

**Right to Information Handbook, 2021-2022**  
**Of**  
**Art & Culture Department**  
**Chakma Autonomous District Council**  
**Kamalanagar : Mizoram**

**Published by Art & Culture Deptment**  
**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 is that functioning of democracy to contain practices of corruption and to hole 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.	PronitBikashChakma, Executive Secretary	Appellate Authority
2.	Sishir Kumar Chakma, Art &Culture 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 Relation Department, Chakma Autonomous District Council as required under section mentioned above.

**(SISHIR KUMAR CHAKMA)**  
State Public Information Officer  
&  
Art & Culture Officer  
Chakma Autonomous District Council  
Kamalanagar

## ART & CULTURE DEPARTMENT

### About:

Art & culuture Department is one of the most important of Chakma Autonomous District Council. The Department has the important role to promote and preserve Chakma Culture and tradition. It showcases Chakma tradition dance, music and promotes use of Traditional dresses and ornaments. Videos and audios albums on Chakma modern songs and folk songs, Chakma documentary films are Produced by the derparment from time to time.It is headed by the art & Culture Officer. He is supported by Asstt. Art & Culture Officer, Sr. Research Officer, Jr. Research Officer, Research Asstt., Sr. cultural organizer,Sr. Cultural instrauctor,CulturalOrganizer. Cultural instructor, Cultural Asstt. Technician, UDC, LDC, and Cultural artists.

### Function and Duties:

- Production of Audio Chakma modern songs and folk songs cassettes.
- Production of Chakma Videos Albums
- Publication of Magazine (alaam)
- Publication of chakma Dictionary (Chakma to English)
- Publication of Calenders

### Power and duties of officer and employees:

- The Officer executes the decision of the executive committee of CADC with the assistance of the subordinate Officer and Staff.

The Sr. Research Officer conducts research on chakma language, Script, Custom and Tradition etc. with the help of Research Officer and staff.

The Technician looks after the sound system and maintains all sorts of electronic materials.

The Sr. Culture Organizer manages the culture programme and festival with the help of culture Instructor, Culture Artists and Casual Culture Artists.

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

- Any matters of financial implication or of serious nature decisions are taking by the concerned Executive Member, CADC in the name Executive Committee, CADC. Supervision of execution of any task is maintained by the Art & Culture Officer or by any staff delegated for the purpose. Accountability for execution of any task rest on the Art & Culture Officer.

### Rules, Regulations, instructions, manuals and records, held by its control of used by its employees for discharging of its function:

- Nil

### Categories of document that held it or under its control:

- Video recording of the Office Culture programmes.

### Particular 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, committee and other bodies consisting oftwo or more person Constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, council, 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 & employees :**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Monthly Remunerati on (in Rs.)</b>	<b>Rema rks</b>
1	Sishir Kumar Chakma	Art & Culture Officer	1,96,545	
2	BhanuDhanChakma	Sr. Research Officer	1,76,097	
3	TribankoChakma	Asst. Art & Culture Officer	1,01,330	
4	SobitaChakma	Research Officer	1,16,850	
5	Ramesh Kanti Tong.	Jr. Research Officer	1,01,500	
6	Zenith Chakma	Technician	98,760	
7.	Dilip Borah	Sr. Cult. Instructor	99,160	
8	RenukaChakma	Cult. Instructor	86,567	
9	RakeshChakma	Assistant	79,717	
10	Ashok Kumar Chakma	UDC	55,605	
11	TuppuChakma	Comp. Optr.	44,919	
12	BinoyKantiChakma	Technician	44,919	
13	MotilalChakma	Office peon	52,591	
14	PriyankorChakma	Cult. Asst.	41,631	
15	Nayan Muni Chakma	Cult. Asst.	41,631	
16	BikashChakma	Cult. Asst.	41,631	
17	Rita Chakma	Cult. Asst.	41,631	
18	NirbanChakma	Cult. Asst.	41,631	
19	NomitaChakma	Cult. Asst.	41,631	
20	Krishna Devi Chakma	Cult. Asst.	41,631	
21	Boda Chandra Chakma	Office peon	41,631	
22	ChiranjitChakma	Cult. Asst.	41,631	
23	MohimChakma	LDC	41,631	
24	SupantaPahileChakma	LDC	41,631	
25	DoyalChakma	Office Peon	30,312	
26	Adi Chandra Chakma	Office Peon	20,242	
27	Kripa Mala Chakma	Cult. Artist.	31,720	
28	SelengChakma	Flutist	31,720	
29	Dino BonduChakma	Office peon	31,720	
30	RatnaBikashChakma	Office Peon	31,720	
31	DevikaChakma	Cult. Artist	30,312	
32	MelotiChakma	Cult. Artist	30,312	
33	Vicky Chakma	Cult. Artist	30,312	
34	SanamChakma	Cult. Artist	30,312	
35	NiruChakma	Cult. Artist	30,312	
36	Amar BijoyChakma	Cult. Artist	30,312	
37	Bodhi SwattaChakma	Cult. Artist	30,312	
38	ProbinduChakma	Cult. Artist	30,312	
38	RohitChakma	Cult. Artist	30,312	
40	ManojDeka	M/I (contractual)	20,000	
41	Jackson Basumatary	M/I (contractual)	20,000	
42	MangalDhanChakma	Casual Labour(fixed)	4,500	
43	Dalag Jason Chakma	LDC (MR)@ Rs.520/-	-	
44	Dinky Chakma	HHS to ACO @ Rs. 380/-	-	
45	SundoriChakma	HHS to ACO @ Rs. 380/-	-	
46	NirupaChakma	HHS to Sr.RO @ Rs.380/-	-	
47	RoaiChakma	HHS to Sr. RO@Rs. 380/-	-	
48	Monthly Remuneration to Casual Cult. Artist		289500	

**Budget allocated, plans, proposed expenditure & reports on disbursement made:**

Sl.No.	Name of Scheme	Sector	Amount (in Rs.)	Remarks
1	Office Expenses	GIA –Genl.Non-Salary 2021-22	40,000	
2	Maintenance of Computer	GIA –Genl.Non-Salary 2021-22	40,000	
3	Preparation of Lecture Stand & 1(nos,) of Half Secretariat table	Local Receipt fund (2021-2022)	31,000	
4	Reparing/Purchase of musical instrument	Local Receipt fund (2021-2022)	86,900	
5	Oath taking ceremony of Ems on 30/04/2021	Local Receipt fund (2021-2022)	16,920	
6	Pending bills against swearing in ceremony of Ems.	Local Receipt fund (2021-2022)	3,000	
7	Purchase of 1 (one ) roll carpet	Local Receipt fund (2021-2022)	10,500	
8	Purchase of 10 (ten) nos, flower pot	Local Receipt fund (2021-2022)	6,000	
9	Decoration of inaugural venue for CADC Golden Jubilee celebration	Local Receipt fund (2021-2022)	50,000	
10	Stage preparation	Local Receipt fund (2021-2022)	1,00,000	
11	Religious Programme	Local Receipt fund (2021-2022)	1,00,000	
12	Pending bills during the celebration of Independence day 2021.	Local Receipt fund (2021-2022)	9,000	
13	Purchase of Musical Instrument & Sound System	GIA-Genl. (Non-salary) for 4 <sup>th</sup> Quarter, 2021-22	8,00,000	
		<b>Total Rs.</b>	<b>12,93,320</b>	

**The manner of execution of subsidy programme, including the amounts allocated and the details of Beneficiaries of such programme:**

- Nil

**Particulars of recipients of concessions, 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 information, including the working hours of a library Or reading room:**

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

**Name, Designation and other particulars of the public information Officers:**

<b>Name</b>	<b>Designation</b>	<b>Contact Number</b>	<b>Email</b>
Pronit Bikash chakma	Executive Secretary ,CADC & Department appellate Authority	7085948784	<a href="mailto:pronitbikashchakma@gmail.com">pronitbikashchakma@gmail.com</a>
Sishir Kumar Chakma	Art & Culture Officer &state public information Officer	8730912599	<a href="mailto:Sishirkumarchakma25@gmail.com">Sishirkumarchakma25@gmail.com</a>