

**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 register of all categories of employees except teaching staff.
- Deputation.

Contd. ... 2...

- Authorization of Pension, Commutation etc.
- All pensionary 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.	Pronit Bikash Chakma	Executive Secretary	196545	
2.	Rajiv Kumar Chakma	Deputy Secretary	135306	
3.	F.Satya Ranjan Chakma	O/S	119688	

(1)	(2)	(3)	(4)	(5)
4.	Binod Kumar Sharma	H/Asstt.	110905	
5.	Gyanajit Chakma	UDC	83553	
6.	Maya Kumar Chakma	Assistant	91499	
7.	Rexinova Chakma	Assistant	71497	
8.	Pulin Bikash Chakma	Assistant	79717	
9.	James Fema	Compt. Optr.	62455	
10.	Deputy Ranjan Chakma	Sweeper	60263	
11.	Alben Chakma	C/A-III	55468	
12.	H. David Chakma	UDC	55605	
13.	Mawn Chakma	Gen. Optr.	49851	
14.	Sunita Chakma	LDC	40535	
15.	Rinki Chakma	LDC	40535	
16.	Somona Devi Chakma	LDC	47385	
17.	Roshmi Chakma	LDC	47385	
18.	Ratna Bikash Chakma	LDC	47385	
19.	Jagadish Chakma	LDC	40535	
20.	Debaraj Chakma	LDC	40535	
21.	Shibam Chakma	LDC	43823	
22.	Meera Chakma	LDC	41631	
23.	Fulo Ranjan Chakma	LDC	41631	
24.	Sadhan Preyo Chakma	P/A to E/S	40535	
25.	Indra Rekha Chakma	Chkdr.	52591	
26.	Rangu Chakma	O/P	52591	
27.	Prem Kumar Chakma	Technician	41631	
28.	Gyana Rattan Chakma	Sweeper	52180	
29.	Sonarsingh Chakma	O/P	38206	

(1)	(2)	(3)	(4)	(5)
30.	Udai Kumar Chakma	Chkdr.	35740	
31.	Milon Kumar Tong.	Chkdr.	34918	
32.	Tridip Chakma	O/P	31720	
33.	Modi Rattan Chakma	O/P	31720	
34.	Shanti Jiban Chakma	O/P	31720	
35.	Punyo Charan Chakma	O/P	31720	
36.	Dulal Chakma	Chkrd.	31720	
37.	Ram Muni Chakma	O/P	31720	
38.	Sulokkhona Chakma	O/P	30312	
39.	Tama Jyoti Chakma	Sweeper (Fixed)	4500	
40.	Ngurkhawla	Sweeper (Fixed)	4500	
41.	Sujan Kumar Chakma	MRL @Rs.520/-	16120	
42.	Rina Chakma	Gen. Optr. (MR) @Rs.520/-	16120	
43.	Zakim Chakma	Receptionist (MR) @ Rs. 520/-	16120	
44.	Gyana Rattan Chakma	MRL @380/-	11780	
45.	Sukro Muni Chakma	LDC (MR) @ Rs. 520/-	16120	
46.	Subranta Chakma	LDC (MR) @ Rs. 520/-	16120	
47.	Uttam Kumar Chakma	Chkdr. (MR) @ Rs. 380/-	11780	
48.	Guri Lal Tongchangya	O/P (MR) @ Rs. 380/-	11780	
49.	Kalakko Chakma	Swpr. (MR) @ Rs. 380/-	11780	
50.	Biroja Chakma	Swpr. (MR) @Rs.380/-	11780	

(1)	(2)	(3)	(4)	(5)
51.	Babatosh Chakma	O/P (MR) @Rs.380/-	11780	
52.	Chandrayan Chakma	Chkdr. (MR) @Rs.380/-	11780	
53.	Doya Moy Chakma	O/P (MR) @Rs.380/-	11780	
54.	Bimal Bikash Chakma	O/P (MR) @Rs.380/-	11780	
55.	Smt.Mondira Chakma	Swpr (MR) @ Rs.380/-	11780	
56.	Chitra Kumar Chakma	O/P MRL @ Rs.380/-	11780	
57.	Nama Kumar Chakma	O/P (MR) @ Rs.380/-	11780	
58.	F. Janson Chakma	O/P (MR) @Rs.380/-	11780	
59.	Ashok Kumar Chakma	Swpr. (MR) @Rs.380/-	11780	
60.	Lusai Bikash Chakma	Chkdr. (MR) @Rs.380/-	11780	
61.	Sumesh Kanti Chakma	Swpr. (MR) @Rs.380/-	11780	
62.	Amarjit Chakma	MRL @Rs.380/-	11780	
63.	Indrosova Chakma	O/P (MR) @Rs.380/-	11780	
64.	Billion Chakma	O/P (MR) @Rs.380/-	11780	
65.	Indrajit Chakma	O/P (MR) @Rs.380/-	11780	
66.	Ravi Joy Chakma	O/P (MR) @Rs.380/-	11780	
67.	Nigira Mohan Chakma	O/P (MR) @Rs.380/-	11780	

(1)	(2)	(3)	(4)	(5)
68.	Robin Chakma	Chkdr. (MR) @Rs.380/-	11780	
69.	Sona Mughli Chakma	HHS to E/S @Rs.380/-	11780	
70.	Hori Dhan Chakma	HHS to E/S @Rs.380/-	11780	
71.	Abhisek Chakma	HHS to Dy. Secy @ Rs.380/-	11780	
72.	Sandeep Chakma	HHS to Dy. Secy @Rs.380/-	11780	

2. CADC Rest House, Kamalanagar

Sl. No.	Name & Designation	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Ratna Bahu Chakma	L.O.	121471	
2.	Doya Moy Chakma	ALO	135306	
3.	Monika Chakma	Sr. Receptionist	90814	
4.	Pinkey Chakma	Assistant	69579	
5.	Sucharita Chakma	UDC	55605	
6.	Nunulal Rana	Chkdr.	48207	
7.	Anil Baran Chakma	O/P	38206	
8.	L.Saahil Kumar Chakma	LDC (MR) @Rs.520/-	16120	

Contd. ... 8...

(1)	(2)	(3)	(4)	(5)
9.	Lotika Chakma	HHS to ALO @Rs.380/-	11780	
10.	Ratna Jyoti Chakma	HHS to ALO @Rs.380/-	11780	
11.	Jugeswar Chakma	O/P (MR) @Rs.380/-	11780	
12.	Gopa Rani Chakma	HHS to LO @Rs.380/-	11780	
13.	C. Anubhav Chakma	HHS to LO @RsRs.380/-	11780	

3. CADC Rest House, Lunglei

Sl. No.	Name	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Gyana Dhan Chakma	LO	101330	
2.	V.Laltlankima	O/P	55468	
3.	Johnney William	LDC	55605	
4.	Jyotish Moy Chakma	LDC	43823	
5.	Lalawmpuii	Sweeper (Fixed)	4500	
6.	Lokkhi Dhan Chakma	O/P (MR) @Rs.380/-	11780	

Contd. ... 9...

4. CADC Rest House, Aizawl

Sl. No.	Name & Designation	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	J.H. Pianga	ALO	110405	
2.	Amarendra Chakma	i/c LO	101330	
3.	Meerina Chakma	Compt. Optr	64099	
4.	Binoy Kumar Chakma	UDC	62551	
5.	W. Vanlalnghaka	Medical Attendant	55605	
6.	T. Vanlalchama	LDC	43823	
7.	A.D. Lalthanzama	Medical Attendant	31720	
8.	Suresh Pur	R/A @Rs.380/-	11780	
9.	Bishal Thapa	R/A @Rs.380/-	11780	
10.	Laldanpuia	R/A @Rs.380/-	11780	
11.	Z.N. Sangi	R/A @Rs. 380/-	11780	
12.	Jenny Lalhruaitluangi	MRL @Rs.380/-	11780	
13.	Meena Chakma	Swpr. (MR) @Rs.380/-	11780	
14.	Mathansangi	MRL @Rs.380/-	11780	
15.	Kuncha Mala Tong.	MRI @Rs.380/-	11780	
16.	Anil Kr. Thapa	4 th Grade (MR) @Rs.380/-	11780	
17.	Robin Limbu	R/A (MR) @Rs. 380/-	11780	

Contd. ... 10...

5. CADC Rest House, Lawngtlai

Sl. No.	Name & Designation	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	R. Anand Chakma	Receptionist	43823	
2.	Shormita Chakma	Chkdr. (MR) @Rs. 380/-	11780	

6. CADC Rest House, Longpuighat

Sl. No.	Name	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)

7. CADC Rest House, Barapansury

Sl. No.	Name & Designation	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Rajjia Chakma	LDC (MR) @Rs.520/-	16120	

Contd. ... 11...

8. CADC Rest House, NJS

Sl. No.	Name & Designation	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Sunil Dhan Chakma	LDC	41631	
2.	T.D. Buddhilal Tong.	LDC	55605	

9. Tourist Lodge, Chawngte

Sl. No.	Name & Designation	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Minky Chakma	Receptionist	44919	
2.	Rupali Chakma	MRL @Rs.380/-	11780	

10. Primary Health Centre, Barapansury

Sl. No.	Name & Designation	Designation	Monthly Remuneration	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Dr. Mitu Chakma	Medical Officer	50000	
2.	Shanti Anand Chakma	Accountant	15525	
3.	Joy Sing Chakma	Laboratory Technician	15525	
4.	Bishaka Tongchangya	Staff Nurse	15525	

Contd. ...12...

-12-

(1)	(2)	(3)	(4)	(5)
5.	Rita Chakma	Staff Nurse	15525	
5.	Monasha Chakma	Staff Nurse	15525	
6.	Sebika Chakma	Staff Nurse	15525	

7.	Suraja Chakma	Laboratory Technician	15525	
8.	Bhagyo Muni Chakma	O/P (M/R) @Rs.380/-	11780	
9.	Shanti Muni Chakma	Chkdr (M/R) @Rs.380/-	11780	
10.	Nihar Kanti Larma	Ivth Grade (M/R) @Rs.380/-	11780	
11.	Tridip Chakma	Ivth Grade (M/R) @Rs.380/-	11780	
12.	Gyana Dhan Chakma	Ivth Grade (M/R) @Rs.380/-	11780	
13.	Padma Loson Chakma	Ivth Grade (M/R) @Rs.380/-	11780	

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

SI. 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 Ems & others	Non-Plan	5,40,000	
4.	Maint. Of Machineries	Non-Plan	2,00,000	
5.	Hospitality	Non-Plan	2,00,000	
6.	Furnishing for Councillors	Non-Plan	5,20,000	

Contd. ...13...

-13-

(1)	(2)	(3)	(4)	(5)
7.	Re-imburement for Councillors	Non-Plan	8,00,000	
8.	TA/DA for Councillors	Non-Plan	35,00,000	

9.	Contingency Charges	Non-Plan	4,00,000	
10.	Purchase & distribution of Furniture to all required department	Non-Plan	5,00,000	
11.	Other Charges	Non-Plan	4,00,000	
12.	Maint. Of CADC Solar Power Plant	Non-Plan	1,00,000	
13.	Purchase for computer & Accessories for distribution to all required department.	Non-Plan	4,00,000	
14.	Maintenance of bike	Non-Plan	40,000	
15.	TA/DA for Officials	Non-Plan	40,00,000	
16.	Celebration of Red letter days & Festivals	Non-Plan	1,00,000	
		Total=	1,21,00,000	

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)

Contd. ...14...

-14-

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

Sl No.	Name	Designation	Contact No.	Email
1.	Pronit Bikash Chakma	Executive Secretary, CADC & Departmental	7085948784	pronitbikashchakma@gmail.com

		Appellate Authority.		
2.	Rajiv Kumar Chakma	Deputy Secretary, GAD, CADC & State Public Information Officer.	8730811533	Rajivkumarchakma335@gmail.com

(F. SATYA RANJAN CHAKMA)
Office Superintendent
General Administration and Control Department
Chakma Autonomous District Council
Kamalanagar.