

Right to Information Handbook, 2025-2026
of
General Administration & Control Department
Chakma Autonomous District Council
Kamalanagar, Mizoram

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General Administration & Control Department
Chakma Autonomous District Council
Kamalanagar, Mizoram

**INFORMATION ON GENERAL ADMINISTRATION AND CONTROL
DEPARTMENT, CHAKMA AUTONOMOUS DISTRICT COUNCIL,
KAMALANAGAR**

The Chakma Autonomous District Council was formed by curving out from erstwhile Pawi-Lakher Regional Council under the Sixth Schedule to the constitution of India. It started functioning from 29th April, 1972.

The General Administration and Control Department is the most important department of Chakma Autonomous District Council. It is the main channel of correspondence and communication between the State and the Central Govt. and various departments of the Chakma Autonomous District Council. It is regarded as the core centre of all functions of the Council. The Secretary to Executive Committee is the administrative head. He is also assisted by the Deputy Secretary, the Under Secretary and the Office Superintendent. They help the Executive Committee in running the administration of Chakma Autonomous District Council properly and smoothly.

Function and duties:

- General/Office administration.
- Creation of Sub-Headquarters.
- Rest Houses.
- Holiday.
- Ceremonial functions including celebration of Republic Day and Independence Day.
- Allotment of subjects to the department, creation, re-organization and amalgamation of department.
- Matters relating to Sixth Schedule.
- Miscellaneous matters.
- Correspondences with Central/State Govt. election.
- Executive Committee meeting.
- Training.
- All matters relating to Recruitment/Appointment/Promotion/Transfer and posting/Leave/Suspension/Disciplinary action and re-instatement of all categories of employees under Chakma Autonomous District Council.
- Rules and procedures regarding fixation of seniority/promotion and all matters relating thereto.
- Creation/Classification of posts/Service rules.
- Condonation of educational deficiency for Chakma Autonomous District Council service.
- All service matters relating to all categories of employees except teaching staff.
- Maintenance of personnel/Service books/Incumbency registers of all categories of employees except teaching staff.
- Deputation.
- Authorization of Pension, Commutation etc.
- All pensionery matters.
- Employment return/Statistic of employees.
- All other matters not specifically allotted to any department.

Power and duties of officers and employees:

- The officer executes the decision of the Executive Committee of CADC on any matters with the assistance of its subordinate officers and staffs.
- The Head Assistant (Record Cell) is the i/c Helicopter Service.

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, Chakma Autonomous District Council in the name of the Executive Committee, Chakma Autonomous District Council. Supervision of execution of any task is maintained by the Deputy Secretary or by any officer and staff delegated for the purpose. Accountability for execution of any task rest on the Deputy Secretary.

Rules, Regulations, Instructions, Manuals and records held by it or under its control or used by its employees for discharging of its function:

- The Chakma Autonomous District Council (Constitution, Conduct of Business etc.) (Amendment) Rules, 2002.
- The Chakma Autonomous District Council (Salaries and Allowances of Chief Executive Member/Executive Member/Adviser to CEM/ Chairman/ Dy. Chairman/Vice Chairman (Planning)/Opposition Leader/Member and Pension of Member (Amendment) Rules, 2012.
- The Lai, Mara & Chakma District Council (Group – A, B, C and D Posts) Recruitment Rules, 1992.
- The Chakma Autonomous District Council (Motor Vehicle Taxation) Regulations, 2014.
- The Forest Act, 1992.
- The Chakma Autonomous District Council (Village Councils) Act, 2002.
- The Chakma Autonomous District Council (Right to Information) Act, 2002.
- The Chakma Customary Law Court, 1997.
- The Mizoram Autonomous District Councils fund Rules, 1996.
- The Chakma Autonomous District Council (Agricultural-Land) Act, 1983.
- The Chakma Autonomous District Council (Professional, Trades, Callings and Employments Taxation) Regulation, 1995.
- The Chakma Autonomous District Council (Professional, Trades, Callings and Employments Taxation) (Amendment) Regulation, 2011.
- The Chakma Autonomous District Council (Revenue Assessment Regulation, 2002.
- The CADC (Tax on entry of Vehicle into ADC) Regulation, 2004.

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

- Decisions of Executive Committee, Chakma Autonomous District Council.
- Service records of all officers and staffs except teaching staffs.
- Various records of correspondences etc.

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

Directory of its officers and staff

1. GAD, Headquarters

Sl. No.	Name & Designation	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Prnit Bikash Chakma	Executive Secretary	246094	
2.	Chandra Bikash Chakma	Dy. Secretary	184557	
3.	Ashim Roy Chakma	Office Superintendent	100819	
4.	Gyanajit Chakma	Head Assistant	98278	
5.	Rabi Ranjan Chakma	Computer Operator	90381	
6.	Pulin Bikash Chakma	Assistant	94409	
7.	Rohita Chakma	Assistant	79355	
8.	Ramel Chakma	Computer Operator	75183	

(1)	(2)	(3)	(4)	(5)
9.	James Fema	Comp. Optr.	73097	
10.	Lucy Barcheg	Assistant	69223	
11.	Prityrup Chakma	Assistant	67435	
12.	Ratna Bikash Chakma	Accountant	67435	
13.	Nigira Kumar Chakma	UDC	65051	
14.	H. David Chakma	UDC	65051	
15.	Prem Kumar Chakma	Technician	63263	
16.	Mawn Chakma	Gen. Optr.	58197	
17.	Somona Devi Chakma	LDC	55217	
18.	Hemanta Chakma	UDC	48363	
19.	Debaraj Chakma	UDC	47171	
20.	Jagadish Chakma	LDC	47171	
21.	Sadhan Preyo Chakma	LDC	45979	
22.	Kirtiman Dewan	LDC	45979	
23.	Anil Baran Chakma	LDC	44787	
24.	Sanjay Chakma	LDC	44787	
25.	Alben Chakma	C/A-III	64902	
26.	Indra Rekha Chakma	Chkdr.	61475	
27.	Rangu Chakma	O/P	61475	
28.	Gyana Rattan Chakma	Sweeper	62667	
29.	Priyotom Chakma	O/P	47916	
30.	Sonarsingh Chakma	O/P	44340	
31.	Udai Kumar Chakma	Chowkider	41509	
32.	Milon Kumar Tong.	Chowkider	40466	
33.	Shanti Jiban Chakma	O/P	36592	

(1)	(2)	(3)	(4)	(5)
34.	Dulal Chakma	Chowkider	36592	
35.	Jarma Joy Chakma	O/P	36592	
36.	Unnyojit Chakma	O/P	34840	
37.	Nigira Mohan Chakma	O/P	34000	
38.	Sumesh Kanti Chakma	Sweeper	34000	
39.	Bijoy Chakma	O/P	34000	
40.	Utjal Chakma	O/P	33160	
41.	Deborsi Chakma, O/P	O/P	33160	
42.	Amesh Kumar Chakma	O/P	33160	
43.	Subo Ranjan Chakma	O/P	33160	
44.	Billion Chakma	O/P	32460	
45.	Sonjit Chakma	Technician (Fixed)	15000	
46.	Ashim Chakma	LDC (Fixed)	15000	
47.	Bijoy Chakma	O/P (Fixed)	11000	
48.	Nayanjit Chakma	O/P(Fixed)	8000	
49.	Ranjan Chakma	IVth Grade (Fixed)	6000	
50.	Ngurkhawla	Sweeper (Fixed)	4500	
51.	Miss Jala Devi Tongchangya	CCA (Fixed)	3000	
52.	T. Rita Chakma	LDC(M/R@ 570/-	17100	
53.	Doyadevi Chakma	LDC(M/R@ 570/-	17100	
54.	Sandeep Chakma	LDC(M/R@ 570/-	17100	
55.	Rina Chakma(M)	Gen.Optr(MR) @ ` 570/-	17100	
56.	Biroja Chakma	Swpr. (MR) @ ` 420/-	12600	
57.	Doya Moy Chakma	O/P (MR) @ ` 420/-	12600	

(1)	(2)	(3)	(4)	(5)
58.	Ramesh Chakma	OP (MRL) @ ` 420/-	12600	
59.	Smt.Mondira Chakma	Sweeper(MR) @ ` 420/-	12600	
60.	Nama Kumar Chakma	O/P (MR) ` 420/-	12600	
61.	Mukul Kanti Chakma	O/P (MRL) @ ` 420/-	12600	
62.	Lusai Bikash Chakma	Chkdr.(MR) ` 420/-	12600	
63.	Indrasova Chakma	O/P (MR) @ ` 420/-	12600	
64.	Indrajit Chakma	O/P (MR) @ ` 420/-	12600	
65.	Robin Chakma	Chowkider (M/R) @ ` 420/-	12600	
66.	Munukya Chakma	MRL @ ` 420/-	12600	
67.	Shailo Chakma	MRL @ ` 420/-	12600	
68.	Sona Mughni Chakma	HHS to E/S @ ` 420/-	12600	
69.	Hori Dhan Chakma	HHS to E/S @ ` 420/-	12600	
70.	Santana Dewan	HHS to .D/S @ ` 420/=	12600	
71.	Kelvin Chakma	HHS to .D/A @ ` 420/=	12600	

2. CADC Rest House, Kamalanagar

Sl. No.	Name & Designation	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Ratna Bahu Chakma	L.O.	143089	
2.	Biro Sankar Chakma	Assistant	103940	
3.	L. Saahil Kumar Chakma	LDC	45979	
4.	Nunulal Rana	Chowkider	56260	
5.	Anil Baran Chakma	O/P	44340	

6.	Basana Chakma	LDC (MR) @ 570/-	17100	
7.	Belugi Sundori Chakma	O/P (Fixed)	4500	
8.	Raju Chakma	O/P (MR) @ '460/-	13800	
9.	Jugeswar Chakma	O/P(M/R) @ ` 420/-	12600	
10.	Gopa Rani Chakma	HHS to L.O. @ ` 420/-	12600	

3. CADC Rest House, Aizawl

Sl. No.	Name	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Bijoy Kanti Chakma	OSD	127341	
2.	Amarendra Chakma	Liaison Officer	119146	
3.	Monika Chakma	Assistant L.O.	106920	
4.	Merina Chakma	Com. Optr.	75183	
5.	W. Vanlalnghaka	Medical Attendant	65051	
6.	Binoy Kumar Chakma	UDC	74438	
7.	Zokawtliana	LDC	65051	
8.	Anil Bashan Chakma	LDC	55217	
9.	T. Vanlalchama	LDC	51045	
10.	Jyotish Moy Chakma	LDC	51045	
11.	Raja Borchege	LDC	48363	
12.	Neeta Chaidini	LDC	44787	
13.	Mina Chakma	Room Attendant	37486	
14.	A.D. Lalthanzama	Medical Attendant	36592	
15.	Sumati Ranjan Chakma-II	Forest Guard(As sweeper)	36652	

16.	Moti Rattan Chakma	O/P	36592	
17.	Anil Chandra Chakma	Forest Guard	36592	
18.	Aruna Chakma, O/P	O/P	33160	
19.	Saran Singh Chakma	O/P	36592	
20.	Krishna Bikash Tong.	Comp.Optr (Fixed)	15000	
21.	Jala Devi Chakma	LDC (Fixed)	10000	
22.	Suresh Pur	R/A (MR) @ ` 420/-	12600	
23.	Bishal Thapa	R/A (MR) @ ` 420/	12600	
24.	Laldanpuia	R/A (MR) @ ` 420/	12600	
25.	Z. N. Sangi	R/A (MR) @ ` 420/	12600	
26.	Jenny Lalhrualtuangi	MRL @ ` 420/-	12600	
27.	Mathansangi	MRL @ ` 420/-	12600	
28.	Kuncha Mala Tong.	MRL @ ` 420/-	12600	
29.	Anil Kr. Thapa	Ivth Grade(M/R) ` 420/-	12600	
30.	Robin Limbu	R/A(MR) @ ` 420/-	12600	
31.	Song Song Chakma	HHS to OSD @ ` 420/=	12600	
32.	Jokjokya Chakma	HHS to OSD @ ` 420/=	12600	

4. CADC Rest House, Lunglei

Sl. No.	Name & Designation	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Chandra Hangsha	Receptionist	101109	
2.	Johnney William	LDC	65051	
3.	Miss Hozoly Chakma	Soil Demonstrator	48363	

(1)	(2)	(3)	(4)	(5)
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4.	Rajib Kumar Chakma	LDC	45979	
5.	Amar Singh Chakma	Forest Guard	36652	
6.	V. Laltlankima	O/P	64902	
7.	Ashni Kumar Chakma	Ckdr	36592	
8.	Lalrinawma	Receptionist (Fixed)	15000	
9.	Sumit Kanti Tongchangya	LDC (Fixed)	10000	
10.	Lalawmpuii	Sweeper (Fixed)	4500	

5. CADC Rest House, Lawngtlai

Sl. No.	Name & Designation	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	R. Anand Chakma	Receptionist	51045	
2.	Bahudon	LDC	48363	
3.	Arun Chakma	O/P	40466	
4.	Dundo Muni Chakma	O/P	33160	
5.	Shormita Chakma	Chkdr.	32460	

6. CADC Rest House, New-Jaganasury

Sl. No.	Name	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Sunil Dhan Tongchangya	LDC	48363	
2.	A. Surat Kumar Tongchangya	LDC (M/R) @ ` 570/-	17100	
3.	Bilaspuri Tongchangya	O/P	8000	

7. CADC Rest House, Borapansury

Sl.	Name & Designation	Designation	Monthly	Remarks
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No.			Remuneration	
(1)	(2)	(3)	(4)	(5)
1.	Zakkim Chakma	LDC	45979	
2.	Babatosh Chakma	O/P	33016	
3.	Chandrayan Chakma	O/P	33016	

8. Tourist Lodge, Chawngte

Sl. No.	Name & Designation	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Nirun Moy Chakma	OSD	233036	
2.	Minky Chakma	Receptionist	52386	
3.	Rupali Chakma	MRL @ ` 420/-	12600	
4.	Peda Chakma	HHS to OSD ` 420/-	12600	
5.	Badhi Chakma	HHS to OSD ` 420/-	12600	

10. Primary Health Centre, Borapansury

Sl. No.	Name & Designation	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Bishaka Tong.	Staff Nurse (Fixed)		
2.	Monasha Chakma	Staff Nurse (Fixed)		
3.	Smt. Suroja Chakma	Laboratory Technician (Fixed)		
4.	Tridip Chakma	Ivth Grade(MR) @ ` 420/-		
5.	Gyana Dhan Chakma	Ivth Grade(MR) @ ` 420/-		

Budget allocated, Non-Plan, proposed expenditures and reports on disbursement made:

Sl. No	Name of Scheme	Sector	Amount (in Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Office Expenses	Non-Plan	3,00,000	

2.	Discretionary Grant for CEM	Non-Plan	1,00,000	
3.	Discretionary Grant for EM's & other portfolio holders	Non-Plan	6,00,000	
4.	Maintenance of Machineries	Non-Plan	3,00,000	
5.	Maintenance of Generator	Non-Plan	2,00,000	
6.	Hospitality	Non-Plan	2,50,000	
7.	Furnishing for Councillors & other portfolio holders	Non-Plan	10,80,000	
8.	Re-imbursement for Councillors	Non-Plan	4,00,000	
9.	Contingency Charges	Non-Plan	3,00,000	
10.	Celebration of Red Letter days & Festival	Non-Plan	2,00,000	
11.	Purchase & distribution of Furniture to all required department	Non-Plan	5,00,000	
12.	Purchase of Computer & Accessories for distribution to all required department	Non-Plan	5,00,000	
13.	Maintenance of bike	Non-Plan	50,000	
14.	Minor Works out of Local Revenue Fund	Non-Plan	87,00,000	
15.	Office expenses for Liaison Office, Aizawl	Non-Plan	1,20,000	
GRAND TOTAL :			1,36,00,000	

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

Nil

Particular of recipients of concessions or authorizations granted by it:

Nil

Details in respect of the information, available to or held by it, reduced in an electric form:

Nil

Facilities available to citizens for obtaining information, including the working hours of library or reading room:

➤ CADC [website:www.cadc.gov.in](http://www.cadc.gov.in)

Page 11 of 12

Name, designations and other particulars of the Public Information Officer:

Sl	Name	Designation	Contact	Email
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No.			No.	
1.	Pronit Bikash Chakma	Executive Secretary, CADC & Departmental Appellate Authority.	7085948784	pronitbikashchakma@gmail.com
2.	Chandra Bikash Chakma	Deputy Secretary, GAD, CADC & State Public Information Officer.	8413830974	chandra74a@gmail.com

(CHANDRA BIKASH CHAKMA)
Deputy Secretary
General Administration & Control Department
Chakma Autonomous District Council
Kamalanagar