

Right to Information Handbook, 2021-2022
Of
Public Works Department
Chakma Autonomous District Council
Kamalanagar, Mizoram

Published by
Public Works 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	Executive Secretary, Appellate Authority
2.	Jayan Chakma, Executive Engineer	Executive Engineer

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 Public Works Department, Chakma Autonomous District Council as required under the section mentioned above.

(JAYAN CHAKMA)
Executive Engineer,
Public Works Department,
Chakma Autonomous District Council,
Kamalanagar.

**PUBLIC WORKS DEPARTMENT
CHAKMA AUTONOMOUS DISTRICT COUNCIL
KAMALANAGAR**

About:

The Public Works Department was handed over to CADC in 1994 during the enhancement of power to the District Council . The Public Works Department plays the major role for the execution of works/schemes within the Chakma Autonomous District Council.

The Public Works Department is equipped with technical staffs and efficient clerk.

The Public Works Department is headed by the Executive Engineer. He is assisted by 4(four) Assistant Engineers, 3(three) Junior Engineer, 1(one) Assistant, 6(six) Lower Divisional Clerk and 10(ten) Nos. of various grade staffs.

Function and Duties:

The function and duties of Public Works department can be broadly classified under the heads:

- 1) Supervision of engineering works,
- 2) Maintenance of records of progress, labour, material etc, at site,
- 3) Correspondence,
- 4) Accounts,
- 5) Custody of stores, and
- 6) Preparation of estimates of projects.

Power and duties of officers and employees:

The Executive Engineer,PWD,CADC is entrusted to discharge the over all administrative and technical control of the department.

All the Assistant Engineer's are entrusted to maintain all related document of building works, roads works, bridges works like preparation of estimates /DPR'S, bills, MB's etc.

All the Junior Engineer's are entrusted to measure the roads, prepare plan and estimates, MB's, etc.

The Assistant is entrusted to look after all the files deal by the LDC'S.

The UDC/Departmental Cashier is entrusted to maintain the cash book and keep the records/ vouchers/register properly and he is also entrusted to deal the important files other than schemes/works files like utilization certificate, audit quarry, session question.

The LDC'S are entrusted to assist the assistant and UDC for proper maintenance of official records.

The office peon and chowkider are entrusted to keep the office clean and in save condition.

Procedure followed in decision making process including channels of supervision and accountability:

The public works department is run by following the CPWD manual in every works and take approval from the Executive Committee, CADC. All the works order is issued by the Chief Executive member, CADC.

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:

Keeping of all documental records of all works supervised or control by Public Works Department.

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public works department 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.	Jayan Chakma	Executive Engineer	196545.00	
2.	P. Lalrintluangi	Assistant Engineer	121471.00	
3.	K. Kamal Chakma	Assistant Engineer	108180.00	
4	Prasanta Chakma	Assistant Engineer	108180.00	
5	Bhagirath Chakma	Assistant Engineer	102289.00	
6	Swapan Jyoti Chakma	Junior Engineer	62455.00	
7	Devash Chakma	Junior Engineer	62455.00	
8	Sonusa Chakma	Junior Engineer	62455.00	
9	Punyo Lal Chakma	Press Supervisor	84238.00	
10	B. Biniya chakma	Assistant	71497.00	
11	T.Anamikha Chakma	LDC	43823.00	
12	Hema Ranjan Chakma	LDC	43823.00	
13	Juddha Ranjan Chakma	LDC	41631.00	
14	Boli Chakma	O/P	52180.00	
15	Saran Singh Chakma	O/P	31720.00	
16	Ram Muni Chakma	O/P	31720.00	
17	Muanzuail Fanai	HHS to P. Lalrintluangi A.E @ 380/day	-	
18	Lianzauvi	HHS to P. Lalrintluangi, A.E @ 380/day	-	
19	Kina Mohan Chakma	C/L , Fixed	-	
20	Swarupa Chakma	LDC,MR @520/day	-	
21	Sapanjit Chakma	LDC,MR @520/day	-	

22	Santosh Chkma – I	Computer Operator, MR @520/day	-	
23	Priyatoch Chakma	LDC,MR @520/day	-	
24	Raju Chakma	O/P, MR @420/day	-	
25	Sangasur Chakma	MRL @380/day	-	
26	Mritunjoy Chakma	MRL @380/day	-	
27	Bijoy Chakma	MRL @380/day	-	
28	Dummo Chakma	MRL @380/day	-	
29	Rajesh Khanti Chakma	MRL @380/day	-	
30	Jagadish Chakma	MRL @380/day	-	
31	Bangaw Chakma	MRL @ 380/day	-	
32	Sundashya Chakma	MRL @ 380/day	-	
33	Rahul Chakma	MRL @ 380/day	-	
34	Kina Dhan Chakma	MRL @ 380/day	-	
35	Meya Ranjan Chakma	MRL @ 380/day	-	
36	Kusum Babu Chakma	MRL @ 380/day	-	
37	Biju Kumar Chakma	MRL @ 380/day	-	
38	Jhorjhorie Chakma	HHS to E.E @380/day	-	
39	Sabaran Chakma	HHS to E.E @380/day	-	
40	Puspa Chandra Chakma	MRL @ 380/day	-	
41	Shanti Rattan Chakma	MRL @ 380/day	-	
42	Anjana Kumar	MRL @ 380/day	-	
43	Lakhi Baran Chakma	MRL @ 380/day	-	
44	Chiran Jit Chakma	MRL @ 380/day	-	
45	Aswattama Chakma	MRL @ 380/day	-	
46	Kamal Chakma	MRL @ 380/day	-	
47	Kanya Ram Chakma	MRL @ 380/day	-	
48	Barun Kumar Chakma	MRL @ 380/day	-	
49	Prema Ranjon Chakma	MRL @ 380/day	-	
50	Sojeet Chakma	MRL @ 380/day	-	
51	Suro Bikash Chakma	MRL @ 380/day	-	
52	Iman Chakma	MRL @ 380/day	-	
53	Sunil Moy Chakma	MRL @ 380/day	-	
54	Babul Kanti Chakma	MRL @ 380/day	-	
55	Mangal Muni Chakma	MRL @ 380/day	-	
56	Suresh Kumar Chakma	MRL @ 380/day	-	
57	Rhipon Chakma	MRL @ 380/day	-	
58	Subir Chakma	MRL @ 380/day	-	
59	Ananda Bikash Chakma	MRL @ 380/day	-	
60	Bisu Kumar Chakma	MRL @ 380/day	-	
61	Shailo Chakma	MRL @ 380/day	-	
62	Amar Bijoy Chakma	MRL @ 380/day	-	
63	Lalu Prasad Chakma	MRL @ 380/day	-	
64	Ramesh Chakma	MRL @ 380/day	-	
65	Brisawketu Chakma	MRL @ 380/day	-	
66	Ananda Lal Chakma	MRL @ 380/day	-	
67	Suroti Chakma	HHS to K. Kamal Chakma A.E @	-	

		380/day		
68	Kalabi Chakma	HHS to K. Kamal Chakma A.E @ 380/day	-	
69	Miranda Chakma	HHS to Prasanta Chakma A.E @ 380/day	-	
70	Suren Chakma	HHS to Prasanta Chakma A.E @ 380/day	-	
71	Lily Chakma	HHS to Bhagirath Chakma A.E @ 380/day	-	
72	Monju Rani Chakma	HHS to Bhagirath Chakma A.E @ 380/day	-	

Budget allocated, plans, proposed expenditures and reports on disbursement made (2021-22):

Sl.No	Name of Scheme	Sector	Proposed Amount (in Rs.)	Amount sanctioned
1.	Office Expenses	Plan	50,000.00	50,000.00
2.	Maint. Of Computer	Plan	50,000.00	50,000.00
3.	Maint. Of road & bridge	Plan	8,25,000.00	8,25,000.00
4.	Purchase & Maintenance of Bike	Plan	1,50,000.00	1,50,000.00
	Total:		10,75,000.00	10,75,000.00

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

Names, designations and other particulars of the Public Works Department Officers:

Sl.No	Name	Designation	Contact No.	Email
1.	Pronit Bikash Chakma	Executive Secretary, CADC & Departmental Appellate Authority	7085948784	pronitbikashchakma@gmail.com
2.	Jayan Chakma	Executive Engineer	7085512333	jayanchakma2@gmail.com

Note: There is no any Drawing and Disbursing Officer (DDO) under PWD accept the Executive Secretary of CADC.

Such other information as may be prescribed.

Nil

(JAYAN CHAKMA)
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Public Works Department,
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Kamalanagar.