

Right to Information Handbook,2021-2022

Of

Sports & Youth Services Department

Chakma Autonomous District Council

Kamalanagar ; Mizoram.

Publish by

Sports & Youth Services 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 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                                    | Designation as RTI officers      |
|---------|---|----------------------------------|
| 1.      | Pronit Bikash Chakma, Executive Secretary             | Appellate Authority              |
| 2.      | Kamaleshwar Chakma, District Sports Promotion 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 motto initiative. This Handbook is an endeavour towards this end. It shall provide information in respect of Sports & Youth Services Department, Chakma Autonomous District Council as required under the section mentioned above.

(KAMALESHWAR CHAKMA)  
ADSPO,  
I/C District Sports Promotion Officer,  
Chakma Autonomous District Council,  
Kamalanagar:Mizoram.

Contd.....2.....

## **SPORTS & YOUTH SERVICES DEPARTMENT**

The Sports & Youth Services Department is one of the important Departments of Chakma Autonomous District Council. It is one of the Small Departments, because the CADC Government cannot provide sufficient funds for infrastructure and other facilities. In spite of financial drawbacks the Sports & Youth Services has never let down the youth of the council by organizing tournaments and providing financial help to sportsmen and sportswomen.

(a) Organization : The District Sports Promotion Officer, look after the Sports & Youth Services Department. Though, it is still a small Department in terms of staff strength and in infrastructure and other facilities. Apart from the DSPO its total staffs strength includes:-

- i) ADSPO - 1
- ii) Sr. Chief Coach – 1.
- iii) Coach – 1.
- VI) Assistant – 1.
- V) LDC – 2
- VI) LDC (MR) – 2.
- VII) Office Peon – 2
- VIII) Chawkider – 1.

(b) Functions : In Chakma Autonomous District Council, the youth from nearly 50% of the total population. With objective of fulfilling the aspiration of this group and empowering them as active and constructive agents of positive change, the Sports & Youth Services Department of Chakma Autonomous District Council has been implementing several programmes which are:-

- i). Distribution of Sports materials to the various Sporting Clubs and Village Councils.
- ii). Conducting Sports Tournaments.
- iii). Awarding cash awards to Zonal and District level Champions.
- iv). It also conducts Chakma Traditional games.
- v). Provides Financial help to Sports men and Sports women for participating in tournaments outside the Chakma Autonomous District Council.

(c) Duties :-

- i). To provide impetus for the physical and mental development of the youth.
- ii). To develop mental understanding and respect among various communities living in Chakma Autonomous District Council.
- iii). To develop sports activities of the youths and provide them the opportunity to interact with the youths of different communities of the country through sporting events.

.....3.....

2. Power and Duties of the Officer & employees:

The District Sports Promotion Officer supervises the functioning of the Department. All Department letters, notification, orders are signed by the District Sports Promotion Officer. Inter-Departmental and other communications are made by the District Sports Promotion Officer. The Assistant reports to the District Sports Promotion Officer, whose orders are disposed of immediately at the clerical/ dealing level. The LDC<sup>s</sup> or Lower Division Clerks are the subordinate staffs whose works deals with clerical works and to dealing with all files and prioritizing all cases.

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

All decisions in the department are taken by the District Sports Promotion Officer and convey to the subordinate staffs. The subordinate staffs on instruction are required to put up all cases before the District Sports Promotion Officer, who takes the decision. However, matters of financial implication or serious nature are taken by the concerned Executive Member, Chakma Autonomous District Council, in the name of the Executive Committee, Chakma Autonomous District Council. Supervision or execution of any task is maintained by the District Sports Promotion Officer or by any staff delegated for the propose. Accountability for execution of any task rest on the District Sports Promotion Officer.

4. The norms set by it for the discharge of its functions.

=> Nil.

5. The rules, regulation, instructions, manual and record, held by it or under its control or used by its employees for discharging its functions.

=> Distribution of sports goods.

=> Conduct of Sports.

6. a statement of the categories of document that are held by it or under its control.

a) Video CD Recordings.

b) Still Photographs.

7. The 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 implementation thereof.

=> Nil.

Contd ....4...

.....4.....

8. A statement of the boards, councils committees and other 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 meeting are accessible for public.

=>Nil

9.A directory of its officers and employees and their monthly remuneration:

| S.L NO | Name                 | Designation     | Monthly remuneration |
|--------|----------------------|-----------------|----------------------|
| 1.     | KamaleshwarChakma    | ADSPO           | Rs.1,03,925/-        |
| 2.     | DebarshiChakma       | Chief Coach     | Rs. 98,300/-         |
| 3.     | Battya Chakma        | Coach           | Rs. 81,100/-         |
| 4.     | Shankardev Chakma    | Assistant       | Rs. 71,225/-         |
| 5.     | Ripon Chakma         | LDC             | Rs. 39,475/-         |
| 6.     | Dita Chakma          | LDC             | Rs. 39,475/-         |
| 7.     | Rintu Chakma         | LDC (MR)        | @Rs. 520/- Per day.  |
| 8.     | Sajoni Chakma        | LDC(Fixed)      | Rs. 6,000/-          |
| 9.     | Krishna Kumar Chakma | Office Peon     | Rs. 48,100/-         |
| 10.    | Jamuna Devi Chakma   | Chawkider       | Rs. 48,475/-         |
| 11.    | BimalKanti Chakma    | Office Peon(MR) | @Rs. 380/-Per day.   |

10. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

**BUDGET ALLOCATED 2021-2022**

| Sl No. | Name of Scheme  | Amount (in Rs.) |
|--------|---|-----------------|
| 1.     | Office Expenses   | Rs. 20,000.00   |
| 2.     | Maint. Of Machinaries   | Rs. 20,000.00   |
| 3.     | CADC Trophy   | Rs. 2,50,000.00 |
| 4.     | Purchase and Distribution of Sports materials to Sporting Clubs | Rs. 2,00,000.00 |

11. The manner of execution of subsidy programmed, including the amount allocated and the details of beneficiaries of such programmes.

=>Nil.

12. Particulars of recipients of concessions, permits or authorizations granted by it.

=>Nil.

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

=>Nil.

....4....

14. The particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use.

=>Cadc website : [www.cadc.gov.in](http://www.cadc.gov.in)

15. The names, designations and other particulars of the Public Information Officers.

= Kamaleshwar Chakma, Assistant Sports Promotion Officer, CADC

State Public Information Officer

Mobile: 8731059908

Email: [kamaleshwarchakma@gmail.com](mailto:kamaleshwarchakma@gmail.com)

16. Such other information as may be prescribed and thereafter update these publications every years.

=> Nil.

c) Publish all relevant facts while formulating important policies or announcing the decisions which effect public.

=>Nil.

d) Provide reasons for its administrative or quasi-judicial.

=>Nil.

(KAMALESHWAR CHAKMA)  
ADSPO,  
I/C District Sports Promotion Officer  
Chakma Autonomous District Council  
Kamalanagar:Mizoram.