

Right to Information Handbook, 2021-2022
Of
Local Administration Department
Chakma Autonomous District Council
Kamalanagar

Published by
Local Administration Department
Chakma Autonomous District Council
Kamalanagar

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 the 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	Department Appellate Authority (DAA)
2.	Ram Muni Chakma Local Administration Officer	State Public information Officer (SPIO)

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 endeavor towards this end. It shall provide information in respect of Local Administration Department, Chakma Autonomous District Council as required under the section mentioned above.

(RAM MUNI CHAKMA)
Local Administration Officer
Chakma Autonomous District Council
Kamalanagar

LOCAL ADMINISTRATION DEPARTMENT

About:

Local Administration Department is one of the various departments of Chakma Autonomous District Council whose purpose is basically for administration and development of village councils within Chakma Autonomous District Council. It serves through various schemes like construction of water tank, water reservoir, ring wells, Urinal shed, latrine shed, side drains, construction and maintenance of road, etc.

It is headed by the Local Administration Officer (LAO) of Local Administration Department. He is supported by Assistant Local Administration Officer (ALAO), Assistant Engineer (A.E.), Junior Engineer (J.E.) and some clerks.

Function and Duties:

1. Urban Development.
2. All minor works such as:
 - a) Construction of Steps/Culvert/Retaining Wall.
 - b) All matters relating to village councils.
 - c) Town administration.
 - d) Improvement & Development of Town/ Markets.
 - e) Establishment of new villages.
 - f) Sanitation.
 - g) Ton Planning.
 - h) Naming of Streets in Towns.

Power and duties of Officers and employees:

The Local administration Officer executes the decision of the Executive Committee of Chakma Autonomous District Council on any matters within the assistance of its sub-ordinate staff.

Procedures followed in decision making including channels of supervision and accountability:

Any matters of financial implication or of serious nature decisions are taken by the concerned Executive Member i/c LAD in the name of Executive Committee, Chakma Autonomous District Council.

Supervision of execution of any tasks is maintained by the Local administration Officer (LAO) or by any staff delegated for the purpose.

Accountability of execution for any works rest on the Local Administration Officer.

Rules, Regulations, Instructions, Manual and Records, held by it or under its controls or used by its employees for discharging of its function:

-Nil-

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

1. Measurement Book.
2. Bill/Register of works.
3. Stock register.

Particulars of any arrangement that exist for construction with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

-Nil-

Statements of the boards, Councils, Committees and other bodies consisting of two or more persons constituted as its parts and for the purpose of its advice and as to whether meetings of these 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	Contact No.	Monthly Remuneration	Remarks
1	Ram Muni Chakma, LAO	8313031197	121607.00	
2	Kalendra Tong., ALAO	9436956126	89796.00	
3	B. Bony Lalsangzuala, A.E	7629800062	113973.00	
4	Rajendra Devburman, Compt, Optr.	7085622307	58633.00	
5	Shanti Kumar Chakma, UDC	7085830925	60325.00	
6	Raju Chakma, UDC	7085939101	59606.00	
7	Shanti Lal, C/A-I	9485374990	68809.00	
8	Lokhi Charan Chakma, C/A-I		66927.00	
9	Fulo Raj Chakma, C/A-I		56696.00	
10	Rattan Kumar Tong. C/A-I	7630822440	57724.00	
11	Chiringya Chakma, C/A-II	9383179252	56422.00	
12	Doya Maya Chakma, C/A-I	7628003490	55593.00	
13	Robin Chakma, LDC	6009906576	38894.00	
14	Biro Moy Chakma, C/A-I		40252.00	
15	Laxmi Maya Chakma, C/A-II	9485374923	45394.00	
16	Biswajit Chakma, C/A-II	9366772558	37670.00	

17	Maya Sida Chakma, C/a-II		25815.00	
18	Nagori Mala Chakma, C/A-II		29360.00	
19	Manek Prova Tong, C/A-III		32924.00	
20	Nayan Tara, C/A-III	8974211904	23219.00	
21	Sumoto Bala Chakma, C/A-III		29672.00	
22	Priyo Kumar Tong. O/P		29235.00	
23	Robindranath Chakma, O/P	8414879901	29288.00	
24	Soikot Chakma, O/P		29288.00	
25	Paira Mon Chakma, O/P		29235.00	
26	Mon Shanti Chakma, O/P		24789.00	
27	Shanti Ranjan Chakma, O/P		29288.00	
28	Anita Chakma, Sweeper		3500.00	
29	Nirmal Kanti Chakma, Sweeper		3500.00	
30	Mattyabi Chakma, Sweeper		3500.00	
31	Deepali Chakma, Sweeper		3500.00	
32	Lokhi Devi Chakma, Sweeper	7085530096	3500.00	
33	Badikkho Chakma, Sweeper		3500.00	
34	Bishnu Mohan Chakma, Sweeper		3500.00	
35	Borun Chakma, Sweeper		3500.00	
36	Kamalesh Kumar Chakma, Sweeper		3500.00	
37	Hema Ranjan Chakma, Sweeper		3500.00	
38	Tukru Joy Chakma, J.E. (MR)	8413016608	19840.00	
39	Kamini Ranjan Chakma, C/A-I (MR)	7627913687	16120.00	
40	Rattan Kumar Chakma, Swpr. (MR)		13020.00	
41	Shilling Muni Chakma, Swpr. (MR)		13020.00	
42	Shanti ranjan Chakma, Swpr. (MR)		13020.00	
43	Bitika Chakma, C/A (MR)		11780.00	
44	Bharat Nandi Tong. C/A-III (MR)	6909287982	11780.00	
45	Kalendi Rani Chakma, MRL		11780.00	
46	Poran Dhan Chakma, Swpr. (MR)		11780.00	
47	Shanti Bikash Chakma, MRL		11780.00	
48	Sugo Kumar Chakma, MRL		11780.00	
49	L.B. Arun Tong, MRL		11780.00	
50	Hodeye Chakma, MRL		11780.00	
51	Muktodon Chakma, MRL		11780.00	
52	Sukro Joy Chakma, MRL		11780.00	
53	Asish Chakma, HHS to LAO		11780.00	
54	Dhana Rekha Chakma, HHS to LAO		11780.00	
55	Tumbi Chakma, HHS to AE		11780.00	
56	B. Lovely Veronica, HHS to AE		11780.00	
57	Dum Rai Tong, MRL		11727.00	
58	Kalpana Chakma, Chawkider	6909288055	11780.00	
59	Sadak Chakma, LDC	9436747342		Salary not yet transferred
60	V, Lalzarzova, C/A-III	7085520242		
61	Janali Chakma, C/A-III	9612233351		

Name, Designation and other particulars of the public Information Officers:

Name	Designation	Contact No.	Email
Pronit Bikash Chakma	Executive Secretary, CADC & Department Appellate Authority	7085948784	pronitbikashchakma@gmail.com
Ram Muni Chakma	Local Administration Officer, CADC & State Public information Officer	8313031197	rammunichakma5@gmail.com

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

Sl. No.	Name of Schemes	Sector	Proposed amount (in Rs.)	Amount Sanctioned in 2021-2022
1	MDC LAD Fund		1,00,00,000.00	1,00,00,000.00
2	Village Council remuneration		67,36,000.00	63,84,000.00
3	Office expenses		1,00,000.00	70,000.00
4	Maintenance of Computer		60,000.00	60,000.00
5	Maintenance of Machineries		60,000.00	60,000.00
6	GIA Genl. (Non-salary) to Village Council		1,15,00,000.00	77,98,000.00
7	Maintenance of Tippers		6,00,000.00	6,00,000.00
8	DA to Town Planning Committee		50,000.00	35,000.00
Grand Total			2,91,06,000.00	25389000.00

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

-Nil

Particulars of recipients of concessions, permits or unauthorizations grant by it:

- Nil

Details in respect of the information, available to or held by it, reduced in electronic form:

- Nil

Details in respect of the information, available to citizens for obtaining information including the working hours of a library or reading room:

- CADC website: www.cadc.gov.in

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