

RTI HANDBOOK, 2023-2024
OF
MIDDLE SCHOOL EDUCATION DEPARTMENT
CHAKMA AUTONOMOUS DISTRICT COUNCIL
KAMALANAGAR

Published By
Middle School Education Department
CHAKMA AUTONOMOUS DISTRICT COUNCIL
Kamalanagar : Mizoram

MIDDLE SCHOOL EDUCATION DEPARTMENT

About:

The Middle School Education Department is one of the important departments of Chakma Autonomous District Council. Its purpose is basically to provide free and compulsory education up to elementary level and to establish an educationally elite society. It manages and looks after 66 (sixty-six) number of Middle/Comprehensive Middle/Upper Primary Schools under CADC.

The Middle School Education Department is headed by the Assistant Education Officer, Middle School Education. He is assisted by the Circle Education Officer, an Office Superintendent and some other subordinate staff.

Functions & Duties:

1. Establishment and management of Middle/Comprehensive Middle/Upper Primary Schools.
2. Collection & Maintenance of data pertaining to schools under Middle School Education Department.
3. Ensuring free & compulsory education upto elementary level.
4. Monitoring & supervision of schools under the department.
5. Provision of Free Text Books, Stationeries, Class-room furniture, TLM etc.

Power & Duties of Officers & Staff:

The Assistant Education Officer, Middle School Education executes the decision of the Executive Committee on any matter. He is supported by Circle Education Officer, Office Superintendent and other staff.

Procedure followed in decision making process including channel of supervision & accountability:

Any matter of financial implication or decisions of serious nature are taken by the Executive Member in the name of the Executive Committee. Supervision of any task is maintained by the Assistant Education Officer or by any staff delegated for the purpose. Accountability for execution of any task rests on the Assistant Education Officer.

Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

NIL

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

1. School Data
2. Letters of School Opening Permission.

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 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 (in Rs.)	REMARKS
1	Punya Jagat Talukdar	Asstt. Education Officer	1,31,760/-	
2	Doya Moy Chakma	Circle Education Officer	1,26,280/-	
3	Milon Chakma	Circle Education Officer	1,06,370/-	
4	Pulak Chakma	Assistant	87,115/-	
5	B. Amiyo Bikash Chakma	Accountant	86,365/-	
6	Shankar Dev Chakma	Assistant	86,365/-	
7	H. Soschin Chakma	Junior Engineer	65,775/-	
8	Purna Kumar Chakma	UDC	1,04,925/-	
9	Sarita Chakma	UDC	60,120/-	
10	Saurabh Larma	LDC	47,215/-	
11	Janak Chakma	LDC	47,215/-	
12	Sipon Tongchangya	LDC	47,215/-	
13	Rip Rip Chakma	LDC	47,215/-	
14	Ambu Bikash Chakma	LDC	47,215/-	
15	Nabin Joy Chakma	LDC	44,895/-	
16	Subash Chandra Chakma	LDC	43,735/-	
17	Jagadish Chakma	LDC	43,735/-	
18	Thengkhi Muni Tong.	LDC	44,895/-	
19	Kripa Kumar Tong.	LDC	52,435/-	
20	Nagossya Chakma	O/P	38,515/-	

21	Lalmon Chakma	O/P	34,056/-	
22	Sumati Ranjan Chakma	O/P	34,056/-	
23	Prem Lal Chakma	O/P	31,744/-	
24	Madhan Gupta Chakma	O/P	31,744/-	
25	Rattan Kumar Chakma	Sweeper	34,056/-	

Teaching & Non- Teaching Staff under Middle School Education Department

Sl.No.	Name	Designation	Monthly remuneration (in Rs.)	REMARKS
1.	Nalinakshya Sharma	Headmaster	1,37,270/-	
2.	Lalsangvuana	MST	1,29,905/-	
3	Ningamban Pakasona	Headmaster	1,29,325/-	
4	K. Birosen Chakma	Headmaster	1,29,325/-	
5	H.D. David Zodintluanga	Headmaster	1,18,885/-	
6	Smt. Arpana Chakma	MST	1,26,380/-	
7	Banbihari Chakma	Headmaster	1,36,720/-	
8	Amerson Chakma	Headmaster	1,29,325/-	
9	V. Thanga Pandy	MST	1,50,030/-	
10.	MS John Kenedy	Headmaster	1,53,105/-	
11	G. Natarajan	MST	1,45,825/-	
12	Uttam Mahaldar	Headmaster	1,40,695/-	
13	Barun Kumar Banik	MST	1,34,080/-	
14	Bishesh Kumar Dewan	Headmaster	1,36,820/-	
15	A. Raju	MST	1,34,080/-	
16	Anil Kumar Chakma	Headmaster	1,36,720/-	
17	Santosh Chakma	Headmaster	1,32,950/-	

18	F. Ashim Chakma	Headmaster	1,40,635/-	
19	Meena Chakma	Headmaster	1,33,500/-	
20	Netai Chandra Mitra	Headmaster	1,32,950/-	
21	Dhal Bahadur Chongpreng	MST	1,26,280/-	
22.	P.L. John Maryan	Headmaster	1,32,950/-	
23	V. Laldinpui	MST	1,22,800/-	
24	Rupa Chakma	Headmaster	1,26,250/-	
25	Ashman Chakma	MST	1,19,565/-	
26	Sujata Chakma	MST(Hindi)	1,09,895/-	
27	Mayula Chakma	MST(Hindi)	1,09,895/-	
28	L. Sonathan Singh	Headmaster	1,29,325/-	
29	Shanti Ranjan Chakma	MST	1,30,455/-	
30	Konica Chakma	MST	1,22,800/-	
31.	Dayal Chandra Chakma	Headmaster	1,32,950/-	
32	Anjan Prasad Chakma	MST	1,26,280/-	
33	S. A. Laskar	MST	1,26,280/-	
34	Biswanath Chakma	Headmaster	1,25,800/-	
35	Bodhiswatta Chakma	MST	1,19,565/-	
36	Sundar Muni Chakma	Headmaster	1,18,885/-	
37	Bidya Priya Chakma	Headmaster	1,18,885/-	
38	Babul Talukdar	Headmaster	1,18,885/-	
39	Milon Chakma	Headmaster	1,06,370/-	
40	D. Mon Kumar Chakma	Headmaster	1,03,740/-	
41	Manu Mohan Chakma	Hindi Teacher	98,295/-	
42	Jagat Jyoti Chakma	MST	98,295/-	
43	Nomita Chakma	Hindi Teacher	98,295/-	

44	Amesh Kumar Chakma	Hindi Teacher	98,295/-	
45	Nagar Chand Tongchangya	Hindi Teacher	98,295/-	
46	Ananda Bikash Chakma	Headmaster	1,03,370/-	
47	Yankee Chakma	MST	1,22,900/-	
48	Parthajit Chakma	MST	1,26,280/-	
49	Tlawmlolala	MST	1,19,465/-	
50	H. Zodinliana	MST	1,18,885/-	
51	D. Remthanga	MST	1,01,050/-	
52	L. Bibekananda Singh	MST	1,22,800/-	
53	Lalhminglova	MST	1,16,130/-	
54	L. Dhola Babu Singh	MST	1,29,905/-	
55	L. Dhan Babu Singh	MST	1,22,800/-	
56	Guna Chandra Chakma	MST	1,19,565/-	
57	Sunil Kumar Chakma	MST	1,19,465/-	
58	Naba Kumar Chakma	MST	1,16,130/-	
59	W. Ibocha Singh	MST	1,16,130/-	
60	Tushar Kanti Chakma	MST	1,19,465/-	
61	Polash Chakma	MST	1,19,465/-	
62	Binod Bihari Chakma	MST	1,13,040/-	
63	Bipan Chakma	MST	1,16,2304/-	
64	Anandalal Chakma	MST	1,12,940/-	
65	Padma Chakma	MST	1,09,895/-	
66	Nilo Ranjan Chakma	MST	1,12,940/-	
67	Ram Chakma	MST	1,12,940/-	
68	Binoy Kumar Chakma	Headmaster	1,03,370/-	
69	Lobindra Chakma	Headmaster	1,06,950/-	

70	Pradip Chakma	Headmaster	95,685/-	
71	Jyotish Chakma	MST	95,685/-	
72	Manoj Chakma	MST	93,075/-	
73	S. Suresh Chakma	MST	1,01,050/-	
74	Manu Ranjan Chakma	MST	1,01,050/-	
75	Diana Chakma	MST	93,600/-	
76	Subankhari Chakma	MST	1,16,525/-	
77	Alon Chakma	MST	1,13,335/-	
78	Anand Tongchangya	MST	1,04,200/-	
79	Vannunmawia	MST	98,545/-	
80	P.L. Lalramhluna	MST	95,790/-	
81	Surjyo Kumar Chakma	MST	90,570/-	
82	Akhilesh Kumar Thakur	MST	1,16,525/-	
83	Arvind Kumar Thakur	MST	1,22,800/-	
84	Gopal Kanti Chakma	MST	81,000/-	
85	Barun Kanti Chakma	MST	1,04,200/-	
86	Bijoy Kanti Chakma	MST	74,620/-	
87	R. Bright Star Mrinal	MST	74,620/-	
88	Punya Chandra Chakma	Hindi Teacher	74,620/-	
89	Sapan Chakma	MST	72,590/-	
90	Dilip Chakma	MST	72,590/-	
91	Bishwajit Chakma	MST	72,590/-	
92	Pantak Chakma	MST	72,590/-	
93	Twin Chakma	MST	72,590/-	
94	Nirmal Larma	MST	72,590/-	
95	Heedoth Dewan	MST	72,590/-	

96	Haland Chakma	MST	72,590/-	
97	Monu Roma Chakma	MST	72,590/-	
98	Sailendu Chakma	MST	72,590/-	
99	Lokhijoy Chakma	MST	72,590/-	
100	B. Sudeep Chakma	MST	72,590/-	
101	Krishna Chakma	MST	72,590/-	
102	Prity Moy Chakma	MST	72,590/-	
103	Jotish Gandhi Chakma	MST	72,590/-	
104	Kamalini Chakma	MST	1,11,015/-	
105	V. Llbiakrema	MST	99,270/-	
106	J. Joliana	MST	71,285/-	
107	Kanya Jet Tongchangya	MST	71,285/-	
108	Geeta Moni Chakma	MST	64,035/-	
109	Reboji Lota Tonngchangya	MST	74,620/-	
110	Karjyo Kumar Tongchangya	MST	74,620/-	
111	Kunja Devi Tongchangya	Hindi Teacher	72,590/-	
112	Raja Parna Chakma	MST(Fixed)	6,750/-	
113	Sukra Moni Chakma	MST(Fixed)	6,750/-	
114	Superiyo Chakma	MST(Fixed)	7,000/-	
115	Lambahulo Chakma	MST(Fixed)	7000/-	
116	Chondi Kumar Chakma	MST(Fixed)	7000/-	
117	Samar Kumar Chakma	MST(Fixed)	6,750/-	
118	Bijoy Laxmi Chakma	Peon	65,050/-	
119	Nilo Prasad Chakma	Peon	63,310/-	
120	Birendra Tongchangya	Peon	63,310/-	
121	Anil Baran Chakma	Peon	61,570/-	

122	Dino Kumar Chakma	Peon	58,380/-	
123	Dino Ranjan Chakma	Peon	61,570/-	
124	S. Lalrinenga	Peon	52,000/-	
125	Shanti Moni Chakma	Peon	50,695/-	
126	Sundarswar Chakma	Peon	50,695/-	
127	Bishwajit Chakma	Peon	50,695/-	
128	Puspa Ranjan Tongchangya	Peon	41,125/-	
129	Basanta Kumar Tongchangya	Chowkider	34,056/-	

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

Sl. No.	Name of Scheme	Proposed Amount (in Rs.)	Amount Sanctioned as on 31-03-2023
1	Office Expenses	1,50,000/-	1,50,000/-
2	Maintenance of Machinery	1,10,000/-	1,20,000/-
3	TA/DA for Teachers	4,00,000/-	2,00,000/-
4	Supply of Stationaries	1,50,000/-	1,50,000/-
5	Purchase & Distribution of Textbooks	5,00,000/-	5,00,000/-

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

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

CADC website: www.cadc.gov.in.

Names, designations and other particulars of the Education Officers:

Sl.No	Name	Designation	Email & Contact No	REMARKS
1	Punya Jagat Talukdar	Asstt. Education Officer, MS Edn, CADC	8131958304 punyajagat193@gmail.com	
2	MilonChakma	Circle Education Officer, MS Edn, CADC	7085847221 Milonchakma1980@gmail.com	

Such other information as may be prescribed:

NIL

Name, designation and other particulars of Public Information Officer of Middle School Education Department.

Name	Designation	Contact No.	Email
Pronit Bikash Chakma	Executive Secretary , CADC & Department Appellate Authority	7085948784	pronitbikashchakma@gmail.com
Punya Jagat Talukdar	Asstt. Education Officer, MS Edn, CADC	8131958304	punjajagat193@gmail.com

Assistant Education Officer
Middle School Education Department
Chakma Autonomous District Council
Kamalanagar