	Purchase of Sound System	Plan	3,00,000.00	
4	Celebration of Bizu festival	Local Receipt	33,000.00	
5	Celebration of CADC Day	Local Receipt	12,000.00	
6	Cultural programme at Borapansury.	Local Receipt	37,000.00	
7	Preparation of stage during the visit of His Excellency the Governor of Mizoram	Local Receipt	98,500.00	
		Total Rs.	6,16,500.00	

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:

Nil.

Particulars of recipients of concessions, permits or authorization granted by it :

Nil.

Details in respect of the information, available to or held by it, reduced in an electronic form:

Nil.

Facilities available to citizens for information, including the working hours of a library or reading room:

Nil.

x. PRIMARY SCHOOL EDUCATION DEPARTMENT

About:

Primary School Education Department is one of the various departments of Chakma Autonomous District Council whose purpose is basically to ensure universal access to Primary Education with quality education for establishing educated and literate society. It is concern with all Primary Schools within CADC and works with a mission to provide free and compulsory education at primary level as per the RTE Act.

It is headed by the Education Officer, Primary Section. He is supported by an Office Superintendent, Assistants, UDCs, LDCs, Fourth Grades and all the Primary level teaching staffs.

Function and Duties

- 1) Equity ; inclusion of disadvantage groups, weaker sections.
- 2) Enrolment ; universal enrolment of all children of 6-10 years of age (Class-I to Class-IV)
- 3) Retention ; improving retention rates of school children.
- 4) Access ; expansion of school and teachers through capacity building.
- 5) Establishment, management and control of Primary Schools within CADC.

- 6) Collection & Management of school based data, student data.
- 7) Monitoring and supervision of all Primary Schools under CADC.
- 8) Providing textbook, school furniture, TLM/TLE, etc.

Power and duties of officers and employees:

The Education Officer executes the decisions of the Executive Committee of CADC on any matters related to Primary Education with the assistance of its subordinate staffs.

Other office staffs (Office Superintendant, Assistants, UDCs, LDCs and the Computer Operators) helps the Education Officer in the office administration and in implementing all kinds of educational policy adopted for the development of primary education within the Area.

The three Circle Education Officers look the schools in their respective circle and do monitoring for the smooth functioning and development of all Primary Schools within CADC.

Procedure followed in decision making process including channels of supervision and accountability:

Any matters of financial implication or of serious nature decisions are taken by the concerned Executive Member, CADC in the name of the Executive Committee, CADC. Supervision of execution of any task is maintained by the Education Officer (EO) or by any staff delegated for the purpose. Accountability for execution of any task rest on the EO.

Rule, Regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging of its function:

- CADC (Management & Control of Primary Schools) Regulations, 1993.

Categories of documents that are held by it or under its control:

Nil

Particulars of any arrangement that exists for consultation with, or representation by, the member of the public in relation to formulation of its policy or implementation thereof:

Nil

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, council, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

Nil

A directory of its officers and employees:

P/S teaching & non-teaching staff (under Plan & Non-Plan)

Sl. No.	Name of Employees	Designation	Monthly Remuneration (in Rs.)	Remarks
1	Taruna Chakma	O.S	75088	
2	Bijoy Laxmi Chakma	H/Assistant	68200	
3	Hiran Bikash Chakma	Sr.	63075	

		Accountant		
4	Anil Mala Chakma	Assistant	61819	
5	Pio Moni Tong.	Comp. operator	43910	
6	Punyo Joy Chakma	UDC	53848	
7	Ananta Jeeban Chakma	UDC	52372	
8	Sona Rattan Tong.	UDC	46542	
9	B. Arun Chakma	LDC	39162	
10	Kunshan Dhan Tong.	LDC	29666	
11	Bijoy Kr. Tong.	LDC	29666	
12	D. Sashan Tong.	LDC	29666	
13	Nigire Muni Tong	LDC	29666	
14	Shanti Bikash Tong.	LDC	29666	
15	Doya Mon Chakma	LDC	29666	
16	Bikash Tong.	LDC	29666	
17	Jagat Sreta Chakma	O/P	31585	
18	Ashok Kumar Chakma	O/P	22975	
19	Puspa Ranjan Tong.	Chkdr. (MR)	20479	
20	Nalen Chakma	LDC (MR)	11100	
21	Thanki Muni Tong.	LDC (MR)	11100	
22	Amulyo Tong.	LDC (MR)	11100	
23	Aparna Chakma	LDC (MR)	11100	
24	Suprabha Chakma	LDC (MR)	11100	
25	J. Vanlalrema	LDC (MR)	11100	
26	Nirod Kr. Tong.	LDC (MR)	11100	
27	Bahudon	LDC (MR)	11100	
28	Adarpool Tong.	LDC (MR)	11100	
29	Smt.Puspa Chakma	LDC (MR)	11100	
30	Neenu Chakma	O/P (MR)	8100	
31	Nagossya Chakma	O/P (MR)	8100	
32	Arun Chakma	O/P (MR)	8100	
33	Reena Chakma	O/P (MR)	8100	
34	Arjun Chakma	O/P (MR)	8100	
35	K. Joseph Chakma	O/P (MR)	8100	
36	Nilo Kumar Chakma	O/P (MR)	8100	
37	Moti Lal Chakma	O/P (MR)	8100	
38	Dharma Ram	Chkdr. (MR)	8100	
39	Kamanai Sundar	Chkdr. (MR)	8100	
40	Ashni Kumar	Chkdr. (MR)	8100	
41	Adar Chand Tong.	Chkdr. (MR)	8100	
42	Bola Ban	Chkdr. (MR)	8100	

43	Arun Dewan	Chkdr. (MR)	8100	
44	Gyana Moy Chakma	Chkdr. (MR)	8100	
45	Sujit Chakma	IVth Grade	8100	
46	Milan Tong.	IVth Grade	8100	
47	Robila	IVth Grade	8100	
48	Jiban Bikash	Chkdr. (MR)	8100	
49	T. Omarai	O/P (MR)	8100	
50	Rajkin Chakma	O/P (MR)	8100	
51	Bibilal Tong.	IVth Grade	8100	
52	F. Satya Ranjan Chakma	H/Assistant	66773	
53	Vimal Chakma	Assistant	56407	
54	Barun Kanti Chakma	UDC	54980	
55	D. Amir Baran Chakma	Assistant	54365	
56	Guri Mila Chakma	UDC	44845	
57	Suraj Chakma (Sr.)	UDC	44845	
58	Suraj Chakma (Jr.)	UDC	52348	
59	Mrinalini Chakma	Fixed	6750	
60	Sundar Muni Chakma	PST	58620	
61	Ram Chakma	PST	57366	
62	Bipin Bihari Chakma	PST	60123	
63	K. Zirlaia	PST	57022	
64	Sadhan Kumar Chakma	PST	53110	
65	Lalnunthara	PST	53110	
66	D. Zitz Chakma	PST	52077	
67	Santosh Chakma	PST	50724	
68	D.Pradip Chakma	PST	50724	
69	Shanti Mohan Chakma	PST	53110	
70	D. Kalo Moy Chakma	PST	46714	
71	Kripa Muni Chakma	PST	50995	
72	Nilo Kumar Chakma	PST	48313	
73	Dil Kumar Chakma	PST	48413	
74	Chandra Hangsha Chakma	PST	50134	
75	Dhabal Kanti Chakma	PST	48313	
76	Milon Chakma	PST	47429	
77	Nilo Baran Chakma (A)	PST	47429	
78	Prema Rattan Chakma	PST	46640	
79	S. Suresh Chakma	PST	47280	
80	Nabanita Chakma	PST	50035	
81	Nil Kamal Chakma	PST	48781	
82	T. Kripa Mohan Chakma	PST	48020	
83	Nilo Baran Chakma (B)	PST	46421	

84	Dharma Mohan Chakma	PST	47920	
85	Dilip Kumar Chakma	PST	47920	
86	K. Chandra Chakma	PST	47920	
87	Binoy Kumar Chakma	PST	48018	
88	Sushanka Chakma	PST	48904	
89	Hema Ranjan Chakma	PST	49004	
90	B. Kripa Moy Chakma	PST	48904	
91	Nua Kumar Chakma	PST	48904	
92	Dhanya Mohan Chakma	PST	49004	
93	Dino Muni Chakma	PST	49004	
94	Bipin Tong	PST	48904	
95	Arun Bikash Chakma	PST	48904	
96	Lokhi Dhan Chakma	PST	48904	
97	Ajoy Chakma	PST	49445	
98	Lal Kumar Tong.	PST	47575	
99	K. Martin Chakma	PST	48289	
100	Puspa Muni Chakma	PST	48289	
101	Mritunjoy Chakma	PST	48289	
102	Bishawmbar Chakma	PST	48289	
103	Abani Sen Chakma	PST	46837	
104	Shanti Lal Tong.	PST	46837	
105	Mohit Chakma	PST	45238	
106	Ananda kumar Chakma	PST	46937	
107	Amar Singh Tong.	PST	48904	
108	Guna Ban Chakma	PST	46837	
109	Manu Ranjan Chakma	PST	46837	
110	Bodhi Swatha Chakma	PST	47969	
111	Biro Singh Chakma	PST	48584	
112	Lobindra Chakma	PST	47503	
113	Rajesh Chakma	PST	47503	
114	Prem Sagar Chakma	PST	47503	
115	Surjit Chakma	PST	47503	
116	Chandra Kr.Tong.	PST	46690	
117	J. Oti Chandra	PST	46690	
118	Gando Muni Tong.	PST	46567	
119	Deepak Kumar Chakma	PST	46690	
120	Ranajit Chakma	PST	44845	
121	Nihar Kanti Chakma	PST	45583	
122	Arena Chakma	PST	44845	
123	Priyotam Chakma	PST	44797	
124	Prodip Kr. Chakma	PST	38721	
125	Mangla Sen Chakma	PST	44845	

126	Madan Kumar Chakma	PST	44845	
127	Lal Mohan Chakma	PST	44945	
128	Chapla Kanti Chakma	PST	44845	
129	Badhra Sen Chakma	PST	38621	
130	Ananda Bikash Chakma	PST	38645	
131	Laxmi Maya Chakma	PST	44845	
132	Lokkhi Prasad Chakma	PST	44845	
133	Kusum Chakma	PST	44845	
134	Jitendra Chakma	PST	44845	
135	D.Mon Kumar Chakma	PST	44945	
136	Bimal Kumar Chakma	PST	49445	
137	B. Suratha Devi Chakma	PST	51880	
138	Sunil Kumar Chakma (Jr)	PST	47503	
139	Nlo Baran Chakma ©	PST	44945	
140	Shanti Ranjan Chakma	PST	44845	
141	Bijoy Chakma	PST	44845	
142	Binimoy Tong.	PST	44845	
143	Amar Jyoti Chakma	PST	44845	
144	Gyana Moy Chakma	PST	27379	
145	Larei Chandra Chakma	PST	54270	
146	Manik Prova Chakma	PST	65367	
147	Sashadhar Chakma	PST	52038	
148	Sudhan Chakma	PST	57544	
149	Sunil Kumar Chakma	PST	49954	
150	Sunity Ranjan Chakma	PST	56646	
151	D. Luckyson Chakma	PST	34833	
152	Vanlalngeni	PST	61091	
153	R.Vanlalruata	PST	51455	
154	Bimal Chandra Chakma	PST	53051	
155	Roy Chandra Chakma	PST	58607	
156	Bimal Kanti Chakma (BPS)	PST	59070	
157	Rupa Moy Chakma	PST	59180	
158	Punyo Mohan Chakma	PST	59180	
159	Gauranga Chakma	PST	58660	
160	Bijoy Mala Chakma	PST	57671	
161	Sukro Lata Chakma	PST	58320	
162	Sadhan Chandra Chakma	PST	59180	
163	Suchita Chakma	PST	59180	
164	Deva Maya Chakma	PST	58506	
165	Jaso Banta Chakma	PST	58344	
166	Padma Dewan Chakma	PST	52862	

167	Guna Ban Chakma	PST	46216	
168	Mukta Muni Tong.	PST	51554	
169	Bosudev Chakma	PST	52809	
170	Anil Kumar Chakma	PST	53723	
171	Suresh Bikash Chakma	PST	45883	
172	Indu Kumar Chakma	PST	53582	
173	Krishna Rattan Chakma	PST	46165	
174	Nilosen Chakma	PST	46931	
175	Sushil Bikash Chakma	PST	52661	
176	Ujjal Kanti Chakma	PST	51384	
177	Youga Kumar Chakma	PST	44002	
178	Moni Ranjan Chakma	PST	51554	
179	Lila Moy Chakma	PST	55309	
180	Kshudiram Chakma	PST	50477	
181	Suran Chakma	PST	47123	
182	Babu Lal Tong.	PST	50693	
183	Chandra Angswa Chakma	PST	50168	
184	Juddhaswar Chakma	PST	50693	
185	Ananda Jyoti Chakma	PST	52095	
186	Sebika Chakma	PST	50693	
187	Sura Bindu Chakma	PST	49635	
188	Ashini Kumar Tong.	PST	48701	
189	Kamal Tong.	PST	50793	
190	Raj Kr. Tong.	PST	47092	
191	Bimalasen Tong.	PST	41449	
192	Prity Moy Chakma	PST	49788	
193	Moha Raj Chakma	PST	49911	
194	Sadhan Jyoti Chakma	PST	47629	
195	Dhana Ram Chakma	PST	48607	
196	Maya Kumar Chakma	PST	49438	
197	Ripon Chakma	PST	38817	
198	Sadanand Tong.	PST	39997	
199	Alok Kumar Chakma	PST	40723	
200	Manu Lal Chakma	PST	44452	
201	Moha Rani Chakma	PST	51286	
202	Anil Bikash Chakma	PST	49148	
203	Shanti Kr. Tong.	PST	48607	
204	Manoj Chakma	PST	46486	
205	Bimal Kanti Chakma (Pora)	PST	41936	
206	Sumati Bikash Chakma	PST	49318	
207	Dewan Chakma	PST	49765	
208	Ananda Bikash Chakma	PST	44893	

209	Arabindu Chakma	PST	37194	
210	Protul Kumar Chakma	PST	43453	
211	Pawr Chan Chakma	PST	36878	
212	Punyo Dhan Chakma	PST	43302	
213	Jyoti Priyo Chakma	PST	30939	
214	J. Hitler Chakma	PST	59180	
215	Bimal Kanti Chakma (NJS)	PST	45325	
216	Shanti Hridoy Chakma	PST	49358	
217	Arunmoy Chakma (Sr)	PST	51701	
218	Protima Chakma	PST	34059	
219	Vanlalbiaki	PST	61468	
220	B. Sushil Kanti Chakma	PST	41936	
221	Subash Chakma	PST	35964	
222	S.Nepoleon Chakma	PST	29355	
223	Anil Kanta Chakma	NFT	10447	
224	Amulyo Kumar Chakma	NFT	10447	
225	Bana Muni Tong.	NFT	10447	
226	Bijoli Rekha Chakma	NFT	10447	
227	Buddha Kumar (Buddha Chakma)	NFT	10447	
228	Basanta Chakma	NFT	10447	
229	Dilip Kumar Chakma	NFT	10447	
230	Doya Mohan-I (BPS)	NFT	10019	
231	Diani Kr. Tong	NFT	10447	
232	Ful Kumar	NFT	10447	
233	Jayanta Kumar Tong.	NFT	9988	
234	Jagadish - I (Jaruldubo)	NFT	10447	
235	Kalendra Chakma	NFT	10447	
236	Krishnasen Chakma	NFT	10447	
237	Milanti Tongchangya	NFT	10447	
238	K. Piangleiniangi	NFT	10447	
239	Puspa Mala	NFT	10447	
240	Shanti Kumar Tong.	NFT	10447	
241	Shanti Moy - I (BPS)	NFT	10147	
242	Snehadini	NFT	10447	
243	Sunil Gavaskar	NFT	9944	
244	Sunil Bikash Chakma	NFT	10151	
245	Shanti Muni Chakma	NFT	10447	
246	Tapan Bikash	NFT	10447	
247	Badhi Chan Chakma	NFT	10447	
248	Bimal Kanti Chakma	NFT	10447	
249	Biju Lokko	NFT	10447	
250	Doya Mohan - II (BPS)	NFT	10447	

251	Dipika Chakma	NFT	10447	
252	Gyana Ranjan	NFT	10447	
253	Charu Bikash	NFT	10447	
254	D. Malsawmliana	NFT	10447	
255	Hori Lal Chakma	NFT	10447	
256	Indra Lal Chakma	NFT	10447	
257	Jagadish - II (BPS)	NFT	10447	
258	Buban Kumar Chakma	NFT	10500	
259	Kalmuni Tonchangya (Kalpuri Tong.)	NFT	10447	
260	Pramod Kanti Chakma	NFT	10447	
261	Pattor Muni Chakma	NFT	10447	
262	Chandra Sekhar (Karuna Devi)	NFT	10447	
263	Sher Bahadur	NFT	10447	
264	Sobinoy Chakma	NFT	10447	
265	Sunirmal Chakma	NFT	10447	
266	Sisir Bindu Chakma	NFT	10447	
267	K. Lalrinkimi	NFT	10447	
268	Sushanka Chakma	NFT	10447	
269	Prem Bikash Chakma	NFT	10447	
270	Biro Kumar	NFT	10447	
271	Chan Muni Tong	NFT	10447	
272	Mohan Lal Chakma	NFT	10447	
273	Ajit Kumar Chakma	NFT	9555	
274	Darjo Kr. Tong.	NFT	10447	
275	Ganeshyam Chakma	NFT	10447	
276	Anil Bikash Chakma	NFT	10447	
277	Bana Lota Tong.	NFT	6697	
278	Gyana Ban Chakma	NFT	6697	
279	Prem Bikash Tong.	NFT	6697	
280	Priyo Lal Chakma	NFT	6228	
281	Sunity Kumar Chakma	NFT	6368	
282	R. Lal Hmuakliana (R.Muaktea)	NFT	6697	
283	Bipin Tong	NFT	10447	
284	Roya Mohan Chakma	NFT	10447	
285	Shanti Moy -III(Gerakuluk)	NFT	10060	
286	V. Ushaton Chakma	NFT	10447	
287	Amar Bala Chakma	NFT	6697	
288	Bijoy Kumar Chakma	NFT	10447	
289	Bogirath Chakma	NFT	10447	
290	C. Ontola	NFT	10447	
291	Ratan Chakma	NFT	10500	
292	Jalen Maya Chakma	NFT	10447	

293	Sobin Kanti Chakma	NFT	10447	
294	Aleya Chakma	NFT	10447	
295	Suresh Chandra	NFT	10447	
296	Chandra Muni Tong	NFT	6697	
297	Zireng Mawii	Fixed Pay	10500	
298	Lokhi Dhan Chakma-I (Udaltha)	Fixed Pay	10500	
299	J.Zoliana	Fixed Pay	10500	
300	Chandra Lal	Fixed Pay	10500	
301	Sonabi	Fixed Pay	10500	
302	Sumon Chakma-I (Ugudasury)	Fixed Pay	10500	
303	Andrew sagar Chakma	Fixed Pay	10500	
304	Nabajyoti	Fixed Pay	10500	
305	Durjoy Chakma	Fixed Pay	10500	
306	Molindra Chakma	Fixed Pay	10500	
307	Aruna Chakma	Fixed Pay	10500	
308	Padha Mon Chakma	Fixed Pay	10500	
309	Buddha Ranjan	Fixed Pay	10500	
310	Tushar Kanti Dewan	Fixed Pay	10500	
311	Nilo Baran Chakma-I (BPS-II)	Fixed Pay	10500	
312	Ashintan Kumar	Fixed Pay	10500	
313	Biplab Chakma	Fixed Pay	10500	
314	Jonesh Chakma	Fixed Pay	10500	
315	Padma Kumar Chakma	Fixed Pay	10500	
316	D.Laithan khupa	Fixed Pay	10500	
317	Samiran Chakma	Fixed Pay	10500	
318	Jawhar Lal Chakma	Fixed Pay	10500	
319	Anil Kumar	Fixed Pay	10500	
320	Doyal Kumar Chakma	Fixed Pay	10500	
321	Barun Chakma	Fixed Pay	10500	
322	Jurot Kumar Tong.	Fixed Pay	10500	
323	Parimal Chakma	Fixed Pay	10500	
324	Rajita	Fixed Pay	10500	
325	Rupendra Lal	Fixed Pay	10500	
326	Buddha Dhan	Fixed Pay	10500	
327	Rupesh Kanti	Fixed Pay	10500	
328	Jecki Tong.	Fixed Pay	10500	
329	Prachin Kumar Chakma	Fixed Pay	10500	
330	Nehru Chakma	Fixed Pay	10500	
331	Promod Kanti Chakma	Fixed Pay	10500	
332	Suratsen Tong.	Fixed Pay	10500	
333	Dharmendra Chakma	Fixed Pay	10500	
334	Usha Ranjon	Fixed Pay	10500	

335	Judha Ranjan	Fixed Pay	10500	
336	Nolirasgyo Chakma	Fixed Pay	10500	
337	Dhobajo Tong.	Fixed Pay	10500	
338	Nayan Kumar Tong.	Fixed Pay	10500	
339	Rosalie	Fixed Pay	10500	
340	Kitto Ram	Fixed Pay	10500	
341	Pattar Muni Chakma	Fixed Pay	10500	
342	Bilati Muni	Fixed Pay	10500	
343	Chigon Morat Tong.	Fixed Pay	10500	
344	H. Ratna Kumar Chakma	Fixed Pay	10500	
345	Nirmal Kanti Chakma	Fixed Pay	10500	
346	Sovin Kanti Tong.	Fixed Pay	10500	
347	Probin Bikash	Fixed Pay	10500	
348	Biro Kumar Chakma	Fixed Pay	10500	
349	Chandra Bahu Ckakra	Fixed Pay	10500	
350	Aruna Sundory Chakma	Fixed Pay	10500	
351	Gyana Shankar Chakma	Fixed Pay	10500	
352	Amor Juty Tong.	Fixed Pay	10500	
353	Rajesh Kanti Tong.	Fixed Pay	10500	
354	Punyo Moy Chakma	Fixed Pay	10500	
355	Deepankar Chakma	Fixed Pay	10500	
356	Gyanalal Chakma	Fixed Pay	10500	
357	Dibyo Jyoti Chakma	Fixed Pay	10500	
358	Parimal Chakma	Fixed Pay	10500	
359	Shanti Bikash Chakma	Fixed Pay	10500	
360	Sangar Chakma	Fixed Pay	10500	
361	Depenty Chakma	Fixed Pay	10500	
362	Sumoty Ranjan	Fixed Pay	10500	
363	Binod Bihari Chakma	Fixed Pay	10500	
364	Ona Chandra	Fixed Pay	10500	
365	J. Jibon Chondro	Fixed Pay	10500	
366	Mangal Kanti Chakma	Fixed Pay	10500	
367	Sadhan Muni Chakma	Fixed Pay	10500	
368	Anil Kumar Chakma	Fixed Pay	10500	
369	Kandra Chakma	Fixed Pay	10500	
370	Ratna Bikash Chakma	Fixed Pay	10500	
371	Subash Basu Chakma	Fixed Pay	10500	
372	Nayan Kumar Chakma	Fixed Pay	10500	
373	Hira Dhan Tong.	Fixed Pay	10500	
374	Devabrata Chakma	Fixed Pay	10500	
375		Fixed Pay	10500	

	Soshinath Chakma			
376	Mukta Dhan Tong.	Fixed Pay	10500	
377	Doyananda Chakma	Fixed Pay	10500	
378	Tusit Kumar Tong.	Fixed Pay	10500	
379	Gyana Chandra Chakma	Fixed Pay	10500	
380	Rattan Joy Chakma	Fixed Pay	10500	
381	Surath Maya Chakma	Fixed Pay	10500	
382	Jodi Moy Chakma	Fixed Pay	10500	
383	Sushil Kanti	Fixed Pay	10500	
384	Chandra Sen Chakma	Fixed Pay	10500	
385	C.Songgula	Fixed Pay	10500	
386	Vanlal nema (Birsirai)	Fixed Pay	10500	
387	Sushil Tong.	Fixed Pay	10500	
388	Kunso Devi Tong.	Fixed Pay	10500	
389	Laltumsanga	Fixed Pay	10500	
390	Indra Bahu Chakma	Fixed Pay	10500	
391	Shyamal Chakma	Fixed Pay	4250	
392	Sadhana Kr. Chakmaa (Shadona)	Fixed Pay	4500	
393	D.Gyana Jyoti Chakma	Fixed Pay	4250	
394	Melasur	Fixed Pay	4250	
395	Sumiti Ranjan (Rangu)	Fixed Pay	4250	
396	Anupam Chakma	Fixed Pay	4250	
397	Nilo Sanjit Chakma	Fixed Pay	4250	
398	Santu Chakma	Fixed Pay	4250	
399	Brajen Chakma	Fixed Pay	4250	
400	Shanti Joy Chakma	Fixed Pay	4250	
401	Bijan Chakma	Fixed Pay	4250	
402	Pulenti Mala Chakma	Fixed Pay	4250	
403	Nika Chakma	Fixed Pay	4250	
404	Korunadev Chakma	Fixed Pay	4250	
405	Jugeshwar Chakma	Fixed Pay	4250	
406	Pravat Tong	Fixed Pay	4250	
407	Anantalal	Fixed Pay	4250	
408	Santana Chakma -I	Fixed Pay	4500	
409	Malsawma	Fixed Pay	4500	
410	Mina Chakma	Fixed Pay	4250	
411	Mukta Singh	Fixed Pay	4250	
412	K.B. Shanti Prasad	Fixed Pay	4250	
413	Rajibpya Chakma	Fixed Pay	4250	
414	Manabendra Chakma	Fixed Pay	4250	
415	Nuadhan	Fixed Pay	4250	
416	Robi Chandra	Fixed Pay	4500	

417	Nonika Chakma	Fixed Pay	4500	
418	Subita Chakma	Fixed Pay	4250	
419	Prabattya Chakma	Fixed Pay	4250	
420	Krishna Ranjan Chakma	Fixed Pay	4250	
421	Shantana Chakma-II	Fixed Pay	4250	
422	Sanjib Chakma	Fixed Pay	4250	
423	Shanti Bushan Chakma	Fixed Pay	4250	
424	Samar Bijoy Chakma	Fixed Pay	4250	
425	Hirandha Kumar Tong.	Fixed Pay	4250	
426	Binimoy Chakma	Fixed Pay	4250	
427	Sunity Chakma	Fixed Pay	4250	
428	Sumon Chakma-II (Bajeisora)	Fixed Pay	4250	
429	Chandra Mohan Chakma	Fixed Pay	4250	
430	Alo Baran Chakma	Fixed Pay	4500	
431	Somiran Chakma	Fixed Pay	4500	
432	Jodir Moy Chakma	Fixed Pay	4500	
433	Lokhi Dhan Chakma-II (Modiro)	Fixed Pay	4250	
434	Uttama Chakma	Fixed Pay	4250	
435	Laxmi Devi	Fixed Pay	4250	
436	Joy Sankar Chakma (Nilo Baran)	Fixed Pay	4250	
437	Dhano	Fixed Pay	10500	
438	Shanti Moy Tongchangya	Fixed Pay	10500	
439	Suchitra Chakma	Fixed Pay	10500	
440	Shanti Hridoy Chakma	Fixed Pay	10500	
441	Jyotimuni	Fixed Pay	10500	
442	Sama Chandra	Fixed Pay	10500	
443	Ajit kumar	Fixed Pay	10500	
444	Hema Ranjon	Fixed Pay	10500	
445	Bijoy Kumar Chakma	Fixed Pay	10500	
446	Lokhi Ram	Fixed Pay	10500	
447	Shanti Devi	Fixed Pay	10500	
448	Badhi Chan Chakma	Fixed Pay	10500	
449	Dharmandra Chakma	Fixed Pay	10500	
450	Dono Muni Chakma	Fixed Pay	6750	
451	Basanta	Fixed Pay	6750	
452	Chandra Mon	Fixed Pay	6750	
453	Kushal Kumar	Fixed Pay	4250	
454	Amar Bijoy Chakma	Fixed Pay	4250	
455	Kanta Singh	Fixed Pay	4250	
456	Sanam Bikash	Fixed Pay	4250	
457	Joy Chandra Chakma	Fixed Pay	4250	

458	Guna Sindu Chakma	Fixed Pay	4250	
459	Sushil Kanti Chakma	Fixed Pay	4250	
460	G. Manggolo Kushal Tong.	Fixed Pay	4250	
461	Prem Kumar Chakma	Fixed Pay	4250	
462	Kali Kumar	Fixed Pay	4500	
463	Kol Chand Tong.	Fixed Pay	4250	
464	Lokkhi Raj	Fixed Pay	4250	
465	Raju Chakma	Fixed Pay	4250	
466	Bijoy Kumar Tong.	Fixed Pay	4250	
467	Joydiv Chakma	Fixed Pay	4500	
468	Jubaraj Tong.	Fixed Pay	6750	
469	Dibakar Chakma	Fixed Pay	6750	
470	Heralal Kumar Tong.	Fixed Pay	6750	
471	Rajendra Chakma	Fixed Pay	6750	
472	Bronel Warem	Fixed Pay	6750	

Budget allocated, plans, proposed expenditures and reports on disbursement made:

Sl.No.	Name of Scheme	sector	Amount (in Rs.)	Remarks
2017-2018 (as on June 2017)				
1.	Office Expenses	Non-Plan	50,000	
2.	Maintenance Of Machineries	Non-Plan	50,000	
3.	School Stationeries	Non-Plan	3,50,000	
4.	Const./Renovation of P/School	Non-Plan	18,00,000	
5.	Salary			
(a)	1 st Installment	Non-Plan	1,18,22,244	Feb (II)-April with 4% & 7% D.A. Arrear
(b)	2 nd Installment	Non-Plan	47,34,247	May,2017
©	3 rd Installment	Non-Plan	48,48,817	June,2017
Total of Non-Plan			2,36,55,308	
6	Office Expenses	Plan	5,000	April-June, 2017
7	Maintenance of Computer	Plan	5,000	April-June, 2017
8	Salary			
	1 st Installment	Plan	94,29,532	March (II) – April, 2017 4% & 7% D.A. Arrear
	2 nd Installment	Plan	51,56,245	May, 2017
	3 rd Installment	Plan	53,67,762	June, 2017
Total of Plan			1,99,53,539	
Total of Non-Plan & Plan			4,36,08,847	

The manner of execution of subsidy program, including the amounts allocated and the details of beneficiaries of such program:

- Nil

Particulars of recipients of concessions, permits or authorizations granted by it:

- Nil

Details in respect of the information, available to or held by it, reduced in an electronic form:

- Nil

Facilities available to citizens for obtaining information, including the working hours of a library or reading room:

- Nil

xi. MIDDLE SCHOOL EDUCATION

About:

Middle School Education was devolved to CADC by the govt. of Mizoram in 1994 in addition to Primary School Education. And since then the Govt. of Chakma Autonomous District Council is running upto elementary level of school Education of Education & Human Resources Department. This department was bifurcated into two wings Primary School Education & Middle School Education Department, in 2008 controlled by two Education offices P/S Education & M/S Education. Thus, the Middle School Education Department originated in CADC and functioning smoothly till now supported by an Assistant Education Officer, Office Superintendent, Circle Education Officer, Technical Engineer and many other assistants.

Function & Duties:

1. Promoting Educational development to all human beings.
2. Establishment of modern Educational system in CADC.
3. Monitoring & implementation of various Educational development Programme under central & state scheme.
4. Providing basic education to all children in CADC particularly to the weaker section of the society.
5. Conducting of awareness campaign in regard of total literacy drive, healthy environment & cleanliness.
6. Improvement of all infrastructures of School building, in CADC.
7. Providing of free & compulsory Education to all children upto the level of elementary education as per the RTE Act & rule.

Power and duties of officers and employees:

The officers with the help of their sub-ordinate and assistant executes the decision of the Executive Committee of CADC in any matters relating to the Educational developments programme, implementation of various schemes etc.

The technical Engineer and consultant under this department look after the construction of infrastructure of school building and preparation of Plan-Estimate etc.
The CEOs under three Education circles look after and do monitoring for smooth functioning of all M/S and P/S School under CADC.

Procedure followed in decision making process including channels of supervision and accountability:

Generally, the Education Officer, M/S Education, takes the decision on matters other than the financial matters.

However, matters of financial implication or of serious nature decisions are taken by the Executive Committee, CADC. Supervision of any work is maintained by the Education officer or by any staff delegated for the purpose. Accountability, for execution of any task rests on the Education officer.

Rules, regulations, instructions manuals and records held by it or under its control or used by its employees for discharging of its function:

Nil

Categories of documents that are held by it or under its control:

Service books of teaching and non-teaching staff under M/S Education Department, Office order book, guard file etc.

Particulars of any arrangement that exist of consultation with representation by the members of the public in relation to the formulation of its policy or implementation thereof:

Nil

Statement of the boards, council 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:

NIL

A directory of its officers and employees:

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)	Remarks
1	Ranga Mohan Chakma	EO (M/S)	1,17,572/=	
2	Punaya Jagat	AEO	69,119/=	
3	Ashim Roy Chakma	OS	45,607/=	
4	Sadananda Chakma	CEO	56,859/=	
5	Doya Moy Chakma	CEO	64,180/=	
6	Rasabindu Chakma	CEO	63,024/=	
7	Amalendu Larma	Acctt.	71,783/=	
8	Monika Chakma	Asstt.	50,207/=	
9	Purna Kumar	UDC	55,939/=	
10	D.H Syamal	Com. Opr.	43,910/=	
11	Gyana Ranjan	UDC	48,166/=	
12	Pulak Chakma	UDC	46,370/=	
13	Padma Kumar	UDC	59,408/=	

14	Sanjoy Tong	UDC	46,886/=	
15	Bipin Chandra	MR UDC	8,500/=	
16	Kanak baran	OP	38,104/=	
17	Gyanandra Chakma	OP	27,083/=	
18	Lokhi rani	OP	4,447/=	
19	Kripa Kumar	MR, LDC	11,100/=	
20	Saurabh Larma	MR, LDC	11,100/=	
21	Ambu Bikash	MR, LDC	11,100/=	
22	Lokhi Dhan Chakma	MR,OP	8,100/=	
23	Anil Bikah Chakma	MR,OP	8,100/=	
24	Belugi Sundori	MR,OP	8,100/=	
25	Sumati Ranjan	MR, OP	8,100/=	
26	Sona muni	MR,LDC	11,100/=	
27	Ratna Kumar	MR,OP	4,500/=	
28	Buddha Ranjan,	FG	25,200/=	
29	Nirota Chakma	MR, OP	8,100/=	
	Janak Kanti Chakma	MR, LDC	6,750/=	

Middle School teachers:

Sl. No.	Name	Designation	Monthly salary (in Rs.)	Remarks
1	Uttam Mahaldar, H/M	MST	76091	
2	G. Natarajan, A/T	MST	78998	
3	V. Thangapandy, A/T	MST	82393	
4	M.S. John Kennedy, A/T	MST	81843	
5	Barun Kr. Banik, A/T	MST	72587	
6	Shiv Prasad Dwivedi, H/T	MST	73154	
7	Netai Ch. Mitra, A/T	MST	70999	
8	Bisesh Kr. Dewan, A/T	MST	73327	
9	A. Raju, H/M	MST	72840	
10	Anil Kumar, H/M	MST	72290	
11	Santosh Chakma, H/M	MST	69808	
12	Dhal Bahadur Chongpreng, A/T	MST	69049	
13	Ashim Chakma, A/T	MST	71152	
14	Meena Chakma, H/M	MST	71574	
15	V. Laldinpuii, A/T	MST	67274	
16	P.L. John Meryan, A/T	MST	69150	
17	Konica, A/T	MST	65223	
18	Rupa Chakma, A/T	MST	65520	
19	Joya Chakma, A/T	MST	64970	
20	Ashman, A/T	MST	65247	
21	Sujata, H/T	MST	59167	
22	Mayula, H/T	MST	59167	
23	F. Satya Ranjan	MST	68667	
24	Shanti Ranjan, H/M	MST	66517	
25	L. Sonathan Singh, A/T	MST	66067	
26	Dayal Chandra, H/M	MST	66067	

27	Anjan Prashad, A/T	MST	63659	
28	Lalhminglova, A/T	MST	60163	
29	L. Bebekananda, A/T	MST	63203	
30	S.A. Laskar, A/T	MST	63634	
31	Bodiswatta, A/T	MST	61505	
32	Arbind Kumar Thakur,H/T	MST	63634	
33	Akhilesh Kr. Thakur, H/T	MST	63634	
34	Biswanath, A/T	MST	62162	
35	A. Badan Singh, A/T	MST	65001	
36	L. Dhola Babu Singh, A/T	MST	65585	
37	Guna Chandra Chakma, A/T	MST	60086	
38	L. Dhan Babu Singh, A/T	MST	62646	
39	Bidya Priyo Chakma, H/M	MST	60719	
40	Alon, A/T	MST	60719	
41	Sunil Kumar,(Jr) A/T	MST	60719	
42	Nava Kumar, A/T	MST	60719	
43	Binod Bihari, A/T	MST	59756	
44	W. Ibocha Singh, A/T	MST	59656	
45	Anand Tong., A/T	MST	55526	
46	Jyotish, A/T	MST	46886	
47	Smt. Diana, A/T	MST	47306	
48	Ashim Roy Chakma	MST	46886	
49	Tushar Chakma, A/T	MST	60694	
50	Babul Talukdar, A/T	MST	58567	
51	Polash Chalma, A/T	MST	60645	
52	Padma Kumar Chakma, AT	MST	61105	
53	Gopal Kanti Chakma,MST	MST	39310	
54	Ananda Lal, A/T	MST	58439	
55	Dhirendra Singh, A/T	MST	58439	
56	Bipan, Chakma, A/T	MST	60187	
57	Padma, A/T	MST	58439	
58	Nilo Ranjan, A/T	MST	58439	
59	Manu Mohan,H/T	MST	43086	
60	Jagat Jyoti,H/T	MST	43086	
61	Nomita,H/T	MST	43086	
62	Amesh Kumar,H/T	MST	43086	
63	Nagar Chan Tong,H/T	MST	43086	
64	Reboji Lota,H/T	MST	36877	
65	Karjyo Kumar,H/T	MST	36877	
66	Rohmuaki,H/T	MST	36877	
67	Anil Baran, Peon	MST	31667	
68	Dino Kumar, Peon	MST	31286	
69	Dino Ranjan, Peon	MST	31286	
70	Nirola, Chkdr	MST	31286	
71	Raja Parna Chakma	MST	6750	
72	SukraMoni Chakma	MST	7000	

73	Superiyo Chakma	MST	6750	
74	Samar Kumar Chakma	MST	7000	
75	Konya Jit Tong	MST	7000	
76	Lambahulo	MST	7000	
77	Chondi Kumar	MST	7000	
78	Nalinakshya, A/T	MST	72415	
79	Swapan Dewan, H/M	MST	72603	
80	Lalsangvuana, H/M	MST	71422	
81	Hrishikesh, A/T	MST	70168	
82	Sishi Moy, A/T	MST	74571	
83	Ningamban Pakasona, A/T	MST	68421	
84	L.H. Lalthinkhara, A/T	MST	72175	
85	Banbihari, A/T	MST	69740	
86	Smt. Aparna, A/T	MST	64969	
87	Amerson, A/T	MST	64869	
88	K. Birosen, H/M	MST	64795	
89	H.D Zodinluanga,H/M	MST	61400	
90	Archan Chakma	MST	47747	
91	Smt. Sujata Chakma	MST	47747	
92	Smt. Subankari, A/T	MST	62630	
93	Smt. Yankee, A/T	MST	62730	
94	Parthajit, H/M	MST	63836	
95	Tlawmlolala, A/T	MST	61376	
96	H. Zodinliana, A/T	MST	59260	
97	Vannunmawia , H/T	MST	55669	
98	D. Remthanga, A/T	MST	50699	
99	Pradip, A/T	MST	46886	
100	Smt. Kamalini, C/T	MST	60662	
101	V.Lalbiakrema, C/T	MST	53455	
102	P.L Ramhluna, A/T	MST	49691	
103	Raja Mangal, H/T	MST	48018	
104	Surjyo Kr. , H/M	MST	47403	
105	Liansailova, Peon	MST	38017	
106	Darkhupa, Chkdr.	MST	37525	
107	Bijoy Laxmi, Peon	MST	32974	
108	Nilo Prasad, Peon	MST	32137	
109	Birendra, Peon	MST	32137	
110	Rasapudi, Chkdr.	MST	31670	
111	ChawIngura, Peon	MST	30366	
112	Bindulal, Chkdr.	MST	30366	
113	S.Lalrinenga, Peon	MST	26725	
114	Sanjoy, Peon	MST	26725	
115	Shanti Muni, Peon	MST	26725	
116	Sundarswar, Peon	MST	26725	
117	Biswajit, Peon	MST	26725	
118	Pushpa Ranjan, Chkdr.	MST	21819	
119	Ashok Kumar, peon	MST	23590	
120	Gorkho Nath Chakma, MR	MST	23762	

121	Hemanta Kumar MR	MST	21253	
122	Abani Ranjan, MR	MST	23762	
123	Dhana Kumar, MR	MST	23762	
124	Lokhi Rani, Sweeper	MST	4500	
125	Ratna Kumar, Peon	MST	4500	
126	Sona Muni Teacher(370)	MST	11100	
127	Nirod Kumar, MR(370)	MST	11100	
128	Sumati Ranjan, MR(270)	MST	8100	
129	Arun Chakma, MR(270)	MST	8100	
130	Moti Lal MR (270)	MST	8100	
131	Dharma Ram, MR(270)	MST	8100	
132	Kamani Sundar, Ckdr, MR	MST	8100	
133	Ashini Kumar, MR	MST	8100	
134	Nilo Kumar, MR	MST	8100	
135	Ninu Chakma, Peon, MR	MST	8100	
136	Vanlalthuama Colney	MST	10500	
137	M.Lalrinzuala	MST	10000	
138	Hmangaihzuali	MST	10000	
139	K.Lalbiakdiki	MST	10000	
140	Lalngilneia	MST	10000	
141	Zohmingthanga	MST	10000	
142	Smt. Lokimala Chakma	MST	6000	

15. Budget allocated, Plan & Non-Plan, proposed expenditures and reports on disbursement made:

Sl. No.	Name of scheme	Sector	Amount(in Rs.)	Remarks
1.	Office Expences	Non-Plan	Rs. 1,95,000/=	
2	Office Expences	Plan	Rs. 20,000/=	
3.	Maint. Of Machineries	Non-Plan	Rs. 95,000/=	
4	Maint. Of Computer	Plan	Rs.20,000/=	
5	Purchase of Computer/ Printer and accessotires	Non-Plan	Rs. 60,000/=	
Total			Rs.3,90,000/=	

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programme:

Nil

Particulars of recipients of concessions, permits or authorization granted by it:

Nil

Details in respect of the information, available to or held by it, reduced in an electronic form:

Nil

Facilities available to citizens for obtaining information, including the working hours of a library or reading room:

Nil

xii. AGRICULTURE & HORTICULTURE DEPARTMENT

The Particulars of its Organization, Function and Duties:

- a) Name of Department: Agriculture & Horticulture Department
- b) Number of Officer & Staffs: 23 persons.

Function & Duties:

The Department implements and monitors various schemes taken up under centrally sponsor schemes and fund received under normal grant-in-aid.

The department was entrusted to the Chakma Autonomous District Council in the year 1994 for implementation of various schemes. The department is headed by District Agriculture Officer assisted by one Assistant District Agriculture Officer, 1 Assistant Engineer, 1 Agri Extension Officer, 3 Assistant, 5 Upper divisional Clerk, 3 Lower Divisional Clerk, Assistant Agri Inspector.

Power & Duties of its Officer & Employees:

The Executive Member i/c Agriculture & Horticulture Department is responsible for disposal of business pertaining to department.

The District Agriculture Officer is the head of the department. He advises the concern Executive Member for proper transaction of business and proper observation of rule and regulation for consideration.

The Assistant District Agriculture Officer, he assists the District Agriculture Officer in day to day functioning of the department. During absence of District Agriculture Officer he looks after the functions of the department.

The Agri Extension Officer discharges his duties like field visit and verification of the work on the advice of the District Agriculture Officer.

The Assistant Engineer, he prepares the Plan & Estimate and supervises the technical works on field. He also makes proper measurement of any work assigned to the executive agencies after completion of works and submits the same to the department.

The Assistant, he performs his function like file works, computer typing any letter, work order etc. on the advice of DAO.

The Lower Divisional Clerk assists the assistant and also perform his duties entrusted with work of routine nature like receipt & despatch and simple drafts etc.

The procedure followed in the decision making process:

The Executive Committee of Chakma Autonomous District Council consists of one Chief Executive Member and seven Executive members. The Executive Committee is headed by Chief Executive Member. The District Agriculture Officer execute/implements the various schemes after prior approval from concern Executive Member. In any decision making process the concern Executive Member plays vital role for execution of schemes. For implementation of beneficiary schemes of farmers, a beneficiary selection committee has to be constituted with:

- 1. The Executive Member i/c Agriculture & Horticulture etc. ----- Chairman
- 2. The District Agriculture Officer, CADC ----- Member/Secretary
- 3. The Assistant District Agriculture Officer, CADC ---- Member

4. The Agri Extension Officer, CADC ----- Member
 5. Member of District Council ---- member

The function of the committee is to select beneficiaries after going through proper scrutiny of the deserving farmer on the need basis. The committee also monitor the beneficiary works for proper implementation.

The Norms set by it for the discharge of its functions:

Nil

The rules and regulations, manual and records held by it or under its control or used by its employee for discharging of its functions:

Nil

A statement of categories of documents that are held by it or under its control:

Nil

The particulars any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

The pattern of National Food Security Mission (NFSM) on farmer field school (FFS) will be adopted to provide first-hand information to the farmer in their field to enable them to evaluate, fine tune and adopt the best crop production and crop protection technique suitable to their location and resources for higher production and productivity. The District Agriculture Department have conducted farmers training through Farmer Field School in different villages within CADC under Rastriya Krishi Vikas Yojana (RKVY).

A statement of the Boards, Councils, Committees and other bodies consisting of two or more person constituted as its parts or for the purpose of its advice:

Nil

A directory of its officers & employees:

Sl.No	Name of Incumbents	Designation	Contact No.
1	Hara Prasad Chakma	DAO	9436197935
2	Jagadish Chakma	ADAO	9436157031
3	Lokhi Nath Chakma	AEO	7085696842
4	Abhijit Dey	AE	9436150720
5	Amar Jyoti Chakma	JE	8730812740
6	Shanti Moy Chakma	Asst.	9436778998
7	Suroti Chakma	Asst.	9436955821
8	Sangeeta Chakma	Asst.	9436956516
9	Shymal Kanti Chakma	AAI	9436386762
10	Hema Chandra Chakma	AAI	9485085198
11	Subal Chakma	Agri Demonstrator	8413899781
12	Subash Basu	UDC	7085516906
13	Indu Moti Chakma	LDC	9436167761
14	Rajen Chakma	UDC	7085164752
15	Arun Bikash Chakma	UDC	9485312807
16	Kiran Jyoti Tongchangya	UDC	9402157527
17	Sujit Chakma	UDC	

18	Mola dhan Chakma	LDC	9402546419
19	Sadananda Chakma	CS-I	7627913702
20	Subash Chakma	LDC	9402183390
21	Satya tal Chakma	O/P	Nil
22	Pottya Kumar	C/L	9485375055
23	Kina Chan Chakma	C/L	9485388707
24	Juddha Kumar Chakma	C/L	

Monthly remuneration received by each of its officer and employees, including the system of compensation as provided in its regulations:

Sl. No	Name of Incumbents	Designation	Sector	Monthly remuneration	Remarks
1	Hara Prasad Chakma	DAO	Non-Plan	Rs. 122295.00	
2	Jagadish Chakma	ADAO	Non-Plan	Rs. 97670.00	
3	Lokhi Nath Chakma	AEO	Non-Plan	Rs. 72684.00	
4	Abhijit Dey	AE	Plan	Rs. 70004.00	
5	Amar Jyoti Chakma	JE	Non-Plan	Rs.46886.00	
6	Shanti Moy Chakma	Asst.	Plan	Rs. 54193.00	
7	Suroti Chakma	Asst.	Non-Plan	Rs. 56948.00	
8	Sangeeta Chakma	Asst.	Plan	Rs.51616.00	
9	Shymal Kanti Chakma	AAI	Plan	Rs. 50060.00	
10	Hema Chandra Chakma	AAI	Plan	Rs. 51167.00	
11	Subal Chakma	Agri Demonstrator	Non-Plan	Rs.42680.00	
12	Subash Basu	UDC	Plan	Rs.51905.00	
13	Sujit Chakma	UDC i/c ARO	Plan	Rs. 42877.00	
14	Rajen Chakma	UDC	Non-Plan	Rs. 40515.00	
15	Arun Bikash Chakma	UDC	Non-Plan	Rs. 40515.00	
16	Kiran Jyoti Tongchangya	UDC	Plan	Rs.51167.00	
17	Mola dhan Chakma	LDC	Plan	Rs. 38891.00	
18	Sadananda Chakma	CS-I	Non-Plan	Rs.40244.00	
19	Subash Chakma	LDC	Non-Plan	Rs.31315.00	
20	Satya tal Chakma	O/P	Non-Plan	Rs. 22975.00	
21	Pottya Kumar	C/L	Non-Plan	Rs. 4500.00	
22	Kina Chan Chakma	C/L	Non-Plan	Rs. 4500.00	
23	Juddha Kumar Chakma	C/L	Non-Plan	Rs. 4500.00	
24	Swapan Debnath	MR to DAO	Non-Plan	Rs. 8370.00	
25	Dhirendra	MR to DAO	Non-Plan	Rs. 8370.00	
26	Rontu	MR to ADAO	Non-Plan	Rs. 8370.00	
27	Monbhari	MR to ADAO	Non-Plan	Rs. 8370.00	

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:

Sl.No	Items of work	Proposed expenditure (fig. in lakh)	Disbursement made (fig. in lakh)
1	Office Expenses	0.50	0.12
2	Maintenance of computer	0.50	0.12
3	Maintenance of Agri-Farm	1.00	0.30
	TOTAL=	2.00	0.54

The manner of execution of subsidy programmes, including the amount allocated and the detail of beneficiaries of such programmes:

The department executed the schemes Agriculture Mechanization by supplying Pumping sets and Power Tiller under RKVY plan fund during 2012-13, 2013-14, 2014-15, 2015-16 with subsidised rate, Pumping sets @ ₹ 10,000/each per beneficiary and Power Tiller @ ₹ 75,000/each per beneficiary. The detail of beneficiaries is mention below:

Sl.No	Description	Year	No. of Beneficiaries
1	Pump Set@ ₹ 10,000/each	2012-13	360
2	Power Tiller @ ₹45,000/each	2013-14	20
3	Power Tiller@ ₹ 75,000/each	2014-15	20
4	Power Tiller@ ₹ 75,000/each	2015-16	11
5	Pump set@ ₹ 10,000/each	2016-17	31

Particulars of recipients of concessions, permits or authorization granted by it:
Nil

Details in respect of information available to or held by it, reduce in an electronic form:
Nil

The particulars of facilities available to citizens for obtaining information including the working hour of a library or reading room, if maintained for public use:
Nil

xiii. ENVIRONMENT & FOREST DEAPRTMENT

Particulars of organization, functions and duties:

The Environment & Forest Department is one of the various Departments of Chakma Autonomous District Council, and its main function and duties is to protect flora and fauna within the locality.

Powers and duties of officers and employees:

The power of decision making is vested with the Executive Committee and the officers and their subordinate staffs execute works as per the approval of the Executive Committee.

Procedure followed in the decision making process, including channels of supervision and accountability:

The power of decision making is vested with the Executive Committee, and after Executive Committee decision/approval execution of works, accountability are done by the staffs of the Environment & Forest Department.

The norms set by it for the discharge of functions:

The CADC Forest Act, 1992.

Rules, Regulations, instructions, manuals and records, held by it or under its control or use by its employees to discharging of its function:

The CADC Forest Act, 1992.

Categories of documents that are held by it or under the control:

The CADC Forest Act, 1992.

Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof :

NIL.

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 meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public :

NIL.

A directory of its officers and employees:

Under Non Plan :

Sl. No.	Name of officer/employee	Designation	Monthly remuneration (in Rs.)	Remarks
1.	Hara prasad Chakma	Dist. Agriculture Officer and District Council Conservator of Forests	-	Salary drawing from Agriculture Department.
2.	Bimbisar Dewan	ACF	83,796/-	
3.	Smt. Malina Chakma	O/S	71,029/-	
4.	Sunil baran Chakma	FRO	62,61/-	
5.	Nanda kishore Chakma	FRO	61,879/-	
6.	Amiyo ranjan Tong	FRO	63,059/-	
7.	Lokhi muni Chakma	Asst.	59,065/-	
8.	Deny Zothana	Dy. Ranger	62,299/-	
9.	Gyana mangal Chakma	Dy. Ranger	60,895/-	
10.	Potya kumar Chakma	Dy. Ranger	51,475/-	

11.	Bindu lal Chakma	Dy. Ranger	51,989/-	
12.	Kunta bikash Chakma	Dy. Ranger	47,611/-	
13.	Nilo ranjan Chakma	Dy. Ranger	48,914/-	
14.	Kina rattan Chakma	Dy. Ranger	48,914/-	
15.	Palokya Tong	Dy. Ranger	45,323/-	
16.	Krishna Chandra Chakma	Fr.	44,659/-	
17.	Sunil mohan Chakma	Fr.	43,429/-	
18.	Monu ranjan Chakma	Fr.	43,429/-	
19.	Punya Chandra Chakma	Fr.	43,429/-	
20.	Bhubaneshwar Chakma	Fr.	40,895/-	
21.	Bassa muni Chakma	Fr.	39,763/-	
22.	Shanti kumar Chakma	Fr.	39,763/-	
23.	Nua muni Tong	Fr.	40,772/-	
24.	Satish Chandra Chakma	Fr.	38,681/-	
25.	Jotil kumar Chakma	Fr.	38,681/-	
26.	Molindra lal Tong	Fr.	38,287/-	
27.	Kina dhan Chakma	FG	38,681/-	
28.	Som muni Chakma	FG	36,688/-	
29.	Prem kanti Tong	FG	32,826/-	
30.	Pulin bihari Chakma	FG	32,359/-	
31.	Ranjoni mohan Chakma	FG	30,833/-	
32.	Buddha ranjan Chakma	FG	30,833/-	
33.	Proti moy Chakma	FG	34,646/-	
34.	Krishna dhar Chakma	O/P	32,225/-	
35.	Naga kumar Tong	CS-III	32,766/-	
36.	Bishnu kumar Chakma	FG	31,916/-	
37.	Shanti bikash Chakma	F/W	30,773/-	
38.	Bishnu kanta Tong	FG	31,916/-	
39.	Ananda hridoy Chakma	FG	2,937/-	
40.	Anil bikash Tong	FG	27,477/-	.
41.	Noya Chandra Chakma	O/P	22,975/-	
42.	Shanti moy Chakma	FG	22,975/-	
43.	Biro bahan Chakma	Fr.	36,344/-	
44.	Doya mohan Chakma	FG	36,344/-	
45.	V. Lalzerzova	FG	36,344/-	
46.	Chandra hangsha Chakma	FG	36,344/-	
47.	Sneha bikash Chakma	FG	36,344/-	
48.	Nilo muni Chakma	Fr.	36,344/-	
49.	Meya mohan Chakma	FG	35,384/-	
50.	Noloni Chakma	O/P	33,046/-	
51.	Sarat Chandra Chakma	FG	34,045/-	
52.	Jatna mohan Chakma	FG	33,367/-	
53.	W. Vanlalnghaka	Fr.	31,315/-	
54.	Rocky Chakma	LDC	27,379/-	
55.	Chandra mohan Chakma	Fr.	28,879/-	

56.	Socha kumar Chakma	FG	33,269/-	
57.	Jugendra Chakma Fg	FG	32,826/-	
58.	Priyotom Chakma	O/P	22,975/-	
59.	Krishnakar Chakma	FG	21,275/-	
60.	Sova ram Chakma	O/P	21,253/-	
61.	Lokhi mala Tong	O/P	21,253/-	
62.	Bino moy Chakma	Driver	10,000/-	
63.	Ripon Chakma	P/Mali	4,500/-	
64.	Prabhat Chandra Chakma	FG	4,500/-	
65.	Anil Chandra Chakma	FG	4,500/-	
66.	Mukta muni Chakma	FG	4,500/-	
67.	Sangasur Chakma	C/L	4,500/-	
68.	Joleya Chakma	C/L	4,500/-	
69.	Nala raja Chakma	C/L	4,500/-	
70.	Depori Tong	P/Mali	4,500/-	
71.	Rosikya Tong	P/Mali	4,500/-	
72.	Smriti bindu Chakma	P/Mali	4,500/-	
73.	Bimal kanti Chakma	P/Mali	4,500/-	
74.	Bhuvan Chakma	P/Mali	4,500/-	
75.	Renu chand Chakma	P/Mali	4,500/-	
76.	Chipom Tong	LDC	11,100/-	
77.	Basanta Chakma	FG	11,100/-	
78.	Dhananjoy Chakma	Fireman	9,000/-	
79.	Santosh Chakma	Fireman	9,000/-	
80.	Gyana Chakma	Fireman	9,000/-	
81.	Nua dhan Chakma	Fireman	9,000/-	
82.	Anil kanti Chakma	Fireman	9,000/-	
83.	Shanti moy Chakma	Fireman	9,000/-	
84.	Meya ranjan Chakma	Fireman	9,000/-	
85.	Dhana Chakma	FG	9,000/-	
86..	Gyanasish Chakma	O/P	9,000/-	.
87.	Sumati ranjan Chakma	FG	8,100/-	
88.	Doyasur Tong	FG	8,100/-	
89.	Jatna kumar Tong	FG	8,100/-	
90.	Liton Chakma	FG	8,100/-	
91.	Lokhi kumar Chakma	O/P	8,100/-	

Under Plan :

Sl. No.	Name of officer/employee	Designation	Monthly remuneration (in Rs.)	Remarks
1.	Niloranjana Chakma	Dy. Ranger	50,615/-	.
2.	Sotish Chandra Chakma	Fr.	32,875	
3.	Bishnu prasad Chakma	Fr.	31,399/-	
4.	Dharma joy Chakma	Fr.	31,891/-	
5.	Nilo joy Chakma	Fr.	30,517/-	

6.	Deva kumar Tong	Chainman	29,842/-	
7.	Nirmalendu Chakma	F/W	29,986/-	
8.	Suresh dhan Chakma	FG	29,375/-	
9.	Punya rattan Chakma	FG	28,996/-	

Budget allotted to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Sl. No.	Name of scheme	Amount allotted during the year (in Rs.)	Expenditure incurred (in Rs.)	Remarks
1.	Maintenance of Central Nursery	75,000/-	75,000/-	.
2.	Maintenance of Computer	20,000/-	20,000/-	
3.	Office expenses	20,000/-	20,000/-	
	Total :	1,15,000/-	1,15,000/-	

The manner of execution of subsidy programmes, including the amounts allotted and the details of beneficiaries of such programme:

NIL.

Particulars of recipients of concessions, permits or authorizations granted by it:

NIL

Details in respect of the information, available to or held by it, reduced in an electronic form:

NIL.

Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

NIL.

xiv. ROAD & TRANSPORT DEPARTMENT

About:

The Road and Transport Department of Chakma Autonomous District Council was handed over by the Govt. of Mizoram during the enhancement of power 1994. The main aims of Road & Transport Department of CADC, was only to maintain its vehicles. During enhancement of power to the CADC there were only a few vehicles.

Function and duties:

- Repairing/Maintenance of vehicles.
- Running of Driving School.
- Maintenance of Town Buses.
- Collection of Gate Entry Fees.

The Road & Transport of CADC has purchased two nos. of Mini Town Buses out of the fund of NITI AYOOG in the year of 2016-2017. At present, these two Town Buses are rendering services within the Kamalanagar Town areas for the interest of public services. The Road & Transport Department also has purchased eight nos. of SLX-Bolero for the councilors of CADC and one no. of 407 Tipper for the Local Administration Department for clearing the garbages.

Driving school:

Every year the Department runs the driving School with minimum of 40 (Forty) students with two instructor. The students of the driving school are taught with Bolero vehicles and one Jeep. Every year 20-30 students comes up successfully from the driving school. Free teaching are given to these students and all over expenditure are born by the CADC authority.

Repairing of cadc vehicles:

The Road & Transport Department is having 3(three) Mechanics for repairing of CADC vehicles. So, all the minor repair works of the vehicles are being done by these mechanics.

Collection of town bus fare:

A very few amount are taken from the school children whereas the actual diesel consumption cost also cannot be managed. As it is to be mention that all the works of the Government Transport Department are for the interest of public services.

Monthly remuneration received by each of its officers and staffs:

Sl. No	Name & Designation	Monthly Remuneration/Salary	Contact No.	Remarks
1	Durjoy Chakma, DTO.	78,974/-	7085665353/9402326939	
2	Gobinda Lal Chakma, ADTO	76,391/-	9612606638/9436390211	
3	J.H. Pianga, Asst.	62,089/-		
4	Bhagya Dhan Chakma, MVI.	61,819/-	9862694987/9485116514	
5	Sujan Chakma, LDC.	28,117/-	9436130513/7630012497	
6	Shanti Doyal Chakma LDC	28,1117/-		
7	Nirmalendu Singh, Mechanic	62,337/-		
8	K. Lalenga, Mechanic	59,998/-		
9	Juddha Raja Chakma, O/P	34,045/-	7623970344	
10	Balabadra Chakma, Chawkider	20,195/-		
11	Battye Chakma, Driver	51,511/-		

12	Francis , Driver	51,419/-		
13	Arjun Singh	51,019/-		
14	V.Lalrosanga, Driver	51,019/-		
15	Hemoti Ranjan, Driver	49,986/-		
16	Dijendra Sharma, Driver	50,386/-		
17	Atil Kanti, Driver	49,986/-		
18	Binoy Kanty, Driver.	37,219/-		
19	Amardhan Chakma, Driver	33,086/-		
20	L. Pratibiundu Chakma, Driver	25,780/-		
21	Joumuni Chakma, Driver	25,780/-		
22	Anil Chakma, Driver	23,812/-		
23	Sharu Bikash, Driver	23,812/-		
24	Gunojoy Chakma Driver (MR)	@ Rs. 370/-		
25	Madan Chakma, Driver (MR)	@ Rs. 370/-		
26	Chiranjit Chakma, Driver (MR)	@ Rs. 370/-		
27	Kaladhan Driver (MR)	@ Rs. 370/-		
28	Rajesh Chakma, Driver (MR)	@ Rs. 370/-		
29	Uran Tong, Driver (MR)	@ Rs. 370/-		
30	Lokhi Ranjan, Driver (MR)	@ Rs. 370/-	8730948496	
31	Dilishwar, Driver (MR)	@ Rs. 370/-		
32	Dilip Kanty, Driver (MR)	@ Rs. 370/-		
33	Amar Singh, Driver (MR)	@ Rs. 370/-		
34	Nutan Chakma, Driver,(MR)	@ Rs. 370/-		
35	Niru Chakma, Driver (MR)	@ Rs. 370/-		
36	Babu Chakma, Driver (MR)	@ Rs. 370/-	9402536400	
37	David Chakma, Driver (MR)	@ Rs. 370/-		
38	Pushpa Ranjan, Driver (MR)	@ Rs. 370/-		
39	Pradip Roy, Driver (MR)	@ Rs. 370/-		

40	Gandhi Chakma, Driver (MR)	@ Rs. 370/-		
41	Priyo Ranjan, Driver (MR)	@ Rs. 370/-		
42	Satya Ranjan, Driver (MR)	@ Rs. 370/-		
43	Julu Chakma, Driver (MR)	@ Rs. 370/-		
44	Anand Chakma, Driver (MR)	@ Rs. 370/-		
45	Rupen Chakma, Driver (MR)	@ Rs. 370/-		
46	Dhana Muni, Driver (MR)	@ Rs. 370/-	9402189488	
47	Surojoy Chakma, Driver (MR)	@ Rs. 370/-		
48	Shanty Baran (A), Driver (MR)	@ Rs. 370/-		
49	Bimal Kanti, Driver (MR)	@ Rs. 370/-		
50	Shanty Baran (B), Driver (MR)	@ Rs. 370/-		
51	R. Laldinlians, Driver (MR)	@ Rs. 370/-		
52	Basanta Chakma, Handyman	@ Rs. 300/-		
53	Chigona Chakma, Handyman	@ Rs. 300/-		
54	Dhanpudi, O/P	@ Rs. 266.628/-		
55	Nirunmoy Chakma, UDPAO	Rs. 1,0862/-		
56	Peda Chakma, AP to UDPAO	@ Rs. 270/-		
57	Badi Chakma, AP to UDPAO	@ Rs. 270/-		
58	Lalrinchhana, Driver (MR)	@ Rs. 370/-		
59	Suman Chakma, Driver (MR)	@ Rs. 370/-		
60	Pranoy Kusum, Mechanic	59900/-		
61	Balabadra Chakma, UDC.	51567/-		
62	Juddha Kumar, UDC.	48904/-		
63	Deepak Chakma, Driver.	48608/-		
64	Manu Ranjan, Driver.	44992/-		
65	Gopal Sarki, Driver.	37938/-		

66	Mukta Kishore, Driver.	37538/-		
67	Sujit Chakma, Driver	37538/-		
68	Susen Chakma, Driver	33676/-		
69	Priti Kumar, O/P	31167/-		
70	Sonisen Chakma, Chawkider	30823/-		

xv. **INDUSTRY DEPARTMENT**

About:

The State Government Mizoram had entrusted the Industry Department to Chakma Autonomous District Council in the year 1985. Now it is active in imparting training in various trades such as knitting, Tailoring, handicraft and handloom to the poor interested persons. The successful trainees are awarded tools and machines at free of cost according to their trade. In the year 2017, ten fly shuttle Handloom machines were distributed to ten trained weavers at free of cost and forty sewing machines were also distributed to the needy trained persons in the year 2015. The training cum production centre of Industry department is about to close down due to acute financial condition of Industry department.

Functions and duties:

- Handloom and handicraft.
- Grant-in –Aid to individuals for supply of tools and implements.
- Selection of SEE YOU loanees.

Powers and duties of its officers and employees:

The Industry Officer is the controlling officer of the Department assigns duties and functions of its staff of the department.

Procedure followed in the decision making process, including supervision and accountability:

The Executive Committee of the Chakma Autonomous District Council is the decision maker and the department execute the decision of the Executive Committee.

Rules, regulations, instructions, manual and records, held by it or under its control or used by its employees for discharging its function:

Nil

Statement of the categories of documents that are held by it or under its control:

Work orders, Bill /Vouchers, Subsidiary Cash Book, Stock & Issue Register, files are the custodian of the department.

Particulars of any arrangement that exists for construction with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

Nil

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 other bodies are open to the public, or the minutes of such meeting are accessible for public:

There is no board, Councils, committees or any other bodies set up by the Industry Department.

Directory of its officers and employees:

Sl. No.	Name of incumbent	Designation	Sector	
1.	Hriday Chakma	DCIO	Plan	Non-Plan
2.	Renu Chakma	ADIO	-	Non
3.	Sova Rani Chakma	Assistant	-	Non
4.	Bokul Chakma	Assistant	-	Non
5.	Indumoti Dewan	UDC	-	Non
6.	D. Balaram Chakma	LDC	-	Non
7.	Pijush Kanti Chakma	C/A-I	-	Non
8.	Anil Kanti Chakma	LDC	-	Non
9.	Sadarak Chakma	LDC(M/R)	-	Non
10.	Podangtang Chakma	MRL	-	Non
11.	Amritsen	MRL to DCIO	-	Non
12.	Rajen	MRL to DCIO	-	Non
13.	Manohar	MRL to ADIO		Non
14.	Juddhahiley	MRL to ADIO		Non
15.	Mallika Tongchangya	Assistant	Plan	-
16.	Santosh Chakma	Assistant	Plan	-
17.	Arun Bikash Chakma	Sr. Instructor	Plan	-
18.	Sanda Prova Chakma	Sr. Instructor	Plan	-
19.	Priyo Dharshan Khisa	Sr. Instructor	Plan	-
20.	Doyamaya Chakma	CA-II	Plan	-
21.	Rangu Chakma	O/P	Plan	-
22.	Nilosova Chakma	Chowkidar	Plan	-

Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

Sl. No.	Name of incumbent	Designation	Sector	Monthly Remuneration
1.	Hriday Chakma	DCIO	Non-Plan	1,19,933.00
2.	Renu Chakma	ADIO	Non-Plan	86,674.00
3.	Sova Rani Chakma	Assistant	Non-Plan	51,044.00
4.	Bokul Chakma	Assistant	Non-Plan	37,219.00
5.	Indumoti Dewan	UDC	Non-Plan	42,458.00
6.	D. Balaram Chakma	LDC	Non-Plan	39,162.00
7.	Pijush Kanti Chakma	C/A-I	Non-Plan	38,916.00

8.	Anil Kanti Chakma	LDC	Non-Plan	28,117.00
9.	Sadarak Chakma	LDC(M/R) @ Rs.370/=	Non-Plan	11,100.00
10.	Podangtang Chakma	MRL @ 270/-	Non-Plan	8,100.00
11.	Amritsen	MRL to DCIO	Non-Plan	8,100.00
12.	Rajen	MRL to DCIO	Non-Plan	8,100.00
13.	Manohar	MRL to ADIO	Non-Plan	8,100.00
14.	Juddhahiley	MRL to ADIO	Non-Plan	8,100.00
15.	Mallika Tongchangya	Assistant	Plan	57,993.00
16.	Santosh Chakma	Assistant	Plan	54,590.00
17.	Arun Bikash Chakma	Sr. Instructor	Plan	49,473.00
18.	Sanda Prova Chakma	Sr. Instructor	Plan	48,520.00
19.	Priyo Dharshan Khisa	Sr. Instructor	Plan	49,325.00
20.	Doyamaya Chakma	CA-II	Plan	30,692.00
21.	Rangu Chakma	O/P	Plan	28,523.00
22.	Nilosova Chakma	Chowkidar	Plan	28,612.00

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made:

Sl. No.	Name of Schemes	Sector	Amount (in Rs.)	Remarks
1.	Office Expenses	Plan	Rs. 20,000.00	
2.	Maint. Of computer	Plan	Rs. 20,000.00	
	Total::		Rs. 40,000,00	

Manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes:

Nil

Particulars of recipients of concessions, permits or authorisations granted by it:

Nil

Details in respect of the information, available to or held by it, reduced in an electronic form:

Nil

Particulars of facilities available to citizens for obtaining information, including working hours of a library or reading room, if maintained for public use:

Nil

Names, designation and other particulars of the Public Information Officer:

Nil

xvi. DISTRICT SCHOOL EDUCATION BOARD

About:

The District Primary Education Board (DPEB) was formed on 8 / 1/ 1994 as per the Chakma

Autonomous District Council (Control & Management of Primary Schools) Regulations, 1993. Subsequently it was upgraded to the District School Education Board (DSEB) in a resolution passed in the Monsoon session of the 5th CADC on 24th August, 1995 to enable it to conduct the Primary School Leaving Certificate / Middle School Leaving Certificate Examinations within the jurisdiction of the Chakma Autonomous District Council (CADC). The Executive Committee of the Chakma Autonomous District Council vide their notification No. H.11015/CADC /134 of date 12/6/1996 and MBSE's Letter No. MBSE/ EX(MS)1/96/80 date 1/8/96 the DSEB have been empowered to conduct the MSLC Examination from the Academic session, 1996. In a bid to ensure effective and smooth functioning of the Board the Chakma Autonomous District Council (DSEB) Rules have been framed and submitted to the Government of Mizoram for approval. The Government of Mizoram finally approved & notified it in Mizoram Gazette on 8/11/03. Now the Board has been fully established as per provisions of the said rules.

At the beginning the medium of instruction was Bengali. In 1996 the Board had switched over from Bengali to English medium. Since then onwards English became the medium of instruction in all Primary & Middle School in CADC.

The District School Education Board (DSEB) prescribes course of instruction for Primary & Middle Schools and conduct the PSLC/ MSLC Examinations based on it at the end of the Class-IV & Class-VII. Chakma subject has been introduced in the Schools of CADC as one of the vernacular subjects. To this end the DSEB started publishing a number of Chakma text books from time to time.

After introduction of RTE in 2010, DSEB stopped conducting PSLC & MSLC Examinations as per RTE norms. And as Class-VIII has been integrated to Middle School in 2010, DSEB published Chakma Text Books for Class-VIII also. DSEB conduct Chakma Languages Proficiency Examinations for Chakma Languages Teacher within CADC. DSEB conduct Merit Scholarship Examinations also for Class-IV & Class VIII students within all Primary & Middle Schools CADC.

DSEB have framed the following committees & sub-Committees to perform its business smoothly in view to develop Chakma Scripts & Languages.

“CHANGMHA BHAJALAM” a book of Chakma Grammar is under process to publish as Text Book (Grammar) for Class-IV to Class- VIII under sole supervision of DSEB.

The DSEB receive fund as Grant- In –Aid from the CADC in each financial year. Other sources of fund received from time to time are like Examination fee, fine etc. From these sources the Board incurs expenditures on printing of Examination materials, Cash prizes to the meritorious students, remunerations to the examination workers and other administrative costs.

Function and Duties:

- > Printing of Chakma Text Books
- > Printing of Chakma Guide Books
- > Printing of Syllabus
- > Printing of CCE Work plan

Power and duties of officers and employees:

The officer executes the decision of the Executive Committee of CADC on any matters with the assistance of its subordinate staff.

Procedure followed in decision making process including channels of supervision and accountability:

Any matters of financial implication or of serious nature decision are taken by the concerned Executive Member, CADC in the name of the Executive Committee, CADC. Supervision of execution of any task is maintained by the Secretary, DSEB or by the any staff delegated for the purpose Accountability for execution of any task rest on or the Secretary, DSEB.

Rules, Regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging of its function:

CADC (District School Education Board) Rules, 2002.

Categories of documents that are held it or under its control:

Nil

Particulars of any arrangement that exists for consultation with, or representation by, the numbers of the public in relation to the formation of its policy or implementation thereof:

Nil

Statement of the boards, councils, committees and other bodies considering of two more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public :

General Body of DSEB.

Chakma Script & Language Development Committee

Examination Committee

Syllabus & Text Book Coommittee

Finance Committee

A Directory of its Officers and employees:-

Sl.No	Name	Designation	Monthly Remuneration (in Rs.)	Remarks
1.	Gana Chandra Chakma	Secretary	1,09,946.00	
2.	Smt. Mandira Chakma	Academic Officer	71,127.00	
3.	Amrit Lal Chakma	Accountant	56,062.00	
4.	Satrajit Chakma	Press Supervisor	48,166.00	
5.	Prafulla Chakma	Press compositor	45,265.00	
6.	Sunirmal Chakma	UDC	32,219.00	
7.	Dharma Rattan Chakma	Press Compositor	34,119.00	
8.	Rahul Chakma	Sweeper(Fixed)	4,500.00	
9.	Drubasaga Chakma	Computer optr. Muster Roll basis @Rs.240/-	11,100.00	
10.	Satyo Priyo Chakma	MRL @Rs.270/- (per day	8,100.00	
11.	Bimal	MRL to Secy.@270/-	8,100.00	
12.	Marathshaw	MRL to Secy.@270/-	8,100.00	

Budget allocated, Plans,proposed Expenditures and reports on disbursement made :

Sl.No	Name of scheme	Sector	Proposed Amount (in Rs.)	Sanctioned Amount as on June, 2017.
1.	Office Expenses	Plan	40,000.00	10,000.00
2.	Maint. Of Machineries	Plan	40,000.00	10,000.00
3.	Printing of Chakma Text Books	Plan	5,00,000.00	Nil
4.	Office Expenses	Non-Plan	30,000.00	10,000.00
5.	Maint. Of Machineries	Non-Plan	25,000.00	10,000.00
6.	Printing of CCE work plan/syllabus (P/S & M/S)	Non-Plan	25,000.00	25,000.00
7.	Printing of Syllabus	Non-Plan	25,000.00	25,000.00
8.	Purchase of Text Books for Cl –I to Cl- VIII	Non-Plan	20,000.00	20,000.00
9.	Printing of Grade Card	Non-Plan	50,000.00	50,000.00
	Conduct of Chakma language proficiency Exam. With training for Chakma subject Teacher including TA/DA	Non-Plan	90,000.00	Nil
	Printing of Changmha Grammar	Non-Plan	2,00,000.00	Nil
	Printing and supply of common question for Class-IV & Class-VIII.	Non-Plan	2,00,000.00	Nil
		Total =	12,45,000.00	1,60,000.00

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme :

Nil

Particulars of recipients of concessions,permits or authorizations granted by it :

Nil

Details in respect of the information, available to or held by it, reduced in an electronic form:

Nil

Facilities available to citizens for obtaining information, including the working hours of a library or reading room :

Nil

xvii. FISHERY DEPARTMENT

About:

The Fishery Department is one of the various departments allotted to the Chakma Autonomous District Council (CADC) during April 1994 with an aim to improve the socio- economic status of the rural populace of CADC through fishery related activities.

The department is headed by the Dist. Council Fishery Development Officer (DCFDO). The

DCFDO is supported by two FEO, two LDC and two peons. Two MRL Chowkidhar are also attached to the department to look after the departmental fish ponds.

Functions and Duties:

- i. Procurement and supply of fish seeds and fish feeds.
- ii. Impart training to fish farmers.
- iii. Assist financially to the fish farmers.
- iv Help in implementation of state Govt. schemes/policies.

Power and duties of officers and employees:

The officer executes the decision of Executive Committee of CADC on the policies and schemes implementation with the assistance of its subordinate officers and staffs.

The officers and staffs also assist the state Govt. in implementation of various schemes.

Procedure followed in decision making process including channels of supervision and accountability:

Any matter of financial implication or of serious nature decisions are taken by the concerned Executive Member, CADC in the name of Executive Committee, CADC. Supervisions for execution of works and accountability is maintained by the DCFDO.

Rules, Regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging of its functions:

Nil

Categories of documents that are by it or under its control:

- i. The list of all the fish farmers within CADC.
- ii. List of farmers financially benefited through the department.

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Nil.

Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its parts or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

During implementation of any beneficiary schemes, a 5 (five) members Beneficiary Selection Committee is formed by notification. In the committee, the concerned Executive Member is the Chairman and the DCFDO is the Member Secretary. The committee select the neediest farmers from all corners of CADC who are having actual fish pond/ponds.

A directory of its officers and employees:

Sl.No.	Name	Designation	Monthly Remuneration (in Rs.)	Remarks
1.	H. Nutan Chakma	DCFDO	58,829.00	
2.	Krishna Kumar Chakma	FEO	54,808.00	
3.	Chitra Ranjan Chakma	FEO	55,941.00	
4.	Robil Kanti Chakma	LDC	11,100.00	
5.	Sanamjit	LDC	31,315.00	
6.	Suchitra	Peon	30,749.00	
7.	Bikash	MR Labour	8370.00	
8.	Biju Mohan	Chowkidhar	31,167.00	
9.	Sukro Kumar	MR Labour	8370.00	
10.	Kushal Moni	MR Labour	8370.00	

Budget allocated, plans, proposed expenditures and reports on disbursement made:

Sl.No.	Name of scheme	Sector	Amount (in Rs.)	Remarks
1.	Financial Assistance to fish farmers	Plan	12,00,000.00	
2.	Office Expenses	Plan	30,000.00	
3.	Maintenance of Computer	Plan	30,000.00	
		Total::	12,60,000.00	

The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programme:

Nil

Particulars of recipients of concessions, permits or authorizations granted by it:

Nil

Details in respect of the information, available to or held by it, reduced in an electronic form:

Nil.

Facilities available to citizens for obtaining information, including the working hours of a library or reading room:

i. Office of DCFDO during office hours

Names, designations and other particulars of the Public Information Officer:

Nil

xviii. SOCIAL WELFARE DEPARTMENT

About:

The Social Welfare Department of CADC deals mostly with matters related with the welfare

schemes of the Senior citizens and the welfare of Social Voluntary Organizations within the jurisdiction of the Chakma Autonomous District Council. Some of the regular business of the Department is (1) Old Aged Pension (Plan & Non-Plan), (2) Assistance to Voluntary Organization, (3) Pre- Schools, (4) Welfare of Handicaps, (5) Welfare of poor & destitute etc. Due to paucity of funds in the Council, the activities of the Department are limited to payment of Old Aged Pension and Assistance to Voluntary Organizations only. However, the Department is ready to take other business like Pre-Schooling, Welfare for Handicaps, Welfare for Poor and Destitute and so on, as and when funds for the activities are allotted to the Department.

Fund flow for the present activities of the Department is meted out from two different windows. One is from the budget of CADC under Plan and Non-Plan sectors and the other is under the National Social Assistance Programme (NSAP) funded by the State Govt. of Mizoram.

Function & duties:

- > Old Aged Pension (plan & Non-Plan).
- > Old Aged Pension under NSAP.
- > Widow Pension under NSAP.
- > Disability pension under NSAP.
- > Financial Assistance to Physically Handicapped/Distress/Motherless babies etc.

Power and duties of officers and employees:

The officer executes the decisions of the Executive Committee of CADC on any matters with the assistance of the subordinate staffs.

Procedure followed in decision making process including channels of supervision and accountability:

Any matters of financial implication or any other decision are taken by the concerned Executive Member, CADC in the name of the Executive Committee whereas supervision and execution of works is maintained by the DSWO, CADC or by any staff assigned for the purpose.

Rules, regulation, instruction, manuals and records, held it or under its control or used by its employees for discharging of its function :

Nil

Categories of documents that are held by it or under its control:

Records of old aged pensioners under plan & Non-plan sectors of CADC.

Records of pensioners under NSAP.

Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

Nil

Statement of the boards, council, committee and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public:

Nil

A directory of its officers and employees:

Sl.No	Name of employees	Designation	Monthly Remuneration (in Rs.)	Remarks
1.	Vacant	DCSWO	-	-
2.	Smt. Jyotsna Chakma	ASWO	65,435.00	Non-Plan
3.	Probhat Kusum Chakma	Asstt.	63,098.00	Non-Plan
4.	Subash Kusum Chakma	UDC	50,232.00	Non-Plan
5.	Satyo Priyo Dewan	UDC	48,510.00	Non-Plan
6.	Buddha Mongal Chakma	O/P	30,196.00	Plan
7.	Sukra Sen Chakma	C/L	4,500.00	Non-Plan
8.	Sunity Ranjan Chakma	O/P (MR)	8,100.00	Non-Plan

Budget allocated, plans, proposed expenditures and reports on disbursement made:

Sl. No	Name of Scheme	Sector	Amount (in Rs.)	Amount sanctioned	Remarks
1.	Old aged pension	Plan	21,84,000.00	5,04,000.00	
2.	Old aged pension	Non-plan	16,50,000.00	4,12,500.00	
3.	Office expenses	Plan	30,000.00	5,000.00	
4.	Maint. Of Computer	Plan	30,000.00	5,000.00	
5.	Financial Assistance to Physically handicapped/Distress/Mot herless babies etc.	Plan	75,000.00	Nil	
6.	Office expenses	Non-plan	20,000.00	5,000.00	
7.	F.A to NGO's/persons.	Local Receipt		5,93,500.00	

Beneficiaries under national social assistance programme (nsap):

Sl. No.	Name of Scheme	No. of beneficiaries	Rate per month	Amount sanctioned
1.	Indira Gandhi National Old Age Pension Scheme (Central Share)	649	200/-	Rs. 7,78,800.00
2.	Indira Gandhi National Old Age Pension Scheme (State Share)	678	50/-	Rs 2,03,400.00
3.	Indira Gandhi National Old Age Pension Scheme (80 years and above, Central Share)	29	500/-	Rs. 87,000.00
4.	Indira Gandhi National Widow Pension Scheme	31	300/-	Rs. 46,500.00
5.	Indira Gandhi National Disable Pension Scheme	21	300/-	Rs. 18,900.00
	Total =	730	-	Rs. 11,34,600.00

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:

- Nil

Particulars of recipients of concessions, permits or authorizations granted by it:

- Nil

Details in respect of the information, available to or held by it, reduced in an electronic form :

- Nil

Facilities available to citizens for obtaining information, including the working hours of a library or reading room:

CADC website : www.cadc.gov.in

xix. INFORMATION & PUBLIC RELATIONS DEPARTMENT

About:

Information & Public Relations Department is one of the various departments of Chakma Autonomous District Council whose purpose is basically to liaise between the CADC authority and the general public it serves through various means of communication like press release, social media, etc. It highlights the policies and programmes of the government and disseminates information of public importance and well-being.

The department also prints calendar, CADC map, CADC dairies, maintains the CADC website and manages the celebration of official festivals.

It is headed by the Information & Public Relations Officer. He is supported by an Assistant, a Technical consultant (software engineer), one UDC, two LDC and two camera persons.

Function and Duties:

- Publication of press release.
- Maintenance of CADC website.
- Preparation of calendar/choice of the people.
- Printing of dairies.
- Printing of CADC map.
- Video recording of official programmes.
- Press, newspaper and periodicals.
- Publication and publicity.
- Advertisement.
- Public relations and mass communication.
- Co-ordination with AIR and Doordarshan.
- Celebration of festivals.

Power and duties of officers and employees:

The officer executes the decision of the Executive Committee of CADC on any matters with the assistance of its subordinate staff.

The Technical Consultant (software engineer) looks after the maintenance of the official website of CADC.

The two camera persons do video recording of all official programmes.

Procedure followed in decision making process including channels of supervision and

accountability:

Any matters of financial implication or of serious nature decisions are taken by the concerned Executive Member, CADC in the name of the Executive Committee, CADC. Supervision of execution of any task is maintained by the I&PRO or by any staff delegated for the purpose. Accountability for execution of any task rest on the I&PRO.

Rules, Regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging of its function:

Nil

Categories of documents that are held by it or under its control:

- Video recordings of official programmes.
- CADC press releases.

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

Nil

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:

Nil

A directory of its officers and employees:

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)	Remarks
1.	Prabin Chakma	I&PRO	63,107.00	
2.	Shanti Kumar Chakma	Assistant	59,605.00	
3.	Hagendra Chakma	Technical Consultant	25,000.00	
4.	Salil Chakma	UDC	37,219.00	
5.	Bana Kumar Tongchangya	LDC	45,091.00	
6.	Supriyo Chakma	Cameraman	37,219.00	
7.	Dol Kumar Chakma	Cameraman	29,666.00	
8.	Munukya Chakma	MR Labour @Rs.270/day	-	
9.	Dhana Ban Chakma	MR Labour @Rs.270/day	-	

Budget allocated, plans, proposed expenditures and reports on disbursement made:

Sl. No.	Name of scheme	Sector	Proposed Amount (in Rs.)	Amount sanctioned as on 19/7/2017
1.	Celebration of festival	Plan	4,00,000.00	Nil
2.	Office expenses	Plan	30,000.00	10,000.00
3.	Maintenance of computer	Plan	30,000.00	10,000.00

4.	Maintenance of website	Plan	1,50,000.00	
5.	Printing of calendar	Plan	3,00,000.00	
6.	Distribution of fruits by VIPs to patients of CHC, Chawngte	Local Receipt	-	3,000.00
7.	Homage to pioneers of CADC	Local receipt	-	15,000.00
8.	Internet charges	Local Receipt	-	30,000.00
		Total:	9,10,000.00	

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:

Nil

Particulars of recipients of concessions, permits or authorizations granted by it:

Nil

Details in respect of the information, available to or held by it, reduced in an electronic form:

Nil

Facilities available to citizens for obtaining information, including the working hours of a library or reading room:

- CADC website: www.cadc.gov.in

xx. TAXATION DEPARTMENT

About:

The Department of Taxation in Chakma Autonomous District Council practically was created in 2000, on bifurcation of Land Revenue and Settlement Department vide office order No.98/2000 conveyed under Memo No.11013/5/2000-2001/CADC/(G)/273 dt. 17/7/2000.

Function and duties:

The taxation department collect taxes annually on professions from all employees of Chakma Autonomous District Council, Mizoram State Govt. employees, Central Govt. employees who are posted and working within the territorial jurisdiction of Chakma Autonomous District Council and from various categories of Traders on trades within Chakma Autonomous District Council with necessary licence duly obtained from District Council concerned authority and deposit the same to the Executive Secretary and Assessment Authority.

Power and duties of officers and employees:

The Officer executes the decision of the Executive Committee of Chakma Autonomous District Council on any matters with the assistance of its subordinate staffs.

Procedure followed in decision making process including channels of supervision and accountability:

Any matters financial implication or of serious nature decisions are taken by the Executive Member, i/c taxation CADC in the name of Executive Committee Chakma Autonomous District Council. Supervision of execution of any task is maintained by the Revenue Officer

taxation or any staff delegated for the purpose. Accountability for execution of any task rest on the Revenue Officer taxation.

Rules, Regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging of its function:

Nil

Categories of documents that are held by it or under its control:

1. Assessment Register

Particulars of any arrangement that exists for consultation with, or representation by, the members of the publication in relation to the formation of its policy or implementation thereof :

Nil

Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as it 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:

Nil

A directory of its officers and employees:

Sl. No	Name	Designation	Monthly Remuneration (in Rs.)	Remsarks
1	Sunity Bikash Chakma	ARO	75,345/-	
2	Biroshankar Chakma	Asst.	58,893/-	
3	Dovana Chakma	UDC	53,012/-	
4	K.Lalnghakliana	C/S-I	46,444/-	
5	Puspa Ranjan Chakma	O/P	36,530/-	
6	Shanti Moy Chakma	O/P	30,380/-	
7	Suddha Dhan Chakma	LDC M/R @Rs.270/- per day		
8	Shanti Kumar Chakma	UDC	46,690/-	
9	Bijoy Chakma	LDC	29,666/-	
10	Buddha Muni Chakma	Chkdr.	Fixed	
11	Rajib Muni Chakma	O/P	21,253/-	

Budget allocated, Plans, proposed expenditures and reports on disbursement made:

Sl.No.	Name of scheme	Sector	Amount (in Rs.)	Remarks
1	Office Expenses	Plan	Rs.30,000.00	
2	Maint. Of Computer	Plan	Rs.30,000.00	

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:

Nil

Particulars of recipients of concessions, permits or authorizations granted by it:

Nil

Details in respect of the information, available to or held by it, reduced in an electronic form :

Nil

xxi. ADULT EDUCATION DEPARTMENT**About:**

The responsibility of controlling and management of the Adult Education Department was handed over to Chakma Autonomous District Council in 1996 by the Government of Mizoram. Adult literacy is one of the major challenges of Chakma Autonomous District Council. Since the time of creation of this department various ways and means were engaged/employed to eradicate illiteracy among the age group of adult citizens from 15 years onward. Whatever funds allotted for the same purpose were implemented successfully through various agencies. However, due to unavailability of adequate fund the desired target is yet to be achieved. In fact, illiteracy remains the root cause of poverty and ignorance of the people of remote areas in Chakma Autonomous District Council. Subsequently poverty, illiteracy and ignorance increase the possibility of dropout rate from school, infant mortality etc.

The total population of Chakma Autonomous District Council is 55413. The existing percentage of literacy in Chakma Autonomous District Council is 57% (Male) and 52.88% (Female). The rate of illiteracy among the female is higher than the male. Hence, girl education is compulsory and so important to eradicate the illiteracy percent of female.

It is headed by the District Adult Education Officer. He is supported by an Assistant, one UDC, and one chowkider.

Achievements:

As per the survey work performed by the department, it has come to light that owing to successful implementation of the schemes like Total Literacy Drive (TLD), Literacy Awareness campaign and other the following achievement has been achieved.

Power and Duties of Officers and Employees:

The officer executes the decision of the Executive Committee of CADC on any matters with the assistance of its subordinate staff.

Sl. No.	Period of Survey	No. of Male Literate	No. of Female Literate	Total Literate
1	2015-2016	480	901	1381

Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging of its function:

1. Syllabus for the learners under Total Literacy Drive.
2. The survey records performed in the year of 2015.

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or implementation thereof:

Nil

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:

Nil

Budget allocated, plans, proposed expenditures and reports on disbursement made:

Sl. No.	Name of scheme	Sector	Amount (in Rs.)	Remarks
1.	Office Expenses	Plan	5,000.00	
2.	Supply of Teaching Materials	Plan	70,000.00	

A directory of its officers and employees:

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)	Remarks
1.	Chitrasen Chakma	CAEO	68,050.00	
2.	Sujata Chakma	H/A	46,444.00	
3.	Neharu Chakma	UDC	36,210.00	
4.	Borma Kanta Chakma	Chowkider (fixed)	4,500.00	

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:

Nil

Particulars of recipients of concessions, permits or authorizations granted by it:

Nil

Details in respect of the information, available to or held by it, reduced in an electronic form:

Nil

xxii. SPORTS & YOUTH SERVICES

About:

The Sports & Youth Services Department is one of the 27 Departments of Chakma Autonomous District Council. It is one of the Small Departments, because the CADC Government cannot provide sufficient funds for infrastructure and other facilities. In spite of financial drawbacks the Sports & Youth Services has never let down the youth of the council by organizing tournaments and providing financial help to sportsmen and sportswomen.

(a) Organization :

The District Sports Promotion Officer, look after the Sports & Youth Services Department. Though, it is still a small Department in terms of staff strength and in infrastructure and other facilities.

Apart from the DSPO its total staffs strength includes:

- i) Assistant-1.
- ii) Senior Coach – 2.
- iii) LDC – 4.
- iv) Office Peon.-1.

V) Chowkidar – 1.

(b) Functions:

In Chakma Autonomous District Council, the youth from nearly 50% of the total population. With objective of fulfilling the aspiration of this group and empowering them as active and constructive agents of positive change, the Sports & Youth Services Department, of Chakma Autonomous District Council, has been implementing several programmes which are:

- i).Distribution of Sports materials to the various Sporting Clubs and Village Councils.
- ii).Conducting Sports Tournaments.
- iii).Awarding cash awards to Zonal and District level Champions.
- iv).It also conducts Chakma Traditional games.
- v).Provides Financial help to Sports men and Sports women for participating in tournaments outside the Chakma Autonomous District Council.

(c) Duties :

- i).To provide impetus for the physical and mental development of the youth.
- ii).To develop mental understanding and respect among various communities living in Chakma Autonomous District Council.
- ii). To develop sports activities of the youths and provide them the opportunity to interact with the youths of different communities of the country through sporting events.

Power and Duties:

The District Sports Promotion Officer supervises the functioning of the Department. All Department letters, notification, orders are signed by the District Sports Promotion Officer. Inter-Departmental and other communications are made by the District Sports Promotion Officer. The Assistant reports to the District Sports Promotion Officer, whose orders are disposed off immediately at the clerical/ dealing level. The LDC^s or Lower Division Clerks are the subordinate staffs whose works deals with clerical works and to dealing with all files and prioritizing all cases.

Procedure followed in decision making:

All decisions in the department are taken by the District Sports Promotion Officer and convey to the subordinate staffs. The subordinate staffs on instruction are required to put up all cases before the District Promotion Officer, who takes the decision. However, matters of financial implication or serious nature are taken by the concerned Executive Member, Chakma Autonomous District Council, in the name of the Executive Committee, Chakma Autonomous District Council. Supervision or execution of any task is maintained by the District Promotion Officer or by any staff delegated for the propose. Accountability for execution of any task rest on the District Sports Promotion Officer.

The norms set by it for the discharge of its functions:

Nil

The rules, regulation, instructions, manual and record, held by it or under its control or used by its employees for discharging its functions:

Nil

A statement of the categories of document that are held by it or under its control:

- Video CD Recordings.
- Still Photographs.

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy implementation thereof:

Nil

A statement of the boards, councils committees and other 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 meeting are accessible for public:

Nil

A directory of its officers and employees and their monthly remuneration:

S.L NO	Name	Designation	Monthly remuneration
1.	Rajiv Kumar Chakma	DSPO	Rs 76391/-
2.	Debarshi Chakma	Coach(Gr.-II)	59039/-
3.	Krishna Kumar Chakma	Office Peon	30724/-
4.	Kamaleshwar Chakma	Asstt.	61819/-
5.	Miss Joya Chakma	LDC	28117/-
6.	Jamuna Chakma	Chowkider	30724/-
7.	Prity Moy Chakma	Office Peon	27667/-
8.	Haran Chakma	LDC MR 370/-	11000/-
9.	Ripon Chakma	LDC MR 370/-	11000/-

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Sl No.	Name of Scheme	Amount (in Rs.)
1.	Office Expenses	Rs. 30,000,00
2.	Other Administrative cost	Rs. 30,000,00
3.	Purchase of Sports goods	Rs. 3,00,000,00
4.	Other Schemes	Rs. 9,00,000,00

The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes:

Nil

Particulars of recipients of concessions, permits or authorizations granted by it:

Nil

Details in respect of the information, available to or held by it, reduced in an electronic form.

Nil

The particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use.

Nil

xxiii. RURAL DEVELOPMENT DEPARTMENT

The particulars of its organization and duties:

This department is called Rural Development Department which is one of the various departments in Chakma Autonomous District Council, Mizoram. This department was enhanced to Chakma Autonomous District Council in 1993.

Power and functions of its officers and employees:

i). The Chief Executive Member of Chakma Autonomous District Council is the final authority of Rural Development Department.

ii). The Executive Member i/c Rural Development Department is an executive member of Chakma Autonomous District Council who assist, the Chief Executive Member in disposal of work.

iii). **The Rural Development Officer**: He is the administrative head of department. He takes care in proper functioning of the department. He brings any matter to the notice of the Executive member and the Chief Executive Member and seeks instructions/decision for disposing of any work.

Assistant Engineer: He is the engineer of the department and also responsible to make sure that all works are properly monitored and executed.

Assistant: He works under the order and supervision of the head of the department for discharge of duties entrusted to him.

Upper Division Clerk: He works under the order and supervision of the head of the department and is responsible for the discharging of works assigned to him.

Lower Division Clerk: Lower Division Clerks are entrusted with works that are responsible in proper discharge out of their duties assigned to them.

The procedure followed in the decision making process including channels of supervision and accountability:

All sorts of works and matters in respect of the department are put up to the Executive member and the Chief Executive Member, through the Executive Secretary for decision, The Rural Development Department is accountable only for any works assigned to it.

The norm set by it for discharge of its functions:

Nil

The rules and regulations manuals and records held by it or under its control or used by its employees for discharging of its functions:

NIL

A statement of the categories of documents that are held by it or under its control:

Nil

The particulars of any arrangement that exist for consultation with, or representation by the members of the public in relation to the formulation of its policies or implementation thereof:

Nil

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its parts or for the purpose of its advice:

NIL

A directory of its Officers and Employee:

Sl. No	Name	Designation	Contact No.	Remarks
1.	Jyotirmoy Chakma	RDO	9436956035	
2.	Rasendra Singha	A.E	7308720171	
3.	Ramesh Kanti Tongchangya	H/Asstt.	9436364507	
4.	Jibana Kumar Tongchangya	Asstt.	8729227805	
5.	Sisir Bindu Chakma	Asstt.		
6.	Karunamoy Chakma	UDC	9436774199	
7.	Amit Bayan Chakma	UDC	9402510002	
8.	Binoy Kumar Chakma	UDC		
9.	Salil Chakma	UDC		
10.	Sobita Chakma	LDC	9485115882	
11.	Anjalika Chakma	LDC	8414011527	
12.	Jyotish Chakma	LDC	9402324621	
13.	Gobin Chakma	LDC	9870143448	
14.	Kalachand Tongchangya	C/A-II		
15.	Alkhupsanga	C/A-II		
16.	Nayantun Chakma	O/P		
17.	Nunulal Rana	Chwdr.		
18.	Badimila Chakma	O/P		
19.	Tamanna Chakma	UDC @ Rs. 460		
20.	Raja Kumar Chakma	Fixed, UDC		
21.	Roshni Chakma	M/R, LDC	9476769068	
22.	Sujana Chakma	Fixed, LDC		
23.	Dibbotoru Chakma	M/R, LDC		
24.	Shanti Bikash Tongchangya	M/R, LDC		
25.	Gyana Baran Chakma	Fixed, LDC		
26.	Sonati Chakma	Fixed, LDC		
27.	Dibyoyoti Chakma	Fixed, LDC		
28.	Sadana Devi Chakma	Fixed, LDC		
29.	Shine Moon Chakma	Fixed, C/L		
30.	Adi Chandra Chakma	Fixed, C/L		
31.	Sunil Dhan Tongchangya	Fixed Receptionist		
32.	Chekkya Chakma	MRL	8730930858	
33.	Gyana Rattan Chakma	MRL		
34.	Gyana Dhan Chakma	MRL	9485304350	
35.	Nelson Chakma	House hold Staff		
36.	Sung Sung Chakma	House hold Staff		
37.	Subhadra Singha	Household Staff to A.E		

38.	Babu Singha	Household Staff to A.E		
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Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

Sl. No	Name	Designation	Monthly remuneration/ Salary	Remarks
1.	Jyotirmoy Chakma	RDO	RS. 74,005/-	
2.	Rasendra Singha	A.E	RS. 1,03,476/-	
3.	Ramesh Kanti Tongchangya	H/Asstt.	RS. 56,948/-	
4.	Jibana Kumar Tongchangya	Asstt.	RS. 60,220/-	
5.	Sisir Bindu Chakma	Asstt.	RS. 56,579/-	
6.	Karunamoy Chakma	UDC	RS. 51,929/-	
7.	Amit Bayan Chakma	UDC	RS. 46,370/-	
8.	Binoy Kumar Chakma	UDC	RS. 37,219/-	
9.	Salil Chakma	UDC	RS. 37,219/-	
10.	Sobita Chakma	LDC	RS. 28,879/-	
11.	Anjalika Chakma	LDC	RS. 29,666/-	
12.	Jyotish Chakma	LDC	RS. 29,666/-	
13.	Gobin Chakma	LDC	RS. 28,117/-	
14.	Kalachand Tongchangya	C/A-II	RS. 34,980/-	
15.	Alkhupsanga	C/A-II	RS. 36,185/-	
16.	Nayantu Chakma	O/P	RS. 31,610/-	
17.	Nunulal Rana	Chwdr.	RS. 27,920/-	
18.	Badimila Chakma	O/P	RS. 22,974/-	
19.	Tamanna Chakma	UDC	@ Rs. 460/- Per Day	
20.	Raja Kumar Chakma	Fixed, UDC	RS. 6,750/-	
21.	Roshni Chakma	M/R, LDC	@ Rs. 370/- Per Day	
22.	Sujana Chakma	Fixed, LDC	RS. 6,750/-	
23.	Dibbotoru Chakma	M/R, LDC	@ Rs. 370/- Per Day.	
24.	Shanti Bikash Tongchangya	M/R, LDC	@ Rs. 370/- Per Day	
25.	Gyana Baran Chakma	Fixed, LDC	RS. 6,750/-	
26.	Sonati Chakma	Fixed, LDC	RS. 6,750/-	
27.	Dibyojyoti Chakma	Fixed, LDC	RS. 6,750/-	
28.	Sadana Devi Chakma	Fixed, LDC	RS. 6,750/-	
29.	Shine Moon Chakma	Fixed, C/L	RS. 4,500/-	
30.	Adi Chandra Chakma	Fixed, C/L	RS. 4,500/-	
31.	Sunil Dhan Tongchangya	Fixed Receptionist	RS. 6,750/-	
32.	Chekkya Chakma	MRL	@ Rs. 270/- Per Day.	
33.	Gyana Rattan Chakma	MRL	@ Rs. 270/- Per Day.	
34.	Gyana Dhan Chakma	MRL	@ Rs. 270/- Per Day.	
35.	Nelson Chakma	Household Staff to RDO	@ Rs. 270/- Per Day.	
36.	Sung sung Chakma	Household Staff to RDO	@ Rs. 270/- Per Day.	

37.	Subhadra Singha	Household Staff to A.E	@ Rs. 270/- Per Day.	
38.	Babu Singha	Household Staff to A.E	@ Rs. 270/- Per Day.	

The budget allocated of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:

Sl. No.	Item of Works	Proposed expenditure (Rs. In Lakhs.)	Disbursement made (Rs. In Lakhs.)
1.	Office Expenses	Rs. 0.60	Rs. 0.15
2.	Maint. of Computer	Rs. 0.60	Rs.0.15
3.	Purchase of Computer	0.50	Nil
3.	House Rent	Rs. 0.48	Rs.0.12
	Total		

The manner of execution of subsidy programmes, including the amounts allocated and the details beneficiaries of such programmes:

Nil

Particulars of recipients of concessions, permits or authorization granted by it:

Nil

Details in respect of information available to or held by it, reduce in an electronic form:

Nil

The particulars of facilities available to citizens for obtaining information, including the work hour of a library or reading room, if maintained for public use:

Nil

xxiv. WATER TRANSPORT DEPARTMENT

About:

It is one of the most important Departments in Chakma Autonomous District Council. The department engaged Ferryman for a period of 6 (six) months on fixed pay basis with the approval of concerned departmental Executive member in the name of Executive Committee, CADC for crossing the river of Tuichawng during the rainy season. It removes obstruction on the river Tuichawng and Thega and issue plying permit to Engine boat owners for a period of 1 (one) year, besides registration of Speed Engine boat are also be done for life time. Presently the staff strength of the department is 11(eleven) headed by Water Transport Officer. He is assisted by 2(two) Assistant Water Transport Officer, 2 (two) LDCs, 1(one) Speed Boat Operator, 1(one) Sweeper (fixed), 1(one) Office Peon on Muster Roll Basis and 1(one) Chowkider.

Particulars of its department, function and duties:

(a) Removal of obstructions on the river Tuichawng & Thega.

- (b) Issue of plying permit/license to Engine Boat owners for a period of 1 year.
- (c) Registration of Speed engine boat (life time).
- (d) Appointment of Ferry men.

Powers and duties of its Officer and Employees:

The water Transport Officer is the overall controlling officer of the department. He executes all the schemes/decisions duly approved by the concerned Executive Member in the name of Executive Committee, CADC. The duties of other employees are as per their post assigned to them.

Procedure followed in the decision making process, including channels of supervision and accountability:

Any decisions relating to financial implication are taken by Executive member in the name of Executive Committee, CADC. Supervision/execution of any works is maintained by Water Transport Officer or any other staff assigned for the said purpose. Accountability for execution of any others works are rest on the Water Transport Officer.

Norms set by it for the discharge of its functions:

Nil

Rules, regulations, instructions, manual and records, held by its or under its control of used by its employees for discharging its functions:

Nil

Statement of the categories of documents that are held by it or under its control:

The department maintained like, Cash Memo, Bill Register, Stock & Issue Register, Cash Book etc.

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

Nil

Statement of the boards, councils, committees and other bodies consisting of two or more persons constitutes 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:

Nil

Directory of its Officers and employees:

Sl. No.	Name	Designation	Category	
			Plan	Non Plan
1.	Nanda Kumar Chakma	WTO	-	Non Plan
2.	Sundar Muni Chakma	AWTO	-	Non Plan

3.	Archan Chakma	AWTO	-	Non Plan
4.	Nirmalendu Chakma	LDC	-	Non Plan
5.	Kushal Kanti Chakma	SBO(Fixed)	-	Non Plan
6.	Ngurkhawla	Sweeper(Fixed)	-	Non Plan
7.	Ram Chand Chakma	MR	-	Non Plan
8.	Jyorti Moy Chakma	MRL to WTO	-	Non Plan
9.	Battya Chakma	MRL to WTO	-	Non Plan
10.	Gyana Priyo Chakma	LDC	Plan	-
11.	Tiloka Chakma	Chwkdr.	Plan	-

Monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulations:

Sl. No.	Name	Designation	Category		Monthly remuneration
			Plan	Non Plan	
1.	Nanda Kumar Chakma	WTO		Non Plan	Rs. 1,10,069.00
2.	Sundar Muni Chakma	AWTO		Non Plan	Rs. 67,575.00
3.	Archan Chakma	AWTO		Non Plan	Rs. 46,444.00
4.	Nirmalendu Chakma	LDC		Non Plan	Rs. 28,117.00
5.	Kushal Kanti Chakma	SBO(Fixed)		Non Plan	Rs. 7,000.00
6.	Ngurkhawla	Sweeper(Fixed)		Non Plan	Rs. 4,500.00
7.	Ram Chand Chakma	MR		Non Plan	Rs. 8,100.00
8.	Jyorti Moy Chakma	MRL to WTO		Non Plan	Rs. 8,100.00
9.	Battya Chakma	MRL to WTO		Non Plan	Rs. 8,100.00
10.	Gyana Priyo Chakma	LDC	Plan		Rs. 34,119.00
11.	Tiloka Chakma	Chwkdr.	Plan		Rs. 30,724.00

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made:

Sl. No.	Name of scheme	Sector	Amounts (in Rs.)	Remarks
1.	Office Expenses	Plan	30,000.00	
2.	Maintenance of computer	Plan	30,000.00	
3.	Wages of ferryman	Plan	24,000.00	
		Total:	84,000.00	

Manners of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Nil

Particulars of recipients of concessions, permits or authorization granted by it:

Nil

Detail in respect of the information, available to or held by it, reduced in an electronic form:

Nil

Particulars of facilities available to citizens for obtaining information, including the hours of library or reading room, if maintained for public use:

Nil

Names, designation and other particulars of the public information officer:

The CADC has only one Public information Officer.

xxv. PUBLIC HEALTH ENGINEERING DEPARTMENT

About:

Public Health Engineering Department is one of the technical departments of Chakma Autonomous District Council whose purpose is execute scemes/projects pertaining to water supply and sanitation within Chakma Autonomous District Council.

The department executes works CADC plan as well as CSS if so available

The department headed by the Assistant Engineer. He is also supported by some technical and non technical staff.

Function and Duties:

- Construction of RCC water tank
- Improvement of Village spring sources.
- Construction dug/ring well
- Construction of traditional water point.
- Construction of public latrine.
- Construction of Public Urinals.
- Construction of Public Bath room

Powers and duties of officers and employees:

The Assistant Engineer executes the decision of the executive committee of CADC on any matters with the assistance of its subordinate staff.

Procedure followed in decision making process including channels of supervision and accountability:

Any matters of financial implication or of serious nature decision are taken by the concerned Executive Member, CADC in the name of the executive committee, CADC. Supervision of execution of any tasks is maintained by the Assistant Engineer(PHE) or by any staff delegated for the purpose.

Accountability for execution for any tasks rest on the Assistant Engineer(PHE)

Rules, Regulations, instructions, manuals and records, held by it or under its controls or used by its employees for discharging of its function:

Nil

Categories of documents that are held by it or under its controls:

-Measurement Books.

- Bill & Register of works.
- stock register

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

Nil

Statements of the boards, Councils, Committees and other bodies consisting of two or more persons constituted as its parts and 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:

Nil

A directory of its officers and employees:

Sl.No.	Name	Designation	Monthly remuneration (in Rs.)	Remarks
1	Shanti kumar chakma	AE	102115	
2	Ganeswar Barman	AE	102950	Tranfered to Edn
3	P.Lalrintluangi	AE	68630	Transferred to PWD
4	L.Jiban Chakma	UDC	50555	
5	Nigira Muni Chakma	Plumber	32253	
6	Bikra Manek Chakma	Plumber	33237	
7	Joonu Chakma	MR labour @Rs.270/day		
8	Ujana Chakma	MR labour @Rs.270/day		
9	Champa	MR labour @Rs.270/day		
10	Ripunjoy Barman	MR labour @Rs.270/day		
11	Dhana Kumar Chakma	OP	23147	Sub office Longpuighat
12	Gurko Nath Chakma	OP	23147	Sub office Longpuighat
13	Abani Ranjan Chakma	Op	23147	Sub Office Parva
14	Rajesh Chakma	Op	20712	Sub office Longpuighat
15	Hemanta Kumar Chakma	OP	20712	Sub Office Parva
16	Suro Mohan Chakma	CL (fixed)	4500/-	Sub office Ugadasury(S)
17	Birendra Tonchangya	CL (fixed)	4500/-	Sub office Longpuighat
18	Joy Muni Chakma	CL (fixed)	4500/-	Sub Office Parva
19	Priyo Kumar Tongchangya	CL (fixed)	4500/-	Sub office Longpuighat

20	Paira Mohan Tongchangya	CL (fixed)	4500/-	Sub office Longpuighat
21	Anil Chakma	CL (fixed)	4500/-	Sub office Barapansury
22	Priyo Bikash Chakma	MR labour @Rs.270/day		
23	Nutan Bikash Chakma	MR labour @Rs.270/day		

Budget allocated, plans, proposed expenditures and reports on disbursements made:

Sl.No	Name of scheme	Sector	Amount in Rs.	Remarks
1	Maintenance of Computer	Plan	25000	
2	Office expences	Plan	25000	

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:

Nil

Particulars of recipients of concessions, permits or unauthorization granted by it:

Nil

Details in respects of the information, available to or held by it, reduced in an electronic form:

Nil

Facilities available to citizens for obtaining information, including the working hours of a library or reading room:

-CADC website: www.cadc.gov.in

xxvi. SOIL AND WATER CONSERVATION DEPARTMENT

About:

After the enhancement of power by the government of Mizoram to Chakma Autonomous District Council in 1985 the Soil and Water Conservation department is working actively in execution of different schemes as financial assistance, raising of seedlings of champa & coffee to the interested people under the supervision of departmental trained hand officials in time to time.

Particulars of its organisation functions and duties:

The implementation of projects and schemes are executed as per approval of the Executive Committee of Chakma Autonomous District Council.

Powers and Functions of the Officers and the Employees:

The Soil Conservation officer is the controlling officer of the department assigns duties

and functions of the staffs.

The procedure followed in the decision making process, including supervision and accountability:

The department execute the decision of the Executive Committee of Chakma Autonomous District Council.

The norms set by it for the discharge of its functions:

Nil

Rules, regulations, instructions, manual and records, helds by it or under its control or used by its employees for discharging its function:

Nil

Statement of the categories of documents that are held by it or under its control:

The Soil Conservation is the custodian of all works orders, vouchers/bill, subsidiary cash book, stock & issue register, files.

Particulars of any arrangement that exists for construction with or representation by, the member of the public in relation to the formation of its policy or implementation thereof:

Nil

Statement of the boards, Councils, Committees and other bodies consisting of two or more persons constuted as its part or for the purpose of its advice, and other bodies are open to the public or the minutes of such meetings are accessible for the public:

No board, Councils, committee up by the Soil Conservation departments or any other bodies are set.

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made:

All budget allocation is made by Planning and Development department with consultation with Executive Committee of Chakma Autonomous District Council.

Manner of execution of subsidiary programme, including the amounts allocated and the details of beneciaries of such programmes:

Nil

Particulars of recipients concessions, permits, or authorisations granted by it:

Nil

Details in respect of the information, avilable to or held by it, reduced in an electronic form:

Nil

Particulars of facilities available to citizen for obtaining information including working hours of a library or reading room, if maintained for public use:

Nil

Names, designation and other particulars of the public information Officer:

No PIO exist in Soil and Water Conservation Department.

Directory of its offices and Employees:

Sl. No.	Name of incumbent	designation	Sector		Monthly Remuneration
1	M. M Chakma	OSD	Non Plan		Rs. 119,884/-
2	Daya Moy Dhamei	DCSCO		plan	Rs. 95,014/-
3	Kunal Kanti Chakma	Assistant	Non Plan		Rs. 52,372/-
4	Palokya Chakma	O/P	Non Plan		Rs. 4500/-
5	Ankawn	MR L	Non Plan		Rs.8100/-
6	Inchep	MR L	Non Plan		
7	Priyo Kanti Tong	MRL	Non Plan		
8	Pancha Tong	MRL	Non Plan		
9	Kinamuni Chakma	UDC		Plan	Rs. 47,280/-
10	Rajen Tong	FS		Plan	Rs. 33,381/-
11	Sadana Ranjan Chakma	FW		Plan	Rs. 30,823/-
12	Subash Chandra Chakma	FW		Plan	Rs. 30,823/-
13	Nutan Kumar Chakma	FW		Plan	Rs. 29,986/-

xxvii. SERICULTURE DEPARTMENT**About:**

Sericulture Department is an agro based industry in Chakma Autonomous District Council. Its main purpose is production of silk industry which are important to weaving and making clothes for various purposes for the greater benefit for the general public and upliftment of fooding and lodging, etc.

Function and Duties:

- Establishment of food plantation of various types of silk worm each.
- Production of raw silk industry.
- Rearing of silk worm.
- Financial assistance for marketing/selling of cocoons.
- Grant-in-aid to private rarer under promotion schemes/projects.

Power and duties of officers and employees: The officer executes the decision of the Executive Committee of CADC on any matters with assistants of its sub ordinate staff. It is especially technical department and should maintain all the task by the technical staff.

Procedure followed in decision making process including channels of supervision and accountability:

Nil

Norms set by it for the discharge of its function:

Nil

Rules, regulations, instruction, manual and records held by it under its control or used by its employees for discharging of its function:

Nil

Categories of documents that are held by it or under its control:

Nil

Particulars of any arrangement that exist for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

Nil

Statement of the board, councils, committees and other bodies of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meeting are accessible for public:

Nil

A directory of its officers and employees:

NON PLAN

Sl. No.	Name of incumbent	Designation	Contact No.	Remark
1	Binita Chakma	SEO	9402510378	
2	Anandalal Chakma	ASI	9436385971	
3	Lalduhzuali	UDC	9485070354	
4	Sumoti Lal Chakma	OP	8729826669	
5	Jasmine Chakma	LDC(MR)	8414918122	

PLAN

Sl. No.	Name of incumbent	Designation	Contact No.	Remark
1	Dhana Kumar Chakma	SD	9436904027	
2	Milon Chakma	SD	9436460178	
3	Puka Ranjan Chakma	SD	9402366311	

Remuneration of officers and employees:

Sl. No.	Name of incumbent	Designation	Remuneration as per pay of June, 2017 (in Rs.)	Remark
1	Binita Chakma	SEO	46,886	
2	Anandalal Chakma	ASI	46,075	
3	Lalduhzuali	UDC	49,838	
4	Sumoti Lal Chakma	OP	30,355	
5	Jasmine Chakma	LDC(MR)@370/day	11,100	
6	Dhana Kumar Chakma	SD	38,621	

7	Milon Chakma	SD	32,618	
8	Puka Ranjan Chakma	SD	32,618	

Budget allocated, plans, proposed expenditure and reports on disbursement made:

Sl. No	Name of Scheme	Sector	Proposed	Sanctioned	Remaining	Remarks
1	Office Expenses	Plan	30000	10000	20000	

The manner of execution of subsidy programs, including the amount allotted and the detail of beneficiaries of such programmes:

Nil

Particulars of recipients of concession, permit or authorization granted by it:

Nil

Details in respect of the information available to or held by it, reduce in an electronic forms:

Nil

Facilities available to citizens for obtaining information including the working hours of library or reading room:

Nil

Name, designation and other particulars of the Public Information officer:

Nil

xxviii. CO-OPERATION DEPARTMENT

About:

The responsibility of controlling and management of the Co-operation Department was handed over to Chakma Autonomous District Council in 1996 by the Government of Mizoram.

Power and Duties of Officers and Employees:

The officer executes the decision of the Executive Committee of CADC on any matters with the assistance of its subordinate staff.

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or implementation thereof:

Nil

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:

Nil

A directory of its officers and employees:

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)	Remarks
1.	Ratna Bahu Chakma	ARCS	74555.00	
2.	Sunil Kanti Chakma	H/A	77375.00	
3.	Lokhi Kumar Chakma	O/P	37022.00	
4.	Chhuanngura	O/P	30355.00	
5.	Godo Tong.	Chowkider	30380.00	
6.	Gopa Rani Chakma	M/R to ARCS	8100.00	
7.	Ziren Chakma	M/R to ARCS	8100.00	

Budget allocated Plans, proposed and reports on disbursement made:

Sl. No.	Name of scheme	Sector	Amount (in Rs.)	Remarks
1.	Office Expenses	Plan	8000.00	
2.	Maintenance of computer	Plan	8000.00	

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:

Nil

Particulars of recipients of concessions, permits or authorizations granted by it:

Nil

Details in respect of the information, available to or held by it, reduced in an electronic form:

Nil

xxix. RELIEF & REHABILITATION DEPARTMENT

About:

Relief and Rehabilitation Department is one of the various departments of Chakma Autonomous District Council which deals with management of incident of natural calamities and disasters. Due to lack of fund services rendered by the department are very limited.

Presently, it is under the charge of the Information & Public Relations Officer. He is running the department with the staff of the Information & Public Relations Department.

Function and Duties:

- Natural calamities/Drought & flood relief.
- Gratuitous relief.
- Imparting training to mass people on Disaster Management.
- Conducting awareness campaign on Disaster management.
- Purchase and distribution of tools/medicines etc. to prevent natural calamity.

Power and duties of officers and employees:

The officer executes the decision of the Executive Committee of CADC on any matters with the assistance of its subordinate staff.

Procedure followed in decision making process including channels of supervision and accountability:

Any matters of financial implication or of serious nature decisions are taken by the concerned Executive Member, CADC in the name of the Executive Committee, CADC. Supervision of execution of any task is maintained by the Relief and Rehabilitation Officer or by any staff delegated for the purpose. Accountability for execution of any task rest on the Relief & Rehabilitation Officer.

Rules, Regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging of its function:

Nil

Categories of documents that are held by it or under its control:

- List of victims of natural calamities/disaster.

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

Nil

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:

Nil

A directory of its officers and employees:

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)	Remarks
1.	Prabin Chakma	I&PRO i/c Relief & Rehabilitation Department.	63,107.00	

Budget allocated, plans, proposed expenditures and reports on disbursement made:

Sl. No.	Name of scheme	Sector	Proposed Amount (in Rs.)	Amount sanctioned (in Rs.)
1.	Natural Calamities	Plan	3,60,000.00	
2.	Office expenses	Plan	20,000.00	
		Total:	3,80,000.00	

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:

Nil

Particulars of recipients of concessions, permits or authorizations granted by it:

Nil

Details in respect of the information, available to or held by it, reduced in an electronic

form:

Nil

Facilities available to citizens for obtaining information, including the working hours of a library or reading room:

Nil

Names, designations and other particulars of the Public Information Officers:

CADC has one Appellate Authority, one Public Information Officer and one Assistant Public Information Officer for all the departments.

xxx. ANIMAL HUSBANDRY & VETERINARY DEPARTMENT

About:

a) Name of Department: A.H. & Vetty Department

b) Number of Officer & Staffs: 3 persons.

Function & Duties:

The Department implements and monitors the schemes under grant-in-aid of annual plan.

The department was entrusted to the Chakma Autonomous District Council in the year 1994 for implementation of various schemes. The Department do not have sufficient staffs for which the District Agriculture Officer, CADC is entrusted to implement the schemes with the help of 4(four) A.H & Vetty staffs i.e. 2(two) UDC 1(one) Vetty Field Assistant and 1(one) Lower Divisional Clerk.

Power & Duties of its Officer & Employees:

The Executive Member i/c A.H & Vetty Department is responsible for disposal of business pertaining to department.

The District Agriculture Officer i/c A.H Vetty Department is the head of the department. He advise the concern Executive Member for proper transaction of business and proper observation of rule and regulation. Since the department does not have sufficient staff, the department of Agriculture & Horticulture Department assists the Department of A.H & Vetty for implementation of various schemes like Piggery& Poultry etc. sanctioned under grant-in-aid of Annual Plan.

The procedure followed in the decision making process:

The Executive Committee of Chakma Autonomous District Council is consists of one Chief Executive Member and seven Executive Members. The executive committee is headed by Chief Executive Member. The District Agriculture Officer execute/implements the various schemes after prior approval from concern Executive Member. In any decision making process the concern Executive Member plays vital role for execution of schemes. For implementation of beneficiary schemes of farmers, a beneficiary selection committee has to be constituted with:

1. The Executive Member i/c Agriculture & Horticulture etc. ----- Chairman
2. The District Agriculture Officer, CADC ----- Member/Secretary
3. The Assistant District Agriculture Officer, CADC----- Member
4. The Agri Extension Officer, CADC ----- Member
5. Member of District Council ----- member

The function of the committee is to select beneficiaries after going through proper scrutiny of the deserving farmer on the need basis. The committee also monitor the beneficiary works for

proper implementation.

The Norms set by it for the discharge of its functions:

Nil

The rules and regulations, manual and records, held by it or under its control or used by its employee for discharging of its functions:

Nil

A statement of categories of documents that are held by it or under its control:

Nil

The particulars any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

Nil

A statement of the Boards, Councils, Committees and other bodies consisting of two or more person constituted as its parts or for the purpose of its advice:

Nil

A directory of its officers & employees:

Sl.No	Name of Incumbents	Designation	Contact No.
1	Kina dhan Chakma	UDC	9402303614
2	Usha Devi Chakma	UDC	9485388720
3	B.San Chakma	VFA	9436964518
4	Mayna Moti Chakma	LDC	9402185287

Monthly remuneration received by each of its officer and employees, including the system of compensation as provided in its regulations:

Sl. No	Name of Incumbents	Designation	Sector	Monthly remuneration	Remarks
1	Kina dhan Chakma	UDC	Plan	122295.00	
2	Usha Devi Chakma	UDC	Non-Plan	37219.00	
3	B. San Chakma	VFA	Non-Plan	35669.00	
4	Mayna Moti Chakma	LDC	Plan	7000.00	(Fixed)

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:

Sl.No	Items of work	Proposed expenditure (fig. in lakh)	Disbursement made (fig. in lakh)
1	Office Expenses	0.20	0.05
2	Financial Assistance to Piggery		

	Farming @ ₹ 15000/- for 168 farmers.	25. 0	--
3	Financial Assistance to Poultry Farming @₹ 15000/- for 168 farmers.	25.20	9.00
	TOTAL=	50.60	9.05

The manner of execution of subsidy programmes, including the amount allocated and the detail of beneficiaries of such programmes:

Nil

Particulars of recipients of concessions, permits or authorization granted by it:

Nil

Details in respect of information available to or held by it, reduce in an electronic form:

Nil

The particulars of facilities available to citizens for obtaining information including the working hour of a library or reading room, if maintained for public use:

Nil

THE RIGHT TO INFORMATION ACT, 2005

No. 22 of 2005

[15th June, 2005]

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

Whereas the Constitution of India has established democratic Republic;

And whereas democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

And whereas revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

And whereas it is necessary to harmonise these conflicting interests while preserving the paramount of the democratic ideal;

Now, therefore, it is expedient to provide for furnishing certain information to citizens who desire to have it.

Be it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:—

CHAPTER I

Preliminary

- 1 (1) This Act may be called the Right to Information Act, 2005.
 - (2) It extends to the whole of India except the State of Jammu and Kashmir.
 - (3) The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come into force on the one hundred and twentieth day of its enactment.
- 2 In this Act, unless the context otherwise requires,—

- (a) "appropriate Government" means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—
 - (i) by the Central Government or the Union territory administration, the Central Government;
 - (ii) by the State Government, the State Government;
- (b) "Central Information Commission" means the Central Information Commission constituted under sub-section (1) of section 12;
- (c) "Central Public Information Officer" means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- (d) "Chief Information Commissioner" and "Information Commissioner" mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;
- (e) "competent authority" means—
 - (i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;
 - (ii) the Chief Justice of India in the case of the Supreme Court;
 - (iii) the Chief Justice of the High Court in the case of a High Court;
 - (iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;
 - (v) the administrator appointed under article 239 of the Constitution;
- (f) "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;
- (g) "prescribed" means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;
- (h) "public authority" means any authority or body or institution of self- government

established or constituted—

- (a) by or under the Constitution;
- (b) by any other law made by Parliament;
- (c) by any other law made by State Legislature;
- (d) by notification issued or order made by the appropriate Government, and includes any—
 - (i) body owned, controlled or substantially financed;
 - (ii) non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government;
- (i) "record" includes—
 - (a) any document, manuscript and file;
 - (b) any microfilm, microfiche and facsimile copy of a document;
 - (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
 - (d) any other material produced by a computer or any other device;
- (j) "right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to—
 - (i) inspection of work, documents, records;
 - (ii) taking notes, extracts or certified copies of documents or records;
 - (iii) taking certified samples of material;
 - (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;
- (k) "State Information Commission" means the State Information Commission constituted under sub-section (1) of section 15;
- (l) "State Chief Information Commissioner" and "State Information Commissioner" mean the State Chief Information Commissioner and the State

Information Commissioner appointed under sub-section (3) of section 15;

- (m) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- (n) "third party" means a person other than the citizen making a request for information and includes a public authority.

CHAPTER II

Right to information and obligations of public authorities

- 3** Subject to the provisions of this Act, all citizens shall have the right to information.
- 4** (1) Every public authority shall—
 - (a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;
 - (b) publish within one hundred and twenty days from the enactment of this Act,—
 - (i) the particulars of its organization, functions and duties;
 - (ii) the powers and duties of its officers and employees;
 - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
 - (iv) the norms set by it for the discharge of its functions;
 - (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - (vi) a statement of the categories of documents that are held by it or under its control;
 - (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation

of its policy or implementation thereof;

- (viii a 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;
 - (ix) a directory of its officers and employees;
 - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
 - (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
 - (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
 - (xiii particulars of recipients of concessions, permits or authorisations granted
 -) by it;
 - (xiv details in respect of the information, available to or held by it, reduced in
 -) an electronic form;
 - (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
 - (xvi the names, designations and other particulars of the Public Information
 -) Officers;
 - (xvi such other information as may be prescribed and thereafter update these
 - i) publications every year;
 - (c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
 - (d) provide reasons for its administrative or quasi-judicial decisions to affected persons.
- (2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum

resort to the use of this Act to obtain information.

- (3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.
- (4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

Explanation.—For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

- 5 (1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.
- (2) Without prejudice to the provisions of sub-section (1), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be:

Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7.

- (3) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.
- (4) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she

considers it necessary for the proper discharge of his or her duties.

- (5) Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.

- 6 (1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—

- (a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;
- (b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

- (2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.

- (3) Where an application is made to a public authority requesting for an information,—

- (i) which is held by another public authority; or
- (ii) the subject matter of which is more closely connected with the functions of another public authority,

the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer:

Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of

receipt of the application.

- 7 (1) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:

Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

- (2) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.
- (3) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—
- (a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;
- (b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.
- (4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.
- (5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such

fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.

- (6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).
 - (7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.
 - (8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—
 - (i) the reasons for such rejection;
 - (ii) the period within which an appeal against such rejection may be preferred; and
 - (iii) the particulars of the appellate authority.
 - (9) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.
- 8** (1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—
- (a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
 - (b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
 - (c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
 - (d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest

warrants the disclosure of such information;

(e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;

(f) information received in confidence from foreign Government;

(g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;

(h) information which would impede the process of investigation or apprehension or prosecution of offenders;

(i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers:

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

(j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

(2) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

(3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

9 Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

10 (1) Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.

(2) Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—

- (a)** that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
- (b)** the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
- (c)** the name and designation of the person giving the decision;
- (d)** the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
- (e)** his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.

11 (1) Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central

Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

- (2) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.
- (3) Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.
- (4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

CHAPTER III

The Central Information Commission

- 12 (1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.
- (2) The Central Information Commission shall consist of—
 - (a) the Chief Information Commissioner; and
 - (b) such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.
- (3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—

- (i) the Prime Minister, who shall be the Chairperson of the committee;
- (ii) the Leader of Opposition in the Lok Sabha; and
- (iii) a Union Cabinet Minister to be nominated by the Prime Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognised as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.
 - (5) The Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
 - (6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
 - (7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.
- 13** (1) The Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:
- Provided that no Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.
- (2) Every Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner:

Provided that every Information Commissioner shall, on vacating his office

under this sub-section be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section (3) of section 12:

Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.

- (3) The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.
- (4) The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office:

Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.

- (5) The salaries and allowances payable to and other terms and conditions of service of —
 - (a) the Chief Information Commissioner shall be the same as that of the Chief Election Commissioner;
 - (b) an Information Commissioner shall be the same as that of an Election Commissioner:

Provided that if the Chief Information Commissioner or an Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of pension equivalent to the

retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their disadvantage after their appointment.

- (6) The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.
- 14
- (1) Subject to the provisions of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.
 - (2) The President may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.
 - (3) Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be,—
 - (a) is adjudged an insolvent; or
 - (b) has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or
 - (c) engages during his term of office in any paid employment outside the duties of his office; or
 - (d) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or
 - (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information

Commissioner.

- (4) If the Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising there from otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehavior.

CHAPTER IV

The State Information Commission

- 15** (1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.
- (2) The State Information Commission shall consist of—
- (a) the State Chief Information Commissioner, and
 - (b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.
- (3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—
- (i) the Chief Minister, who shall be the Chairperson of the committee;
 - (ii) the Leader of Opposition in the Legislative Assembly; and
 - (iii) a Cabinet Minister to be nominated by the Chief Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without

being subjected to directions by any other authority under this Act.

- (5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
- (6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
- (7) The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.

- 16** (1) The State Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

- (2) Every State Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:

Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:

Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.

- (3) The State Chief Information Commissioner or a State Information Commissioner, shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

- (4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

- (5) The salaries and allowances payable to and other terms and conditions of service of—

- (a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner;
- (b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government:

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

- (6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act

shall be such as may be prescribed.

- 17 (1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.
- (2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of the Supreme Court on such reference.
- (3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—
- (a) is adjudged an insolvent; or
 - (b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or
 - (c) engages during his term of office in any paid employment outside the duties of his office; or
 - (d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or
 - (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.
- (4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

CHAPTER V

Powers and functions of the Information Commissions, appeal and penalties

- 18** (1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—
- (a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;
 - (b) who has been refused access to any information requested under this Act;
 - (c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
 - (d) who has been required to pay an amount of fee which he or she considers unreasonable;
 - (e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
 - (f) in respect of any other matter relating to requesting or obtaining access to records under this Act.
- (2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.
- (3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:—
- (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
 - (b) requiring the discovery and inspection of documents;

- (c) receiving evidence on affidavit;
- (d) requisitioning any public record or copies thereof from any court or office;
- (e) issuing summons for examination of witnesses or documents; and
- (f) any other matter which may be prescribed.

- (4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

- 19** (1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

- (2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.
- (3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

- (4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or

State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.

- (5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.
- (6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.
- (7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.
- (8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—
 - (a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—
 - (i) by providing access to information, if so requested, in a particular form;
 - (ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
 - (iii) by publishing certain information or categories of information;
 - (iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;
 - (v) by enhancing the provision of training on the right to information for its officials;
 - (vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;
 - (b) require the public authority to compensate the complainant for any loss or other detriment suffered;
 - (c) impose any of the penalties provided under this Act;
 - (d) reject the application.
- (9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to

the complainant and the public authority.

- (10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.

- 20** (1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:

Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:

Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

- (2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

CHAPTER VI

Miscellaneous

- 21 No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made there under.
- 22 The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.
- 23 No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.
- 24 (1) Nothing contained in this Act shall apply to the intelligence and security organisations specified in the Second Schedule, being organisations established by the Central Government or any information furnished by such organisations to that Government:
- Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:
- Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.
- (2) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organisation already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.
- (3) Every notification issued under sub-section (2) shall be laid before each House of Parliament.
- (4) Nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify:
- Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

- (5) Every notification issued under sub-section (4) shall be laid before the State Legislature.

25 (1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.

- (2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.

- (3) Each report shall state in respect of the year to which the report relates,—

- (a) the number of requests made to each public authority;
- (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
- (c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
- (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
- (e) the amount of charges collected by each public authority under this Act;
- (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
- (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.

- (4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.
 - (5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.
- 26** (1) The appropriate Government may, to the extent of availability of financial and other resources,—
- (a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;
 - (b) encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;
 - (c) promote timely and effective dissemination of accurate information by public authorities about their activities; and
 - (d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.
- (2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.
- (3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—
- (a) the objects of this Act;

- (b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;
 - (c) the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;
 - (d) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;
 - (e) the assistance available from the Central Information Commission or State Information Commission, as the case may be;
 - (f) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;
 - (g) the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;
 - (h) the notices regarding fees to be paid in relation to requests for access to an information; and
 - (i) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.
- (4) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.
- 27** (1) The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—
- (a) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
 - (b) the fee payable under sub-section (1) of section 6;
 - (c) the fee payable under sub-sections (1) and (5) of section 7;

- (d) the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (6) of section 13 and sub-section (6) of section 16;
- (e) the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (10) of section 19; and
- (f) any other matter which is required to be, or may be, prescribed.

28 (1) The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

- (i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
- (ii) the fee payable under sub-section (1) of section 6;
- (iii) the fee payable under sub-section (1) of section 7; and
- (iv) any other matter which is required to be, or may be, prescribed.

29 (1) Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(2) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.

30 (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty:

Provided that no such order shall be made after the expiry of a period of two

years from the date of the commencement of this Act.

- (2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.

31 The Freedom of Information Act, 2002 is hereby repealed.

THE FIRST SCHEDULE

[See sections 13(3) and 16(3)]

Form of oath or affirmation to be made by the Chief Information Commissioner/the Information Commissioner/the State Chief Information Commissioner/the State Information Commissioner

"I,, having been appointed Chief Information Commissioner/Information Commissioner/State Chief Information Commissioner/State Information Commissioner swear in the name of God solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my office without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws."

THE SECOND SCHEDULE

(See section 24)

Intelligence and security organisation established by the Central Government

1. Intelligence Bureau.
2. Research and Analysis Wing of the Cabinet Secretariat.
3. Directorate of Revenue Intelligence.
4. Central Economic Intelligence Bureau.
5. Directorate of Enforcement.
6. Narcotics Control Bureau.
7. Aviation Research Centre.

8. Special Frontier Force.
9. Border Security Force.
10. Central Reserve Police Force.
11. Indo-Tibetan Border Police.
12. Central Industrial Security Force.
13. National Security Guards.
14. Assam Rifles.
15. Special Service Bureau.
16. Special Branch (CID), Andaman and Nicobar.
17. The Crime Branch-C.I.D.- CB, Dadra and Nagar Haveli.
18. Special Branch, Lakshadweep Police.

**CHAKMA AUTONOMOUS DISTRICT COUNCIL RIGHT
TO INFORMATION RULES, 2006.**

Whereas it is felt expedient to provide information pertaining to Chakma Autonomous District Council.

The following rules be made in exercise of the power conferred under section 28 of “the Right to Information Act, 2005” .

1. Short title & Commencement
 - (1) These Rules may be called “The Chakma Autonomous District Council Right to Information Rules,2006”
 - (2) These Rules shall come into force from the date of its Publication in the Mizoram Gazette.
2. Definition
 - (1) In these Rules unless the context otherwise requires.
 - (a) “Act” means the Right to information Act 2005.
 - (b) “Commission” means the Mizoram State Information Commission constituted under Section 15 of the Act.
 - (c) “Executive Committee” means the executive Committee of Chakma Autonomous District Council.
 - (d) “Executive Secretary” means the Executive Secretary of Chakma Autonomous District Council.
 - (e) “Chakma Autonomous District Council” means the Chakma Autonomous District Council constituted under Sixth Schedule to the Constitution of India.
 - (f) “Governor” means the Governor of Mizoram.
 - (g) “Public Information Officer, Chakma Autonomous District Council” means the Public Information Officer Designated under sub-section(2) of section 5 of the Right to Information Act, 2005.
 - (h) “Forms” means appended to these Rules.
 - (i) “Fees” means fees prescribed under Rules 5.
 - (j) “Appellate authority” means Appellate authority designated by the Executive Committee.
 - (k) The words and expressions used but not defined in these Rules shall have the same meaning as assigned to them in the Act.
 - (l) “Information” means any material in any form including Records, documents, circular, orders, contracts, reports etc.
 - (2) The words and expressions used but not defined in this Rules shall have the same meaning as assigned to them in the Act.
3. Application for obtaining information:
 - (1) A person who desires to obtain information pertaining to the Chakma autonomous District Council shall make an application in writing in Form-A or through electronic means to the Chakma District Public Information Officer accompanied by fees prescribed under Rules 5.

Provided that where a person applying through electronic means shall have to pay the fees within seven days from the date of application failing which the application shall be treated as withdrawn.

- (2) The Chakma District Public Information Officer on receipt of application shall give the receipt of application in Form-B to the applicant.
- (3) The Chakma District Public Information Officer shall inform the applicant in Form-C regarding such farther fees or charges to be paid by him under Rule 5 for the purpose of information sought for by him.
- (4) The fees and charges payable under Rules 5 shall be paid either in cash or by Demand Draft or by Pay Order.

Provided that no fees and charges shall be payable by a person belonging to the Below Poverty Line (BPL) families. If such persons submit with the application a certified copy of the BPL – Card prevailing on that point of time or a certificate issued in this behalf by a competent authority shall require to be enclosed.

4. Disposal of the application:

(1) The Chakma District Public Information Officer shall provide information sought for to the applicant within thirty days of the receipt of the request in Form-D or inform the applicant about the rejection of application in Form-E stating the Reason or Grounds as provided under Section 8 and 9 of the Act, as the case may be.

(2) In case where the information sought for does not fall within the jurisdiction/purview of the Chakma District Public Information Officer he shall forthwith transfer such application in Form-F to the concerned state Public Information Officer within five days of the receipt of the application and inform the applicant immediately after such transfer.

Provided that where the information sought for concerns with the life and liberty of a person Chakam District Public Information Officer shall be required to provide such information within 48 hours of the receipt of such request of application.

5. Rate of fees:

(1) The rate of fees and other charges for obtaining required information shall be as under:

- A. Application fees: Rs. 20 – per application.
- B. Other fees and charges:

Sl. No.	Details of information required	Price in Rs.
1.	Any information available in the form of publication	Actual price of publication
2.	Other information/documents <ol style="list-style-type: none"> a) Information provided in: <ol style="list-style-type: none"> (i) A-4, A-3, FS, Legal size paper, (ii) Large size paper, (iii) For sample model or photographs, (iv) For inspection of records (v) For information to be furnished in Floppy or a disc wherever possible. 	Rs.5/- per page or the actual cost. Amount of actual cost. Amount of actual cost. No fees for the first half an hour and thereafter Rs.20/- for each half an hour. Minimum Rs.60/- per floppy or disc or actual cost.

(2) (a) The Chakma District Public Information Officer shall issue a money receipt against every payments of fees and other charges as prescribed in Form-H to the applicant.

(b) The money so collected by the Chakma District Public Information Officer shall be deposited to the Executive secretary, Chakma Autonomous District Council, fortnightly by the former through Challan in Form – I, which shall be credited to the council Fund by the later.

6. Appeal:

- (1) Any person aggrieved by the decision of the Chakma District Public Information Officer or any person who does not receive any decision within the time Specified in Sub-Section(1) or clause(a) of Sub- Section(3) of Section 7 of the Act. As the case may be, may refer an appeal in Form-G within 30 days from the date of non-receipt of such decision to the Appellate Authority designated by the Executive Committee, Chakma Autonomous District Council in this behalf.
- (2) The applicant aggrieved by an order of the Appellate Authority under Sub-Rule(1) may prefer second stage appeal to the Mizoram State Information Commission within 90 days from the date of the receipt of the order of the Appellate Authority giving the following details:
 - (i) Name and address of the applicant.
 - (ii) Name and address of the Chakma District Public Information Officer.
 - (iii) Number, date and details of the order against which the second stage Appeal is filed.
 - (iv) Brief facts leading to the second stage appeal.
 - (v) Ground for appeal.
 - (vi) Verification by the appellant.
 - (vii) Any information which the Commission may deem necessary for deciding the appeal.
- (3) Every appeal made to the Commission shall be accompanied by a certified copy of the order against which second stage appeal is preferred and copies of other documents referred to and relied upon by the appellant along with a list thereof.

7. Maintenance of records:

The Chakma District Public Information Officer shall maintain all the records in respect of the applications received for information and the fees collected for giving the information.

8. Miscellaneous:

For the purpose of removing any doubt it is hereby clarified that the forms as prescribed under these Rules need not be in authorized pre-printed stationery, but any format neatly typed, hand written or in electronic form which covers essential details in the form shall be valid.

By order of the Executive Committee.

Chief Executive Member Chakma Autonomous District Council,
Kamalanagar: Mizoram

FORM-A
[See rule (3)(1)]
Application form for obtaining Information

ID NO.
(For office use)

To,

The Chakma District Public Information Officer.
Chakma Autonomous District Council,
Kamalanagar : Mizoram.

1. Name of the applicant:
2. Full address:
3. Particulars of information required: (in brief):
4. I hereby stated that the information sought for is not covered under the categories which are Exempted from disclosure of information under section 8 or under section 9 of the Right to Information Act. 2005 and to the best of my knowledge, it is pertaining to the Chakma Autonomous District Council.
5. *(1) I hereby submit the prescribed application fee of Rs. _____ (in words Rupees _____) only vide payment of application fee Receipt No. _____ dt. _____ of the Chakma Autonomous District Council.
 *(2) I enclosed herewith Demand Draft/Pay Order No. _____ dt. _____ drawn. In favour of Chakma Autonomous District Council issued by _____ (Bank) towards the fees payable.
 *(3) I belong to BPL family . Xerox copy of my Card/Certificates is enclosed herewith.

Place _____

Date _____

Signature of applicant:
e- mail address, if any :
Telephone No. (Office):
(Residence):

N.B : Person belonging to BPL family need not pay any type of fees
 : * Strike out whichever is not applicable.

FORM - B
[See rule 3 (2)]
Receipt of an application

From :

The Chakma District Public Information Officer
Chakma Autonomous District Council
Kamalanagar : Mizoram.

ID. No. _____ Date _____

1. Received the application dated in Form-A, prescribed under Sub-Rule (2) of the Chakma Autonomous District Council Right to Information Rules, 2006 from Mr/Mrs/Ms _____ residence of _____
2. The information shall be provided within 30 days. In any case, if it is found that it is not possible to give the required information, a letter showing reasons thereof or rejecting the request shall be issued.
3. The applicant may contact the undersigned during 11:00 A.M to 1:00 P.M on dated (here mention the date not latter than 30 days from the date of receipt of an application).
4. In case of failure to remain present on the stipulated date by the applicant, the Chakma District Public Information Officer shall not be held responsible for delay in providing information.
5. The applicant shall be required to deposit the outstanding amount to fees or charges, if any, prior to collection of the information or the document.

Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar: Mizoram.

Telephone No. _____
e-mail _____
web site _____

FORM – C
[See rule 3 (3)]

Intimation to applicant to deposit fee and charges for required information and /or documents

To,

Mr/Mrs/Miss _____
Address : _____

Sir,

With reference to your request/application dt. _____ (ID
No. _____ dated _____) I am to state that you are
required to deposit Rs. _____ (in words rupees
_____) only for required information and
documents sought for. It is requested to obtain the copies of the required information/documents after
depositing the amount to the Officer of the Chakma District Council Public Information Officer.

- | | | |
|-----|---|------------------|
| (1) | Total No. of pages _____ (A3,A4 size) | Rs. 5/- per page |
| (2) | Total No. of large size pages
(Except A3, A4 size) | Rs. _____ |
| (3) | Floppy/Disc charges | Rs. _____ |
| (4) | Charges for inspection of records | Rs. _____ |
| (5) | Charges for sample/model | Rs. _____ |
| | Total : | Rs. _____ |

Yours faithfully,

(_____)
Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar: Mizoram.

Telephone No. _____
E-mail _____
Web site _____

FORM – D
[See rule 4(1)]

Supply of information to the applicant

Form:

The Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar: Mizoram.

To,

Mr./Mrs./Miss _____
Address :

Sir,

This is with reference to your application dated _____

(ID. No. _____ Date _____) requesting for supply for information.

*2. Details of required information are enclosed herewith.

*3. Out of the required information sought for, the partial information is supplied as under :

- (1)
- (2)
- (3)
- (4)

*4. With reference to your request for supplying information, the following information/documents cannot be supplied for the following reasons :

- (1)
- (2)
- (3)
- (4)

5. If you are aggrieved by the above decision, you may prefer an appeal to the Appellate authority of Chakma autonomous District Council, Kamalanagar, Mizoram within 30 days from the date of receipt of the decision.

6. The information whichever is given to you is as a member of Below Property Line families and shall not be used any other purpose.

Yours faithfully

(_____)
Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar: Mizoram.

Telephone No. _____

e-mail _____

web site _____

N.B. : *Strike out whichever is not applicable.

FORM - E
[See rule 4(1)]

Order of rejection of Information

From :

The Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar: Mizoram.

No. _____

Dt. _____

To,

Shri/Smt./Miss. _____

Address : _____

Sir,

With reference to your application dated _____

I.D. No. _____ requesting for supply of information, I am
to state that _____ :

1. The information requested cannot be provided for the following reasons :
The information requested falls within the exempted categories under Sub-Rule
_____ of Section 8 or under Section 9 of the Act.
2. If you are aggrieved by the above decision, you may prefer an appeal to the Appellate
authority, Chakma Autonomous District Council, Kamalanagar : Mizoram, within 30 days
from the date of Receipt of the decision.

Yours faithfully

(_____)
Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar: Mizoram.

Telephone No. _____

e-mail _____

web site _____

FORM – F
[See rule 4 (2)]

Transfer of application pertaining to other Authority

From :

The Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar: Mizoram.

No. _____
Dt. _____

To,

Shri/Smt./Miss. _____
Address : _____

Sir/Madam,

Please find herewith an application from Shri/Smt. _____

(I.D. No. _____ Dt. _____)
for reasons stated below :

Required information does not fall within the jurisdiction of the Chakma Autonomous District Council. As it falls within the jurisdiction of your department officer, the same is transferred herewith to you for further necessary action.

It is certified that the applicant has paid Rs. _____
(Rupees _____) only on account of fees
charges for obtaining required information which has been credited to the Council Fund.

Yours faithfully

(_____)
Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar: Mizoram.

Telephone No. _____
e-mail _____
web site _____

Copy to :- Shri/Smt. _____
(Applicant)

1. As your application pertaining to required information doesn't fall within the Jurisdiction of this Chakma Autonomous District Council, it has been transferred to the State Public Information officer having jurisdiction. You are requested to contact the State Public Information Officer mentioned above.

FORM – G
[See rule 6(1)]
Form of First Appeal

I.D. No. _____

Date : _____

(For office use)

To,

The Appellate Authority,
Chakma Autonomous District Council,
Kamalanagar: Mizoram.

Sir,

As I have not received any decision I am aggrieved by the decision of the Chakma District Public Information Officer, Chakma autonomous District Council, Kamalanagar: Mizoram. I hereby file this appeal. The particulars of my application is as under :

1. Name of the applicant:
2. Address of Appellant:
3. (a) Name of the Chakma District Public Information Officer:
(b) Address of the Chakma District Public Information Officer:
(c) Department/Office and Address:
(d) Particulars of the decision against which the appeal is preferred including the No. and date of such decision:
4. Date of application submitted in Form – A:
5. Details of Information :
(1) Information asked for :
(2) Period for Which information is sought for :
6. Date as on completion of 30 days after submitting application in Form-A:
7. Reason for Appeal:
(a) No decision received within 30 days of submission of application in Form-A:
(b) Aggrieved by the decision of the Chakma District Public Information Officer, dated:
8. Ground for appeal. Brief facts of the case.
9. Last date for filing the appeal:
10. Prayer Relief sought for:

I hereby state that the information and particulars given above are true to the best of my Knowledge and belief.

Place: _____

Date: _____

Name of Applicant : _____

Signature of Appellant : _____

e-mail address, if any : _____

Telephone No. (Office) : _____

(Residence) : _____

----- cut from here -----

From:

The Appellant Authority
Chakma Autonomous District Council
Kamalanagar: Mizoram

No. _____

Dt. _____

Received an appeal application of Shri/Smt. _____
a residence of _____ in Form-G prescribed under
Sub- Rule(1) of Rule 6 of the Chakma Autonomous District Council Right to Information Rule, 2006.

Signature of Recipient :
Office of the Appellate
Authority

E-M ail address, if any :
Telephone No. (Office):
(Residence):

FORM-H
[See rule 5 (2) (a)]

Form of money receipt

From :

The Chakma Autonomous District Information Officer.
Chakma Autonomous District Council.
Kamalanagar: Mizoram.

No. _____

Dt. _____

I received a sum of Rs. _____ (in words Rupees _____)
Only from Shri/Smt./Kumari _____ residence
of _____ today, the _____ 20 _____ against the Charges as follows :

- | | | |
|----|----------------------------------|-----------|
| 1. | Application fees | Rs. _____ |
| 2. | Other Charges : | |
| | a) A4, A3, FS, Legal size papers | Rs. _____ |
| | b) Publication | Rs. _____ |
| | c) Large size papers | Rs. _____ |
| | d) Sample model/photographs | Rs. _____ |
| | e) For inspection of records | Rs. _____ |
| | f) Floppy/Disc | Rs. _____ |

Total Rs. _____

Chakma District Public Information Officer.
Chakma Autonomous District Council.
Kamalanagar: Mizoram.

Telephone No. _____

e-mail _____

web site _____

FORM – I
[See rule 5 (2) (b)]

Form of cash deposit

Challan No. _____/20_____

Dated Kamalanagar, the ____/20_____

Sl. No.	Particulars	Amount	Remarks
			<p>Received by me</p> <p>Signature of recipient Name : _____</p> <p>Designation : _____</p> <p>Deposited by</p> <p>Signature : Name : _____</p> <p>Designation : _____</p>

Total Rs. _____

(Rupees _____) only

Countersigned

Executive Secretary,
Chakma Autonomous District Council,
Kamalanagar : Mizoram.

Chakma District Public Information Officer,
Chakma Autonomous District Council,
Kamalanagar : Mizoram.

Telephone No. _____
e-mail _____
web site _____

Telephone no. _____
e-mail : _____
web site _____