

Right to Information Handbook, 2022-2023
Of
District Social Welfare Department
Chakma Autonomous District Council
Kamalanagar, Mizoram

Published by
District Social Welfare Department
Chakma Autonomous District Council
Kamalanagar : Mizoram

SOCIAL WELFARE DEPARTMENT, CADC, KAMALANAGAR.

ABOUT: The Social Welfare Department of CADC deals mostly with matters related with the welfare schemes of the Senior citizens and the welfare of Social Voluntary Organizations within the jurisdiction of the Chakma Autonomous District Council. Some of the regular business of the Department are (1) Old Aged Pension (Non-Plan), (2) Assistance to Voluntary Organization, (3) Pre-Schools, (4) Welfare of Handicaps, (5) Welfare of poor & destitute etc. Due to paucity of funds in the Council, the activities of the Department are limited to payment of Old Aged Pension and Assistance to Voluntary Organizations only. However, the Department is ready to take other business like Pre-Schooling, Welfare for Handicaps, Welfare for Poor and Destitute and so on, as and when funds for the activities are allotted to the Department.

Fund flow for the present activities of the Department is meted out from the budget of CADC under as GIA-Genl.(Non-salary) sectors .

FUNCTION & DUTIES:

- > Old Aged Pension (Non-Plan).
- > Financial Assistance to Physically Handicapped/Distress/Motherless babies etc.
- > Financial Assistance to NGO's

POWER AND DUTIES OF OFFICERS AND EMPLOYEES:

- The officer executes the decisions of the Executive Committee of CADC on any matters with the assistance of the subordinate officer & staffs.

PROCEDURES FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHENNELS OF SUPERVISION AND ACCOUNTABILITY:

- Any matters of financial implication or any other decision are taken by the concerned Executive Member, CADC in the name of the Executive Committee whereas supervision and execution of works is maintained by the DCSWO, CADC or by any staff assigned for the purpose.

RULES, REGULATION, INSTRUCTION, MANNUALS AND RECORDS, HELD 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:

- Records of old aged pensioners under GIA Genl. (Non-salary) sectors of CADC.

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, COUNCIL, COMMITTEE 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 of employees	Designation	Monthly Remuneration (in Rs.)	Remarks
1.	Jyotsna Chakma	DCSWO	127778	
2.	Jaya Chakma	ASWO	116357	
3.	Subash Kusum Chakma	UDC	90764	
4.	Mullyo Tongchangya	LDC	46067	
5.	Sunity Ranjan Chakma	O/P	31688	
6.	Shyamalika Chakma	LDC(fixed)	10000	
7.	Patri Mala Chakma	LDC(fixed)	15000	
8.	Songmiloni Chakma	LDC (fixed)	10000	
9.	Basana Chakma	LDC (MR)	17100	
10.	Binny Chakma	HHS Rs.420/-	12600	
11.	Deva Maya Chakma	HHS Rs.420/-	12600	

BUDGET ALLOCATED, PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE:

Sl. No	Name of Scheme	Sector	Amount (in Rs.)	Amount sanctioned	Remarks
1.	Old aged pension	(Non-salary)	4416000	4416000	
2.	Office expenses	(Non-salary)	50,000.00	50,000.00	
3.	Maint. Of Machineries	(Non-salary)	40,000.00	40,000.00	
4.	Financial Assistance to NGOs'	(Non-salary)	2,00,000.00	1,00,000.00	
5.	Financial Assistance to physically handicapped/Destitutes	(Non-salary)	1,50,000.00		
6.	F.A to NGO's/persons.	Local Receipt	50,000.00	50,00.00	

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMME:

➤ NIL

PARTICULARS OF RECEIPIENTS 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.in

Names, designations and other particulars of the Public Information Officers:

Sl.No.	Name	Designation	Contact No	Email &.
1.	Pranit Bikash Chakma	Executive Secretary, CADC & Departmental Appellate Authority	7085948784	pronitbikashchakma@gmail.com
2.	Jyotsna Chakma	District Council Social Welfare Officer, CADC & State Public Information Officer	8730072563	jyotsnachakma5656@gmail.com

(JYOTSNA CHAKMA)
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