

MANUAL- I

PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES:-SECTION 4(1) (b)(i)

PARTICULARS OF THE ORGANISATION:

Raj Bhavan at Kohima is the residence-cum-secretariat of the Governor of Nagaland. The Raj Bhavan consists of four separate buildings-main building, Banquet Hall, Dzükou House and an Annexe (Guest House).

The Governor's establishment is organised into two wings one is Secretariat and the other is Household. The Secretary to Governor is in the over-all charge of both the wings. The Governor's Secretariat provides administrative back-up to the Governor in the exercise of his constitutional and related functions. The Governor's Secretariat looks after all matters relating to constitutional and other related functions of Governor, general petitions and memoranda, Law & Order situation etc. It looks after issues relating to Indian Red Cross Society, Rajya Sainik Board, North East Zone Cultural Centre of which Governor is the President/Chairman. It also looks after the ceremonial functions at Raj Bhavan and Governor's tour within and outside the state. The Comptroller is in charge of Governor's household, which includes Raj Bhavan buildings and garden, and the day-to-day activities of the Household Establishment.

There are 2(two) ADCs, one each from the Army and the Police. The ADCs supervise the security arrangements of the Governor and the Raj Bhavan. Besides there is also an Officer on Special Duty to the Governor and one Private Secretary to Governor. Issues relating to appointment & engagements of Governor are taken care of by both the ADCs and OSD to Governor.

FUNCTIONS:

Constitutional functions

Under Article 155 of the Constitution, the Governor is appointed by the President of India by Warrant under his hand and seal. Under Article 156, the Governor shall hold office during the pleasure of the President. His normal tenure of the Governor is five years from the date of his assumption of office. The Governor shall continue to hold office even after the expiry of his term until his successor enters upon his office. In pursuance of Article 157 no person shall be eligible for appointment as Governor unless he is a citizen of India and has completed the age of 35 years. Governor shall not hold any other office of profit during his tenure as the Governor under Article 158(2). Under Article 158(3), Governor is entitled to rent-free official residence and such other emoluments, allowances and privileges as may be

determined by Parliament by law. As contemplated under Article 158(3), the emoluments, allowances and privileges of the Governor are determined under the Governors (Emoluments, Allowances and Privileges) Act, 1982 and the Governors (Allowances and Privileges) Rules, 1987. The emoluments, allowances of the Governor shall not be diminished during his term of office under Article 158(4).

The Governor is not answerable to any court for the exercise of his powers or performance of his duties pertaining to his office. He also enjoys immunity against criminal proceedings during the term of his office. No process for the arrest or imprisonment shall issue from any court during his term of office. No civil proceedings claiming relief against the Governor can be issued for the acts done in his personal capacity until a two months notice has been served upon him stating the nature of the proceedings, the description of the parties etc. (Article 361).

The constitutional functions of the Governor are normally expected to be discharged on the aid and advice of the Council of Ministers headed by the Chief Minister. There are however, some powers which may be exercised at his discretion such as the following:

1. Appointment of Chief Minister (Article 164);
2. Assent to the bills or reserving the bills for President's consideration (Article 200);
3. Recommendation for President's Rule following failure of the Constitutional machinery in the States (Article 356); and
4. Special powers under Article 371-A.

Legislative functions:

Governor is a part of the Legislative Assembly (Article 168). He is vested with the authority for summoning, proroguing and dissolving the Legislative Assembly (Article 174). He appoints protem Speaker (Article 188). He addresses the House and sends messages for necessary action by the Legislative Assembly (Article 175 & 176). He decides on the disqualification of Members on the advice of the Election Commission (Article 192). He assents to the Bills passed by the Legislative Assembly, or withholds assent, or reserves the Bill for President's assent (Article 200). Governor can issue ordinances when the Legislative Assembly is not in session (Article 213). His approval and recommendations are necessary for the following:

1. Annual Financial Statement (Article 202) popularly known as the Budget;
2. Demand for Grants [Article 203(3)];
3. Supplementary, additional or excess grants (Article 205); and
4. Financial Bills (Article 207).

Executive Functions

The Executive functions of the Governor are as follows:

1. Appointment of the Chief Minister and other members of the Council of Ministers (Article 164);
2. Right to call for information from the Chief Minister (Article 167);
3. Discharge of Executive Business of the state on the aid and advice from the Council of Ministers and discretionary functions (Article 163);
4. Conduct of the entire Executive Business of the state in the name of the Governor (Article 166); and,
5. Appointment of State Chief Information Commissioner, and State Information Commissioners under Section 15(3) of the Right to Information Act, 2005.

Judicial functions

- a. To pardon, suspend, remit or commute sentences (Article 161);
- b. Swearing-in of High Court Judges (Article 219);
- c. Appointment of Advocate General (Article 165).

Emergency powers

The Governor may entrust to the Central Government with its consent the functions lying within the executive power of the State (Article 258A). Under Article 356, Governor can report to the President about the failure of the constitutional machinery in State and recommend proclamation of President's Rule.

Special powers and functions.

The Governor of Nagaland has special responsibilities with respect to law and order which shall be exercised after consulting the Council of Ministers on the basis of his individual judgment under Article 371A. Similarly, he is also to ensure that money provided by the Government of India is included under the appropriate grant.

Miscellaneous powers and functions

- (a) Appointment of the Chairman and Members of the Public Service Commission (PSC) (Article 316);
- (b) Suspension of PSC Chairman and Members during the pendency of a reference in the Supreme Court [Article 317(2)];
- (c) Causing the placing before the Legislative Assembly of the reports from the Comptroller and Auditor General (C&AG) [Article 151(2)]; and
- (d) Causing the placing before the Legislative Assembly of the Annual Reports of the PSC [Article 323(2)].

Ex-Officio functions:

1. Chief Rector of the Nagaland University.
2. Chancellor of the Global Open University Nagaland.
3. Visitor of the Chartered Financial Analysts of Indian University Nagaland
4. Visitor of the Christian Institute of Health Science and Research(CIHSR)
5. President of the Rajya Sainik Board, Nagaland
6. Chairman, the State Managing Committee of Special Fund for Rehabilitation & Re-settlement of Ex-Servicemen.
7. President, Indian Red Cross Society, Nagaland State Branch.
8. Chairman, the North East Zone Cultural Centre (NEZCC).
9. Chief Patron, the Nagaland State Bharat Scouts & Guides.

MANUAL- II

**THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES: SECTION 4(1)
(b)(ii).**

Sl No.	Name of post & Scale of pay	Cadre Strength	Duties & functions
1	Secretary to Governor	1	Over-all charge of both the Governor's Secretariat, Raj Bhavan, Nagaland. He is the Head of Department in so far as the work and establishment of the Raj Bhavan is concerned. He is also the Drawing & Disbursing Officer and the Controlling Officer in respect of the expenditure and establishment of the Raj Bhavan and also Governor's Household.
2	Addl. Secretary	1	Supervise all administrative and establishment works of both the Governor's Secretariat and Household

			establishment.
3	Deputy Secretary	1	All correspondences relating to financial/ budget/ confidential matters, Governor's Tour, Assembly Bills, Miscellaneous petitions, arrangements for meetings/functions at Raj Bhavan.
4	Comptroller	1	Looks after the affairs of Governor's Household, up keep of Raj Bhavan, proper maintenance of Raj Bhavan Garden, supervising the day to day works of household staff etc.
5	ADC to Governor	2	Supervise the Security arrangements of Governor and Raj Bhavan, Responsible for fixing and conducting the official engagements.
6	OSD to Governor	1	Providing the secretarial assistance to Governor.
7	PPS to Governor	1	Providing the Secretarial assistance to Governor.
8	Under Secretary	1	Assist the Deputy Secretary/Addl. Secretary in all official works
9	Sr. PS to Secretary to Governor.	1	Helps in providing secretarial assistance to Secretary to Governor.
10	Section officer	1	Supervise the day to day works of General Section, Confidential section and Accounts Section. He is the over all in charge of keeping all files , records etc.
11	Junior Section Officer	2	Supervise the day to day works of Secretariat Assistance.
12	Senior Accountant	1	Supervise the works of Account Section.
13	Steno-Grade- I	1	Helps in providing secretarial assistance to Addl. Secretary, Deputy Secretary and Under Secretary.
14	Steno Grade-II	1	Providing secretarial assistance to the officers.
15	Caretaker	1	Assist the Comptroller in supervising the day to day work of Household Establishment
16	Secretariat Assistant	5	Preparation of bills/ processing

			correspondences in files etc.
17	Typist-Grade- II	1	Typing/ despatch works
18	House Keeper/ Garden supervisor	1	Maintenance of Raj Bhavan Garden and helps the Care Taker/Comptroller in household works. Looks after in-house arrangement.
19	Record Supplier	1	Keeping record of all old files
20	Asst. Electrician	1	Supervise the internal Electrical works of Raj Bhavan.
21	Generator Operator	1	Operation of Generator
22	Plumber	1	Supervise the plumbing works of Raj Bhavan
23	Sr. Grd. Driver	4	Driving duty for VIP vehicles
24	Driver	3	Driving duty for Pool vehicles
25	Head Attendant	1	Supervising the works of Bearers.
26	Spl. Grd. Cook	1	Works as Cook & supervise the works of Asst. Cook
27	Asst. Cook	3	Works as cook
28	Masalchi	2	Helper to Cook
29	Bearer	11	Attendant to H.E. the Governor
30	Sweeper	10	Day to day cleaning works inside the Raj Bhavan compound
31	Mali	10	Works in Raj Bhavan Garden
32	Dhobi	2	Cleaning of clothes
33	Jamadar	1	Supervise the works of Duftry/Peons in the Secretariat
34	Duftry	2	Assists the Secretariat Assistants
35	Peon	5	Works as messenger

MANUAL- III

**THE PROCEDURES FOLLOWED IN THE DECISION MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:
SECTION4(1) (b)(iii)**

The Secretariat follows the office procedures and guidelines issued by the State Government with regard to handling of correspondences and processing of files. These files are put up by the dealing assistants to the concerned Section officer, Under/ Deputy secretaries and to the Secretary for a decision. Matters requiring the Governor's approval are put up to him through the Secretary. The Secretary to Governor is the Head of Department in so far as, the work and establishment of the

Nagaland Raj Bhavan is concerned in terms of delegation of Financial & Cognate Power Rules, 1964 of Government of Nagaland.

MANUAL- IV

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS: SECTION 4(1) (b)(iv)

The office attempts to discharge its function in an efficient, transparent and time bound manner.

MANUAL- V

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS: SECTION 4(1) (b)(v)

The functioning of the Raj Bhavan is governed by policy, rules and instruction of the Manual of Raj Bhavan and Government of Nagaland. All employees rely on these in the discharge of their official functions and duties.

MANUAL- VI

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL: SECTION 4(1) (b)(vi)

The following important documents are, inter alia, maintained in the Raj Bhavan.

1. Warrant of appointment of Governors
2. Files relating to appointment of Chief Minister and Ministers
3. Files relating to appointment of Advocate General, Chairman and Members of NPSC, State Vigilance Commissioner, Chief Justice of High Court/Judges of High Court, State Chief Information Commissioner/ State Information Commissioner and other high dignitaries as per the constitutional/Executive function of H.E. the Governor.
4. Appointment of Director, NEZCC and also matter relating to NEZCC requiring the approval of His Excellency the Governor and Chairman, NEZCC
5. Files relating to Indian Red Cross Society of Nagaland State Branch, Rajya Sainik Board, Bharat Scouts & Guides
6. Files relating to the Nagaland University, Global Open University Nagaland and Chartered Financial Analysts of Indian University Nagaland
7. Files relating to Transfer & posting of All India Service Officers and State Civil Service Officers at the level of Joint Secretary and above
8. Pardon cases of convict under Article 161 of Constitution of India
9. Personal files of Governor's Secretariat and Raj Bhavan staff

MANUAL- VII

THE PARTICULARS OF ANY ARRANGEMENTS THAT EXIST FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:

SECTION 4(1) (b)(vii)

The Governor is the Constitutional Head of the State, and discharges most of his functions on the advice of the State Government. Actual policy formulation or implementation is not undertaken by the Governor or his office. However, the Governor does provide advice and guidance to Government on various issues-both on the basis of personal experience, and also expert advice.

MANUAL- VIII

A STATEMENT OF 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: SECTION 4(1) (b)(viii)

The Raj Bhavan has not constituted any Board and Committees on its own. However, the following organizations/societies are headed by the Governor of Nagaland:

1. The Indian Red Cross Societies, Nagaland State Branch
2. The Rajya Sainik Board, Nagaland
3. The North East Zone Cultural Centre, Dimapur

Their meetings are open to the members of the respective organizations. The minutes can be accessed from the concerned office.

MANUAL- IX

A DIRECTORY OF ITS OFFICERS: SECTION 4(1) (b)(ix)

Sl No.	Name of the Officer	Designation	Phone number
1	Shri Piyush Goyal, IAS	Principal Secretary to Governor	0370-2242917(O)/ 2242918(R) / 2242898(Fax) Mobile No.7085058558
2	Shri Motuo M.Sote	Addl. Secretary	0370-2242822 Mobile No.9436000138
3	Shri Saroj Kumar Sahoo	Joint Secretary	0370-2242834 Mobile No.9436601253

4	Shri George Abraham,	Joint Secretary	0370-2245790 Mobile No.9436438112
5	Shri Vizhoto Hibo, NPS	ADC to Governor	0370-224881 Mobile No.9436010440
6	Maj Abhishek Biswas	ADC to Governor	0370-224881 Mobile No.9436063512
7	Shri K.Issac	OSD to Governor	0370-2245789 Mobile No.9436434469
8	Shri Talimoa Changkiri	Under Secretary	Mobile No.9436601485
9	Shri Dziesekuolie Kire	Section Officer	Mobile No. 8729880714
10	Miss Yanbeni Ngullie	Junior Section Officer	Mobile No.9436010919
11	Mrs Jessy Abraham	Steno Gr.II	Mobile No. 9436004037
12	Shri Suresh Kumar	Steno Gr.II	Mobile No. 9436435139
13	Mr Kevingozo Visa	Sr. Accountant	Mobile No. 9436001895
14	Smti Jochule	Junior Section Officer	Mobile No. 9436298762

MANUAL- X

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION:
SECTION 4(1) (b)(x)**

Sl. No.	Name	Father's Name	Gender (M/F)	Educational Qulaification	Designation	Status (regular/Contract/Adhoc/Contingency)	Date of Birth	Date of entry into service/first appointment	Date of appointment to the present post	Place of Posting	Date of Retirement	Pay Band	Grade Pay	Gross Amount
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GRADE-IV (HOUSEHOLD ESTT.)

1	Shri Dal Bahadur	Late Moti Lal Chetri	M	Under Matric	Bearer	Regular	08-08-1965	01-10-1989	01-10-1989	Raj Bhavan, Kohima	30.09.2024	Level-4 (as per ROP, 2017)		35660
2	Shri Chobilal Khatka	Late Man Singh Khadka	M	Under Matric	Bearer	Regular	20-01-1965	01-10-1989	01-10-1989	Raj Bhavan, Kohima	30.09.2024	Level-4 (as per ROP, 2017)		35660
3	Shri Vijoy Kr. Mahato	Shri Mannu Mahato	M	Under Matric	Bearer	Regular	21-12-1968	01-01-1991	01-01-1991	Raj Bhavan, Kohima	31-12-2026	Level-4 (as per ROP, 2017)		34610
4	Smti Seno Angami	Shri Chasa	F	Under Matric	Sweeper	Regular	02-02-1972	06-01-1990	06-01-1990	Raj Bhavan, Kohima	31.01.2025	Level-4 (as per ROP, 2017)		36169
5	Shri Mubarak Ali	Shri Samtali Ali	M	Under Matric	Dhobi	Regular	01-07-1963	03-09-1983	03-09-1983	Raj Bhavan, Kohima	30-09-2018	Level-4 (as per ROP, 2017)		34610
6	Shri Md. Hanif	Late Biran Mia	M	Under Matric	Dhobi	Regular	16-7-1967	01-10-1989	01-10-1989	Raj Bhavan, Kohima	30.09.2024	Level-4 (as per ROP, 2017)		33665

7	Shri Maniram Ale	Shri Nar Bahadur Ale	M	Under Matric	Bearer	Regular	05-09-1977	01-02-1997	01-02-1997	Raj Bhavan, Kohima	31-01-1932	Level-3 (as per ROP, 2017)	31985	
8	Shri Raju Rana	Shri Brahma Rana	M	PU (Arts)	Bearer	Regular	28-02-1972	01-07-1999	01-07-1999	Raj Bhavan, Kohima	28-02-2032	Level-3 (as per ROP, 2017)	31536	
9	Shri Vishal Thapa	Late Hari Chandra Thapa	M	PU (Arts)	Bearer	Regular	07-07-1979	01-12-1999	01-12-1999	Raj Bhavan, Kohima	30-11-2034	Level-3 (as per ROP, 2017)	29360	
10	Shri Vikishe Shohe	Shri Pithazu Shohe	M	Under Matric	Bearer	Regular	06-12-1976	08-03-2005	08-03-2005	Raj Bhavan, Kohima	31-12-2036	Level-3 (as per ROP, 2017)	26945	
11	Shri Shivalal Khanal	Shri Bishnu Prasad Khanal	M	Under Matric	Asstt. Cook	Regular	10.01.1984	12-07-2006	12-07-2006	Raj Bhavan, Kohima	31.07.2041	Level-3 (as per ROP, 2017)	25475	
12	Shri Shyam Kr. Rai	Late Shyam Bahadur	M	Under Matric	Mali	Regular	01-04-1970	25-10-1994	25-10-1994	Raj Bhavan, Kohima	31-10-2029	Level-3 (as per ROP, 2017)	30200	
13	Smti Atono Natso	Late Kushi Natso	F	Under Matric	Sweeper	Regular	25-9-1979	01-12-2005	01-12-2005	Raj Bhavan, Kohima	30-9-2039	Level-2A (as per ROP, 2017)	25160	
14	Smti Keyiekhrie-u Phewhuo	Shri Duokuo	F	Under Matric	Sweeper	Regular	12.10.1986	11-12-2006	11-12-2006	Raj Bhavan, Kohima	31-12-2041	Level-1A (as per ROP, 2017)	23690	
Sl. No.	Name	Father's Name	Gender (M/F)	Educational Qualification	Designation	Status (regular/Contract/Adhoc/Contingency)	Date of Birth	Date of entry into service/first appointment	Date of appointment to the present post	Place of Posting	Date of Retirement	Pay Band	Grade Pay	Gross Amount

15	Smti Renu Yadav	Shri Vinay Yadav	F	Under Matric	Sweeper	Regular	10-06-1984	11-12-2006	11-12-2006	Raj Bhavan, Kohima	31-12-2041	Level-1A (as per ROP, 2017)	23690
16	Shri Pradeep Kr. Sharma	Shri Shyam Sunder Sharma	M	Under Matric	Asstt.Cook	Regular	04-05-1976	01-01-2000	22.09.2011	Raj Bhavan, Kohima	31-12-2035	Level-2A (as per ROP, 2017)	28205
17	Shri Krushna Sahu	Shri Khetro Sahu	M	Under Matric	Masalchi	Regular	03.01.1983	01.04.2009	01.04.2009	Raj Bhavan, Kohima	31.01.2043	Level-1A (as per ROP, 2017)	23060
18	Shri Sandeep Thapa	Shri Git Thapa	M	Under Matric	Mali	Regular	07-08-1978	01-01-2005	01-01-2005	Raj Bhavan, Kohima	31-08-2038	Level-2A (as per ROP, 2017)	25895
19	Shri Om Prakash Sharma	Shri Padamlal Sharma	M	Under Matric	Mali	Regular	05-02-1982	02-01-2005	02-01-2005	Raj Bhavan, Kohima	31.01.2040	Level-2A (as per ROP, 2017)	25895
20	Shri Ningsangliba	Shri Narotoshi	M	Under Matric	Mali	Regular	26-11-1979	11-12-2006	11-12-2006	Raj Bhavan, Kohima	30-11-2039	Level-1A (as per ROP, 2017)	23690
21	Shri Neetu Gogoi	Shri Jageshwar	M	Under Matric	Mali	Regular	13-09-1980	11-012-2006	11-012-2006	Raj Bhavan, Kohima	31-09-2040	Level-1A (as per ROP, 2017)	23690
22	Shri Vinay Yadav	Shri Babu Lal Yadav	M	Under Matric	Bearer	Regular	10-01-1975	12-02-1994	12-02-1994	Raj Bhavan, Kohima	28-02-2029	Level-3 (as per ROP, 2017)	32930
23	Shri Shyam Kumar Gotame	Shri Tej Bahadur Gotame	M	Higher Secondary	Asst. Cook	Temporary	24.10.1984	01.11.2017	01.11.2017	Raj Bhavan, Kohima	31.10.2044	Level-2A (as per ROP, 2017)	19784
24	Shri Ram Bahadur Gurung	Shri Chapa Kancha Gurung	M	Under Matric	Masalchi	Regular	20.08.1987	11.01.2012	11.01.2012	Raj Bhavan, Kohima	31.01.2047	Level-1A (as per ROP, 2017)	21170
25	Shri Kewiruangwang	Late Paudingkam	M	MA	Bearer	Temporary	30-09-1991	12-12-2016	12-12-2016	Raj Bhavan,	30-09-2051	Level-2A (as per ROP, 2017)	20349

										Kohima			
26	Shri Vimhakhoto Khanyo	Shri Viletol Khanyo	M	BA	Bearer	Temporary	10-02-1988	12-12-2016	12-12-2016	Raj Bhavan, Kohima	28-02-2048	Level-2A (as per ROP, 2017)	20349
27	Smti Raju Konwar Baishya	Shri Nirmal Konwar	F	Higher Secondary	Sweeper	Regular	04.01.1975	09.10.2017	09.10.2017	Raj Bhavan, Kohima	31.01.2035	Level-1A (as per ROP, 2017)	17915
28	Smti Prema Regmi	Shri Nandalal	F	Under Matric	Sweeper	Regular	28.03.1982	09.10.2017	09.10.2017	Raj Bhavan, Kohima	31.03.2042	Level-1A (as per ROP, 2017)	17915

Sl. No.	Name	Father's Name	Gender (M/F)	Educational Qulaification	Designation	Status (regular/Contract/Adhoc/Contingency)	Date of Birth	Date of entry into service/first appointment	Date of appointment to the present post	Place of Posting	Date of Retirement	Pay Band	Grade Pay	Gross Amount
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GRADE-IV (FIXED PAY)

1	Shri Thinuoneikuo Sote	Late Neisielie Sote	M	Matric	Driver	Fixed	06.01.1986	15.10.2013	15.10.2013	Raj Bhavan, Kohima	31.01.2046	N/A	14000
2	Shri Lunso Yimchunger	Shri K. Yinsoba	M	Under Matric	Driver	Fixed	15.05.1985	01.03.2016	01.03.2016	Raj Bhavan, Kohima	31.05.2045		14000
3	Smti Fuljencia	Shri Mahipal	F	Under Matric	Mali	Fixed	08.11.1970	01.03.2001	01.03.2001	Raj Bhavan, Kohima	30.11.2030		12000

4	Smti Pati Khalkho	Shri Augustus Khalkho	F	Under Matric	Sweeper	Fixed	08.05.1975	01.03.2005	01.03.2005	Raj Bhavan, Kohima	31.05.2035	12000
5	Smti Serophina Kuzur	Shri Kamil Kujur	F	Under Matric	Sweeper	Fixed	17.04.1968	01.03.2005	01.03.2005	Raj Bhavan, Kohima	30.04.2028	12000
6	Miss Henile Sumi	Late Inashe Assumi	F	Under Matric	Mali	Fixed	12.03.1986	01.04.2004	01.04.2004	Raj Bhavan, Kohima	31.03.2039	12000
7	Shri Himping Lam	Shri Thanghoi	M	Under Matric	Driver	Fixed	08.09.1996	27.10.2016	27.10.2016	Raj Bhavan, Kohima	31.10.2051	14000

SECTION 4(1) (b)(xii)

No subsidy programme is executed by the Nagaland Raj Bhavan.

MANUAL- XIII

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORISATIONS GRANTED BY IT:
SECTION 4(1) (b)(xiii)**

The Nagaland Raj Bhavan grants no permits, concession or authorization.

MANUAL- XIV

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT,
REDUCED IN AN ELECTRONIC FORM: SECTION 4(1) (b)(xiv)**

Most of the information and record available in the Nagaland Raj Bhavan has not yet been reduced to electronic form.

MANUAL- XV

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR
READING ROOM, IF MAINTENANCED FOR PUBLIC USE: SECTION 4(1) (b)(xv)**

Though members of the public are free to meet the Governor at any time, with prior appointment, yet the office does not deal directly with the public. As such the facilities of the Raj Bhavan are not available for the general public. The public can, however obtain information by contacting the concerned members of the Raj Bhavan staff. There is no reading room in the Raj Bhavan for public.

MANUAL- XVI

**THE NAME, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC
INFORMATION OFFICERS:
SECTION 4(1) (b)(xvi)**

Name of the Public Authority: -

Sl. No.	Name & Designation	Functionary under RTI	Phone No.	Fax No.
1	Shri Motuo M.Sote Addl. Secretary	Public Information officer	0370-2242822 Mobile No.9436000138	0370- 2242898
2	Shri S.K.Sahoo Deputy Secretary	Asst. Public Information Officer	0370- 2242834 Mobile No.9436601253	0370- 2242898
3	Shri Piyush Goyal, IAS, Principal Secretary to Governor	Appellate Authority	0370-2242917/ 2242918 Mobile No.7085058558	0370- 2242898

MANUAL- XVII

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER
UPDATE THESE PUBLICATION EVERY YEAR: SECTION 4(1) (b)(xvii)**

NIL