

**RTI Handbook, 2021-22**

*of*

**Finance & Accounts Department  
Chakma Autonomous District Council  
Kamalanagar, Mizoram**

*Published by*

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Chakma Autonomous District Council  
Kamalanagar, Mizoram**

## PREFACE

In order to promote transparency and accountability in the working of every public authority, 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.

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	Pronit Bikash Chakma, <i>Executive Secretary</i>	Appellate Authority
2	Buddhangkur Chakma <i>Sr. Finance &amp; Accounts Officer</i>	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 moto initiative. This Handbook is an endeavour towards this end. It shall provide information in respect of Finance & Accounts Department, Chakma Autonomous District Council as required under the Section mentioned above.



(BUDDHANGKUR CHAKMA)  
Sr. Finance & Accounts Officer  
Chakma Autonomous District Council  
Kamalanagar

## **FINANCE & ACCOUNTS DEPARTMENT**

### **About:**

The Finance & Accounts Department of Chakma Autonomous District Council (CADC) was established in the year 1989 and is the administrative department in matters relating to finance and accounts of CADC. The department is responsible for management of financial matters and is the custodian of CADC's Fund including withdrawals and disbursements out of the Fund. It records all monetary transactions that take place during a financial year. It maintains all the records relating to every bill of receipts or payments of all the departments. The Department acts as a guide to various departments in matters relating to financial rule, framing of rules, amendments thereto in keeping with the changing times to bring about efficient financial administration. Its purpose is to ensure that the principles and procedures in the matters of finance and accounts of the Council are strictly adhered to. The Department deals in allocating annual budget to all the departments, managing their releases, monitoring expenditure, re-appropriation of funds, interaction with Treasuries and Finance Department, Government of Mizoram. It is responsible for preparation of annual budget/supplementary demands and updation of the fund position of CADC from time to time.

### **Functions and Duties:**

Major functions of the Finance & Accounts Department are:

- (i) Preparation of Budget Estimate and Revised Estimate
- (ii) Consolidation and submission of Annual Accounts
- (iii) Maintenance of Books of Accounts, i.e. head-wise receipts and expenditures
- (iv) Maintenance of Cash Books.
- (v) Withdrawal and disbursement of money from the CADC's Fund.
- (vi) Submission of required records to Audit and submit replies to audit objections.
- (vii) Financial Control, Internal Audit and Control of CADC's Fund
- (viii) Reconciliation of Accounts with the Treasury and the Principal Accountant General's office, Mizoram.
- (ix) Preparation of CAG Reports
- (x) Preparation of Pay and Allowances Bill and checking of all the financial bills.
- (xi) Fixation of pay of employees
- (xii) Verification and passing of T.A Bills/Contingency Bills and all bills for receipts and payments
- (xiii) Dealing with all the files relating to monetary transactions and furnishing required information thereof.
- (xiv) Furnishing of required information to the Government involving financial matters.
- (xv) Submission of up-to-date fund position of the council from time to time.
- (xvi) Any others matters as may be referred to the department.

### **Power and Duties of Officers and Employees:**

The Finance and Accounts Department is headed by the Senior Finance & Accounts Department who is responsible for the management and overall administration of the department. He is assisted by the subordinate officers and other employees of the department.

As the department handles the overall financial affairs of CADC, it has many sections/cells under its administration, for which subordinate officers/employees are being assigned to look after each of them.

*(a) Budget Section*

This section is responsible for the preparation of annual budget, revised estimate budget and as well as the supplementary Demands for Grants and Demands for Excess Grants. It observes the execution of the CADC's budget during the financial year.

*(b) Accounts Section:*

Accounts section is responsible in recording accounts, paying bills, preparing A/Rolls and keeping track of banking/account transactions. This section makes sure all employees are paid accurately and also deals with preparation and submission of annual accounts and utilization certificates for every sanction to the concerned authority.

*(c) Establishment Section*

This section is responsible with the receipt and dispatch of official correspondences of the department. It maintains an issue register and a receipt register. The section also deals with issuing of Last Pay Certificates and Salary Statements to the employees whenever applied for.

*(d) Audit Wing*

The Audit Wing ensures that audit is done to all the financial transactions of CADC in accordance with the Mizoram Autonomous District Council Framework on Internal Audit, 2018. It ensures the correctness and completeness of accounts and examines the accounts to ensure regularity in expenditure. In addition, it keeps a constant vigil on all financial dealings and transactions of all departments under CADC. It is responsible to find out whether there has been financial irregularity in incurring expenditure, and point out mistakes and indicate how they can be rectified and avoided in future.

*(e) Pension Cell*

The Pension Cell is vested with the responsibility of all activities related to providing pensionary benefits to all the employees who are superannuating or retiring or have retired from their services. It deals with processing, calculating and sanctioning of retirement benefits to the pensioners. In addition, the Pension Cell is also responsible to maintain personal files of all the pensioners and address the problems and complaints raised by them.

*(f) NPS Cell*

The NPS Cell of the Department is responsible for monitoring, contribution uploading and implementation of NPS in CADC. Information and notifications related to NPS are overseen by this Cell. It keeps records of the data relating to the employees who fall within the ambit of NPS.



**Procedure followed in Decision-Making process, including channels of Supervision and Accountability:**

Prior approval of the Executive Committee of CADC is obtained before executing any work/matter relating to financial affairs of the Council and for decisions which are of serious nature or involved multiple departments.

Administration, management and execution of works relating to the department are supervised by the Sr. Finance & Accounts Officer, who also holds the responsibility of accountability arising out of them.

**Rules, Regulations, Instructions, Manuals and records, held by the Department or under its Control or used by its Employees for discharging its functions:**

Nil

**Categories of Documents held by the Department or under its Control:**

- Employment Data
- Annual Accounts
- Budget books of previous years
- Books of Accounts, i.e. head-wise receipts and expenditures
- Cash Books.
- CAG Reports
- Files and documents relating to monetary transactions and financial affairs 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, 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 the Officers and Employees & Monthly Remuneration received by each of them:**

Sl.No	Name	Designation	Monthly Remuneration (Rs.)	Remarks
1	Buddhangkur Chakma	Sr.FAO	147636	
2	Bijoy Kanti Chakma	FAO	105166	
3	Mano Ranjan Chakma	PAO	105166	
4	Jyoti Bikash Chakma	S.O	68894	
5	Santosh Chakma	A.O	68894	
6	Daya Raj Chakma	Head Assistant	96020	
7	K. Martin Chakma	General Cashier	84303	
8	Ashim Chakma	Auditor	55605	
9	B. Protimoy Chakma	Auditor	55605	

10	Anupam Chakma	Senior Accountant	76840	
11	Alen Babu Chakma	Accountant	55605	
12	Sukanta Chakma	Accountant	55605	
13	Sontosh Chakma	Computer Operator	64099	
14	Promod Kanti Chakma	UDC	60263	
15	Rita Devi Chakma	LDC	41631	
16	Sokia Chakma	LDC	49851	
17	Aijib Chakma	LDC	41631	
18	Pulin Chakma	LDC (MR) @Rs. 520 per day	16120	
19	Jentil Chakma	LDC (MR) @Rs. 520 per day	16120	
20	Gyana Rattan Chakma	Office peon	41220	
21	Shanti Bikash Chakma	Sweeper	31720	
22	Shanti Kumar Chakma	Sweeper	31720	
23	Amaresh Chakma	Office peon	30312	
24	Sujar Chakma	Office peon (MR) @Rs. 320 per day	11780	
25	Menakshi Chakma	Office peon (MR) @Rs. 320 per day	11780	

**Budget allocated, plans, proposed expenditures and reports on disbursement:**

Sl. No.	Name of Scheme	Sector	Proposed Amount (Rs.)	Amount Sanctioned (Rs.)
1	Office Expenses	GIA	3,00,000	3,00,000
2	Electricity/Telephone Charges	GIA	3,00,000	3,00,000
3	Purchase & Maintenance of Machineries	GIA	4,00,000	4,00,000
4	Training Expenses	GIA	3,00,000	3,00,000
5	Maintenance of Projector	GIA	30,000	30,000
6	Wifi Connection & Monthly Subscription	GIA	2,00,000	2,00,000
Total			15,30,000	15,30,000

**Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

Nil

**Recipients of concessions, permits or authorizations granted:**

Nil

**Details in respect of the information, available to or held by the department, 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)

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

<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>	<b>Email</b>
Pronit Bikash Chakma	Executive Secretary, CADC & Departmental Appellate Authority	7085948784	<a href="mailto:pronitbikashchakma@gmail.com">pronitbikashchakma@gmail.com</a>
Buddhangkur Chakma	Sr. Finance & Accounts Officer, CADC and State Public Information Officer	7628973992	<a href="mailto:chakmabuddhangkur@gmail.com">chakmabuddhangkur@gmail.com</a>