

## **Planning & Development Department, CADC**

### **About:**

The Planning & Development Department is the nodal department for the scheme implementing departments that the CADC receives from various Ministries like NITI AAYOG, CSS, NLCPR and Non-Recurring Grant from MONECR, Govt. of India and as well as under normal GIA from the State Govt. The department prepares the project/Schemes with the consultation of the Executive Committee and submits to various Ministries, Govt. of India through State Government.

The CADC has a District Planning & Development Committee which was created on 5<sup>th</sup> of November, 1990 and it is headed by the Chairman and Vice-Chairman Planning & Development Committee with three (3) members and the P&DO as the Member Secretary of the committee.

### **Functions of the Committee:**

The functions of the Planning & Development Committee is to examine and determine the basic needs of the people and to collect data for proper Planning of various Development Programme within the power vested with the authority of CADC, to monitor and inspect development projects/schemes executed by CADC and to advise the Executive Committee in all matters relating to development programme.

There are three other Committees: viz,

The District Level Monitoring and Review Committee the District Council Monitoring and Review Committee, and the infrastructure and management Committee.

In the District level Monitoring & review committee the deputy Commissioner is the Chairman whereas for the District Council Monitoring & review Committee the Executive Secretary is the Chairman and both the committees are responsible for supervision of works for all schemes funded by NEC, Govt. of India. The infrastructure & Management Committee of District Council is responsible to look after the development works that are being under taken by the District Council.

The Computer Operator is also a technician who deals with the recoring of different schemes plan & estimate and preserve both in soft and hard copies. In addition to that he is also entrusted with some other file works.

The UDC is to assist the Head Assistant and to other LDCs are to assist the UDC & the Assistant pertaining to file works etc.

The department also has one carpenters who is entrusted in repairing and making of office furniture etc.

### **PROCEDURE FOLLOWED IN DECISION AND MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

All matter of financial implication or of serious nature decision are taken by the Vice-Chairman (Planning) & the Planning & Development officer, CADC which is again placed in the executive Committee of CADC for further nature of action. Supervision of execution of any departmental task is maintain by the P&DO with the consultation of Vice-Chairman (Planning) or by any staff dedicated for the purpose.

### **RULES, REGULATIONS, INSTRUCTIONS, MANNUAL AND RECORDS HELD BY IT OR UNDER THE CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING OF ITS FUNCTION:**

All records of U/Cs under GIA under State Finance Commission Sanctining letters, Plan & Estimate/Projects are preserved by the department.

**CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:**

**NIL**

**STATEMENTS OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF THE TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE, AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:**

The Planning Department consists of two different Committees –  
(a) Planning & Development Committee.  
(b) District Council Level Monitoring and Review Committee.

Yes, all such meetings are accessible to public.

**A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:**

Sl.No	Name of incumbent	Designation	Contact No	Annually Remunerati on	Remarks
1	Roymainkyo Chakma	P&DO	8974413098	18,30,172/-	
2	Prasanta Chakma	AE	8730831830	6,71,125/-	Transferred from Planning Department to PWD
3	Pijush Kanti Dey	Assistant	8414889968	11,99,130/-	
4	Aswatama Chakma	Carpenter	6909497752	9,81,258/-	
5	Suddha Dhan Chakma	Computer Optr	8730838041	6,99,324/-	
6	Rohita Chakma	UDC	8787407307	7,21,557/-	
7	Dholbi Chakma	LDC	9862507635	4,80,048/-	
8	Sagata Chakma	LDC	7085673549	2,28,299/-	Terminated order issued vide officer order No Nil and L/No.C.18016/1/2019-2020/CADC(G)/515 dt.28/9/21
9	Dibakar Chakma	LDC (Fixed)	7085686240	72,000/-	
10	Doyal sen Chakma	Office Peon	8729873667	3,97,800/-	Transferred from Planning department to PHE
11	Surendra Chakma	Office Peon	7627913662	3,51,332/-	
12	Purna Chandra Chakma	Office Peon	8730966503	1,44,640/-	Transferred from Planning Department to LRS
13	Joy Kumar Chakma	O/P, (M/R)	8414886794	1,38,700/-	
14	Mokul Kanti Chakma	O/P, (M/R)	7629973479	1,38,700/-	
15	Meenati Chakma	HHS to P&DO		1,38,700/-	
16	Priyasa Chakma	HHS to P&DO		1,38,700/-	
17	Miranda Chakma	HHS to AE		45,220/-	Transferred from Planning Department to PWD
18	Suran Chakma	HHS to AE		45,220/-	Transferred from Planning Department to PWD
	<b>G.TOTAL::</b>			<b>84,21,925/-</b>	

**BUDGET ALLOCATED, PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE:**

(Rs. In lakhs)

Sl.No	Name of Schemes	Sector	Proposed amount	Sanction amount.
1	TA/DA to planning board Members including sitting allowance for meeting & conference.	GIA	0.75	0.75
2	Office Expenses	GIA	3.00	3.00
3	Maint. Of Machineries	GIA	3.00	3.00
4	Purchase & Maintainance ofMotor bike	GIA	0.50	0.50
	<b>G. TOTAL::</b>		<b>7.25</b>	<b>7.25</b>

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME, INCLUDING THE AMONGS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMME.**

NIL

**PARTICULARS OF RECEIPTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS 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 ROOMS.**

NIL

**NAMES DESIGNATIONS AND OTHER PARTICULARS OF SPIO**

Sl.No	Name of incumbent	Designation	Contact No	E.mail
1	Roymanikyo Chakma	P&DO	8974413098	cadc.planning 2022@gmail.com