

Right to Information Handbook, 2023-2024
Of
Planning & Development Department
Chakma Autonomous District Council
Kamalanagar, Mizoram

Published By
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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 as RTI Officers
1.	Pronit Bikash Chakma, Executive Secretary	Appellate Authority
2.	Prabin Chakma, Planning & Development 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.

(PRABIN CHAKMA)
State Public Information Officer
Planning & Development Department
Chakma Autonomous District Council

Planning & Development Department, CADC

About:

The Planning & Development Department is the nodal department for the scheme implementing departments that the CADC receives from various Ministries like CSS, NEC, NLCPR and Non-Recurring Grant from DoNER, Govt. of India as well as under normal GIA from the State Govt. The department prepares the project/Schemes with the consultation of the Executive Committee and submits to various Ministries, Govt. of India through State Government.

The CADC has a District Planning & Development Committee which was created on 5 of November, 1990 and it is headed by the Chairman and Vice-Chairman of Planning & Development Committee with three (3) members and the P&DO as the Member Secretary of the committee.

Functions of the Committee:

The functions of the Planning & Development Committee are to examine and determine the basic needs of the people and to collect data for proper Planning of various Development Programme within the power vested with the authority of CADC, to monitor and inspect development projects/schemes executed by CADC and to advise the Executive Committee in all matters relating to development programme.

There are three other Committees: viz.

1. The District Level Monitoring and Review Committee
2. The District Council Monitoring and Review Committee, and
3. The infrastructure and Management Committee.

In the District Level Monitoring & Review Committee, the Deputy Commissioner is the Chairman whereas for the District Council Monitoring & Review Committee the Executive Secretary is the Chairman and both the committees are responsible for supervision of works for all schemes funded by NEC, Govt. of India. The infrastructure & Management Committee of District Council is responsible to look after the developmental works that are being undertaken by the District Council.

The Computer Operator is also a technician who deals with the recording of different schemes plan & estimate and preserve both in soft and hard copies. In addition to that he is also entrusted with some other file works.

The UDC is to assist the Head Assistant and the LDCs are to assist the UDC & the Head Assistant pertaining to file works and etc.

The department also has one carpenters who is entrusted in repairing and making of officefurniture etc.

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

All matters of financial implication or of serious nature decision are taken by the Vice-Chairman (Planning) & the Planning & Development officer, CADC which is again placed inthe Executive Committee of CADC for further nature of action. Supervision of execution of anydepartmental task is maintained by the P&DO with the consultation of Vice-Chairman (Planning) or byany staff dedicated for the purpose.

RULES, REGULATIONS, instruction, manuals and records, held by it or under its control or used by its employees for discharging its function:

All records of U/Cs under GIA under State Finance Commission Sanctioning letters, Plan & Estimate/Projects are preserved by the department.

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

NIL

Statements of the boards, councils, committees and other bodies consisting of the two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

The Planning Department consists of two different Committees-

- (a) Planning & Development Committee
- (b) District Council Level Monitoring and Review Committee

Yes, all such meetings are accessible to public.

A directory of its officers and employees.

Sl. No.	Name of Incumbent	Designation	Monthly Remuneration	Remarks
1	Prabin Chakma	PDO	124105	
2	Pijush Kanti Dey	HeadAssistant	119860	
3	Santosh Chakma	Computer Operator	69400	
4	Lucy Barcheg	Assistant	64035	
5	Rohita Chakma	Assistant	75345	
6.	Pushporath Chakma	UDC	58525	
7.	Dholbi Chakma	LDC	47215	
8.	Dibakar Chakma	LDC	44895	
9.	Santosh Chakma	LDC	43735	
10.	Roshna Chakma	LDC	43735	
11.	Antor Chakma	LDC	43735	
12.	Surendra Chakma	O/P	34056	
13.	Punyo Chandra Chakma	O/P	34056	
14.	Jagadish Chakma	LDC	10000	
15.	Anal Chakma	LDC	10000	
16.	Himmot Chakma	LDC	10000	
17.	Joy Kumar Chakma	MRL @ ` 420/-	12600	
18.	F. Janson Chakma	O/P(M/R) @420	12600	
19.	Rahul Chakma	MRL @ ` 420/-	12600	

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

(Rs. In lakhs)

Sl. No.	Name of Schemes	Sector	Proposed amount	Sanction amount (1 st & 2 nd Quarter)
1.	TA/DA to planning board members including sitting allowance for meeting and conference	GIA	0.75	0.25
2.	Office Expenses	GIA	1.00	0.50
3.	Maintenance of Machineries	GIA	1.00	0.50
4.	Maintenance of Bike		0.50	0.20
	Grand Total		3.25	1.45

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

NIL

Particulars of recipients of concession, permits or authorization 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 books.

NIL

Names, designation and other particulars of the SPIO

Sl. No.	Name of Incumbent	Designation	Contact No.	Email
1.	Pronit Bikash Chakma	Executive Secretary, CADC & Departmental Appellate Authority	7085948784	pronitbikashchakma@gmail.com
2.	Prabin Chakma	Planning & Development Officer, CADC & SPIO	7085520049	Prabin.chakma@gmail.com