

RTI Handbook, 2023-24

Of

**Finance & Accounts Department
Chakma Autonomous District Council
Kamalanagar, Mizoram**

Published by

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Chakma Autonomous District Council
Kamalanagar, Mizoram**

PREFACE

In order to promote transparency and accountability in the working of every public authority, 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.

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, <i>Executive Secretary</i>	Appellate Authority
2	Buddhangkur Chakma <i>Sr. Finance & Accounts Officer</i>	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 moto initiative. This Handbook is an endeavour towards this end. It shall provide information in respect of Finance & Accounts Department, Chakma Autonomous District Council as required under the Section mentioned above.

(BUDDHANGKUR CHAKMA)
Sr. Finance & Accounts Officer
Chakma Autonomous District Council
Kamalanagar

FINANCE & ACCOUNTS DEPARTMENT

About:

The Finance & Accounts Department of Chakma Autonomous District Council (CADC) was established in the year 1989 and is the administrative department in matters relating to finance and accounts of CADC. The department is responsible for management of financial matters and is the custodian of CADC's Fund including withdrawals and disbursements out of the Fund. It records all monetary transactions that take place during a financial year. It maintains all the records relating to every bill of receipts or payments of all the departments. The Department acts as a guide to various departments in matters relating to financial rule, framing of rules, amendments thereto in keeping with the changing times to bring about efficient financial administration. Its purpose is to ensure that the principles and procedures in the matters of finance and accounts of the Council are strictly adhered to. The Department deals in allocating annual budget to all the departments, managing their releases, monitoring expenditure, re-appropriation of funds, interaction with Treasuries and Finance Department, Government of Mizoram. It is responsible for preparation of annual budget/supplementary demands and updation of the fund position of CADC from time to time.

Functions and Duties:

Major functions of the Finance & Accounts Department are:

- (i) Preparation of Budget Estimate and Revised Estimate
- (ii) Consolidation and submission of Annual Accounts
- (iii) Maintenance of Books of Accounts, i.e. head-wise receipts and expenditures
- (iv) Maintenance of Cash Books.
- (v) Withdrawal and disbursement of money from the CADC's Fund.
- (vi) Submission of required records to Audit and submit replies to audit objections.
- (vii) Financial Control, Internal Audit and Control of CADC's Fund
- (viii) Reconciliation of Accounts with the Treasury and the Principal Accountant General's office, Mizoram.
- (ix) Preparation of CAG Reports
- (x) Preparation of Pay and Allowances Bill and checking of all the financial bills.
- (xi) Fixation of pay of employees
- (xii) Verification and passing of T.A Bills/Contingency Bills and all bills for receipts and payments
- (xiii) Dealing with all the files relating to monetary transactions and furnishing required information thereof.
- (xiv) Furnishing of required information to the Government involving financial matters.
- (xv) Submission of up-to-date fund position of the council from time to time.
- (xvi) Any others matters as may be referred to the department.

Power and Duties of Officers and Employees:

The Finance and Accounts Department is headed by the Senior Finance & Accounts Department who is responsible for the management and overall administration of the department. He is assisted by the subordinate officers and other employees of the department.

As the department handles the overall financial affairs of CADC, it has many sections/cells under its administration, for which subordinate officers/employees are being assigned to look after each of them.

(a) Budget Section

This section is responsible for the preparation of annual budget, revised estimate budget and as well as the supplementary Demands for Grants and Demands for Excess Grants. It observes the execution of the CADC's budget during the financial year.

(b) Accounts Section:

Accounts section is responsible in recording accounts, paying bills, preparing A/Rolls and keeping track of banking/account transactions. This section makes sure all employees are paid accurately and also deals with preparation and submission of annual accounts and utilization certificates for every sanction to the concerned authority.

(c) Establishment Section

This section is responsible with the receipt and dispatch of official correspondences of the department. It maintains an issue register and a receipt register. The section also deals with issuing of Last Pay Certificates and Salary Statements to the employees whenever applied for.

(d) Audit Wing

The Audit Wing ensures that audit is done to all the financial transactions of CADC in accordance with the Mizoram Autonomous District Council Framework on Internal Audit, 2018. It ensures the correctness and completeness of accounts and examines the accounts to ensure regularity in expenditure. In addition, it keeps a constant vigil on all financial dealings and transactions of all departments under CADC. It is responsible to find out whether there has been financial irregularity in incurring expenditure, and point out mistakes and indicate how they can be rectified and avoided in future.

(e) Pension Cell

The Pension Cell is vested with the responsibility of all activities related to providing pensionary benefits to all the employees who are superannuating or retiring or have retired from their services. It deals with processing, calculating and sanctioning of retirement benefits to the pensioners. In addition, the Pension Cell is also responsible to maintain personal files of all the pensioners and address the problems and complaints raised by them.

(f) NPS Cell

The NPS Cell of the Department is responsible for monitoring, contribution uploading and implementation of NPS in CADC. Information and notifications related to NPS are overseen by this Cell. It keeps records of the data relating to the employees who fall within the ambit of NPS.

Procedure followed in Decision-Making process, including channels of Supervision and Accountability:

Prior approval of the Executive Committee of CADC is obtained before executing any work/matter relating to financial affairs of the Council and for decisions which are of serious nature or involved multiple departments.

Administration, management and execution of works relating to the department are supervised by the Sr. Finance & Accounts Officer, who also holds the responsibility of accountability arising out of them.

Rules, Regulations, Instructions, Manuals and records, held by the Department or under its Control or used by its Employees for discharging its functions:

Nil

Categories of Documents held by the Department or under its Control:

- Employment Data
- Annual Accounts
- Budget books of previous years
- Books of Accounts, i.e., head-wise receipts and expenditures
- Cash Books.
- CAG Reports
- Files and documents relating to monetary transactions and financial affairs of CADC

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 the Officers and Employees & Monthly Remuneration received by each of them:

Sl.No	Name	Designation	Monthly Remuneration (Rs.)	Remarks
1	Buddhangkur Chakma	Sr.FAO	165284	
2	Mano Ranjan Chakma	PAO	114242	
3	Jyoti Bikash Chakma	S.O	88298	His Service under is Judicial adjudication.
3	Santosh Chakma	A.O	90695	
4	Daya Raj Chakma	Accounts Officer	110012	
5	K. Martin Chakma	Assistant	90764	
6	Anupam Chakma	Senior Accountant	81176	
7	B. Protimoy Chakma	Auditor	64115	
8	Ashim Chakma	Auditor	64115	
9	Alen Babu Chakma	Accountant	64115	
10	Sukanta Chakma	Accountant	64115	
11	Aijib Chakma	Accountant	64115	
12	Pinkey Chakma	Assistant	75395	
13	H. Kidyeb Chakma	Assistant	62423	
14	Potya Mohan Chakma	Assistant	94007	
15	Promod Kanti Chakma	UDC	63551	
16	Sucharita Chakma	UDC	58616	
17	Sokia Chakma	LDC	54713	
18	Tupan Vizoy Chakma	LDC	42683	
19	Rohit Chakma	LDC	42683	
20	Bijok Chakma	LDC	42683	
21	Punyoban Chakma	C/S-III	58475	
22	Pulin Chakma	LDC (MR) @Rs. 520 per day	16120	
23	Tarun Kanti Chakma	Computer Operator (Fixed)	15000	
24	Shanti Bikash Chakma	Sweeper	33272	
25	Amaresh Chakma	Office peon	31688	
26	Kalendi Rani Chakma	CA-III	31688	
27	Raj Chakma	Office peon (Fixed)	8000	
28	Shyamal Kanti Chakma	Office peon (Fixed)	8000	
31	Sujar Chakma	Office peon (MR) @Rs. 420 per day	13020	
32	Bangallya Chakma	Office peon (MR) @Rs. 420 per day	13020	

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

Sl. No.	Name of Scheme	Sector	Proposed Amount (Rs.)	Amount Sanctioned (Rs.)
1	TA/DA for officials	GIA	30,00,000	30,00,000
2	TA/DA for Councillors	GIA	35,00,000	35,00,000
1	Office Expenses	GIA	3,00,000	3,00,000
2	Electricity/Telephone Charges	GIA	3,24,000	3,24,000
3	Purchase & Maintenance of Machineries	GIA	2,50,000	2,50,000
4	Maintenance of Projector	GIA	30,000	30,000
6	Wifi Connection & Monthly Subscription	GIA	1,50,000	1,50,000
Total			75,54,000	75,54,000

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

Nil

Recipients of concessions, permits or authorizations granted:

Nil

Details in respect of the information, available to or held by the department, 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

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

Name	Designation	Contact No.	Email
Pronit Bikash Chakma	Executive Secretary, CADC & Departmental Appellate Authority	7085948784	pronitbikashchakma@gmail.com
Buddhangkur Chakma	Sr. Finance & Accounts Officer, CADC and State Public Information Officer	7628973992	chakmabuddhangkur@gmail.com