

## **District Council Secretariat, Chakma Autonomous District Council.**

### **About:**

The District Council Secretariat is the Legislative Wing of the Chakma Autonomous District Council. It is the Law making institution, wherein all the importance Rules and Regulations are framed. The Chakma Autonomous District Council was created under the Sixth Schedule to the Constitution of India on the 2<sup>nd</sup> April, 1972, which was upgraded into an Autonomous District Council on the 29<sup>th</sup> April, 1972.

Unlike the Union or the State Governments, the District Council Secretariat or Legislative Department is not fully Independent or separate from the Executive. Because the Legislative Department is treated like other usual departments of the Council. The appointments, promotion, posting & transfer of officers and staffs of the District Council Secretariat are controlled by the Executive Committee of the Council. No separate budget is made for the District Council Secretariat or Legislative Department.

### **Functions and Duties:**

- Summoning & Prorogation of the Chakma Autonomous District Council Session.
- Salary, Allowances and Pension of the MDCs.
- Liaison with leaders and whips of various parties and groups, representing in the Session.
- Matters relating to powers, privileges and immunities of the MDCs.
- Appointment of Advisory Committee.
- Planning and Co-ordination of Legislative and other official business in the Session.
- All Legislative matters.

### **Power and Duties of officers and employees:**

The Secretary to the District Council looks after the District Council Secretariat. All department Inter-departmental and Official correspondences are made by him, and importantly, all decisions are made by him. The Under Secretary and the Office Superintendence assist him in carrying out the official function.

Different files works are distributed among other subordinate staffs who are responsible for disposing of all cases put up and prioritizing it.

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

Any matters of financial implication or of serious nature are taken care of by the Secretary to District Council after consultation with the Chairman or the Deputy Chairman. In the absence of the former, supervision of Execution of any task is maintained by the Secretary to District Council. Accountability for its execution rests with him.

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

1. The CADC (Agricultural Land) Act' 1982
2. The CADC (Forest ) Act' 1992
3. The CADC (Management and Control of Primary Schools) Regulations, 1993.
4. The CADC (Profession, Trades, Callings and Employment Taxation) Regulation, 1995.
5. The Chakma Customary Laws Code, 1997.
6. The CADC (Constitution, Conduct of Business Etc) Rules, 2002.
7. The CADC (Land & Revenue) Act' 2002.
8. The CADC (Revenue Assessment) Regulation' 2002.
9. The CADC (Village Council) Act' 2002.
- 10.The CADC (District Council Education Board) Rules' 2002.
- 11.The CADC (Salary and Allowances of Chairman and Deputy Chairman) Rules' 2003.
- 12.The CADC (Salary and Allowances of CEM, EMs) Rules' 2003.
- 13.The CADC (Salaries, Allowances & Pension of Members) Rules, 2003.
- 14.The CADC (Right to Information) Rules' 2006.
- 15.The CADC (Election to Village Councils) Rules, 2007.

- 16.The CADC (Transaction of Business) Rules' 2009.
- 17.The CADC (Allocation of Business) Rules' 2009.
- 18.The CADC (Town Committee) Act, 2010.
- 19.The CADC (Motor Vehicle Taxation) Regulations' 2014.
- 20.The CADC (Trading) Regulation, 2016.
- 21.The CADC Money Lending and Control Regulation, 2016.

### **OTHER RULES IN OPERATION**

1. The Lai Mara and Chakma District Councils (Group A,B,C & D Posts) Recruitment Rules, 1992.
2. The Mizoram Autonomous District Council Fund Rules, 2018 (adopted in the 2nd Sitting of the CADC Budget Session held on 22/04/2019 & 26/04/2019).
3. The Mizoram Autonomous District Councils Grant-In-Aid Rule, 2018 (adopted in the 2nd Sitting of the CADC Budget Session held on 22/04/2019 & 26/04/2019).
4. The Mizoram Government Employees (Counting of Past Service) Rules, 2020 (adopted in the 2<sup>nd</sup> Sitting of the CADC Winter Session held on 05/01/2021, 08/01/2021 & 12/01/2021)

### **Rules passed by the House but yet to be approved by the Government:**

1. The CADC (Group A & B Gazetted posts) Service Rules, 2016.
2. The CADC (Group B non-Gazetted and C, D posts) Service Rules,2016.
3. The CADC (Administration of Justice) Rules, 2016.
4. The CADC (Employees Pension Fund) Rules, 2016.
5. The CADC (A,B,C & D Posts) Recruitment Rules, 2016.
6. The CADC (Land & Revenue) Rules, 2019.
7. The CADC (Election to Village Councils) (Amendment) Rules, 2019.
8. The CADC Technical Service (Group A & B Posts) Recruitment Bill, 2020.
9. The CADC (Salaries and Allowances of CEM and EMs) (Second Amendment) Bill, 2020.
10. The CADC (Salaries and Allowances of Chairman and Dy. Chairman) (Second Amendment) Bill, 2020.

11. The CADC (Salaries, Allowances and Pension of Members) (Third Amendment) Bill, 2020.
12. The CADC Secretariat (Recruitment and Condition of Services) Bill, 2020'
13. The CADC (Forest) (Amendment) Bill, 2020.
14. The CADC (Publication Board) Rules, 2020.
15. The CADC (Constitution and Conduct of Business, etc.) (Amendment) Rules, 2020.
16. The CADC (Finance & Accounts Service) Rules, 2020.
17. The CADC (Biological Diversity) Rules, 2019, an adoption of the Mizoram State Biological Diversity Rules, 2010 with slight modification (adopted in the 4<sup>th</sup> Sitting of the CADC Budget Session held from 16<sup>th</sup> – 21<sup>st</sup> August, 2019).

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

1. Audio recordings of Session Proceedings.
2. Printed Proceedings of Sessions.

**Particulars of any arrangement that exist for consultation with, or representation by the numbers 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

**A Directory of its Officers & Employees:**

S.No.	Name of Staff	Designation	Monthly remuneration
1.	DIGAMBAR CHAKMA	SECRETARY	2,02,299.00
2.	MALLIKA CHAKMA	OFFICE	1,07,811.00

		SUPDNT.	
3.	PRACHAY CHAKMA	SYSTEM OPERATOR	81,224.00
4.	GAURAV CHAKMA	DEBATE EDITOR	70,812.00
5.	B. TARUN BIKASH CHAKMA	TRANSLATOR	70,812.00
6.	GUNA SINDU CHAKMA	MARSHALL	Retired
7.	NESTOR CHAKMA	UDC	67,113.00
8.	CHANDRA SEKHAR CHAKMA	UDC	61,907.00
9.	JOYDIP TONGCHANGYA	MARSHALL	51,221.00
10.	AMAR SINGH CHAKMA	ASST. TECHNICIAN	49,851.00
11.	RATAN KUMAR CHAKMA	LDC	47,385.00
12.	D. ANANDA HRIDAY CHAKMA	LDC	49,851.00
13.	DIGOL CHAKMA	LDC	43,823.00
14.	ROSHMI CHAKMA	LDC	43,823.00
15.	ANIL BUSHAN CHAKMA	LDC	47,385.00
16.	MILON BABU CHAKMA	LDC	41,631.00
17.	K. TWINKLE CHAKMA	LDC	41,631.00
18.	LOKHI BIJOY CHAKMA	LDC(MR)	25,500.00
19.	SADHANA EVI CHAKMA	LDC(MR)	6,750.00
20.	LOKHI DEVI TONGCHANGYA	LDC(MR)	25,500.00
21.	JULIUS CHAKMA	LDC(MR)	16,120.00
22.	TAPAN CHAKMA	LDC(MR)	16,120.00
23.	KINA CHAND CHAKMA	CHOWKIDHAR	39,576.00

24.	MAMTASH CHAKMA	OP	53,961.00
25.	RATNA BIKASH CHAKMA	OP	39,576.00
26.	AMAR PRIYO CHAKMA	OP	31,720.00
27.	SUBO RANJAN CHAKMA	OP(MR)	16,120.00
28.	ANJANA DEVI CHAKMA	CL(MR)	4,500.00
29.	SUSEN CHAKMA	SWEEPER(MR)	11,780.00
30.	JHANU CHAKMA	LDC	40,535.00

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

<b>S.No.</b>	<b>Names of Schemes</b>	<b>Amount</b>
1.	TA/DA including Session Sitting Allowances	8,50,000.00
2.	Office Expenses	3,00,000.00
3.	Maintenance of Vehicles	3,00,000.00
4.	Discretionary Grants for Chairman	1,20,000.00
5.	Discretionary Grants for Deputy Chairman	1,00,000.00
6.	Hospitality	95,000.00
7.	Maintenance of Machineries	1,00,000.00
8.	Furnishing for Chairman/Deputy Chairman/Deputy Chief Whip	1,20,000.00
9.	Furnishing for MDCs	1,65,000.00
10.	Printing of Session Rules/Acts/Bills	1,50,000.00
11.	Conduct of Sessions	75,000.00
12.	Purchase & Maintenance of Audio-Visual Recording System	75,000.00
<b>Grant Total =</b>		
<b>24,50,000.00</b>		

**The manner of execution of subsidy programs, including the amounts allocated the details of beneficiaries of such programs: Nil**

**Particulars of recipients of concessions, permits or authorizations granted by: 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](http://www.cadc.gov.in)**