

Right to Information Handbook, 2023-2024
of
Information & Public Relations Department
Chakma Autonomous District Council
Kamalanagar, Mizoram

Published by
Information & Public Relations 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 democracy to be successful it is accepted that citizens must be informed. An informed citizen is important in the 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	Designation as RTI officers
1.	Pronit Bikash Chakma, Executive Secretary	Appellate Authority
2.	Kulendra Bikash Chakma, Information & Public Realties Officer	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 Relations Department, Chakma Autonomous District Council as required under the section mentioned above.

(KULENDRA BIKASH CHAKMA)
State Public Information Officer
Information & Public Relations Department
Chakma Autonomous District Council

INFORMATION & PUBLIC RELATIONS DEPARTMENT

About:

Information & Public Relations Department of Chakma Autonomous District Council was established in the year 1988 during the tenure of Dg. Pulin Bayan Chakma, the then Chief Executive Member of CADC. The Department was introduced with Dg. Nirun Moy Chakma as its first officer designated as Assistant Public Relation Officer on 8th August 1988.

Information & Public Relations Department is one of the various departments of Chakma Autonomous District Council whose purpose is basically to liaise between the CADC authority and the general public it serves through various means of communication like press release, social media, etc. It highlights the policies and programmes of the government and disseminates information of public importance and well-being.

The department also prints calendar, CADC map, CADC dairies, maintains the CADC website and manages the celebration of official festivals. It also handles the CADC official Facebook page and YouTube channel.

It is headed by the Information & Public Relations Officer. He is supported by a System Engineer, an Editor, two UDC, three LDC and two camera persons.

Function and Duties:

- Publication of press release.
- Maintenance of CADC website.
- Preparation of calendar/choice of the people.
- Printing of dairies.
- Printing of CADC map.
- Video recording of official programmes.
- Press, newspaper and periodicals.
- Publication and publicity.
- Advertisement.
- Public relations and mass communication.
- Co-ordination with AIR and Doordarshan.
- Celebration of festivals.

Power and 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 staff.

The System Engineer looks after the maintenance of the official website of CADC.

The two camera persons do video recording of all official programmes.

Other office staffs help in the day to day running of the office.

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

Any matters of financial implication or of serious nature decisions 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 I&PRO or by any staff delegated for the purpose. Accountability for execution of any task rest on the I&PRO.

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

Nil

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

- Video recordings of official programmes.
- CADC press releases.

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 its officers and employees:

Sl. No.	Name	Designation	Monthly Remuneration	Remarks
1	Kulendra Bikash Chakma	I. & P.R.O.	1,17,485.00	
2	Hagendra Chakma	System Engineer	88,298.00	
3	F.Darpan Chakma	Editor	60,731.00	
4	Supriyo Chakma	Cameraman	67,076.00	
5	Dol Kumar Chakma	Cameraman	58,616.00	
6	Salil Chakma	UDC	67,076.00	
7	Pranoti Chakma	UDC	55,514.00	
8	Rajib Kumar Chakma	LDC	41,555.00	
9	Bigyan Chandra, LDC	LDC (FIXED)	10,000.00	
10	Jyoti Chakma	Comp.Optr. (FIXED)	15,000.00	
11	Somoti Ranjan Chakma	LDC (FIXED)	10,000.00	
12	Gyana Kanti Chakma	LDC (MR) @ ` 570/-	17,100.00	
13	Badhi Mohan Chakma	MRL @ ` 420/-	12,600.00	
14	Jaga Dish Chakma	MRL @ ` 420/-	12,600.00	
15	Bithani Chakma	HHS to I&PRO @ ` 420/=	12,600.00	
16	Rajo Lokhi Chakma	HHS to I&PRO @ ` 420/=	12,600.00	

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

Sl. No.	Name of scheme	Proposed Amount (in Rs.)	Amount sanctioned
1.	Office expenses	40,000.00	40,000.00
2.	Maintenance of computer	50,000.00	50,000.00
3.	CADC Calendar	2,50,000.00	2,50,000.00
4.	CADC Diary	3,00,000.00	3,00,000.00
5	Celebration of Bizu festival	50,000.00	50,000.00
Total		6,90,000.00	6,90,000.00

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:

- CADC Website: <https://www.cadc.gov.in>
- CADC Official Facebook Page: <https://www.facebook.com/CADCMizoram>
- CADC Official YouTube Channel: <https://www.youtube.com/@CADCOfficial>

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

Name	Designation	Contact Number	e-mail
Pronit Bikash Chakma	Executive Secretary, CADC & Departmental Appellate Authority	7085948784	pronitbikashchakma@gmail.com
Kulendra Bikash Chakma	Information & Public Relations Officer, CADC & State Public Information Officer	7085914043	kbcl1976@gmail.com

➤ ✉ :-iprd.cadc@gmail.com