

Right to Information Handbook, 2023-2024
Of
District School Education Board
Chakma Autonomous District Council
Kamalanagar, Mizoram

Published by
District School Education Board
Chakma Autonomous District Council
Kamalanagar, Mizoram

DISTRICT SCHOOL EDUCATION BOARD (DSEB)
CHAKMA AUTONOMOUS DISTRICT COUNCIL (CADC)

The District Primary Education Board (DPEB) was formed on 8th January, 1994 as per the Chakma Autonomous District Council (CADC), 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 Chakma Autonomous District Council on 24th August, 1995 to enable it to conduct the Primary School Leaving Certificate (PSLC) & Middle School Leaving Certificate (MSLC) Examinations within the jurisdiction of the Chakma Autonomous District Council. The Executive Committee of the CADC vide their notification No.H.11015/CADC/134 of date 12/6/1996 and MBSE's Letter No. MBSE/EX(MS)1/96/80 of date 1/8/96, the DSEB have been empowered to conduct the Middle School Leaving Certificate (MSLC) Examination from the Academic Session, 1996. In a bid to ensure effective and smooth functioning of the Board, the Chakma Autonomous District Council, District School Education Board Rules have been framed and submitted to the Government of Mizoram for approval. The Government of Mizoram finally approved and 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 Schools in CADC. The DSEB prescribes course of instruction for Primary & Middle schools and conduct the PSLC & MSLC Examinations based on it at the end of 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 introducing the Right to Education (RTE) Act in 2010, the DSEB stopped conducting PSLC & MSLC Examinations as per the RTE norms. And as Class-VIII has been integrated to Middle school in 2010, the DSEB published Chakma text books for Class-VIII also. Merit Scholarship Examination has also been conducted for Class-IV & Class-VIII within CADC.

The DSEB has framed the Common Examination Committee and Merit Scholarship Examination Committee to conduct the said examinations for Class-IV & VIII respectively. Also, Chakma Script & Language Development Committee (CSLDC) have been framed to conduct the Chakma Language Proficiency Examination (CLPE) for Chakma Language Teachers and other interested persons within CADC and to publish a Text Book "CHANGMHA BHAJALAM" (a book of Chakma Grammar).

The DSEB receive fund as Grant-In-Aid from the CADC Government in each financial year and provides cash prizes up to Top-3 and scholarships up to Top-10 meritorious students for 3 (three) consecutive years, remunerations to the examination workers and other administrative costs.

Functions & Duties:

- Printing of Chakma Text Books
- Printing of Chakma Guide Books
- Printing of syllabus and CCE Work-Plan
- Printing of Grade Card & Testimonial Certificates
- Conduct of Common Examinations for Class-IV & VIII
- Conduct of Merit Scholarship Examination for eligible students of Class-IV & VIII.
- Conduct of Chakma Language Proficiency Examination.

Power & 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 staffs.

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 any staff delegated for the purpose of 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:

Chakma Autonomous District Council (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 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 considering 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:

- General Body of DSEB.
- Chakma Scripts & Language Development Committee.
- Examination Committee.
- Syllabus & Text Book Committee.
- Finance Committee.
- Recognition Committee.
- Text Book Publishing Committee.

A Directory of Officers & Employees:

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)	Remarks
1.	Roy Manikyo Chakma	Secretary	1,96,170.00	
2.	Smt. Mandira Chakma	Sr. Academic Officer	1,38,895.00	
3.	Krishna Chandra Chakma	Research Officer (Chakma Language & Scripts)	1,45,825.00	
4.	Amrit Lal Chakma	Office Superintendent	1,09,895.00	
5.	Anil Kumar Chakma	Assistant	1,07,100.00	
6.	Suman Chakma	Assistant	64,035.00	
7.	Prafulla Chakma	Press Superintendent	85,640.00	
8.	Drubasaga Chakma	Assistant	69,400.00	
9.	Sunirmal Chakma	UDC	72,590.00	
10.	Dharma Rattan Chakma	Press Compositor	65,195.00	
11.	Sukhi Jeeban Chakma	UDC	58,525.00	
12.	Zeemit Chakma	LDC	43,735.00	
13.	Doyal Bikash Chakma	LDC	43,735.00	
14.	Subash Kanti Chakma	LDC	43,735.00	
15.	Renton Chakma	LDC (Fixed)	10,000.00	
16.	W. Hmingthansanga	LDC (Fixed)	10,000.00	
17.	Rahul Chakma	Office Peon	38,515.00	
18.	Punya Charan Chakma	Office Peon	34,056.00	
19.	Subash Chakma	Office Peon (Fixed)	8,000.00	
20.	Krishna Chandro	Office Peon (Fixed)	8,000.00	
21.	Anil Kumar Chakma	Office Peon, MR	12,600.00	
22.	Robi Joy Chakma	Office Peon, MR	12,600.00	
23.	Ashok Kumar Chakma	Office Peon, MR	12,600.00	
24.	Meenati Chakma	HSS to Secretary	12,600.00	
25.	Priyasa Chakma	HSS to Secretary	12,600.00	
26.	Ashish Chakma	HHS to Sr. A.O.	12,600.00	
27.	Kusum Maya Chakma	HHS to Sr. A.O.	12,600.00	

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

Sl. No.	Name of Scheme	Sector	Proposed Amount (in Rs.)	Sanctioned Amount as on 2022-2023
1.	Office Expenses	GIA	1,30,000.00	1,30,000.00
2.	Maintenance of Machineries	GIA	1,10,000.00	1,10,000.00
3.	Purchase of Xerox machine/ Printer for legal size paper	GIA	1,30,000.00	1,30,000.00
4.	Printing of Grade Card/ Testimonial Certificate	GIA	1,20,000.00	1,20,000.00
5.	Payment of Scholarship	GIA	75,000.00	75,000.00
6.	Publication of Text Books on Moral Education	GIA	1,50,000.00	1,50,000.00
7.	TA/DA, Sitting Allowance to Board Members	GIA	40,000.00	40,000.00
		Total =	7,55,000.00	7,55,000.00

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

Answers for confirmation on the implementation of provision on Section 4 of the RTI Act, 2005:

1. Whether all records are catalogued and indexed by the office? If not, state the reason as to why?
Yes
2. Whether suo moto information has been provided to the public at regular intervals as required by Sec. 4(2)?
Yes
3. Whether every information in the department/office has been widely disseminated with website address of the office as required by Sec. 4(3)?
Yes
4. Whether information in the department/office has been made accessible to the State Public Information Officer (SPIO) concerned as required by Sec. 4?
Yes

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

Name	Designation	Contact Number	Email
Pronit Bikash Chakma	Departmental Appellate Authority & Executive Secretary, CADC	7085948784	pronitbikashchakma@gmail.com
Roy Manikyo Chakma	SPIO & Secretary, DSEB, CADC	8974247226	rmanikyochakma@gmail.com