

Right to Information Handbook, 2022-2023
of
Art & Culture Department
Chakma Autonomous District Council
Kamalanagar, Mizoram

Published by
Art & Culture 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 the democracy to be successful, it is accepted that citizens must be informed. An Informed citizen is important for the effective 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	Designation as RTI officers
1.	Pronit Bikash Chakma, Executive Secretary	Department Appellate Authority
2.	Bhanu Dhan Chakma, Art & Culture Officer, CADC	State 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 in respect of information & public Relation Department, Chakma Autonomous District Council as required under section mentioned above.

(BHANU DHAN CHAKMA)
State Public Information Officer
cum
Art & Culture Officer
Chakma Autonomous District Council
Kamalanagar

ART & CULTURE DEPARTMENT

About:

Art & Culture Department is one of the most important department of Chakma Autonomous District Council. The Department main objective or role is to promote, preserve and develop the Culture and tradition. It showcases traditional dance, drama, music, musical instruments i.e., (a) Flute (b) Henggrawng (c) Dhuduk (d) Dhul & dresses. Songs i.e.,(a) Ubho Geet (b) Thenga Bhanga (c) Gengkhuli etc and Ornaments. Videos and audios 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 Assistant. Art & Culture Officer, Sr. Research Officer, Jr. Research Officer, Research Assistant, Sr. Cultural Organizer, Cultural Officer, Sr. Cultural Instructor, Cultural Organizer, Cultural instructor, Cultural Assistant, Technician, UDC, LDC, Librarian, Assistant Librarian, Music Instructor and Cultural Artistes.

Function and Duties:

- Production of Audio Chakma modern songs and folk songs albums.
- Production of Chakma Video Albums and Chakma Documentary Film.
- Publication of Books, Calenders, Magazine (alaam), Chakma Dictionary (Chakma to English).
- To maintain the Cultural Hall, Promote Literature, Drama , Music & Art.
- To Preserve Ancient Monument and Landmarks available which are worthy of Preservation.
- To Organise and Participate in Cultural Programme.
- To drive awareness for setting up of more village Libraries and District Council Museum.
- To work in collaboration with Non Governmental Organisation (Ngo) such as CYCA, CMS, MCSU, etc as far as possible to meet the objective.
- To make effort in fulfillment of Departments objective as, when and where necessary.

Power and duties of officer and employees:

- The Art & Culture Officer executes the decision of the executive committee of CADC with the assistance of the subordinate Officer and Staff.
- The Sr. Research Officer conducts research on Chakma language, Script, Custom and Tradition etc. with the help of Research Officer and staff.
- The Technician looks after the sound system and maintains all sorts of electronic materials.
- The Cultural Officer manages the cultural programme and festival with the help of cultural Instructor, Cultural Artists and Casual Cultural Artistes.

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

- Any matters of financial implication or of serious nature decisions are taking by the concerned Executive Member, CADC in the name of 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 its control of used by its employees for discharging of its function:

- Nil

Categories of document that held it or under its control:

- Video recording of the Office Cultural programmes.

Particular 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 of two or more person 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 & Employees :

Sl. No.	Name	Designation	Monthly Salary/ Remuneration to CCA (in Rs.)	Remarks
1	Bhanu Dhan Chakma	ACO	186238	
2	Tribanku Chakma	AACO	107051	
3	Sabita Chakma	Cultural Officer	123434	
4	Ramesh Kanti Tong.	Jr. Reasearch Officer	107051	
5	Zenith Chakma	Technician	104300	
6	Dilip Kr. Borah	Sr. Cultural Instructor	104700	
7.	Renuka Chakma	Cultural Instructor	91469	
8	Rakesh Chakma	Assistant	84137	
9	Ashok Kumar Chakma	UDC	58616	
10	Bernard Chakma	UDC	57065	
11	Ripam Chakma	Technician	55514	
12	Binoy Kanti Chakma	Technician	47336	
13	Motilal Chakma, O/P	O/P	55373	
14	Priyankar Chakma	Cultural Assistant	43811	
15	Nayan Muni Chakma	Cultural Assistant	43811	
16	Bikash Chakma	Cultural Assistant	43811	
17	Rita Chakma	Cultural Assistant	43811	
18	Nirban Chakma	Cultural Assistant	43811	
19	Namita Chakma	Cultural Assistant	43811	
20	Miss Krishna Devi Chakma.	Cultural Assistant	43811	
21	Chiranjit Chakma	Cultural Assistant	43811	
22	Mohim Chakma	LDC	43811	
23	Roshni Chakma	Library Assistant	41555	
24	Doyal Chakma	Office Peon	31688	
25	Kripa Mala Chakma	Cultural Artist	33272	
26	Sileng Chakma	Flutist	33272	
27	Devika Chakma	Cultural Artist	31688	
28	Meloti Chakma	Cultural Artist	31688	
29	Vicky Chakma	Cultural Artist	31688	
30	Sanam Chakma	Cultural Artist	31688	
31	Niru Chakma	Cultural Artist	31688	
32	Amar Bijoy Chakma	Cultural Artist	31688	
33	Bodhi Swatta Chakma	Cultural Artist	31688	
34	Probindu Chakma	Cultural Artist	31688	
35	Rohit Chakma	Cultural Artist	31688	
36	Rohim Jyoti Chakma	Cultural Artist	31028	
37	Sukra Rajyo Chakma	Cultural Artist	31028	
38	Mangala Rattan Chakma	Cultural Artist	30368	
39	Sanjoy Gandhi Chakma	Cultural Artist	30368	
40	Sovin Chakma	LDC	10000	
41	S. Ranjit Chakma	LDC	10000	
42	JhunJuni Chakma	Culture Instructor	15000	
43	Bipasha Chakma	LDC	15000	
44	Manoj Deka	Music Instructor	20000	
45	Jackson Basumatary	Music Instructor	20000	

46	Tanisha Chama	LDC	8500	
47	Aaadawr Chakma	LDC	8500	
48	Mattyabi Chakma	Sweeper	3500	
49	Nirupa Chakma	HHS to Sr. R.O @ 420/-	12600	
50	Miss Roai Chakma	HHS to Sr. R.O @ 420/-	12600	
51	Remuneration to Casual Cult. Artistes		226500	
Total			2,555,490	

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

Sl.No.	Name of Scheme	Sector	Amount (in Rs.)	Remarks
1	Office Expenses	GIA –Genl.Non-Salary, 2021-22	40,000	
2	Maintenance of Computer	GIA –Genl.Non-Salary 2021-22	40,000	
Total			80,000	

The manner of execution of subsidy programme, 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:

- CADC website: www.cadc.gov.in

Name, Designation and other particulars of the public information Officers:

Name	Designation	Contact Number	Email
Pronit Bikash chakma	Executive Secretary , CADC Cum Department Appellate Authority	7085948784	pronitbikashchakma@gmail.com
Bhanu Dhan Chakma	Art & Culture Officer Cum State Public Information Officer	8974468604	bhanudhanofficial123@gmail.com