

**Right to Information Handbook, 2022 – 2023**  
**Of**  
**Minor Irrigation Department**  
**Chakma Autonomous District Council**  
**Kamalanagar, Mizoram**

**Published by**  
**Minor Irrigation Department**  
**Chakma Autonomous District Council**  
**Kamalanagar, Mizoram**

## MINOR IRRIGATION DEPARTMENT

### 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	Designated as RTI Officers
1	Pronit Bikash Chakma, Executive Secretary,	Appellate Authority
2	Jagadish Chakma, District Agriculture 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 sue motu initiative. This Handbook is an endeavor towards this end. It shall provide information in respect of Minor Irrigation Department, Chakma Autonomous District Council as required under the section mentioned above



(JAGADISH CHAKMA)

State Public Information Officer

i/c

Minor Irrigation Department  
Chakma Autonomous District Council  
Kamalanagar

## **MINOR IRRIGATION DEPARTMENT**

### **About:**

Minor Irrigation Department of Chakma Autonomous District Council was established in the year 2011, although the department existed under Agriculture Department since 1993.

The main occupation of the people of Chakma Autonomous District Council is agriculture having Rice as staple food. The Chakma Autonomous District Council has also taken various steps for the development of agriculture to increase the production and productivity and it has experienced substantial change and appreciable development in the level of productivity and yield. Due to financial constraint the Council could not take desirable steps for the success of its objective in the past years. Consequently, in 2011 the enhancement of powers of the existing department included inclusion of Minor Irrigation Department as independent department.

### **Function and Duties:**

- The Department implements and monitor various schemes taken up under centrally sponsor schemes and fund received under normal grant-in-aid.

### **Power and duties of officers and employees:**

- The Executive Member i/c Minor Irrigation Department is responsible for disposal of business pertaining to department.
- The District Agriculture Officer is the in-charge head of the department. He advises the concern Executive Member for proper transaction of business and proper observation of rule and regulation for consideration.
- The Assistant Engineer prepares the Plan & Estimate and supervises the technical works on field. He also makes proper measurement of any work assigned to the execution agencies after completion of works and submits the same to the department.
- The Assistant, he perform his function like file works, compute typing any letter, work order etc. on the advice of DAO.
- The Lower Divisional Clerk assists the assistant and also performs his duties entrusted with work of routine nature like receipt & despatch and simple drafts etc.

### **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 DAO by any staffs delegated for the purpose.

**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:**

**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:**

S/No.	Name	Designation	Monthly Remuneration	Remarks
	NIL	NIL	NIL	NIL

**Budget allocated Plans, proposed expenditure and reports on disbursement made during 2023-2024:-**

Sl.No	Name of Scheme	Sector	Proposed Amount (in Rs.)	Amount Sanctioned
1	Office expenses	Plan	NIL	NIL
2	Maintenance of Machineries	Plan	NIL	NIL
		<b>TOTAL</b>	<b>NIL</b>	<b>NIL</b>

The manner of execution of subsidy programme, 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 citizen for obtaining information, including the working hours of a library or reading room:**

**CADC Website: [www.cadc.gov.in](http://www.cadc.gov.in)**

**Name, designations and other particulars of the Public Information Officers:**

<b>Name</b>	<b>Designation</b>	<b>Contact Number</b>	<b>Email</b>
<b>Pronit Bikash Chakma</b>	<b>Executive Secretary, CADC &amp; Departmental Appellate Authority</b>	<b>7085948784</b>	<b>pronitbikashchakma@gmail.com</b>
<b>Jagadish Chakma</b>	<b>District Agriculture Officer, CADC &amp; SPIO</b>	<b>8415050924</b>	<b>jagadishchakma1967@gmail.com</b>