

HANDBOOK, 2021-2022
OF
MIDDLE SCHOOL EDUCATION DEPARTMENT
CHAKMA AUTONOMOUS DISTRICT COUNCIL
KAMALANAGAR

PUBLISHED BY
MIDDLE SCHOOL EDUCATION DEPARTMENT
CHAKMA AUTONOMOUS DISTRICT COUNCIL
KAMALANAGAR, MIZORAM

MIDDLE SCHOOL EDUCATION DEPARTMENT

About:

The Middle School Education Department is one of the important departments of Chakma Autonomous District Council. Its purpose is basically to provide free and compulsory education up to elementary level and to establish an educationally elite society. It manages and looks after 66 (sixty-six) number of Middle/Comprehensive Middle/Upper Primary Schools under CADC.

The Middle School Education Department is headed by the Education Officer, Middle School Education. He is assisted by an Assistant Education Officer, an Officer Superintendent and some other subordinate staff.

Functions & Duties:

1. Establishment and management of Middle/Comprehensive Middle/Upper Primary Schools.
2. Collection & Maintenance of data pertaining to schools under Middle School Education Department.
3. Ensuring free & compulsory education up to elementary level.
4. Monitoring & supervision of schools under the department.
5. Provision of Free Text Books, Stationeries, Class-room furniture, TLM etc.

Power & Duties of Officers & Staff:

The Education Officer, Middle School Education executes the decision of the Executive Committee on any matter. He is supported by Assistant Education Officer, Office Superintendent and other staff.

Procedure followed in decision making process including channel of supervision & accountability:

Any matter of financial implication or decisions of serious nature are taken by the Executive Member in the name of the Executive Committee. Supervision of any task is maintained by the Education Officer or by any staff delegated for the purpose. Accountability for execution of any task rests on the Education Officer.

Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

NIL

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

1. School Data
2. Letters of School Opening Permission.

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 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.	Durjoy Chakma	Education Officer	1,33,028/-	
2.	Punya Jagat Talukdar	Asstt. Education Officer	1,07,137/-	
3.	Ashim Roy Chakma	Office Superintendant	72,745/-	
4.	D.H. Shyamal Chakma	System Analyst	77,798/-	
5.	B.Amiyo Bikash Chakma	Accountant	54,682/-	
6.	Pulak Chakma	UDC/Cashier	80,281/-	
7	Sarita Chakma	UDC	49,567/-	
8.	Saurabh Larma	LDC	40,252/-	
9	Janak Chakma	LDC	36,294/-	
10	Sipon Tongchangya	LDC	40,252/-	

11	Rip Rip Chakma	LDC	40,252/-	
12	Ambu Bikash Chakma	LDC	40,252/-	
13	Belugi Sundari Chakma	OP (Fixed)	4,500/-	
14	Rattan Kumar Chakma	OP	27,910/-	

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

Sl.No	Name of Scheme	Proposed Amount (in Rs.)	Amount sanctioned as on 31-03-2022
1	Office Expenses	1,50,000/-	1,50,000/-
2	Maintenance of Machinery	1,10,000/-	1,10,000/-
3	TA/DA for teachers	4,00,000/-	4,00,000/-
4	Supply of Stationeries	1,50,000/-	1,50,000/-
5	Purchase & Distribution of Textbooks	5,00,000/-	5,00,000/-

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

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 Education Officers:

Sl.No	Name	Designation	Email & Contact No	Remarks
1.	Durjoy Chakma	Education Officer, MS Edn, CADC	7085665353	
2	Punya Jagat Talukdar	Asstt. Education Officer, MS Edn, CADC	8131958304	

Such other information as may be prescribed:

NIL

Name, designation and other particulars of public Information Officer of Middle School Education Department:

Name	Designation	Contact No	Email
Durjoy Chakma	Education Officer, MS Edn, CADC	7085665353	durjoychakma03@gmail.com

(DURJOY CHAKMA)
Education Officer
Middle School Education Department
CADC, Kamalanagar.