

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

Published by
Taxation Department
Chakma Autonomous District Council
Kamalanagar, Mizoram

TAXATION DEPARTMENT

About :

The Department of Taxation in Chakma Autonomous District Council was created in 2000 upon bifurcation from the Land Revenue and Settlement Department vide office order No.98/2000 conveyed under Memo.No.A.11013/5/2000-2001/CADC/(G)/273 dt.17/7/2000. Thereafter, the Executive Committee of the Chakma Autonomous District Council entrusted the subject of dealing with Trade Licences and Professional Taxes to the Taxation Department with effect from 01/01/2000 vide No.C.31018/1/2019-2000/CADC(G): dt.15/10/2019. Subsequently, the Executive Committee of the Chakma Autonomous District Council made new Staffing pattern of the Taxation Department for administrative convenience and its smooth functioning as follows:

Headquarters:

Sl. No.	Name of Posts	No. of Posts	Pay level in pay Matrix
1	Senior Taxation Officer	1	Level 12 (Rs. 78800-175200)
2	Taxation Officer	1	Level 10 (56100-124500)
3	Assistant Taxation Officer	1	Level 8 (44900-99800)
4	Assistant	2	Level 7 (39100-86800)
5	UDC	1	Level 6 (35400-78800)
6	LDC	3	Level 4 (25500-56800)
7	4 th Grade	4	Level 1 (17400-38600)

Barapansury Sub-Office:

Sl. No.	Name of Posts	No. of Posts	Pay level in pay Matrix
1	Assistant Taxation Officer	1	Level 8 (44900-99800)
2	UDC	1	Level 6 (35400-78800)
3	LDC	1	Level 4 (25500-56800)
4	4 th Grade	1	Level 1 (17400-38600)

Longpuighat Sub-Office:

Sl. No.	Name of Posts	No. of Posts	Pay level in pay Matrix
1	Assistant Taxation Officer	1	Level 8 (44900-99800)
2	UDC	1	Level 6 (35400-78800)
3	LDC	1	Level 4 (25500-56800)
4	4 th Grade	1	Level 1 (17400-38600)

Functions and Duties

The Taxation Department issues Trade Licences and collects taxes annually on professions from all the employees of Chakma Autonomous District Council, Mizoram, State govt. employees, Central govt. employees who are posted and working within the territorial jurisdiction of Chakma Autonomous District Council and from various categories of traders on Trades within Chakma Autonomous District Council with necessary licences duly obtained from District Council concerned authority and deposit the same to the Executive Secretary and Assessment Authority, Chakma Autonomous District Council.

Powers and Duties of Officers and Employees

The Officer executes the decision of the Executive Committee of the Chakma Autonomous District Council on any matters with the assistance of its sub-ordinate staffs.

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 Chief Executive Member or the Executive Member, i/c Taxation, CADC in the name of The Executive Committee, Chakma Autonomous District Council. Supervision or execution of any task is maintained by the Senior Taxation Officer or any staff delegated for the purpose. Accountability for execution of any tasks rests on the Senior Taxation officer.

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

1. The Chakma Autonomous District Council (Professions, trade, callings and Employment Taxation) Regulations, 1995.
2. The Chakma Autonomous District Council (Trading) Regulations, 2016.

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

1. Professional taxes Assessment Register.
2. Trade Licence Issue Register.

Particulars of any arrangement that exists for consultation with, or representation by the member of the publication in relation to the formation of its policy or implementation, thereof:

Nil

Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as it 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 STAFFS

Headquarters:

Sl. No.	Name	Designation	Monthly Remuneration (In Rs.)	Remarks
1	Rajiv Kumar Chakma	Sr. Taxation Officer	147095	
2	Prabhat Kusum Chakma	Assistant	120092	
3	Bira Shankar Chakma	Head Assistant	110783	
4	Shanti Jeeban Chakma	Head Assistant	90764	
5	Dovona Chakma	Assistant	104300	
6	Prati Ranjan Chakma	Computer Operator	75395	
7	Bimal Kanti Chakma	C/S-I	83432	
8	Robin Borchege	UDC	57065	
9	Rupash Chakma	UDC	57065	
10	Sughata Priyo Chakma	UDC	57065	
11	Shanti Moy Chakma	LDC	58475	
12	Sukro Muni Chakma	C/S-I	56924	
13	Bakra Chakma	O/P	33272	
14	Sukra Pudhi Chakma	Chowkidar	31028	
15	Anita Chakma	Chowkidar	31028	
16	Chanan Chakma	LDC(Fixed)	10000	
17	Tomon Chakma	O/P (Fixed)	11000	
18	Bikram Sagar Chakma	LDC(Fixed)	15000	
19	Bosu Dev Chakma	LDC (Fixed)	15000	

Barapansury Sub-Office

Sl. No.	Name	Designation	Monthly Remuneration (In Rs.)	Remarks
1	Shanti Chakma	Asstt. Taxation officer	86534	
2	Bijoy Chakma	UDC	61859	
3	Shanti Doyal Chakma	LDC	52553	
4	Rajib Moni Chakma	CA-III	39581	
5	H. Gailant Chakma	CA-I	42683	
6	Michael Chakma	LDC	42683	
7	Shantiswar Chakma	O/P	52553	
8	Meya Ranjan Chakma	C/S-III	33272	
9	Dummu Chakma	MRL @ 420/-	13020	
10	Bijoy Chakma	O/P	31028	

Longpuihat Sub-Office

Sl. No.	Name	Designation	Monthly Remuneration (In Rs.)	Remarks
1	Mangala Sur Chakma	Asstt. Taxation officer	53963	
2	Magali Kanta Tongchangya	LDC	51143	
3	Nirod Kumar Tongchangya	LDC	46067	
4	Indraban Chakma	LDC	47336	
5	Sukra Mon Chakma	C/S-III	61718	
6	Dhana Ban Chakma	O/P	33272	
7	Hemanta Kumar Chakma	O/P	35351	
8	Meya Dhan Chakma	UDC	61859	
9	Manabendra Tongchangya	LDC	46067	
10	Shankar Dev Chakma	CCA	4500	

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

Sl. No.	Name of Scheme	Budget allocated for the year, 2022-2023 (in Rs.)
1	Office Expenses	70,000
2	Maint. of Machineries	1,00,000

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

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:

1. CADC Website: <https://www.cadc.gov.in>
2. CADC Official Facebook page: <https://www.facebook.com/CADCMizoram>
3. CADC Official YouTube Channel: <https://www.youtube.com/@CADCOfficial>

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

Name	Designation	Contact	e-mail
Pronit Bikash Chakma	Executive Secretary, CADC & Department Appellate Authority	7085948784	pronitbikashchakma@gmail.com
Rajiv Kumar Chakma	Senior Taxation Officer, CADC & State Public Information Officer	8730811533	

(RAJIV KUMAR CHAKMA)
Senior Taxation Officer
Chakma Autonomous District Council
Kamalanagar.