2019-2020

**RTI DISCLOSURE**

**UNDER SECTION 4(1) (b) OF THE**

 **RIGHT TO INFORMATION ACT, 2005**

**DIRECTORATE OF BORDER AFFAIRS**

 **NAGALAND: KOHIMA**

 **Manual-I: Particulars of Organization, functions & duties.**

**1.1 INTRODUCTION:**

 In order deal with the border related issues with the neighboring states, the Department of Border Affairs was first established on 9th June, 1983 headed by an Advisor and Ex-Officio Secretary, Border Affairs. However it was only from 10th March 2006 that it started functioning as a Directorate under the administrative control of Commissioner, Nagaland as its Ex-Officio Director comprising both the Secretariat staff and Field Level Officers under a single line of administration. The Directorate was further strengthen and allowed to perform the functions of the Secretariat of Border Affairs with the Commissioner, Nagaland as its Administrative head w.e.f. 21/8/2006.

**1.2 Functional scope of the Department:**

1. Administer the Nagaland – Assam border dispute.
2. Administer the Border between Nagaland & Manipur.
3. Administer the border between Nagaland – Arunachal Pradesh.
4. Maintenance of Indo-Myanmar Boundary Pillars adjoining Nagaland State under Government of India, MHA (BM) directives.
5. Matters relating to creation of Research Cell for collection and compilation of old record/documents and Maps on Border areas with explanatory notes.
6. Preparation of History sheet of boundary disputes.
7. Co-ordinates with various development agencies of the Government in carrying out plans, schemes and programmes along the Inter-State Borders and International Border.
8. Matter relating to constitution of Enquiry Committee by the Central Government and other relevant matters in the disputed areas along the Inter-State Borders.
9. Any other function (s) that may be assigned temporarily or on a permanent basis as may deem fit by the Government.

**1.3 Organizational Structure of the Department:**

1. Administratively, the Department of Border Affairs is under the Commissioner, as Ex-Officio Director Border Affairs.
2. 1(One) Joint Director.
3. 1(one)Deputy Director
4. 2 (two) post of Assistant Director.
5. 1 (one) post of Assistant Superintendent.
6. 1 (one) UDA-cum-Accountant.
7. Record Keeper (1 post).
8. Steno Gr-III (1 post).
9. LDA-cum-computer Asst. (2 posts).
10. Grade IV (2 posts).
11. Driver Gr-II (6 posts).

**1.4 Structure:-**

Commissioner, Nagaland & Ex- Officio Director.

 Joint Secretary &

Under Secretary Joint Director.

 Deputy Director

Assistant Directors

Assistant Superintendent

UDA

LDA

**1.5 FUNCTION:**

 The Department functions under two tier systems -

1. State Level:- At the State level, the Secretariat-cum-Directorate of Border Affairs functions as the apex and nodal agency of the Department to co-ordinate with Heads of Department in the State, and Govt. of India on all issues pertaining to its border.
2. District level: - At the District level respective Dy. Commissioners assisted by Border Magistrates and concerned administrative officers’ co-ordinate and supervises the border areas and keeps the Directorate of Border Affairs informed of all happenings in their respective Districts.

**1.6 Address of the Organization:**

 Commissioner & Ex-Officio Director.

 Directorate of Border Affairs, Commissioner’s Office

 Nagaland : Kohima.

**1.7 Office Timing:**

0900 – 1530 Hrs (Winter)

0930 – 1600 Hrs (Summer).

**1.8 Timing of Record Repository-cum-Library.**

1100 – 1600 hrs on all working days (Yet to be operationalize).

**Manual –II : Power & Duties of Officers & Employees.**

|  |  |  |
| --- | --- | --- |
| **Sl** | **Name of Office/Staff** | ***Assignment*** |
| 1 | Shri. M.Patton IAS, Commissioner & Secretary Nagaland & Ex-Officio Director. | *Administrative Head & Head of Department.* |
| 2 | Shri. P. Yikishe ZimoJoint Director. | *Overall supervision & DDO.* |
| *Border matters pertaining to Assam-Nagaland border under Mon (Abhaypur R/F), Peren & Kohima district. International Border under Tuensang, Mon, Phek, & Kipheri District.**Border matters pertaining to Assam-Nagaland under sector A-Homeland, B-Rengmapani & Haldipari.**All matters pertaining to- (a) Supreme Court Cases (b) Local Commission (c) Record Research (d) Public representation (e) IT & RTI Nodal Officer and (f) any other matters assign from time to time.* |
| 3 | Dr. Tali ImsongDy. Director | *Border matters pertaining to Assam –Nagaland Border under Sector F-Dessoi & Dessoi Valley & G-Geleki Mkg & Longleng District.* *Establishment matter, Leave, Pension, Assembly question & Annual Administrative report**Border matters pertaining to Assam – Nagaland Border under Sector C-Uriamghat, D-Doyang & E-Kakadanga, TPT, Accounts & Budget. He shall also perform as Nodal Officer of the Department and pursue Departmental files send to the Govt. from time to time.* |
| 4 | Assistant Director – Vacant. |  |
| 5 | Assistant Director – Vacan. |  |
| 6 | Shri. Nungsangyuba JamirAsst. Superintendent. | *All matters relating to (a) Establishment (b) Accounts & Budget (c) Leave (d) Pension (e) TPT etc.* *All matter pertaining to CM/CS/ Commissioner/DIG(B)/field level officer’s meeting minutes, monthly HoD meeting Minutes/ Government circular/ Notification/ office Memorandum/ orders etc. All confidential correspondences, Consultative and Coordination Committees, Peace Committee, Local Commission Office, News Paper cutting on Border Issues, miscellaneous correspondence on establishment matters, maintenance of Postal stamp account/Receipt/ Diaries/ Dispatch and any other matters assigned from time to time.* |
| 7 | Shri. KalongbaUDA-cum-Accountant. | *All matters relating to (a) Establishment (b) Accounts & Budget (c) Leave (d) Pension under Asst. Suptd. Assembly question & Border matters pertaining to Assam –Nagaland Border under Sector F-Dessoi & Dessoi Valley & G-Geleki Mkg & Longleng District.*  |
| 8 | Shri. Ngulkhogin MisaoRecord Keeper. | *Record Maintenance & Research.**Collection of old records, Maps and its preservation. Compilation of documents and reference books. Maintenance of Record Repository-cum-Library.* |
| 9 | Smti. Imsanenla, Steno. | *Shall remain attached steno to Secretary & Ex-officio Addl. Director* |
| 10 | Shri. Kuputo K. KapoLDA-cum-Computer Asst. | *All matter pertaining to Sector C (Uriamghat), D & E under Dy. Director-in-charge.* *Establishment Matters, Allotment of vehicles, purchase of new vehicles, preparation of Bill & maintenance of Stock & Stores.* |
| 11 | Smti. Kalibo.LDA-cum-Computer Asst. | *Border matters pertaining to Assam-Nagaland border under Mon (Abhaypur R/F), Peren & Kohima district. International Border under Tuensang, Mon, Phek, & Kipheri District.* *All matter pertaining to RTI, CM/CS/ Commissioner/DIG(B)/field level officer’s meeting minutes, monthly HoD meeting Minutes/ Government circular/ notification/ office Memorandum/ orders etc. News paper cuttings on Border issues, matters relating to Consultative & Coordination Committee, Peace Committees Miscellaneous correspondence on establishment matters. Maintenance of Postal stamp account/Receipt/ Diaries/ Dispatch and any other works assigned from time to time.* |
| 12 | Shri. Himanshu AcharjeeSurvey Consultant | *Survey Consultant pertaining to preparation of claim area maps, presentation and deposition before Supreme Court of India in the matter of Civil Suit No. 2 of 1988.* |
| 13 | Dr. SentikumlaLegal Consultant | *Legal Consultant in the matter of Civil Suit No. 2 of1988 and other legal matter.Presentation/Drafting of witnesses Affidavit and orientation of witnesses.* |

|  |  |  |
| --- | --- | --- |
| 14 | Shri. Subenthung Kikon, Technical Consultant. (Contract) | *Consultant, Technical & GIS Cell. Matters relating to compilation and preparation of old maps Connected with Assam- Nagaland border issues/ compilation of all toposheets and proper maintenance of record and survey matters**Border matters pertaining to Assam-Nagaland border under sector A-Homeland, B-Rengmapani & Haldipari, C-Uriamghat.* *All matters pertaining to- (a) Supreme Court Cases (b) Local Commission (c) Record Research (d) Public representation under the Dy. Director-in-charge and any other assignment made from time to time.**Matters relating to compilation and preparation of old maps Connected with Assam- Nagaland border issues/ compilation of all topo sheets and proper maintenance of record and survey matters.* |
| 15 | Shri. Hayithung Patton,Driver. | *Attached to Ex-Officio Addl. Director.* |
| 16 | Shri. Bokato Swu, Driver. | *Attached to P. Yikishe Zimo, Joint Director.* |
| 17 | Shri. Letkhokam, Driver.  | *Attached to Under Secretary.* |
| 18 | Shri. Moaba Konyak, Driver. | *Attached to Duty Vehicle.* |
| 19 | Shri. Bhamji Phom, Driver. | *Pool Driver* |
| 20 | Shri. Nkhiyungo Lotha, Driver. | *Attached**to Dy. Director.* |
| 21 | Shri. Atoho Achumi,Peon-cum-Dak runner. | *Peon attach to Establishment & Account Branch, presentation of Bill to Treasury, Dak Runner and any other matter assigned from time to time.* |
| 22 | Shri. Babulal Yadav,Peon-cum-Chowkidar. | *Attached to Secretary & Ex-Officio Addl.. Director. Machine operation and any other assignment entrusted from time to time.* |

**MANUAL III:**

**The procedure followed in the decision making process, including channels of supervision and accountability.**

Each employee is assigned with respective subject matter as indicated at Manual-II above and on direction of the Addl. Director/Deputy Director shall process the file which is put up to the Office Assistant Superintendent along with all relevant documents in the respective File. The Superintendent shall put up the matter to the Deputy Director or Under Secretary depending on the subject matter (Secretariat or Directorate) route through Joint Secretary or Addl. Director before final decision is taken by the Addl. Chief Secretary or the Ex-Officio Director.

Policy matters are placed before the Administrative Head (Addl. Chief Secretary) for decision reduced to writing through a minute. The decisions so arrived at are implemented by the Directorate.

**MANUAL IV:**

**The Norms set by it for the discharge of its functions.**

The main function of the Department of Border Affairs is to study the historical facts and records in regards to boundary of the State of Nagaland with the neighboring States of Assam, Arunachal Pradesh and Manipur, collect and compile old records/documents maps on the border areas, and appear before any Court or Commission in regard to border related matters/issues towards achieving peaceful co-existence in the border areas. At present, the Department of Border Affairs is primarily confined to Assam – Nagaland boundary issue and deposing before the Supreme Court appointed Co-Mediators to resolve the boundary dispute between Assam and Nagaland.

Towards achieving the targets, the disputed border areas have been divided into 8 (Eight) Sectors, with a Deputy Director in-charge of each Sectors. The following are the Sectors with the Sector In-charge:

|  |  |  |
| --- | --- | --- |
| Sl. | Sector | Name of Sector In-charge. |
| 1 | Sector A-Homeland, Sector B-Rengmapani & Haldipari.In addition he is the In-charge of all (a) Supreme Court Cases (b) Local Commission (c) Mediation (d) IT & RTI Cell.Addl. charge due to retirement of Officer incharge of Abhaypur R/F Sector under Mon District, Peren & Kohima district. International Border under Tuensang, Mon, Phek, & Kipheri District. | Shri. P. Yikishe Zimo, Joint Director. |
| 2 | Sector C-Uriamghat, D-Doyang & E-Kakadanga.Addl. charge due to retirement of Officer incharge of Sector F-Dessoi & Dessoi Valley & G-Geleki Mkg & Longleng District. | Deputy Director |
| 3 | Sector F-Dessoi & Dessoi Valley & G-Geleki Mkg & Longleng District.  | Deputy Director. |
| 4 | Abhaypur R/F Sector under Mon District, Peren & Kohima district. International Border under Tuensang, Mon, Phek, & Kipheri District. | Shri. P. Yikishe Zimo, Joint Director |

**MANUAL V:**

**The Rules, Regulations, Instructions, Manuals & Records held by it, or under its control or used by its employees for discharging its functions:**

 Each Government Servant is bound by various rules and regulations set by the State and Central Government and the Rules of Executives Business with amendment from time to time.

The Rules like Central Leave Rules 1972, GPF Rules, Nagaland Government Servant (Discipline & Appeal) Rules 1969; Nagaland Government Servant Conduct Rules 1968, Nagaland Directorate Ministerial Service Rules 2006 etc. which the subject matter contained therein acts as norms for discharging its function.

**MANUAL VI:**

**A statement of the Categories of Documents that are held by it or under its control:**

1. Confidential files in connection with Assam-Nagaland boundary issues.
2. Files concerning British Government Official correspondences.
3. Commission and enquiry report on Assam-Nagaland boundary issues.
4. Historical Maps of erstwhile Naga Hill District of Assam.
5. Survey of India Topographical maps.
6. Library Books on North East India.

**MANUAL- VII:**

 **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 or implementation thereof:**

In order to tender advice to the Government and Department particularly in matter relating to Assam-Nagaland border issues, a consultative Committee represented by Political parties, Govt. Officials, retired senior government Officials and scholars have been constituted.

The Directives of the Supreme Court or the Local Commission or the Co-Mediators are placed before the Consultative Committee. The Committee discuss the issues and the decision arrives at are executed by the Department.

**MANUAL- VIII :**

**A 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:**

There are various Committee and Boards consisting of two or more persons constituted as its part or for the purpose of its advice.

1. Departmental Promotion Committee constituted for promotion/regularization cases of the employees.
2. Committee to look into the provision under Modified Assured Career Progress Scheme for the employees
3. Delivery Board for examination of items received from the Government suppliers.
4. Office Machineries and Furniture condemnation Board.
5. Any other Committee that is either appointed by the Department or by the State Government involving Officers of the Department for any pertaining issues.

**Manual-IX:**

**Directory of its officers and employees.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Name of employee** | **Designation** | **Contact** | **Email ID (If any)** |
| 1. | Shri.M.Patton IAS  | Commissioner & Ex-Officio Director (BA) | 0370-2290472 |  |
| 2 | Shri. L.Jamithung Lotha | Joint Secretary & Ex-Officio Addl. Director | 9436831375 |  |
| 3 | Smti. Zuring Madeliang | Under Secretary | 9436832496 |  |
| 4 | Shri. P Yikishe Zimo | Joint Director | 8974747592 |  |
| 5 | Dr. Tali Imsong | Dy. Director  | 9612155250 |  |
| 6 | Shri. Nungsangyuba Jamir | Asst. Suptt. | 9436422601 |  |
| 7 | Shri. Kalongba | UDA | 9436422613 |  |
| 8 | Shri. Ngulkhogin Misao | Record Keeper |  |  |
| 9 | Shri. Subenthung Kikon | GIS Consultant |  |  |
| 10 | Smti Imsanenla | Steno |  |  |
| 11 | Shri. Kuputo | LDA |  |  |
| 12 | Smti. Kalibo Aye | LDA |  |  |
| 13 | Shri. Letkhokam Kuki  | Driver |  |  |
| 14 | Shri. Bokato | Driver |  |  |
| 15 | Shri. Babulal | Peon |  |  |
| 16 | Shri. Atoho | Peon |  |  |
| 17 | Shri. Nkyingo Lotha | Driver |  |  |
| 18 | Shri. Hayinthung Patton | Driver |  |  |
| 19 | Shri. Moaba Konyak | Driver |  |  |
| 20 | Shri. Bhamji Phom | Driver |  |  |

**Manual X:**

**(See in Excel Sheet folder)**

**Manual-XI:**

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

1. **Budget 2019-20:**

**Statement showing Final Expenditure figures for the year 2019-20 in respect of Demand No. 79-Border Affairs.**

|  |  |
| --- | --- |
| **Head of Account strictly as printed Demands for grant 2017-18** | **Final Expenditure during 2019-20** |
| Non-Development | State-Plan | CSS | NEC | Total |
| **A. Revenue Section** |
| Major Head:- 2053-Dist. Admn. |
| Sub Major head: 00 |
| Minor Head:- 094- Other Establishment |
| Scheme head: 01-Border Affairs |
| Sub Scheme: 00 |
| 01-Salaries | 8817879.00 | 0.00 |   |   | 8817879.00 |
| 02-Wages | 1384200.00 | 0.00 |   |   | 1384200.00 |
| 03-Travel Expenses | 2000000.00 | 0.00 |   |   | 2000000.00 |
| 04-Office Expenses | 3000000.00 | 0.00 |   |   | 3000000.00 |
| 05-Prof. & Special Service | 10000000.00 | 0.00 |   |   | 10000000.00 |
| 06-Rent, rate & taxes | 200000.00 | 0.00 |   |   | 200000.00 |
| 16- Motor Vehicles | 1850000.00 | 0.00 |   |   | 1850000.00 |
| 17- Maintenance | 300000.00 | 0.00 |   |   | 300000.00 |
| 31- Other Admn. Expenses | 3500000.00 | 0.00 |   |   | 3500000.00 |
| 45-Training | 1000000.00 | 0.00 |   |   | 1000000.00 |
| **Total : Revenue Section** | **32052079.00** | **0.00** |  |  | **32052079.00** |
|  |  |  |  |  |  |
| **B. Capital Section** |  |  |  |
| 79-4059-01-051-01-00-2-V-13-Major works | 0.00 | 10000000.00 | 0.00 | 0.00 | 10000000.00 |
| **Total : Capital Section** | 0.00 | **10000000.00** | **0.00** | **0.00** | **10000000.00** |
|  |  |  |  |  |  |
| **Grant Total (A + B)** | **32052079.00** | **10000000.00** | **0.00** | **0.00** | **42052079.00** |

**Manual – XII:**

**The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes:**

 N/A.

**Manual – XIII:**

**Particulars of recipient of concessions, permits or authorization granted by it:**

 N/A.

**Manual – XIV:**

**Details in respect of the information available to or held by it reduced in an electronic form:**

 The Department of Border Affairs has come up with a Digital Record Repository–cum-Library, where all the old Records and Maps have been digitized and available in electronic form. Any citizen can inspect records and maps from the library during all working days. The following are the Rules and Regulations for access to Record Repository-cum-Library:-

**Rules & regulation for access to record Repository-Cum-Library.**

1. The main object of opening of record repository-cum-library is to facilitate the officers of the Border Directorate to do research on border issues whether inter-state or international and to give a readymade feed back to the state Govt. as and when situation warrants.
2. Officers of others Departments of the State Govt. are also allowed to do research in the record-repository cum library interested in border issues.
3. Non-officials seeking access to the record repository cum library for research work on border issues may also be permitted. This is subject to sole discretion of the Director, Border Affairs.
4. Anyone desire of doing research must apply to the Director, Border Affairs stating details on the subject research to be done with full present and permanent address. The Director, Border Affairs have sole discussion to allow or reject any applicant.
5. Scholars once registered must follow the following guidelines:
6. Chewing pan/smoking inside the record repository-cum-library is strictly prohibited.
7. Except note book/Laptop no other materials will be allowed to be taken inside.
8. Bags etc. to be kept outside the Record Repository-cum-library.
9. Eatables are not allowed inside the Record Repository-cum-library.
10. Silence to be maintained inside the Record Repository-cum-library.
11. Visitors register will be kept inside the Record Repository-cum-library which should be entered at the time of arrival and departure.
12. Scholars are not permitted to take documents /books outside the Record Repository-cum-library. At the time of departure, the scholars should keep the documents/books inside the drawer kept for purpose.
13. Timing for opening of Record Repository-cum-library is from 1100 hrs to 1600 hrs on all working days.
14. Consultations of maps by the scholars are strictly prohibited. These are meant for Directorate of Border Affairs official use.
15. Scholars should not mark/underline any documents/books supplied to them.
16. Xeroxing facilities can be provided @ Rs.3 per copy in A4 size. However, entire file/books are not allowed to be Xeroxed. The amount collected shall be credited to the Govt. revenue.

Other information’s relating to day to day Official files has been computerized in the Office Computers.

**Manual – XV:**

**Particulars of the facilities available to citizens for obtaining information.**

Information can be made available to the citizens by inspecting Records in the Office on all working days except Wednesday from 0930 hrs to 1630 hrs during Summer and 0900 hrs to 1600 hrs during Winter.

 Information can also be made available through Notice Board, Press release through Local media.

**Manual – XVI:**

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

(A) Departmental Appellate Authority (DAA)

1. Name: M.Patton, IAS

2. Designation: Principal Secretary & Ex-Officio Director.

3. Phone: 0370- 2290470 (O)

4. Address: Directorate of Border Affairs

(B) Public Information Officer (PIO)

1. Name: Shri. P. Yikishe Zimo

2. Designation: Joint Director

3. Phone: 0370-2290475 (O) 8974747592 (M)

4. Address: Directorate of Border Affairs.

**Manual-XVII**

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

 In the month of January of every year, the Department will initiate for updating the information given in this manual and furnish the updated publication to the Chief Information Commission by the last week of April in the same year.