

NEPED

(Nagaland Empowerment of People through Economic Development)

MANUAL-I

1. Section 4 (1) b (i) of the Right to Information Act, 2005, no 22 of 2005 Particulars of Organisation, functions and duties

INTRODUCTION

NEPED is a Government of Nagaland programme project set up in 1995. Initially it implemented the ICEF project, the first ever foreign funded project in Nagaland.

NEPED is made up of a team of government officers drawn from various government departments, who are called the Project Operations Unit (POU) Members. The NEPED team is headed by a Team Leader who mandatorily, is a senior Secretary level bureaucrat to the Government of Nagaland.

The Phase-I project of NEPED was called **Nagaland Environment Protection and Economic Development through People's Action**, but from the 2nd Phase onward NEPED came to be known as **Nagaland Empowerment of People through Economic Development**.

NEPED has till date has implemented 5 (Five) major projects, the names of which are given below:

- 1) Plantation of trees as a crop in Jhum fields- NEPED Phase- I (ICEF Funded)
- 2) Micro-Credit (Revolving Fund Mechanism) led shade tolerant cash crop cultivation- NEPED Phase-II (ICEF Funded)
- 3) Watershed Development Project in Shifting Cultivation Areas (WDPSCA)-NEPED Phase-III
- 4) Strengthening Community Conservation Efforts in Nagaland –SCEN (Tata Trust)
- 5) NEPED – NRTT livelihood initiative through Community based Piggery (Ratan Tata Trust)

NEPED- I and II

The Vision and Mission Statements for these two phases are-

VISION

In Nagaland, communities are self-reliant and no longer subsidy oriented. Farmers practice sustainable agriculture, building on traditional practices and integrating agricultural innovations. Through the development of agro-business, establishment of marketing infrastructure and entrepreneurship, both women and men benefit from increased economic return and improved agricultural production. Communities are empowered and actively managing their own affairs and resources judiciously, and women play an active role in community decision-making. Government consults with communities on policies and practices that affect them. NEPED becomes a model throughout Nagaland and in the rest of the world.

MISSION

To achieve the vision, the project will have a flexible approach based on farmer's needs, involving them in the planning process. The project will develop and test models enhancing agricultural productivity. NEPED will provide technical support to women and men farmers and village institutions. Working with VDBs and VCs, it will design, support the implementation and monitor a revolving credit system which will be used by both women and men farmers to initiate agro-based income generating activities. Through the generation to market information, market infrastructure and linkages will be created and strengthened. It will create mechanism to: build linkages and relationships with government departments and institutions in order to foster an open exchange on project activities; ensure transparency of project activities among farmers, VDBs, VCs and NEPED; and continuously build capacity of POU, SARS, DSU to effectively deliver the project.

NEPED- III and till date

The Vision and Mission Statements of NEPED-III and till date are-

VISION

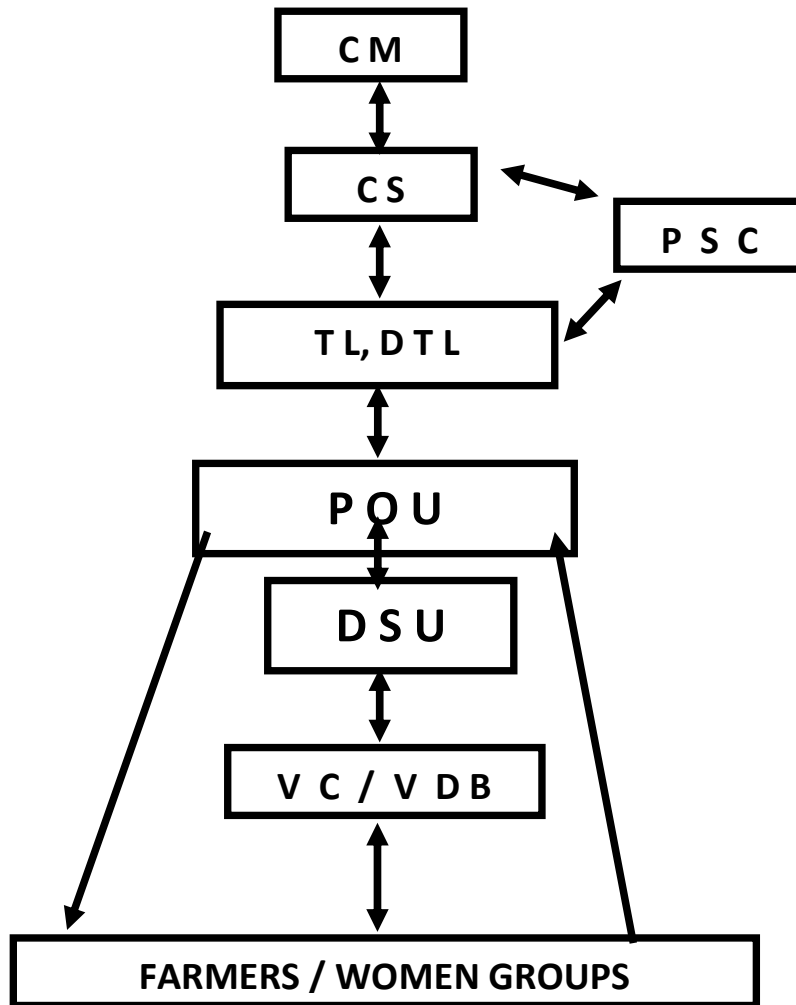
Naga communities are economically vibrant and independent. They are self-reliant and no longer subsidy oriented. Farmers make use of new knowledge about farming practices to improve the quality of production. With the assistance of farmers' and marketing organizations, market yards are established and farmers are accessing markets outside Nagaland. Women play an active role in community development programmes and have an equitable share of resources. Villages act to manage their own affairs and resources judiciously. They are maintaining traditional knowledge and transfer to future generations. Villages share their improved practices with other villages, become models for development in Nagaland. Government consults with communities on policies and practices that affect them. Farmers' organizations work with the farmers to protect the environment and prevent bio-piracy. The Government departments, Nagaland University and Research Institutions are working actively on bio-diversity issues. NEPED serves as a strong resource group for strengthening community self-reliance and environmental sustainability.

MISSION

To achieve this vision, NEPED-III will operate as a partner, philosopher and guide to the communities with which it works and will act as a facilitator to bring groups together. Through exchange experiences with other projects and learning from communities, the NEPED team will continuously strengthen its capacities to provide the best possible advice. Through the provision of training, capacity building, technical assistance and other resources to both women and men, NEPED will promote conservation of the watershed, sedentarization of agriculture and afforestation. NEPED will work with villagers to document traditional knowledge and to foster sharing of that knowledge. NEPED will present its findings to government departments. NEPED will bring together farmers' organizations and villagers to promote high quality products and strengthen market access for Naga crops both within and outside Nagaland. NEPED will create a clearinghouse on agricultural information for Nagaland, including jhum, bio-diversity and bio-piracy.

Project Organisation Structure

The Organisational Structure is displayed in the Chart below.



1. Chief Minister of Nagaland (CM) shall be the Minister-in-charge
2. Chief Secretary of Nagaland (CS), Chairman shall be the Chairman Project Steering Committee (PSC)
3. Government of India (GoI) the funding partner, a Representative from the appropriate Ministry shall be one of the Members of the PSC
4. Government of Nagaland (GoN) co-funding partner and implementing agency
5. Project Steering Committee
6. The Project Steering Committee will be headed by a Chairman and will comprise of approximately 10 members.

The PSC would meet at least once a year. The Roles and Responsibilities of the PSC will be to provide policy direction to the project and would particularly consider project performance. The PSC will also advise the Project Team Leader on all coordination and related issues. The committee will have the following composition:

1.	Chief Secretary, Nagaland	Chairman
2.	Team Leader, NEPED	Member Secretary

3.	Representative from appropriate Ministry, GOI, New Delhi	Member
4.	Principal Secretary , Forest Nagaland	Member
5.	Principal Secretary, Agriculture, Nagaland	Member
6.	Secretary, Soil & Water Conservation, Nagaland	Member
7.	Secretary, Wastelands Development, Nagaland	Member
8.	Director, Agriculture, Nagaland	Member
9.	An NGO representative	Member
10.	A women representative	Member

7. Team Leader shall be appointed by the Government of Nagaland
8. The Project Operations Unit (POU) Members, NEPED comprises of officers selected from a range of departments, has skills and credibility across the entire state. It will be required that the core of this team be maintained, with allowance for selected substitution, and that the Government of Nagaland continue to provide their salaries.
9. The DSUs will be capacitated with skills in PRA methodologies and shall also be sensitized to bottom-up development strategies. By working in close proximity with the villagers, the VDBs shall also become acquainted to these.
10. The Village Council and VDB shall be the entry point for the project. They shall take the main lead in allocating projects in close consultation with the POU members. In this exercises, a detailed Resource Map shall be prepared for the village for both pre and post project that would be adhered to. The main beneficiaries shall be the farmers.

ADDRESS OF ORGANISATION

NEPED Office
Capital Convention Centre,
New Secretariat road
Post Box - 231
Kohima – 797001,
Phone: +91-370-2270133

Manual-II

**2. Section 4 (1) b (ii) of the Right to Information Act, 2005, no 22 of 2005
POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

Sl. No	Names	Powers and duties	
1	Menukhol John Team Leader, NEPED	Administrative head of the Organisation, all outgoing files and letters of the organisation are routed through his perusal and signature. The Appellate Authority of the Organisation	
2	Showuba Yimchunger, POU Member	Administrator of the office, all files is routed through him to the Team Leader.	
3	Ketsukha Kath, POU Member	District in-charge of project works and Planning Cell.	
4	Pikato V. Jimo, POU Member	Public Information Officer (PIO) of NEPED and in-charge of Finance	
5	Zavikhol Tsukru, Resource Assistant	Asstt. Public Information Officer (APIO) of NEPED. In-charge of the Resource Centre, NEPED, and part of the Administration Cell.	
6	Noune-u Theunuo, Accountant	Accountant of NEPED. Documents and stores all information related to accounts of the project, auditing and related work.	

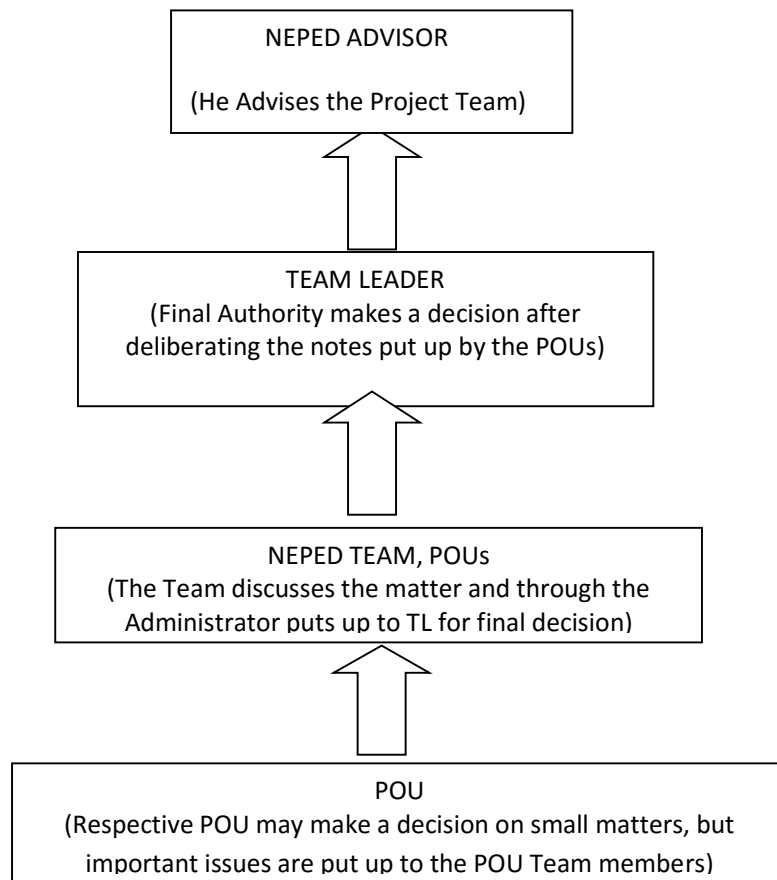
NEPED also set the following duties and responsibilities for the POU members for smooth functioning of the Team, and in the course of implementing new projects some new responsibilities are added to these duties and responsibilities: -

1. Formation/coordination of district committee for management of projects
2. Submit Work-Plan quarterly
3. Submit financial requirements to Team Leader through Accounts Cell and settle accounts on standard formats
4. Periodical visit to each project villages and submit tour reports
5. Monitor the activities of project with regard to maintenance of accounts
6. Establish demonstration plots
7. Documentation of photo on field activities for further submission
8. Participate in the selection process of clienteles in project areas and certify the fairness in selection.
9. POU interactions in the office on fixed dates when in station
10. Perform duties assigned by Govt. pertaining to NEPED
11. To keep the Administration informed about his/her movement
12. Contribution of write-ups relating to project activities

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3. Section 4 (1) b (iii) of the Right to Information Act, 2005, no 22 of 2005 Procedure followed in the decision-making process, including channels of supervision and accountability

The Team Leader of NEPED is the final decision-making authority. Any matter that comes up may be handled by respective POU's, and whenever important it is discussed within the team and may be put up to the Team Leader. The diagram below shows the procedure in decision making:



Supervision: The Team Leader supervises the overall activities of the NEPED team, and the three Cells created for better functioning of the project and office, oversees the activities of their respective Cells. The office staffs are supervised by the Administrative Cell.

Accountability: The POU's assigned to their respective Cells are accountable for all necessary work related to their Cells and also for the implementation of project activities.

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4. Section 4 (1) b (iv) of the Right to Information Act, 2005, no 22 of 2005

Norms set by NEPED for the discharge of its functions

I. ADMINISTRATION CELL

- 1) General & official correspondences and establishments
- 2) Maintenance of minutes and records on files, registers and official documents
- 3) Networking with donor and Institutional linkages including market
- 4) Organise capacity building (*training workshop, tours*)
- 5) Maintenance of ministerial staff attendance and records
- 6) Sanctioning of Casual leave to ministerial staff
- 7) Receipts and issue of project inputs/requirements
- 8) Preparation & submission of schemes
- 9) Protocol for visiting officials
- 10) Attending to work allotted by Team Leader

II. PLANNING & MONITORING CELL

- 1) Preparation of work-plan and formats as per PMP
- 2) Assimilation of field data and progress reports
- 3) Project record keeping and reporting
- 4) Documentation of reading materials (*briefing papers, manuals*) for publication and dissemination
- 5) Propagation of plants viz. trees, cash crops and other economic plants
- 6) Supervision/maintenance of records on building/furniture and other stocks
- 7) Maintenance of library (*books, photo*) and ` *project window* ' at Resource Centre
- 8) Attending to work allotted by Team Leader and Govt. from time to time
- 9) Monitoring and reporting progress of work including post-project

III. ACCOUNTS CELL

- 1) Management of account matters viz. Bank A/C, C/B, drawing/disbursing
- 2) Preparation & submission of budget requirements
- 3) Compilation of dist. financial reports and preparation of statement as per mandate of donor
- 4) Supply/maintenance/ record keeping of equipment (*computers, xerox, stationery & vehicles*)
- 5) Coordinate with financial institutions/ banks relating to credit linkages
- 6) Procuring and maintenance of processing units
- 7) Consultancy services and audit
- 8)** Attending to work allotted by Team Leader from time to time

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5. Section 4 (1) b (v) of the Right to Information Act, 2005, no 22 of 2005

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

Sl no	Title of Document	Type of Document	Brief gist of document	Fee charges or the price
1	Building upon Traditional Agriculture in Nagaland, NEPED	Publication	Documentation of learning by NEPED	Nil
2	Adding Value to Shifting Cultivation, NEPED	Publication	Documentation of learning by NEPED	Nil

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6. Section 4 (1) b (vi) of the Right to Information Act, 2005, no 22 of 2005

Statement of the Categories of Documents that are held by it or under its Control

Sl no	Name/Nature/Category of the document	Name of documents	Procedure to obtain document	Held by under control of
1	Administration	Correspondence with Govt. Department, KfW, Project Steering Committee and others Apponitment of POU's and Staff of NEPED Government circulars and notifications ACRs of POU Leave records and attendance registers Dispatch register, records of RAPs and ILPs Stock register All miscellaneous files	Team Leader, PIO & APIO	Administr ation Cell
2	Collaboration	Files and records of collaborations with funding agencies Collaborations with project partners	Team Leader, PIO & APIO	Administr ation Cell
3	Project management	Correspondence with funding agencies of projects Correspondence and reports of project villages and records Files and records of workshops, seminars and trainings	Team Leader, PIO & APIO	Administr ation Cell and Planning Cell
4	Accounts	Files and records of budget and sanctions Financial reports and account maintenance of all projects Cash book, and audit reports Records of purchase of office equipments and stationeries	Team Leader, PIO & APIO	Accounts Cell
5	Transport	Files and records of vehicle maintenance, allotment and insurance	Team Leader, PIO & APIO	Administr ation Cell

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7. Section 4 (1) b (vii) of the Right to Information Act, 2005, no 22 of 2005

Particulars of any arrangement that exist for Consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

NEPED does not such arrangement, and so is not applicable.

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8. Section 4 (1) b (viii) of the Right to Information Act, 2005, no 22 of 2005

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, council, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

Following the Guidelines for project implementation and as a strategy of NEPED, a village level Committee is set up in every project village, the members of which are nominated by the Village council and other village bodies. It is also mandatory to include women members in these Committees.

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9. Section 4 (1) b (ix) of the Right to Information Act, 2005, no 22 of 2005

Directory of its Officers and Employees

Sl. No	Names of Officers	Designation	Contact No.	Email ID (if any)
1	Menukhol John	Team Leader, NEPED/NEPeD	9436000211	menukhol@yahoo.com
2	Ketsukha Kath	POU Member	9436012485	ketsukha@gmail.com
3	Pikato V. Jimo	POU Member	8731888808	
4	Showuba Yimchunger	POU Member	9436001465	showuba@gmail.com
5	Zavikhol Tsukru	Resource Asstt.	9615054274	zvisapal@yahoo.co.in
6	Noune-u Theunuo,	Accountant	8731911755	nepedfinance@gmail.com

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**10. Section 4 (1) b (x) of the Right to Information Act, 2005, no 22 of 2005
The monthly remuneration received by each of its officers and employees,
including the system of compensation as provided in its regulations
(As on 31st March, 2016)**

Sl. No	Name	Father's Name	Gender (M/F)	Edu. Quali.	Designation	Status (Regular/Contract/Adhoc/Contingency)	Date of Birth	Date of entry into service/first appointment	Date of appointment to present post	Place of posting
1	Ketsukha Kath	Khunakha Kath	M	B'Sc Agri.	POU Member	Regular	01/01/73	18/04/98	08/03/11	IETC Medziphe ma
2	Pikato V. Jimo	Vukugha Jimo	M	M'Sc Agri.	POU Member	Regular	02/05/76	2002	18/05/16	IETC Medziphe ma
3	Showuba Yimchunger	Kamkhiangmong	M	B'Sc Agri	POU Member	Regular	8/2/68	15/12/90	26/8/16	Kohima
4	Zavikhol Tsukru	Lt. Visapal Tsukru	M	B'Sc Gen.	Resource Asstt.	Contract	22/02/68	01/06/95		Kohima
5	Noune-u Theunuo	Lt. Diezielie	F	M.Phil Eng.	Accountant	Contract	15/02/83			Kohima
6	Nihanlo	Ashempvu	M	CI- VIII	Driver	Contract	4/6/90	2016-		Kohima
7	Kiukimong	Thilimong	M	CI- IX	Driver	contract		2016		Kohima
8	Akavi	Xuivi	M	CI-VII	Driver	contract		2016		Kohima
9			M		Driver	contract		2016		Kohima
10			M		Driver	contract		2016		Kohima

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11. Section 4 (1) b (xv) of the Right to Information Act, 2005, no 22 of 2005

Statement showing budget allotment & expenditure during 2015-16 & 2016-17 (in lakhs)

Sl no.	Head of Accounts	2015-16		2016-17	
		Allocation	Expenditure	Allocation	Expenditure
1	2	3	4	5	6
1		50,00000	50,00000	75,00000	75,00000
	Total:	50,00000	50,00000	75,00000	75,00000

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12. Section 4 (1) b (xii) of the Right to Information Act, 2005, no 22 of 2005

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Not Applicable. NEPED does not provide subsidy.

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13. Section 4 (1) b (xiii) of the Right to Information Act, 2005, no 22 of 2005

Particulars of recipient of concessions, permits or authorisations granted by it

Not Applicable. NEPED does not grant any permits, concessions or authorisations.

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**14. Section 4 (1) b (xiv) of the Right to Information Act, 2005, no 22 of 2005
Details in respect of the information, available to or held by it, reduced in an
electronic form**

SI no	Information/ activities for which data is available in the electronic form	Can it be shared with the public	Is it available in the Web Site or is being used as back end database	With whom it is held/ available
1	National Action Plan on Climate Change (NAPCC)	Yes		NEPED Office
2	National Biodiversity Act, 2002	Yes		NEPED Office
3	Building upon Traditional Agriculture in Nagaland, NEPED	Yes		NEPED Office
4	Adding Value to Shifting Cultivation, NEPED	Yes		NEPED Office

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15. Section 4 (1) b (xv) of the Right to Information Act, 2005, no 22 of 2005

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

SI no	Facility Available	Nature of information available	Working hours
1	NEPED Office	Any matter	10:00 AM to 4:00 PM, all working days
2	www.neped.org	Information on NEPED activities	24 X 7
3	nepedkhm.yahoo.co.in (email)	For any queries and information	10:00 AM to 4:00 PM, all working days

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12. Section 4 (1) b (xv) of the Right to Information Act, 2005, no 22 of 2005

Appellate Authority

Name of Appellate Authority	Designation	Phone No.
Menukhol John	Principal Secretary & Team Leader	9436000211

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

Sl no	Name of the PIO	Designation	Phone No
1	Pikato V. Jimo	POU member	8731888808

Assistant Public Information Officer (APIO)

Sl no	Name of the APIO	Designation	Phone No
1	Zavikhol Tsukru	Resource Assistant	9615054274

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13. Such other information as may be prescribed; and thereafter update these publications every year

NEPED-I:

NEPED was Nagaland's first internationally funded project. It was funded by India-Canada Environment Facility (ICEF) through Canadian International Development Agency (CIDA) and implemented by International Development Research Centre (IDRC), Delhi (1995-2000). The allocated fund was Rs. 12.86 crores for the 5-year period

NEPED-I adopted a simple principle of adding 'Tree' to the jhum fields as another perennial crop and focused on tree plantation in jhum. 1794 Tests Plots spread over 854 villages were established through NEPED and farmer initiative. 17 Million Trees were planted. Replication was at the ratio of 1:6 covering the entire state.

NEPED-II:

Taking cognizance of the fact and considering the huge success of NEPED-I, albeit the principle of CIDA of not funding a project for the second time; agreed to fund NEPED phase-II for a span of 5 (five) years beginning from 1st March 2001 to 31st March 2006, with yet another

Rs. 12.85 crores. 25% of this fund (Rs. 2.25 crores) was exclusively earmarked for women to take up schemes and programmes of their own.

Among other project activities the major thrust area of NEPED-II project was the application of revolving fund for agro-based income generation activities. Under this component, a corpus fund was made available to the 104 selected villages spread across the state, through the Village Development Board (VDB) for providing micro credit support to the farmers in the form of loans. The objective of this loan to the village communities was to create a paradigm shift of people's mindset of the existing external grant-reliance to self-reliant credit approach, providing the farmers a sustainable base for economic development. Rs. 8.26 Crores was disbursed to the VCs/VDBs till March 2004. The VCs/VDBs in turn has loaned out this amount to 8888 (2004) farmers for taking up income generating agro forestry activities using shade tolerant cash crops like Cardamom, Passion Fruit, Ginger, Turmeric, Black Pepper, Arecanut and Tea.

NEPED-III:

I. Watershed Project (NWDPSCA):

The third phase of the project funded by the Ministry of Agriculture, Government of India begun its operation in 2006 focused in 63 villages across Nagaland in 10 districts. The total budget outlay is Rs.15.82 crores for a period of five year. The project covers 60 villages.

Activities:

- Land development/ Land shaping
- Horticulture
- Homestead Farming
- Aforestation- encouraging natural regeneration of local trees species
- Rural Micro Credit- Revolving Fund Mechanism
- Livelihood programmes
 - Livestock rearing and other income generating activities

II. Strengthening Community Conservation Efforts (Biodiversity) in Nagaland:

Observing the community biodiversity conservation efforts becoming a widespread movement in Nagaland, Sir Dorabji Tata Trust (SDTT) had initiated to provide technical support and linkages to a NEPED programme called- '**Strengthening community conservation efforts Nagaland**', with an outlay of Rs.2.65 crores for a period of three years.

Activities:

- Documentation of Indigenous Ecological Knowledge (IEK)
- Establishment of Community Conservation Areas (CCA)
- Formulation of CCA Management Plans

III. Breeders Family Programme (Piggery):

Funded by Navaj Bhai Ratan Tata Trust (NRTT)

3.57 million –NRTT, other contributions 3.08 million , making a total outlay of 6.6 million.

Activities:

- Introduction of breeding Gilts and Boars
- Improved housing, Feeding and health care

IMPACTS OF NEPED

Impacts GoI and GoN Policy

1. (HIGH LEVEL COMMISSION REPORT to the PRIME MINISTER) SHUKLA COMMISSION REPORT ON INFRASTRUCTURE GAPS OF THE NE REGION : March 1997

"NEPED's potential for mapping, conserving, developing and exploiting the enormous bio-diversity of the Northeast marks it out as a critical lead programme. The necessary funding, manpower development and other support

required for its careful evaluation and refinement for replication or adoption elsewhere in the Region must be made available."

2. "FOREST POLICY AND LEGAL FRAMEWORK IN HIMACHAL PRADESH, UTTAR PRADESH, JAMMU & KASHMIR AND NORTH EASTERN REGION OF INDIA"

"Since efforts at containment, management and gradual reduction of shifting cultivation will have to continue for quite some time and possibility of its elimination in near future is rather remote, the strategy adopted by NEPED project in Nagaland for improvement of the practice may perhaps be more appropriate".

Dr. J. K. Rawat and D.P. Bankhwal - "Forest Policy and Legal Framework in Himachal Pradesh, Uttar Pradesh, Jammu & Kashmir and North Eastern region of India". Dehra Dun April

(Government of India, Planning Commission, Yojana Bhavan, New Delhi, March 7, 1997. S.P. Shukla, Member & Chairman, High Level Commission on Northeast Region)

3. RECOMMENDATION ON STRENGTHNING OF JOINT FOREST MANAGEMENT (JFM) PROGRAMME

"Agro-forestry models developed in various states under different conditions should be studied and adopted. A case in point is the Agro- forestry model developed by Nagaland under the Indo-Canadian Environment Project to control shifting cultivation"

No.22-8/2000-JFM(FPD), Government of India, Ministry of Environment & Forests (JFM Cell). Dated 24th December 20024. VDBs GIVEN STATUS OF CBOs by UNDP

"Later the NC as per the recommendations of the last NSC meeting made a presentation on the involvement of the "Village Development Boards" from Nagaland also as CBOs particularly for the North East Regions of India. Further during discussions Shri Anil Arora explained how it would be useful to work with CBOs and after deliberations, it was decided that the VDBs could be considered as a learning experience as CBOs in Nagaland for GEF SGP. It was agreed that funding on a pilot basis for micro hydel and related projects as a special case, to be linked with the Ministry of Non- Conventional Energy Sources (MNES), NEPED and others could be taken up"

5. SUMMARY OF DISTRICT PLAN UNDER RSVY, MON DISTRICT

"..... Fortunately, in the state, there is an experience available of the application of an alternative sustain under a Project called NEPED Project, Phase-II....."

"..... The model under the given situation of the district has been considered and made use for channelising RSVY funds to the village and town components of the plan so that the farmers, entrepreneurs and SHGs find access to the investment necessary for undertaking income generating activities uplifting their economy"

Report submitted by Dr. K. Haloi, Asstt. Prof. & Consultant, National Institute of Rural Development, North Eastern Regional Centre, Guwahati, Dated 11/11/04

6. GOVERNMENT OF NAGALAND DECLARES 1999 AS YEAR OF TREE PLANTATION