

## TAXATION DEPARTMENT, CHAKMA AUTONOMOUS DISTRICT COUNCIL

### About:

The Department of Taxation in Chakma Autonomous District Council practically was created in 2000, on bifurcation of Land Revenue and Settlement Department vide office order No.98/2000 conveyed under Memo No.A.11013/5/2000-2001/CADC/(G)/273 dt. 17/7/2000. Thereafter, the Executive Committee of the Chakma Autonomous District Council entrusted the subject of dealing of Trade Licence to the Taxation Department with effect from 01/01/2020 vide No.C.31018/1/2019-2020 /CADC(G): dt 15/10/2019. Subsequently the Executive Committee of Chakma Autonomous District Council made new staffing pattern of the Taxation Department for administrative convenience and its smooth functioning as follows:

### Headquarters

Sl.No.	Name of Posts	No. of Posts	Pay level in pay Matrix
(1)	(2)	(3)	(4)
1.	Senior Taxation Officer	1	Level 12(Rs. 78800-175200)
2.	Taxation Officer	1	Level 10(56100-124500)
3.	Asstt. Taxation Officer	1	Level 8 (Rs.44900-99800)
4.	Asstt.	2	Level 7 (Rs.39100-86800)
5.	UDC	1	Level 6 (Rs.35400-78800)
6.	LDC	3	Level 84(Rs.25500-56800)
7.	4th Grade	4	Level 1 (Rs.17400-38600)

### Barapansury Revenue Division

Sl.No.	Name of Posts	No. of Posts	Pay level in pay Matrix
(1)	(2)	(3)	(4)
1.	Asstt. Taxation Officer	1	Level 8 (Rs.44900-99800)
2.	UDC	1	Level 6 (Rs.35400-78800)
3.	LDC	1	Level 84(Rs.25500-56800)
4.	4th Grade	1	Level 1 (Rs.17400-38600)

### Longpughat Revenue Division

Sl.No.	Name of Posts	No. of Posts	Pay level in pay Matrix
(1)	(2)	(3)	(4)
1.	Asstt. Taxation Officer	1	Level 8 (Rs.44900-99800)
2.	UDC	1	Level 6 (Rs.35400-78800)
3.	LDC	1	Level 84(Rs.25500-56800)
4.	4th Grade	1	Level 1 (Rs.17400-38600)

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## **Function and Duties**

The Taxation Department issues Trade Licences and collect taxes annually on professions from all employees of Chakma Autonomous District Council, Mizoram State Govt. employees, Central Govt. employees who are posted and working within the territorial jurisdiction of Chakma Autonomous District Council and from various categories of Traders on trades within Chakma Autonomous District Council with necessary licence duly obtained from District Council concerned authority and deposit the same to the Executive Secretary and Assessment Authority Chakma Autonomous District Council.

## **Powers and duties of Officers and Employees**

The Officers executes the decision of the Executive Committee of Chakma Autonomous District Council on any matters with the assistance of its sub-ordinate staffs.

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

Any matters financial implication or of serious nature decisions are taken by the Chief Executive Member or Executive Member, i/c taxation CADC in the name of Executive Committee Chakma Autonomous District Council. Supervision of execution of any task is maintained by the Revenue Officer (Taxation) or any staff delegated for the purpose. Accountability for execution of any tasks rest on the Senior Taxation Officer.

## **Rules, Regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging of its function:**

1. The Chakma Autonomous District Council (Professions, Trade, Callings and Employment Taxation) Regulations, 1995.
2. The Chakma Autonomous District Council (Trading) Regulations, 2016.

## **Categories of Documents that are held by it or under its control:**

1. Professional Taxes Assessment Register.
2. Trade Licence issue Register.

**Particulars of any arrangement that exists for consultation with, or representation by, the members of the publication in relation to the formation of its policy or implementation thereof : Nil**

**Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as it 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 STAFFS

### Headquarters

Sl.No	Name	Designation	Monthly Remuneration (inRs.)	Remsrks
1	Chandra Bikash Chakma	Sr.Taxation Officer	147636	
2	SunityBikash Chakma	Taxation Officer	130100	
3	PrabhatKusumchakma	Assistant	113556	
4.	Biroshankar Chakma	Assistant	104797	
5	Dovana Chakma	Assistant	98760	
6	Satyapriyadewan	Assistant	84238	
7	PratiRanjanchakma	Comp. oprt.	69579	
8	SurajChakma(Jr.)	U.D.C	84238	
9	K.Lalnghakliana	C/S-I	792032	
10	Kina Muni Chakma	UDC	81909	
11	BimalKanti Chakma	C/S-I	76840	
12	Shanti Moy Chakma	LDC	53961	
13	Sukra Muni Chakma	C/S-I	53961	
14	Bakra Chakma	O/P	31720	
15	KripaNath Chakma	HHS MR @380/- per day		
16	Santana Dewan	HHS MR @380/- per day		

### Barapansury Revenue Division

Sl.No	Name	Designation	Monthly Remuneration (inRs.)	Remsrks
1	Krishna Bikashchakma	Assistant Taxation Officer	81725	
2	Shanti Chakma	UDC	81909	
3	Bijoy Chakma	UDC	58619	
4	Shanti Dayal Chakma	LDC	48618	
5	RajibMoni Chakma	O/P	36699	
6	Shantiswar Chakma	O/P	48618	
7	Krishna Lal Chakma	LDC(MR)@Rs520/-		

### Longpuighat Revenue Division

Sl.No	Name	Designation	Monthly Remuneration (inRs.)	Remsrks
1	Mangalapur	LDC	49851	
2	MagaliKantaTongchangya	LDC	47385	
3	Nirod Kumar Tongchangya	LDC	43823	
4	Indraban Chakma	LDC	43823	
5	SukramonChakam	LDC	58482	
6.	Dhana Ban Chakma	O/P	31720	
7	Hemantakumarchakma	O/P	33685	

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**Budget allocated, Plans, proposed expenditures and reports on disbursement made:**

<b>Sl.No.</b>	<b>Name of scheme</b>	<b>Budget allocated for the year 2021-22 (inRs.)</b>
1	Office Expenses	Rs.70,000.00
2	Maint. Of Machineries	Rs.1,00,000.00

**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

**(CHANDRA BIKASH CHAKMA)**  
Senior Taxation Officer  
Chakma Autonomous District Council  
Kamalanagar:Mizoram.