

Right to Information Handbook, 2023-2024
Of
Local Administration Department
Chakma Autonomous District Council
Kamalanagar

Published by
Local Administration Department
Chakma Autonomous District Council
Kamalanagar

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 the 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 as RTI Officers
1.	Pronit Bikash Chakma, Executive Secretary	Department Appellate Authority (DAA)
2.	Inglon Chakma, Local Administration Officer	State Public Information Officer (SPIO)

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 endeavor towards this end. It shall provide information in respect of Local Administration Department, Chakma Autonomous District Council as required under the section mentioned above.

(INGLON CHAKMA)
Local Administration Officer
Chakma Autonomous District Council
Kamalanaga

LOCAL ADMINISTRATION DEPARTMENT

About:

Local Administration Department is one of the various departments of Chakma Autonomous District Council whose purpose is basically for administration and development of village councils within Chakma Autonomous District Council. It serves through various schemes like construction of water tank, water reservoir, ring wells, Urinal shed, latrine shed, side drains, construction and maintenance of road, etc.

It is headed by the Local Administration Officer (LAO) of Local Administration Department. He is supported by Assistant Local Administration Officer (ALAO), Assistant Engineer (A.E.), Junior Engineer (J.E.) and some clerks.

Function and Duties:

1. Urban Development.
2. All minor works such as:
 - a) Construction of Steps/Culvert/Retaining Wall.
 - b) All matters relating to village councils.
 - c) Town administration.
 - d) Improvement & Development of Town/ Markets.
 - e) Establishment of new villages.
 - f) Sanitation.
 - g) Town Planning.
 - h) Naming of Streets in Towns.

Power and duties of Officers and employees:

The Local administration Officer executes the decision of the Executive Committee of Chakma Autonomous District Council on any matters within the assistance of its sub-ordinate staff.

Procedures followed in decision making including channels of supervision and accountability:

Any matters of financial implication or of serious nature decisions are taken by the concerned Executive Member i/c LAD in the name of Executive Committee, Chakma Autonomous District Council.

Supervision of execution of any tasks is maintained by the Local administration Officer (LAO) or by any staff delegated for the purpose.

Accountability of execution for any works rest on the Local Administration Officer

Rules, Regulations, Instructions, Manual and Records, held by it or under its controls or used by its employees for discharging of its function:

-Nil

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

1. Measurement Book.
2. Bill/Register of works.
3. Stock register.

Particulars of any arrangement that exist for construction with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

-Nil

Statements of the boards, Councils, Committees and other bodies consisting of two or more persons constituted as its parts and for the purpose of its advice and as to whether meetings of these 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	Contact No.	Monthly Remuneration	Remarks
1	Inglon Chakma, LAO	7085606956	160355.00	
2	Gyana Dhan Chakma, ALAO	8730846605	109895.00	
3	B. Bony Lalsangzuala, A.E	7629800062	124105.00	
4	D. H. Shyamal Chakma, -do-	7085937447	93075.00	
5	D. Sanjit Chakma, System Analyst	7085635338	90610.00	
6	Shanti Kumar Chakma, UDC	7085830925	85640.00	
7	Shanti Lal Chakma, C/A-I	9485374990	74620.00	
8	Fulo Raj Chakma, C/A-I		74620.00	
9	Lokhi Charan Chakma, C/A-I		72590.00	
10	Dino Ranjan Chakma, UDC	7085949608	68820.00	
11	Rattan Kumar Tong, C/A-I		68820.00	
12	Chiringya Chakma, C/A-II	9383179252	61715.00	
13	Doya Maya Chakma, C/A-I	7628003490	60185.00	
14	Ashish Chakma, UDC	7085923783	58525.00	
15	Binoy Ranjan Chama, C/A-I		58380.00	
16	Laxmi Maya Chakma, C/A-II	9485374923	55335.00	
17	Dhona Muni Tong, LDC	7085634048	55335.00	
18	Shanti Bikash Tong, LDC	8132909708	55335.00	
19	Sadhana Devi Chakma, LDC	6909714728	52435.00	
20	Biswajit Chakma, C/A-II	9366772558	46780.00	
21	Bitika Chakma, C/A	8731088313	44715.00	
22	Kamini Ranjan Chakma, C/A-I	7627913687	43735.00	
23	Maya Sida Chakma, C/a-II		43300.00	
24	Nagori Mala Chakma, C/A-II		43300.00	
25	Buddha Lila Chakma, C/A-I		43735.00	

26	Paromita Chakma, C/A-I		43735.00	
27	Uttam Chakma LDC	7630089589	43735.00	
28	Sugata Chakma, LDC	7085673549	43735.00	
29	Ajit Ray Chakma, LDC		43735.00	
30	Jonah V. Malthangpuia,LDC	8413886194	43735.00	
31	Lipi Chakma, LDC	9205101233	43735.00	
32	Sujan Chakma, LDC		43735.00	
33	Bini Moy Chakma, LDC		43735.00	
34	B. Umar Chakma, C/A-I		43735.00	
35	Manek Prova Tong, C/A-III		39530.00	
36	Nayan Tara, C/A-III	8974211904	38515.00	
37	Amar Kanti Chakma, C/A-II		35280.00	
38	Priyo Kumar Tong. O/P		34890.00	
39	Robindranath Chakma, O/P	8414879901	34056.00	
40	Soikot Chakma, O/P		34056.00	
41	Paira Mon Chakma, O/P		34056.00	
42	Mon Shanti Chakma, O/P		34056.00	
43	Shanti Ranjan Chakma, O/P		34056.00	
44	Shanti Ranjan Chakma(Jr.)Sweeper		32424.00	
45	Shanti Bikash Chakma, O/P		32424.00	
46	Borun Chakma, O/P		31744.00	
47	Poran Dhan Chakma, Swpr.		31744.00	
48	Sujita Chakma, C/A-III		31744.00	
49	Prabath Kusum Chakma, C/A-III		31744.00	
50	Kobina Chakma, Chkdr		31744.00	
51	Sumoto Bala Chakma, C/A-III		31744.00	
52	Tukru Joy Chakma, J.E. (MR)	8413016608	21900.00	
53	Deepali Chakma, Sweeper (Fixed)		3500.00	
54	Lokhi Devi Chakma, Sweeper(Fix)	7085530096	3500.00	
55	Badikkho Chakma, Sweeper (Fix)		3500.00	
56	Barun Chakma, Sweeper (Fixed)		3500.00	
57	Hema Ranjan Chakma, Sweeper (F)		3500.00	
58	Anita Chakma, Sweeper (Fixed)		3500.00	
59	Nirmal Kanti Chakma, Sweeper (F)		3500.00	
60	Kamal Basu Chakma, O/P		4500.00	
61	Sujit Chakma, C/A-I (Fixed)		10000.00	
62	Shanti Bikash, C/A-I (Fixed)		10000.00	
63	Amar Bala Chakma, O/P (Fixed)		8000.00	
64	Santosh Moy Chakma, C/A-I(Fixed)		10000.00	
65	Sameer Chakma, LDC(Fixed)		10000.00	
66	Janu Chakma, LDC(Fixed)		10000.00	
67	Punyojit Chakma, O/P(Fixed)		8000.00	
68	Krishna Bikash Tong,C/Optr.(F)		15000.00	
69	ShillongoMoni Chakma, Swpr. (MR)		13800.00	
70	Rattan Kumar Chakma, Swpr. (MR)		13800.00	
71	Sugo Kumar Chakma, MRL		12600.00	

72	L.B. Arun Tong, MRL		12600.00	
73	Hodeye Chakma, MRL		12600.00	
74	Muktodon Chakma, MRL		12600.00	
75	Sukro Joy Chakma, MRL		12600.00	
76	Dum Rai Tong, MRL		12600.00	
77	Janali Chakma, C/A-III	9612233351	12600.00	
78	Kalpana Chakma, Chawkider	6909288055	12600.00	
79	Shanti Jiban , LDC(M/R)		17100.00	
80	Prem Bikash Chakma, C/A-I (M/R)		17100.00	
81	Robi Moy Chakma, C/A-I(M/R)		17100.00	
82	Bishawjit Chakma, C/A-I(M/R)		17100.00	
83	Lokhi Dhan Chakma, LDC (M/R)	9233292346	17100.00	
84	Kusum Babu Chakma, MRL	7085592492	12600.00	
85	Jitan Chakma, MRL		12600.00	
86	Kusum Babu, MRL		12600.00	
87	Smt. Minti Chakma, HHS to LAO	7085606956	12600.00	
88	Smt. Miranda Chakma,HHS to LAO	7085606956	12600.00	
89	Tumbi Chakma, HHS to AE	7629800062	12600.00	
90	B. Lovely Veronica, HHS to AE	7629800062	12600.00	

Name, Designation and other particulars of the public Information Officers:

Name	Designation	Contact No.	Email
Pronit Bikash Chakma	Executive Secretary, CADC & Department Appellate Authority	7085948784	pronitbikashchakma@gmail.com
Inglon Chakma	Local Administration Officer, CADC & State Public Information Officer	7085606956	inglonchakma01@gmail.com

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

Sl. No.	Name of Schemes	Sector	Proposed Amount (in Rs.)	Amount Sanctioned in 2023-2024
1	MDC LAD Fund		10,000,000.00	10,000,000.00
2	Village Council remuneration		67,35,600.00	3,367,000.00
3	Office expenses		1,40,000.00	70,000.00
4	Maintenance of Computer		60,000.00	60,000.00
5	Maintenance of Machineries		100,000.00	50,000.00
6	GIA Genl. (Non-salary) to Village Council		1,15,00,000.00	3,900,000.00
7	Maintenance of Tippers		6,00,000.00	6,00,000.00
8	DA to Town Planning Committee		50,000.00	Nil
Grand Total ::			29,185,600.00	18,047,000.00

The manner of execution of subsidy programme, including the amount allocated and the details of beneficiaries of such programme:

-Nil

Particulars of recipients of concessions, permits or unauthorizations grant by it:

- Nil

Details in respect of the information, available to or held by it, reduced in electronic form:

- Nil

Details in respect of the information, available to citizens for obtaining information including the working hours of a library or reading room:

- CADC website: www.cadc.gov.in

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