

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

Published by
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Chakma Autonomous District Council
Kamalanagar, Mizoram

HORTICULTURE DEPARTMENT

Description: The Horticulture Department is one of the bifurcated department from the Agriculture Department of Chakma Autonomous District Council whose purpose is to promote the people of Chakma Autonomous District Council basically in the field of **cultivation, propagation, processing and marketing of ornamental plants, flowers, turf, vegetables, fruits, nuts and other medicinal and ornamental plants.**

The department is headed by District Council Horticulture Officer and he is supported by an Office Superintendent, two Assistant, a Horticulture Inspector, an Assistant Horticulture Inspector, one Horticulture Demonstrator, three UDCs, seven LDCs, one Field Supervisor, One Computer Operator , One Office Peon.

Functions and duties:

1. Distribution of seeds/seedlings of Arecanut, Coconut, Orange, Pineapple, Banana, Hadcora, Dragon fruit, etc. either in free or in subsidy.
2. Raising of Nursery farm for fruits & vegetables, medicinal plants, ornamental plants, etc.
3. Purchase and distribution of tools and equipment like tractor, pump-set, net, sintex, etc. to vegetable growers either in free or in subsidy.
4. Construction of water reservoir or rain water harvesting tank for the fruit and vegetable growers.
5. To promote training to the vegetable growers and gardeners.

Power and duties of officers and employees:

The **Officer** executes the decision of the Executive Committee of Chakma Autonomous District Council on any matters with the help of its subordinate staff.

The **Office Superintendent** of the department is to manage and look after the overall official transaction and activities of the department with the help of his subordinate staff. He is also responsible for assisting the head of the department in carrying out Official tasks of the department to ensure running the normal function of the department smoothly and actively.

The **Assistant** of the department is to assist and support the Office Superintendent and manage general office duties to ensure the office runs smoothly. In addition to handling organizational and clerical support tasks are the primary responsibility of an Assistant. The Assistant is also responsible for maintaining office equipment and managing office supplies.

The **Horticulture Inspector** of the department is to monitor the overall field works of the department such as to test, implement amazing ideas and techniques which can help in improving production & development rate of the particular field area. He is also the inspecting field officer of the department.

The **Assistant Horticulture Inspector** of the department is to assist the Horticulture Inspector in carrying out the fieldworks of the department.

The **Horticulture Demonstrator** of the department is the main field worker and helps to demonstrate the process of various projects of the department. He also assist the Horticulture Inspector in monitoring various schemes of the department.

The **Field Supervisor** of the department is to assist the Horticulture Demonstrator, the Horticulture Inspector and the Assistant Horticulture Inspector of the department. He is also the main field worker of the department.

The **Horticulture Field Workers (HFWs)** of the department are the main field workers. They are assigned to work under the guidance, advice and instruction of the Horticulture Officer, Horticulture Inspector, Assistant Hort. Inspector, Horti. Demonstrator and Field Supervisor. They carry out practical activities and assist in nurseries or greenhouses for the production of horticultural crops such as to prepare seed beds, transfer plants to containers, till the soil, propagate new plants through grafting and other measures etc.

The **Upper Division Clerks (UDCs)** were the daily disposal of files of administrative and other matters in respect of recording, indexing, periodical weeding of unwanted papers of the department.

The **Lower Division Clerks (LDCs)** are ordinarily entrusted with work of routine nature, for example- registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, supervision of correction of reference books and submission of routine and simple drafts, etc.

The **Computer Operator** of the department type and print out the official order and notification of the department.

The duties of the **Office Peons** of the department were to carry files, daks, official papers and books etc. as when required by the Head of the Department and other subordinate officers and staffs.

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

Any matters relating to financial implication or of serious nature, decisions are taken by the concerned Executive Member of Chakma Autonomous District Council in the name of Executive Committee of Chakma Autonomous District Council. The supervision and execution of any works is maintained by the DCHO or by any staff delegated or authorized for the purpose. Accountability execution of any task are rest on the DCHO.

Rules, Regulations, instructions, manuals and records, held by it or under the control used by its employees for discharging of its function:

Nil

Categories of documents that are held by it or under its control:

Supervision & execution of crop husbandry.
Inviting tenders.
Distribution of seeds/seedlings and tools and equipment, etc.

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 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 & Employees:

Sl. No	Name	Designation	Monthly remuneration (in Rs.)	Remarks
1	Jagadish Chakma	DCHO	190946.00	
2	Subash Basu Chakma	OS	107051.00	
3	Shyamal Kanti Chakma	HI	93302.00	
4	Bijoy Ratna Chakma	Asstt	62423.00	
5	Mina Kumari Chakma	Asstt	83642.00	
6	D. Subash Chakma	UDC	61859.00	
7	Sanghamitra Chakma	UDC	57065.00	
8	T. Prem Jyoti Chakma	UDC	57065.00	
9	Julius Tongchangya	AHI	58616.00	
10	Janam Chakma	Demonstrator	43811.00	
11	Nayantu Chakma	Field Supervisor	61718.00	
12	Rohit Chakma	LDC	42683.00	
13	Aparna Chakma	LDC	46067.00	
14	Rita Devi Chakma	LDC	43811.00	
15	Roshmi Chakma	LDC	51143.00	
16	Neeta Chaidini	LDC (MR)@570	17670.00	
17	Gabbar Singh Chakma	LDC(Fixed)	10000.00	
18	Ashni Kumar Chakma	LDC (Fixed)	10000.00	
19	Tuppu Chakma	Computer Operator	47336.00	
20	Sunil Baran Chakma	O/P	33272.00	
21	Duniya Chakma	HFW	15000.00	
22	Nithi Chakma	HFW	15000.00	
23	Shanti Devi Chakma	HFW	15000.00	
24	Suresh Kushal Chakma	HFW	15000.00	
25	Gyana Moy Chakma	HFW	15000.00	
26	Monosh Chakma	HFW	15000.00	
27	Amar Daimary	HFW	15000.00	
28	Raju Chakma	HFW	15000.00	
29	Pranjik Chakma	HFW	15000.00	
30	Jibon Chakma	HFW	15000.00	
31	Kula Dhon Chakma	HFW	15000.00	
32	Bargat Chakma	HFW	15000.00	
33	Hiran Tongchangya	HFW	15000.00	
34	Sundar Moni Chakma	HFW	15000.00	
35	Subaratna Chakma	HFW	15000.00	
36	Rathana Mohan Chakma	HFW	15000.00	
37	Aos Kumar Chakma	HFW	15000.00	
38	Probir Chakma	HSS @420	13020.00	
39	Bhasanti Chakma	HSS @420	13020.00	

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

Sl.No	Name of Scheme	Sector	Proposed Amount (in Rs.)	Amount Sanctioned (in Rs.)	During the year
1	Office Expenses	Normal GIA (Non Salary)	40,000.00	40,000.00	2022-2023
2	Maint. Of Machineries	Normal GIA (Non Salary)	40,000.00	40,000.00	2022-2023
3	Office Expenses	Normal GIA (Non Salary)	40,000.00	40,000.00	2023-2024
4	Maint. of Machineries	Normal GIA (Non-Salary)	40,000.00	40,000.00	2023-2024
		TOTAL ::	1,60,000.00	1,60,000.00	

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

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

Sl. No	Name	Designation	Email & Contact No.
1	Pronit Bikash Chakma	Departmental Appellate Authority	pronitbikashchakma@gmail.com Contact No.7085948784
2	Jagadish Chakma	State Public Information Officer	Jagadishchakma1967@gmail.com Contact No. 8415050924

Such other information as may be prescribed:

Nil

(JAGADISH CHAKMA)
District Council Horticulture Officer
Chakma Autonomous District Council
Kamalanagar.