

Right to Information Handbook, 2021-2022
Of
Information & Public Relations Department
Chakma Autonomous District Council
Kamalanagar, Miizoram

Published by
Information & Public Relations Department
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 in the functioning of democracy to contain practices of corruption and to hold 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.	Pronit Bikash Chakma, Executive Secretary	Appellate Authority
2.	Prabin Chakma, Information & Public Realties 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 Relations Department, Chakma Autonomous District Council as required under the section mentioned above.

(PRABIN CHAKMA)
State Public Information Officer
Information & Public Relations Department
Chakma Autonomous District Council

INFORMATION & PUBLIC RELATIONS DEPARTMENT

About:

Information & Public Relations Department of Chakma Autonomous District Council was established in the year 1988 during the tenure of Dg. Pulin Bayan Chakma, the then Chief Executive Member of CADC. The Department was introduced with Dg. Nirun Moy Chakma as its first officer designated as Assistant Public Relation Officer on 8th August 1988.

Information & Public Relations Department is one of the various departments of Chakma Autonomous District Council whose purpose is basically to liaise between the CADC authority and the general public it serves through various means of communication like press release, social media, etc. It highlights the policies and programmes of the government and disseminates information of public importance and well-being.

The department also prints calendar, CADC map, CADC dairies, maintains the CADC website and manages the celebration of official festivals.

It is headed by the Information & Public Relations Officer. He is supported by an Sr. System Analyst, a System Engineer, one LDC and two camera persons.

Function and Duties:

- Publication of press release.
- Maintenance of CADC website.
- Preparation of calendar/choice of the people.
- Printing of dairies.
- Printing of CADC map.
- Video recording of official programmes.
- Press, newspaper and periodicals.
- Publication and publicity.
- Advertisement.
- Public relations and mass communication.
- Co-ordination with AIR and Doordarshan.
- Celebration of festivals.

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 staff.

The Technical Consultant (software engineer) looks after the maintenance of the official website of CADC.

The two camera persons do video recording of all official programmes.

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 concerned Executive Member, CADC in the name of the Executive Committee, CADC. Supervision of execution of any task is maintained by the I&PRO or by any staff delegated for the purpose. Accountability for execution of any task rest on the I&PRO.

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

Nil

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

- Video recordings of official programmes.
- CADC press releases.

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 its officers and employees:

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)	Remarks
1.	Prabin Chakma	I&PRO	1,11,194.00	
2.	Kulendra Bikash Chakma	System Analyst	1,11,194.00	
3.	Supriyo Chakma	Cameraman	63,551.00	
4.	Dol Kumar Chakma	Cameraman	55,605.00	
5.	Hagendra Chakma	System Engineer	25,000.00	
6.	Gyana Kanti Chakma	MR(LDC)@520/day	-	
7.	Munukya Chakma	MR Labour @Rs.380/day	-	

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

Sl. No.	Name of scheme	Sector	Proposed Amount (in Rs.)	Amount sanctioned
1.	Office expenses	Plan	40,000.00	40,000.00
2.	Maintenance of computer	Plan	50,000.00	50,000.00
5.	CADC calendar	Plan	1,70,000.00	1,70,000.00
		Total	2,60,000.00	2,60,000.00

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

Nil

Particulars of recipients of concessions, permits or authorizations 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 obtaining information, including the working hours of a library or reading room:

- CADC website: www.cadc.gov.in

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

Name	Designation	Contact Number	Email
Pronit Bikash Chakma	Executive Secretary, CADC & Departmental Appellate Authority	7085948784	pronitbikashchakma@gmail.com
Prabin Chakma	Information & Public Relations Officer, CADC and State Public Information Officer	7085520049	prabin.chakma@gmail.com