

Right to Information Handbook, 2022-2023
Of
Land Revenue & Settlement Department
Chakma Autonomous District Council
Kamalanagar, Mizoram.

Published by
Land Revenue & Settlement 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.

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 Officer
1	PronitBikash Chakma, Executive Secretary	Appellate Authority
2	Bipin Bihari Chakma, Senior Revenue& Settlement 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 suomotu initiative. This Handbook is an endeavor towards this end. It shall provide information in respect of Land Revenue & Settlement Department, Chakma Autonomous District Council as required under the section mentioned above.

(BIPIN BIHARI CHAKMA)
State Public Information Officer
Land Revenue & Settlement Department
Chakma Autonomous District Council
Kamalanagar, Mizoram.

LAND REVENUE & SETTLEMENT DEPARTMENT

About: The Land Revenue & Settlement Department is one of the Various Department of the Chakma Autonomous District Council whose purpose is basically to deal with allotment of land, settlement of land dispute, maintenance of land record.

Function and Duties:

- i. Land allotment.
- ii. Land lease.
- iii. Assessment and collection of land revenue & taxes.
- iv. Settlement of land dispute.
- v. Preparation of Rules Regulation Act etc. relating to land, trade & commerce and assessment of land revenue and taxes.
- vi. Land record.
- vii. Compensation on account of damage of crops/ private properties.
- viii. Land Act.

Powers and Duties of officers and employees:

The officer execute the decision of the Executive Committee of CADC, on any matter with the assistance of its subordinate staffs.

The technical consultant (software engineer) looks after the records of land and the surveyor and circle supervisors maintain assessment and survey record.

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

In matters of financial implication or of serious nature decision are taken by the Executive Committee CADC. Supervision or execution of any work is maintained by the Sr. Revenue officer or by the Revenue officer related for the purpose. Accountability for execution of any task rests with the Sr. Revenue officer.

Rules, Regulation, Instruction, Manuals and records, held by it or used by its employees for discharging of its function.

1. The CADC (Agricultural Land) Act, 1982.
2. The CADC (Land & Revenue) Act. 2002.
3. The CADC (Revenue Assessment) Regulation Act. 2002.

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

1. Record of land allotment on agriculture purpose and fisheries.
2. Record of Land lease to Govt., NGO, Societies, etc..
3. Record of annual assessment/ list on collection of land revenue & taxes.
4. Record of Settlement of land dispute.
5. Record of Compensation on account of damage of crops/ private properties
6. Land Act.

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.

1. For Settlement & disposal of Land Dispute, a Board called the Chakma Autonomous District Council Land Dispute Settlement & Advisory Board headed by Chief Executive Member with the concerned AROs/RO and Village Council President of headquarter area as member of the board has been constituted under the department which suggests the Executive Committee to take decision on serious cases of land dispute and other matters.

A Directory of its Officers and Employees:

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)	Place of posting
1	Bipin Bihari Chakma	Sr.R.S.O.	213715	Revenue Headquarter
2	B.Image Chakma	R.S.O.(Survey)	98295	Revenue Headquarter
3	Manabendra Chakma	R.S.O	93075	Revenue Headquarter
4	Niro Kumar Chakma	R.S.O.	129905	Revenue Headquarter
5	Nirmal Kumar Chakma	ASO	93075	Revenue Headquarter
6	A. AnulalTongchangya	ASO	93075	Revenue Headquarter
7	Kal Muni Tongchangya	Head Assistant	106910	Revenue Headquarter
8	KunalKanti Chakma	Head Assistant	106910	Revenue Headquarter
9	SishirBindu Chakma	O/S	107100	Revenue Headquarter
10	Anil Bindu Chakma	Computer Operator	83320	Revenue Headquarter
11	GyanaRanjan Chakma	ARSO	91295	Revenue Headquarter
12	D.Balaram Chakma	Assistant i/c ARSO	86365	Revenue Headquarter
13	PromodKanti Chakma	Assistant	104925	Revenue Headquarter
14	Suraj Chakma	Assistant	99270	Revenue Headquarter
15	L.Sailo Chakma	Assistant	64035	Revenue Headquarter
16	Binod Bihari Chakma	UDC	93905	Revenue Headquarter
17	Debendra Chakma	UDC	88830	Revenue Headquarter
18	NabinKanti Chakma	UDC	78825	Revenue Headquarter
19	Jitendra Chakma	UDC	85640	Revenue Headquarter
20	Anutop Chakma	UDC	58525	Revenue Headquarter
21	DoyaRanjan Chakma	C/S - I	61715	Revenue Headquarter
22	BijoyRanjan Chakma	C/S - I	78825	Revenue Headquarter
23	Chandra Sekar Chakma	Surveyor	53305	Revenue Headquarter
24	Tipom Chakma	Surveyor	53305	Revenue Headquarter
25	Ratna Moy Chakma	Surveyor	53305	Revenue Headquarter

26	Surjyo Kumar Chakma	Surveyor	53305	Revenue Headquarter
27	Gyana Moy Chakma	Surveyor	49245	Revenue Headquarter
28	Sumona Devi Chakma	Surveyor	49245	Revenue Headquarter
29	Janabir Chakma	Surveyor	49245	Revenue Headquarter
30	TarunKanti Chakma	C/S - I	65050	Revenue Headquarter
31	Lalit Kumar Tongchangya	LDC	47215	Revenue Headquarter
32	Anupama Chakma	LDC	44895	Revenue Headquarter
33	Nilo Kumar Chakma	LDC	43735	Revenue Headquarter
34	Sukra Muni Chakma	LDC	43735	Revenue Headquarter
35	RatnaBasu Chakma	LDC	43735	Revenue Headquarter
36	Tripitak Chakma	LDC	43735	Revenue Headquarter
37	Rupak Chakma	LDC	43735	Revenue Headquarter
38	Neon Chakma	LDC	43735	Revenue Headquarter
39	Sobamitra Chakma	F/W	43735	Revenue Headquarter
40	SnehaRanjan Chakma	C/S-I	43735	Revenue Headquarter
41	Ananda Chakma	Driver function as LDC	36195	Revenue Headquarter
42	Subir Chakma	C/S-III	34056	Revenue Headquarter
43	Dhirash Chakma	4th Grade	32424	Revenue Headquarter
44	Antor Chakma	Surveyor(Fixed)	20000	Revenue Headquarter
45	Santosh Jiban Chakma	Surveyor(Fixed)	20000	Revenue Headquarter
46	B.Dharmiod Chakma	Surveyor(Fixed)	20000	Revenue Headquarter
47	David Chakma	Surveyor(Fixed)	20000	Revenue Headquarter
48	B.Chandha Chakma	Surveyor(Fixed)	20000	Revenue Headquarter
49	Darshan Chakma	Surveyor(Fixed)	20000	Revenue Headquarter
50	Pronoy Chakma	Surveyor(Fixed)	20000	Revenue Headquarter
51	Ramesh Kumar Chakma	Surveyor(Fixed)	20000	Revenue Headquarter
52	Karun Kanti Chakma	Surveyor(Fixed)	20000	Revenue Headquarter
53	Manjakha Chakma	Surveyor(Fixed)	20000	Revenue Headquarter
54	James EgameDhamei Chakma	Surveyor(Fixed)	20000	Revenue Headquarter
55	Raja Chakma	Surveyor(Fixed)	20000	Revenue Headquarter
56	Rajia Chakma	LDC (M/R)	17100	Revenue Headquarter
57	SumitKantiTongchangya	LDC (Fixed)	10000	Revenue Headquarter
58	Deepak Tongchangya	LDC (Fixed)	10000	Revenue Headquarter
59	Ashoke Kumar Chakma	C/S-III (Fixed)	8000	Revenue Headquarter
60	Jala Devi Chakma	LDC (Fixed)	10000	Revenue Headquarter
61	Sumoy Chakma	C/S-I(Fixed)	10000	Revenue Headquarter
62	P.SattyoPriyo Chakma	LDC (Fixed)	10000	Revenue Headquarter

63	Modonya Chakma	O/P (Fixed)	8000	Revenue Headquarter
64	Anil Kumar Chakma	C/S-II(Fixed)	8000	Revenue Headquarter
65	Suparna Chakma	O/P (Fixed)	8000	Revenue Headquarter
66	Joy Dev Chakma	LDC (Fixed)	10000	Revenue Headquarter
67	Amar Bikash Chakma	LDC (Fixed)	10000	Revenue Headquarter
68	Tanak Chakma	LDC (Fixed)	10000	Revenue Headquarter
69	AjoyChaklma	LDC (Fixed)	10000	Revenue Headquarter
70	T.Sumon Chakma	LDC (Fixed)	10000	Revenue Headquarter
71	Smt. DhanaPudi	O/P(MR)	12600	Revenue Headquarter
72	Arun Kumar Chakma	Computer Operator	71285	Borapansury Revenue Divisional Office
73	Daniel Chakma	UDC	58525	Borapansury Revenue Divisional Office
74	Neharu Chakma	UDC (Contractual)	35400	Borapansury Revenue Divisional Office
75	Prafulla Chakma	LDC	63455	Borapansury Revenue Divisional Office
76	Bala Ban Chakma	C/S - I	79695	Borapansury Revenue Divisional Office
77	Tara Shankar Chakma	C/S - I	77520	Borapansury Revenue Divisional Office
78	Miss Joya Chakma	LDC	53885	Borapansury Revenue Divisional Office
79	Udayan Chakma	LDC	47215	Borapansury Revenue Divisional Office
80	PriyoBikash Chakma	C/S - I	48520	Borapansury Revenue Divisional Office
81	MangolJyoti Chakma	LDC Contractual)	25500	Borapansury Revenue Divisional Office
82	Jotishman Chakma	LDC (Contractual)	25500	Borapansury Revenue Divisional Office
83	Hira Muni Chakma	O/P	58380	Borapansury Revenue Divisional Office
84	Ratnajit Chakma	C/S-II	52435	Borapansury Revenue Divisional Office
85	Bharan Chakma	LDC	47215	Borapansury Revenue Divisional Office
86	Raja Kumar Chakma	LDC	47215	Borapansury Revenue Divisional Office
87	Akin Borcheg Chakma	LDC	43735	Borapansury Revenue Divisional Office
88	Amar Bikash Chakma	LDC	43735	Borapansury Revenue Divisional Office
89	Ranjani Kumar Chakma	O/P	43735	Borapansury Revenue Divisional Office
90	Surat Kanti Chakma	O/P	31744	Borapansury Revenue Divisional Office
91	Shanti Kumar Chakma	Sweeper	34056	Borapansury Revenue Divisional Office
92	Bijoy Chakma	O/P	31744	Borapansury Revenue Divisional Office
93	Jagat Netra Chakma	Surveyor (Fixed)	20000	Borapansury Revenue Divisional Office
94	Rupantor Chakma	Surveyor (Fixed)	20000	Borapansury Revenue Divisional Office
95	Korobi Chakma	LDC (MR)	17100	Borapansury Revenue Divisional Office
96	Madhu Chandra Chakma	MRL	12600	Borapansury Revenue Divisional Office
97	Prafulla Kr. Chakma	O/P (MR)	12600	Borapansury Revenue Divisional Office
98	Sankar Chakma	MRL	12600	Borapansury Revenue Divisional Office
99	GyanaBaran Chakma	LDC (Fixed)	6750	Borapansury Revenue Divisional Office

100	Bipin Chandra Chakma	UDC (Fixed)	8500	Borapansury Revenue Divisional Office
101	Jatna Muni Chakma	LDC (Fixed)	10000	Borapansury Revenue Divisional Office
102	BhubanBijoy Chakma	O/P MR	12600	Borapansury Revenue Divisional Office
103	SanjoyTongchangya	Assistant i/c ARO	91295	Kukurduleya Revenue Circle Office
104	Manu Ranjan Chakma	C/S - I	83320	Kukurduleya Revenue Circle Office
105	Dharash Chandra Chakma	C/S-II	65195	Kukurduleya Revenue Circle Office
106	Mohendra Chakma	C/A-I	58380	Kukurduleya Revenue Circle Office
107	Satyajit Chakma	C/S-I	52435	Kukurduleya Revenue Circle Office
108	SanjoyKanti Tong.	O/P	50695	Kukurduleya Revenue Circle Office
109	BimalKanti Chakma	C/S-III	34056	Kukurduleya Revenue Circle Office
110	MithunTongchangya	LDC (M/R)	17100	Kukurduleya Revenue Circle Office
111	ArunDewan Chakma	OP (MR)	12600	Kukurduleya Revenue Circle Office
112	Dhana Muni Chakma	R.S.O.	119465	Longpuighat Revenue Divisional Office
113	Ranjan Chakma	C/S - I	74620	Longpuighat Revenue Divisional Office
114	Suman Chakma	Surveyor	53305	Longpuighat Revenue Divisional Office
115	LokhiBushan Chakma	Surveyor(Fixed)	20000	Longpuighat Revenue Divisional Office
116	SuronTongchangya	LDC	47215	Longpuighat Revenue Divisional Office
117	Kali Kumar Tong.	LDC	43735	Longpuighat Revenue Divisional Office
118	Lokhi Prasad Tong.	C/S-I	58380	Longpuighat Revenue Divisional Office
119	Rathan Kumar Tong.	LDC	43735	Longpuighat Revenue Divisional Office
120	Sodhar Chakma	LDC	43735	Longpuighat Revenue Divisional Office
121	Suresh Singh Chakma	C/S-III	52000	Longpuighat Revenue Divisional Office
122	Nilong Tong.	O/P	45620	Longpuighat Revenue Divisional Office
123	Bharatsen Tong.	O/P	41125	Longpuighat Revenue Divisional Office
124	Rajesh Chakma	O/P	40545	Longpuighat Revenue Divisional Office
125	Lokhi Ban Chakma	O/P	34890	Longpuighat Revenue Divisional Office
126	Dino Bandu Chakma	O/P	34056	Longpuighat Revenue Divisional Office
127	JeebanBikash Chakma	Chawkider	31744	Longpuighat Revenue Divisional Office
128	T.Omarai	O/P	31744	Longpuighat Revenue Divisional Office
129	Guman	LDC(MR)	17100	Longpuighat Revenue Divisional Office
130	Jaya Prada Chakma	LDC (MR)	17100	Longpuighat Revenue Divisional Office
131	Adhar Chand Tong.	OP(MR)	12600	Longpuighat Revenue Divisional Office
132	PunyoDhan Chakma	OP(MR)	12600	Longpuighat Revenue Divisional Office
133	Devaraj Chakma	OP(MR)	12600	Longpuighat Revenue Divisional Office
134	Smt. Maya Devi Chakma	Sweeper(Fixed)	4500	Longpuighat Revenue Divisional Office
135	Sanjoy Chakma	CCA	1500	Longpuighat Revenue Divisional Office
136	Dhananjoy Chakma	OP	6000	Longpuighat Revenue Divisional Office
137	Purna Mala Chakma	C/L	4500	Longpuighat Revenue Divisional Office

138	Shanti Bikash Tong.	LDC	48520	Parva Revenue Circle Office
139	Chhuanngura	C/S-II	58380	Parva Revenue Circle Office
140	Sukra Mon Chakma	C/S-III	63310	Parva Revenue Circle Office
141	Doya Mon Chakma	LDC	55335	Parva Revenue Circle Office
142	Jodir Moy Chakma	LDC	46055	Parva Revenue Circle Office
143	Punyo Kumar Chakma	LDC	44895	Parva Revenue Circle Office
144	AbaniRanjan Chakma	OP	45620	Parva Revenue Circle Office
145	Boda Chandra Chakma	OP	44895	Parva Revenue Circle Office
146	Bigyan Chakma	C/S	32424	Parva Revenue Circle Office
147	Samaratsur Chakma	Sweeper MR	12600	Parva Revenue Circle Office
148	Miss Jharna Chakma	CCA(Fixed)	8000	Parva Revenue Circle Office
149	Awjahn Chakma	O/P(Fixed)	10000	Parva Revenue Circle Office
150	Kamalesh Kumar Chakma	Sweeper(Fixed)	3500	Parva Revenue Circle Office
151	BinoyKanti Chakma	C/S - I & i/c ARO	61570	Ugudasury Revenue Circle Office
152	Jotil Kumar Chakma	C/S - I	61570	Ugudasury Revenue Circle Office
153	Jyoti Muni Chakma	LDC	43735	Ugudasury Revenue Circle Office
154	Smt.Shanti Chakma	LDC	43735	Ugudasury Revenue Circle Office
155	Prem.Shanti Chakma	LDC (Contractual)	42575	Ugudasury Revenue Circle Office
156	Gapdya Chakma	O/P	45620	Ugudasury Revenue Circle Office
157	Suro Mon Chakma	O/P	34056	Ugudasury Revenue Circle Office
158	Adi Chandra Chakma	O/P	32424	Ugudasury Revenue Circle Office
159	Gandhi Chakma	O/P	31744	Ugudasury Revenue Circle Office
160	Sarath Chandra Chakma	C/L	4500	Ugudasury Revenue Circle Office
161	Santanu Tong.	UDC	60120	New Jaganasury Revenue Circle Office
162	Kala Chand Tongchangya	C/A-II	67660	New Jaganasury Revenue Circle Office
163	PradipTongchangyaC	LD	47215	New Jaganasury Revenue Circle Office
164	RajenTongchangya	F/S	61570	New Jaganasury Revenue Circle Office
165	Gaurav Chakma	LDC	44895	New Jaganasury Revenue Circle Office
166	Biju Sen Tong.	C/S-II	52000	New Jaganasury Revenue Circle Office
167	Horijoy Tong.	C/S-III	45620	New Jaganasury Revenue Circle Office
168	Bisu Chand Tong.	C/S-III	41125	New Jaganasury Revenue Circle Office
169	Sunil Kumar Tongchangya	C/S-III	34056	New Jaganasury Revenue Circle Office
170	Sukro Sen Chakma	O/P	34056	New Jaganasury Revenue Circle Office
171	SamudrajitTongchangya	C/S-III	34056	New Jaganasury Revenue Circle Office
172	Ola Muni Tongchangya	Sweeper	34056	New Jaganasury Revenue Circle Office
173	Amar Rattan Tong	Chawkider	34056	New Jaganasury Revenue Circle Office
174	RenuTongchangya	Sweeper	34056	New Jaganasury Revenue Circle Office
175	BarunTongchangya	Horti Field	15000	New Jaganasury Revenue Circle Office

		Worker		
176	Hira Lal Tong.	LDC(MR)	17100	New Jaganasury Revenue Circle Office
177	Dhana Chakma.	LDC(MR)	17100	New Jaganasury Revenue Circle Office
178	Shanti Priyo Chakma	O/P (MR)	12600	New Jaganasury Revenue Circle Office

**Budget allocated plans, proposed expenditures and reports on disbursement made:
2022-2023.**

Sl. No.	Name of scheme	Sector	Proposed Amount (in Rs.)	Amount sanctioned up to 31//3/2023
1.	Maintenance of Computer & Office expenses	Plan	Nil	Nil
2.	Maintenance of Computer & Office expenses	Non-Plan	250000	250000
3.	Supply of stationery to Sub-Office	Non-Plan	100000	100000
4.	Purchase and maintenance of office utilities	Local Receipt	Nil	Nil
5.	Furniture to Sub-Office	Non-Plan	Nil	Nil
		Total:	350000	350000

(BIPIN BIHARI CHAKMA)
Senior Revenue & Settlement Officer
Land Revenue & Settlement Department
Chakma Autonomous District Council
Kamalanagar.

**REPORT ON THE IMPLEMENTATION OF THE PROVISIONS OF THE
RIGHT TO INFORMATION ACT, 2005 FOR THE YEAR 2022-2023**

I. Particulars of Reporting Authority:

1. Name of the office : Land Revenue & Settlement Department
2. Level (whether Secretariat, Directorate, District, etc.): Department
3. Names of Public Sector Undertakings, Boards, Council, etc. Under the office: Land Dispute Settlement Advisory Board (LDSAB)
4. Names of NGOs assisted by the Department: Nil
5. Website address of the Officer: www.cadc.gov.in

II. Implementation of Section 4 of RTI Act, 2005:

1. Whether information in the department/office has been made accessible to State Public Information Officer (SPIO) concerned as required by Sec 4?
Yes
2. Whether all relevant facts relating to formulation of important policies have been published by the department/office as required under Sec 4(1)(b)?
Copy of the latest publication may please be attached. Yes
3. Whether every suo moto information has been provided to the public at regular intervals as required by Sec 4(2)? Yes
4. Whether every information in the department/office has been widely disseminated with Website address of the office as required by Sec 4(3)?
Yes
5. Whether all the records are catalogued and indexed by the office? If not, state the reasons as to why? Yes

III. Report on number of Public Authorities and Applications received:

1. No. of DAAs in the office: 1 (One)
2. No. of SPIOs in the Office: 1 (One)
3. No. of SAPIOs in the office: Nil
4. Applications received from within the State (excluding BPL applicants): 6
5. Applications received from outside the State (excluding BPL applicants):
Nil
6. Applications received from BPL applicants):
 - a) Within the State: 1
 - b) Outside the State: Nil
7. Total no. of RTI applications received during the year under report: 7

IV. Report on number of information furnished/denied, etc, First Appeal and Fees collected under RTI Act, 2005:

1. No. of applications transferred to other departments: Nil
2. No. of applications received which has been transferred from/by other department: Nil
3. No. of information furnished: 7
6. No. of information rejected/denied: Nil
7. No. of applications under process: Nil
8. No. of applications withdrawn by applicant: Nil
9. No. of applications not collected by applicant: Nil
10. No. of First Appeal received: 1
11. No. of First Appeal disposed: 1
12. Total amount of RTI application fees collected: Rs. 160/-
13. Total amount collected for cost of providing information: Rs. 75/-

V. Details of existing DAAs, SPIOs, SAPIOs:

Name & Contact No. (Landline & Mobile) and Email Address of		
DAA	SPIO	SAPIO
PronitBikash Chakma 7085948784 pronitbikashchakma@gmail.com	Bipin Bihari Chakma 7627911783	

(BIPIN BIHARI CHAKMA)
Senior Revenue & Settlement Officer
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