

**Right to Information Handbook, 2022-2023**  
**Of**  
**Adult Education Department**  
**Chakma Autonomous District Council**  
**Kamalanagar, Mizoram**

**Published by**  
**Adult Education Department**  
**Chakma Autonomous District Council**  
**Kamalanagar, Mizoram**

## **About to Adult Education Department:**

The responsibility of controlling and management of the Adult Education Department was handed over to Chakma Autonomous District Council in the year of 1996 by the state 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 onwards. 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. It is headed by the District Adult Education Officer. He is supported by an Circle Assistant Education Officer, Assistant, Lower Division Clark, Lower Division Clark (MR), and Chowkider.

### **Function and Duties**

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

The Adult Education Department operate its plans and programme followed by guideline which was framed in the state Govt. Level working committee of CADC operate the total Illiteracy and Literacy Drive in CADC .

### **Power and Duties of Staffs**

The District Adult Education Officer of CADC Executes the decision if any which the EM i/c, Adult Education of CADC on behalf of the Executive Committee of CADC decides on any matters with the assistance of its subordinate staffs under Adult Education Department. The Staffs under Adult Education Department is conduct the survey of Illiteracy and Literacy Drive persons within the CADC area.

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

On any matter of financial implication are taken by the concerned Executive Member, i/c, Adult Education Department of CADC in the name of Executive Committee of Chakma Autonomous District Council. Supervision of execution of any task/work is maintained by the District Adult Education Officer or by any staff delegated for the purpose.

Accountability for execution of any work/task rest on the DAEO.

Rules, Regulations, instruction, manuals and record held by its or under its control or used by its Employees for discharging of its function.

**NIL**

### **Categories of Document that are held by it or under its control.**

Survey of Illiteracy and literacy Drive person in the destination place under CADC area and launched it's from time to time

Particulars of any arrangement that exist for consultation with, or representation by the member 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 of two or more persons constituted as it part or for the purpose of its advise and as to whether meeting of those boards, councils committee 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:**

Sl.No.	Name	Designation	Monthly Salary	Remark
1.	Nirun Moy Chakma,	DAEO	214720.00	
2.	Chitra Sen chakma,	CAEO	126959.00	
3.	Sujata chakma,	Assistant	85829.00	
4.	Anil Kanti Chakma	LDC	51143.00	
5.	Dibyoy Jyoti Chakma	LDC	51143.00	
6	Puspa Chakma	LDC	51143.00	
7.	Doya Moy Chakma	O/P	40145.00	
8.	Borma Kanta Chakma,	Chdr.	33272.00	
9.	Sunayan Chakma	LDC (Fixed)	10000.00	
10.	Rahit Chakma	LDC (Fixed)	10000.00	
11.	Peda Chakma	HHS	@Rs.420/- Per day.	
12.	Badhi Chakma	HHS	@Rs.420/- Per day	

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

Sl. No.	Name of scheme	Period	Sector	Amount (in Rs.)	Remarks
1.	Office Expenses	2022-23	Non-Plan	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.

**NIL.**

**Name ,Designations and other particulars of the SPIOs.**

<b>Sl.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>	<b>Email</b>
1.	Pronit Bikash Chakma	Executive Secy. & DAA	7085948784	pronitbikashchakma@gmai.com
2.	Nirun Moy Chakma	DAEO & SPIO	7629064207	nirunmoychakma487@gmail.com

(NIRUN MOY CHAKMA)  
District Council Adult Education Officer  
Chakma Autonomous District Council  
Kamalanagar