

Right to Information Handbook, 2023-2024
Of
Public Works Department
Chakma Autonomous District Council
Kamalanagar, Mizoram

Published by
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Chakma Autonomous District Council
Kamalanagar, Mizoram

PUBLIC WORKS DEPARTMENT

About:

The Public Works Department was handed over to CADC in 1994 during the enhancement of power to the District Council. The Public Works Department plays the major role for the execution of works/schemes within the Chakma Autonomous District Council.

The Public Works Department is equipped with technical staffs and efficient clerk.

The Public Works Department is headed by the Executive Engineer. He is assisted by 4(four) Assistant Engineers, 3(three) Junior Engineer. 1(one) Assistant, 2(Two) Upper Divisional Clerk, 6(six) Lower Divisional Clerk and 10(ten) Nos. of various grade staffs.

Function and Duties:

The function and duties of Public Works department can be broadly classified under the heads:

- 1) Supervision of engineering works,
- 2) Maintenance of records of progress, labour, material etc, at site,
- 3) Correspondence,
- 4) Accounts,
- 5) Custody of stores, and
- 6) Preparation of estimates of projects.

Power and duties of officers and employees:

The Executive Engineer, PWD, CADC is entrusted to discharge the overall administrative and technical control of the department.

All the Assistant Engineers are entrusted to maintain all related document of building works, roads works, bridges works like preparation of estimates /DPR'S, bills, MB's etc.

All the Junior Engineers are entrusted to measure the roads, prepare plan and estimates, MB's, etc.

The Assistant is entrusted to look after all the files deal by the LDC'S.

The UDC/Departmental Cashier is entrusted to maintain the cash book and keep the records/ vouchers/register properly and he is also entrusted to deal the important files other than schemes/works files like utilization certificate, audit quarry, session question.

The LDC'S are entrusted to assist the assistant and UDC for proper maintenance of official records.

The office peon and chowkidar are entrusted to keep the office clean and in save condition.

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

The public works department is run by following the CPWD manual in every works and take approval from the Executive Committee, CADC. All the works order is issued by the Chief Executive member, CADC.

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:

Keeping of all documental records of all works supervised or control by Public Works Department.

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public works department 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:

Sl. No	Name	Designation	Monthly Remuneration (in Rs)	Remarks
1.	Jayan Chakma	Executive Engineer	214070.00	
2.	P. Lalrintluangi	Assistant Engineer	131994.00	
3.	K. Kamal Chakma	Assistant Engineer	114242.00	
4.	Prasanta Chakma	Assistant Engineer	1142342.00	
5.	Bhagirath Chakma	Assistant Engineer	108038.00	
6.	Swapan Jyoti Chakma	Junior Engineer	67640.00	
7.	Devash Chakma	Junior Engineer	67640.00	
8.	Sonusa Chakma	Junior Engineer	67640.00	
9.	PunyoLalChakma	Press Supervisor	88931.00	
10.	B. Biniya Chakma	Assistant	75395.00	
11.	Santhaw Chakma	UDC	57065.00	
12.	Rakesh Chakma	UDC	57065.00	
13.	Sneha Chakma	Surveyor	51989.00	
14.	T.Anamikha Chakma	LDC	47336.00	
15.	Hema Ranjan Chakma	LDC	47336.00	

16.	Juddha Ranjan Chakma	LDC	43811.00	
17.	B. Rachin Chakma	LDC	42683.00	
18.	Hojoli Chaka	LDC	42683.00	
19.	B. Priyo Chakma	LDC	42683.00	
20.	Supanta Pahile Chakma	LDC	43811.00	
21.	Boli Chakma	O/P	56501.00	
22.	Saran Singh Chakma	O/P	34064.00	
23.	Kina Mohan Chakma	O/P	31688.00	
24.	Ram Muni Chakma	O/P	33272.00	
25.	Bangaw Chakma	O/P	31688.00	
26.	Biju Kumar Chakma	O/P	31688.00	
27.	Puspa Lal Chakma	O/P	31028.00	
28.	Rajesh Kanti Chakma	O/P	37607.00	
29.	Sangasur Chakma	O/P	37607.00	
30.	Swarupa Chakma	LDC,MR @570/day	-	
31.	Sapanjit Chakma	LDC,MR @570/day	-	
32.	Santosh Chkma – I	Computer Operator, MR @570/day	-	
33.	Priyatoch Chakma	LDC,MR @570/day	-	
34.	SubirChakma	LDC,MR @570/day		
35.	Amar Bijoy Chakma	LDC,MR @570/day		
36.	Dalag Jason Chakma	LDC,MR @570/day	-	

37.	Adeisur Chakma	Fixed	10000.00	
38.	Raju Chakma	O/P, MR @460/day	-	
39.	Mritunjoy Chakma	MRL @420/day	-	
40.	Bijoy Chakma	MRL @420/day	-	
41.	Sundashya Chakma	MRL @420/day	-	
42.	Kina Dhan Chakma	MRL @420/day	-	
43.	Meya Ranjan Chakma	MRL @420/day	-	
44.	Puspa Chandra Chakma	MRL @420/day	-	
45.	Kusum Babu Chakma	MRL @420/day	-	
46.	Puspa Chandra Chakma	MRL @420/day	-	
47.	Shanti Rattan Chakma	MRL @420/day	-	
48.	Anjana Kumar Chakma	MRL @420/day	-	
49.	Lakhi Baran Chakma	MRL @420/day	-	
50.	Mithun Chakma	MRL @420/day	-	
51.	Aswattama Chakma	MRL @420/day	-	
52.	Kamal Chakma	MRL @420/day	-	
53.	Kanya Ram Chakma	MRL @420/day	-	
54.	Barun Kumar Chakma	MRL @420/day	-	
55.	Prema Ranjan Chakma	MRL @420/day	-	
56.	Sojeet Chakma	MRL @420/day	-	
57.	Suro Bikash Chakma	MRL @420/day	-	
58.	Iman Chakma	MRL @420/day	-	
59.	Sunil Moy Chakma	MRL @420/day	-	
60.	Babul Kanti Chakma	MRL @420/day	-	
61.	Mangal Muni Chakma	MRL @420/day	-	
62.	Suresh Kumar Chakma	MRL @420/day	-	

63.	Ananda Bikash Chakma	MRL @420/day	-	
64.	Bisu Kumar Chakma	MRL @420/day	-	
65.	Shailo Chakma	MRL @420/day	-	
66.	Lalu Prasad Chakma	MRL @420/day	-	
67.	Brisawketu Chakma	MRL @420/day	-	
68.	Ananda Lal Chakma	MRL @420/day	-	
69.	Baramoy Chakma	MRL @420/day		
70.	Robimon Tongchangya	MRL @420/day		
71.	Jhor jhorie Chakma	HHS to E.E @420/day	-	
72.	Sabaran Chakma	HHS to E.E @420/day	-	
73.	Muanzuail Fanai	HHS to P. Lalrintluangi A.E @ 420/day	-	
74.	Lianzauvi	HHS to P. Lalrintluangi, A.E @ 420/day	-	
75.	Suroti Chakma	HHS to K. Kamal Chakma A.E @ 420/day	-	
76.	Kalabi Chakma	HHS to K. Kamal Chakma A.E @ 420/day	-	
77.	Miranda Chakma	HHS to PrasantaChakma A.E @ 420/day	-	
78.	SurenChakma	HHS to PrasantaChakma A.E @ 420/day	-	
79.	Lily Chakma	HHS to BhagirathChakma A.E @ 420/day	-	
80.	Monju Rani Chakma	HHS to BhagirathChakma A.E @ 420/day	-	

Budget allocated, plans, proposed expenditures and reports on disbursement made (2023-24):

Sl.No	Name of Scheme	Sector	Proposed Amount (in Rs.)	Amount sanctioned
1.	Office Expenses	Plan	40,000.00	40,000.00
2.	Maint. Of Computer	Plan	40,000.00	40,000.00
3.	Maint. Of road & Bridge	Plan	5,00,000.00	5,00,000.00
4.	Purchase & Maintenance of Bike	Plan	10,000.00	10,000.00
	Total:		5,90,000.00	5,90,000.00

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

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 room:

- CADC website: www.cadc.gov

Names, designations and other particulars of the Public Works Department Officers:

Sl.No	Name	Designation	Contact No.	Email
1.	Pronit Bikash Chakma	Executive Secretary, CADC & Departmental Appellate Authority	7085948784	pronitbikashchakma@gmail.com
2.	Jayan Chakma	Executive Engineer, CADC & State public Information Officer	085512333	jayanchakma2@gmail.com

Note: There is no any Drawing and Disbursing Officer (DDO) under PWD except the Executive Secretary of CADC.

Such other information as may be prescribed.

Nil

Executive Engineer,
Public Works Department,
Chakma Autonomous District Council,
Kamalanagar.