

Right to Information Handbook, 2022-2023
Of
Industry Department
Chakma Autonomous District Council
Kamalanagar, Mizoram

Published by
Industry Department
Chakma Autonomous District Council
Kamalanagar, Mizoram

INDUSTRY DEPARTMENT
CHAKMA AUTONOMOUS DISTRICT COUNCIL
KAMALANAGR

The State Government of Mizoram had enhanced powers & functions of the Industries Department to the Chakma Autonomous District Council on 22nd September, 1993 vide L/No. B.1702/3/92-DCA dt.22/09/1993. Now the Department is actively imparting training in various disciplines such as knitting, tailoring, carpentry, handicraft and weavers with fly shuttle handloom machines. The Department also distributes necessary tools & equipment to the needy trainees who are trained free of cost under the department.

1. Powers & Functions of Industry Department :

- (a) Handloom & Handy Craft
- (b) Grant-in-aid to individuals for supply of tools and equipments
- (c) Training on various trades like tailoring, knitting and bamboo craft.
- (d) SELECTION OF SEEYOU Loanees.
- (e) Other projects.

2. Powers and duties of its officers and employees;

=The Industry Officer is the controlling officer of the Department assigns duties and functions of its staff of the department.

i. **Particulars of its Organisation, functions and duties;**

=Implement plan schemes or projects on the approval of the Executive Committee, CADC

ii. **Powers and duties of its officers and employees;**

=The Industry Officer is the controlling officer of the Department assigns duties and functions of its staff of the department.

iii. **Followed in the decision making process, including supervision and accountability;**

=The Executive Committee of the Chakma Autonomous District Council is the decisionmaker and the department execute the decision of the Executive Committee.

iv. **Norms set by it for the discharge of its functions;**

=Does not arise.

v. **Rules, regulations, instructions, manual and records, held by it or under its control or used by its employees for discharging its function;**

=Does not arise.

vi. **Statement of the categories of documents that are held by it or under its control;**

=Work orders, Bill /Vouchers, Subsidiary Cash Book, Stock & Issue Register, files are the custodian of the department.

- vii. **Particulars of any arrangement that exists for construction with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

=Does not arise.

- viii. **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 other bodies are open to the public, or the minutes of such meeting are accessible for public;**

=There is no board, Councils, committees or any other bodies set up by the Industry Department.

Directory of its officers and employees

Sl. No.	Name	Designation
1.	Santosh Chakma	DIO
2.	Amar Jyoti Chakma	AE
3.	Sova Rani Chakma	Head Assistant
4.	D.H.Shyamal Chakma	System Analyst
5.	Roshmi Chakma	LDC
6.	B. Juicy Chama	LDC
7.	Anil Kanti Chakma	,LDC
8.	Swapna Chakma	Tailoring Instructor
9.	Riddhi Chakma	Handloom Instructor
10.	Sulokkona Chakma	Instructor
11.	Doyal Sen Chakma	O/P
12.	Shanti Ranjan Chakma,	O/P
13.	Chini Ranjan Chakma	O/P
14.	Nilo Soova Chakma	Chowikder
15.	Priyo Ranjan Chakma	Chowikder
16.	Johnson Chakma	LDC(MR)
17.	Nira Devi Chakma	LDC(MR)
18.	Mangal Mohan Chakma	Farm Manager(Fixed)
19.	D.Rakhet Chakma	LDC(Fixed)
20.	Sushil Prova Chakma	LDC(Fixed)
21.	Budhi Dhan Chakma	O/P(M/R)
22.	Pattam Chakma	O/P(Fixed)
23.	Amesh Kr.Chakma	Chowkider (Fixed)
24.	Binoy Chakma	O/P(Fixed)
25.	Bijoy Laxmi Chakma	HSS to DIO@ 420/day
26.	B.Cosy Chakma	HSS to DIO @ 420/day
27.	Maleni Chakma	HSS to AE @ 420/day
28.	Sapna Devi Chakma	HSS to AE @ 420/day

- ix. **Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**

Sl. No.	Name	Designation	Monthly remuneration
1.	Santosh Chakma	DIO	111140
2.	Amar Jyoti Chakma	AE	108038
3.	D.H.Shyamal Chakma	System Analyst	90695
4.	Sova Rani Chakma	Head Assistant	95981
5.	Nilo Soova Chakma	Chowikder	55373
6.	B. Juicy Chama	LDC	42683
7.	Doyal Sen Chakma	O/P	58475
8.	Swapna Chakma	Tailoring Instructor	42683
9.	Anil Kanti Chakma	LDC	41555
10.	Riddhi Chakma	Handloom Instructor	41555
11.	Sulokkona Chakma	Instructor	31688
12.	PriyoRanjan Chakma	Chowikder	31688
13.	Chini Ranjan Chakma	O/P	31028
14.	Roshmi Chakma	LDC	46067
15.	Shanti Ranjan Chakma,	O/P	33272
16.	SushilProva Chakma	LDC(Fixed)	15000
17.	Binoy Chakma	O/P(Fixed)	11000
18.	Amesh Kr.Chakma	Chowkider (Fixed)	15000
19.	Pattam Chakma	O/P(Fixed)	11000
20.	Mangal Mohan Chakma	Farm Manager(Fixed)	10000
21.	D.Rakhet Chakma	LDC(Fixed)	10000
22.	Nira Devi Chakma	LDC(MR)	17100
23.	Johnson Chakma	LDC(MR)	17100
24.	Bijoy Laxmi Chakma	HSS to DI O@ 420	12600
25.	B. Cosy Chakma	HSS to DIO @ 420	12600
26.	Maleni Chakma	HSS to AE @ 420	12600
27.	Sapna Devi Chakma	HSS to AE @ 420	12600
28.	BudhiDhan Chakma	O/P(M/R)	12600

- x. **Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made:**

Sl. No.	Name of Schemes	Amount (in Rs.)
1.	Office Expenses	Rs. 5,000.00
2.	Maint. Of computer/Machineries	Rs. 5,000.00
	Total::	Rs. 10,000,00

- xi. **Manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes;**

=Does not arise

- xii. **Particulars of recipients of concessions, permits or authorisations granted by it;**
=Does not arise.
- xiii. **Details in respect of the information, available to or held by it, reduced in an electronic form;**
=Does not arise.
- xiv. **Particulars of facilities available to citizens for obtaining information, including working hours of a library or reading room, if maintained for public use;**
=Does not arise.
- xv. **Names, designation and other particulars of the Public Information Officer;**
=Shri Santosh Chakma, District Industry Officer and SPIO of the department
- xvi. **Such other information as may be prescribed and thereafter update these publications every year;**
=Does not arise.

REPORT ON THE IMPLEMENTATIONS OF THE PROVISION OF THE RIGHT TO INFORMATION ACT, 2005 FOR THE YEAR 2022-23

I. Particulars of reporting authority :

1. Name of the Office: **Industry Department, CADC**
2. Level(whether Secretariat/Directorate/District etc: **Department**
3. Name of public sector undertakings, Board, Council etc. under the Office:.....**NIL**
4. Name of NGOs assisted by the department:.....**NIL**
5. Website address of the office: **www.cadc.govt.in**

II Implementations of section 4 of the RTI ACT, 2005:

1. Whether information in the department/office has been made accessible to State Public Information Officer (SPIO) concerned by as required by section 4 ?..... **Yes**
2. Whether all relevant facts relating to formation of important policies have been published by the department/office as required under section 4(1) (b)? Copy of the latest publication may be attached.....**Yes**
3. Whether Suo-moto information has been provided to the public at regular intervals as required by section 4 (2)?**Yes.**

4. Whether every information in the department/office has been widely disseminated with website address of the office as required by section 4(3)?**Yes**
5. Whether all records are catalogue and indexed by the office? If not, state the reason as to why?.....**Yes**

III Report of on number of public authorities and application received:

1. No. Of DAAs in the office:..... **1**
2. No. Of SPIO in the office:..... **1**
3. No.of SAPIOs in the office: **NIL**
4. Applications received from within the state (excluding BPL applicants): **NIL**
5. Application received from outside the state (excluding BPL applicants): **NIL**
6. Applications received from BPL applicants
 - (a) Within the state:.....**NIL**
 - (b) Outside the state:.....**NIL**
7. Total No. Of applications received during the year under report:.....**NIL**

IV Report on No. Of information furnished/denied etc. First appeal and fees collection under RTI Act, 2005:

1. No. Of applications transferred to other departments: **NIL**
2. No. Of application received which has been transferred from/by other department:.....**NIL**
3. No. Of information furnished:.....**NIL**
4. No. Of information rejected/denied:**NIL**
5. No. Of applications under process:.....**NIL**
6. No. Of applications withdrawn by applicants:.....**NIL**
7. No. Of applications not collected by applicants:**NIL**
8. No. Of first appeal received:.....**NIL**
9. No. Of first appeal disposed:.....**NIL**
10. Total amount of RTI application fees collected:**NI**
11. Total amount collected for cost of providing information:..... **NIL**

V Detail of existing DAAs, SPIOs and SAPIOs:

Name, designation, contact No. (Land line & mobile) and email address of		
DAAs	SPIOs	SAPIOs
Pronit BikashChakma, Executive Secretary, CADC, Mobile:7085948784	Santosh Chakma, DIO, CADC, Mobile:8730946589 Email: santoshchakma0o2@g.mail.com	

(SANTOSH CHAKMA)
District Industry Officer
Chakma Autonomous District Council,
Kamalanagar