

**Right to Information Handbook, 2023-2024**  
**Of**  
**Agriculture Department**  
**Chakma Autonomous District Council**  
**Kamalanagar, Mizoram**

**Published by**  
**Agriculture Department**  
**Chakma Autonomous District Council**  
**Kamalanagar, Mizoram**

## AGRICULTURE DEPARTMENT

### 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.

Sl.No	Name	Designated as RTI Officers
1	Pronit Bikash Chakma, Executive Secretary,	Appellate Authority
2	Jagadish Chakma, District Agriculture Officer	State Public information Officer.

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

(JAGADISH CHAKMA)  
State Public Information Officer  
Agriculture Department  
Chakma Autonomous District Council  
Kamalanagar

## **AGRICULTURE DEPARTMENT**

### **About:**

Agriculture Department of Chakma Autonomous District Council was established in the year 1988

The main occupation of the people of Chakma Autonomous District Council is Agriculture having Rice as staple food. The Chakma Autonomous District Council has also taken various Steps for the development of Agriculture to increase the production and productivity and it has experienced substantial change and appreciable development in the level of productivity and yield. The main objective of this sector is to attain self sufficiency in food. However, due to financial constraint the Council could not take desirable steps for the success of its objective in the past years. But, fortunately Central scheme RKVY has been implemented since 2012 in the CADC area, which is badly helping out in taking up various schemes in a larger scale, resulting in substantial change and development in the sector.

### **Function and Duties:**

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

### **Power and duties of officers and employees:**

- The Executive Member i/c Agriculture 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 Agri Extension Officer, he discharge his duties like field visit and verify the work on the advice of the District Agriculture Officer.

The Assistant Engineer, he prepare the Plan & Estimate and supervise the technical works on field. He also make proper measurement of any work assigned to the execution agencies after completion of works and submit the same to the department.

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

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

### **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 DAO by any staffs Delegated for the purpose.

### **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:**

**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:**

<b>S/No.</b>	<b>Name</b>	<b>Designation</b>	<b>Monthly Remuneration</b>	<b>Remarks</b>
1	Abhijit Dey	AE	131994	
2	Lokkhinath Chakma	AEO	134150	
3	Suroti Chakma	Head Asst.	107261	
4	Shanti Moy Chakm	O/S	104090	
5	Hema Chandra Chakma	AAI	116708	
6	Kiran Jyoti	Asstt.	94007	
7	Sangeeta Chakma	Asstt.	94407	
8	Indu Moti Dewan	Asstt.	88931	
9	Sujit Chakma	UDC	79625	
10	Kina Dhan Chakma	UDC	90764	
11	Subal Chandra Chakma	A/D	78920	
12	Arun Bikash Chakma	V/S	75395	
13	Rajen Chakma	Asstt.	75395	
14	Mola Dhan Chakma	Compt.Opt.	72716	
15	Potya Kumar Chakma	O/P	34064	
16	Byson Chakma	A/D	43811	
17	Sonet Chakma	A/D	43811	
18	Sisir Bindu Chakma	A/D	43811	
19	Sukkro Kumar Chakma	A/D	43811	
20	T.Sadarak Chakma	LDC	43811	
21	Nirumoy Chakma	J.E	62423	
22	Jason Chakma	UDC	57065	
23	Sabina Chakma	UDC	42683	
24	Priyo Ranjan	LDC	10000	
25	Debar Tongchangya	LDC	42683	
<b>TOTAL</b>			<b>1812336</b>	

**Budget allocated Plans, proposed expenditure and reports on disbursement made during 2023-2024.**

Sl.No	Name of Scheme	Sector	Proposed Amount (in Rs.)	Amount Sanctioned
1	Office expenses	plan	40,000.00	40,000.00
2	Maintenance of Machineries	plan	40,000.00	40,000.00
		<b>TOTAL</b>	<b>80,000.00</b>	<b>80,000.00</b>

**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 citizen for obtaining information, including the working hours of a library or reading room:**

**CADC website: [www.cadc.gov.in](http://www.cadc.gov.in)**

**Name, designations and other particulars of the Public Information Officers:**

Name	Designation	Contact Number	Email
<b>Pronit Bikash Chakma</b>	<b>Executive Secretary, CADC &amp; Departmental Appellate Authority</b>	<b>7085948784</b>	<b>pronitbikashchakma@gmail.com</b>
<b>Jagadish Chakma</b>	<b>District Agriculture Officer, CADC &amp; State Public Information Officer</b>	<b>8415050924</b>	<b>Jagadishchakma1967@gmail.com</b>