

**GOVERNMENT OF NAGALAND
OFFICE OF THE CHIEF ELECTRICAL INSPECTOR
ELECTRICAL INSPECTORATE
NAGALAND KOHIMA**

**RTI MANUAL (2017-18)
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MANUAL – 1: Particulars of the Organization, Functions and Duties.

INTRODUCTION

1.1: Background:

The Right to Information Bill was introduced in the Lok Sabha in December 2004 and passed by both the houses of Parliament in May 2005. The Act was notified in 'The Gazette of India 'on 21st June, 2005 and became operational by the 12th October 2005. The Right to Information Act (RTI Act) will cover all levels of government i.e GOI, State, district and local self governing bodies like Village councils/Panchayats and Municipal bodies. It will also cover non-governmental organizations that are financed substantially with public funds provided by the Government.

The citizens' right to information has not been explicitly mentioned in the fundamental rights chapter of the Constitution and therefore the RTI Act 2005 was passed by the Parliament to enable all citizens to use their fundamental right to access information from public bodies. This means, every citizen has the right to seek information from any of the bodies as mentioned above wherein it becomes mandatory for the department/body to make the information available as sought for.

The main objective of the manual is to publish details and activities of the department, to the maximum extent of information possible that will be of interest to the common people, so that the need for requesting information in future is minimized in accordance to Sec.4 of RTI Act, 2005.

1.2: The Aim and objectives of the Directorate of Electrical Inspectorate are:

- (i). Enforce the Provision of Rules 63 of the Indian Electricity Rules 1956, where the New installation which includes all over head lines (EHV/HMV/LV) and Sub-Station (Power and Distribution) whether constructed by Power Department or through Contract is to be inspected for fitness before commissioning.
- ii). Inspect all type of Accident related to Electrical supply and direct/ suggest to Division for rectification/ correction as per Norms to avoid future recurrence.
- iii). Issue of license for Electrical Contractors, Supervisors & Workmen
- iv). Conduct workshops/seminars in Educational Institutions, NGO's etc to create Awareness on Conservation of Energy.

1.3: Missions/ Visions:

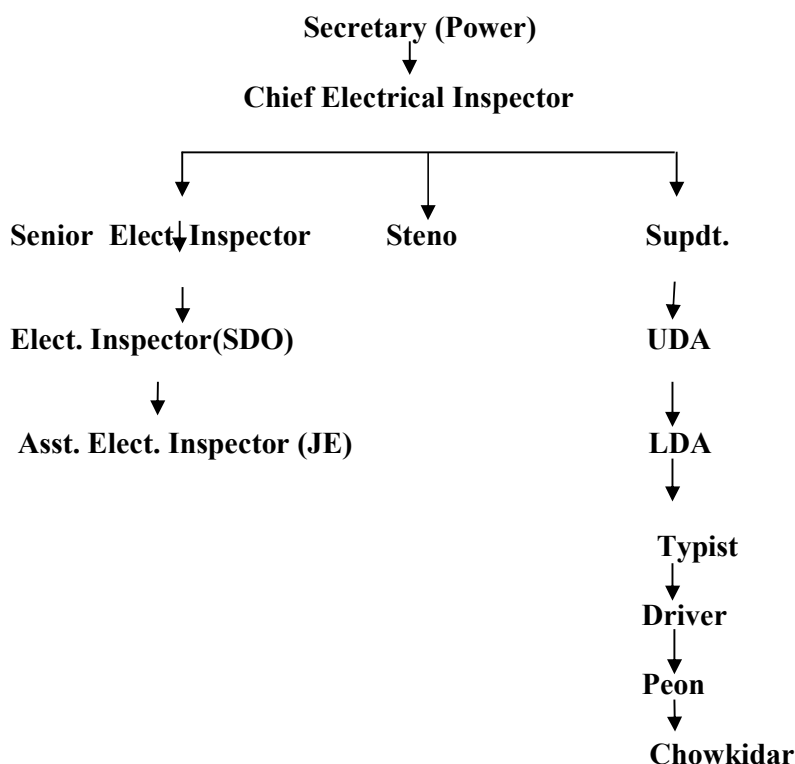
Govt. of Nagaland has designated Electrical Inspectorate as the State Designated Agency (NSDA) for Coordination and regulation of the Energy Conservation Act 2001 Vide Govt. Notification No. PWR/W-59/2009 (Pt) Dt. Kohima 3rd Nov 2009 in accordance with notification of Ministry of Power, Govt. of India, to coordinate, regulate and enforce provision of this Act within the State as per the Section 15 (d) of the Energy Conservation Act 2001. The mission of State Designated Agency (SDA) and Bureau of Energy Efficiency (BEE) is to develop policies and strategies with a thrust on self-regulation and market principles, within the overall frame work of the Energy Conservation Act 2001 with the primary objective of reducing energy intensity of the Indian Economy. Green Village is a flag ship programme of the state funded by the State Government. Under this scheme, the Department selects Villages within the State yearly and implement awareness programme on Energy Conservation, besides distribution of Energy Efficient luminaries to the Villagers.

1.4: Key objective: Same as above

1.5: Functions and Duties: Same as Manual-II.

1.6: Organizational chart: The organizational chart of Electrical Inspectorate is enclosed in

ORGANISATION CHART OF ELECTRICAL INSPECTORATE.
GOVERNMENT OF NAGALAND



1.7: Administrative setup in the districts: District Level: Nil

1.8: Name and Address of the Organization: Electrical Inspectorate, Kohima Nagaland.

The Electrical Inspectorate headed by the Chief Electrical Inspector was created out of the existing organizational set up of the Power Department and started functioning independently as a separate entity from 9th Sept 2005.

1.9: Contact details

1. Chief Electrical Inspector, Electrical Inspectorate, Nagaland, Kohima.
Phone: 0370-2292200, Fax – 0370-2292200

MANUAL II: Powers and duties of Officers and Employees.
(Name and Designation given in Annexure - I)

Powers and Duties of the Directorate:

1. Chief Electrical Inspector :

The Chief Electrical Inspector is the head of Inspectorate and is responsible for the efficient administration and direction of the overall establishment and works within its jurisdiction. He exercises full technical and supervisory control over the Officers and staffs in the Directorate. He is assisted by one Sr. Electrical Inspector, one Electrical Inspector, one Asst. Electrical Inspector on technical matters and one Asst. Superintendent and UDA for the Administration in the Directorate. He is also the Chairman of NELB (Nagaland Electrical Licensing Board) as per The Nagaland

Electrical Licensing Regulation, 2005. His Administrative & Financial powers are as per NPWD code and Delegation Financial & Cognate Power Rules 1964 amended from time to time.

- 2. Sr. Electrical Inspector:** Sr. Electrical Inspector in the rank of Executive Engineer is responsible for supervision of various Technical works relating to Inspectorate. He is Secretary of NELB (Nagaland Electrical Licensing Board) and look after the conduct of Interview for issuing Electrical Supervisor License & Electrical Workmen Permit. He is responsible for disposal of Applications under RTI Act'2005 as PIO of Electrical Inspectorate.
- 3. Electrical Inspector:** The Electrical Inspector is responsible for inspection all works on Electrical constructions including connected sub-stations constructed by Dept. of Power or through contract. He is also responsible for Inspection of all type of Electrical Accidents. As APIO of Electrical Inspectorate, he assists PIO on disposing of RTI matter.
- 4. Asst. Electrical Inspector:** Asst. Electrical Inspector assist Sr. Electrical Inspector and Electrical Inspector for disposal of various works assigned to them and maintains all the technical files/ records.

5. B. Duties and responsibilities of Grade – III Staff: List of names in Annex-I

Sl. No.	Designation of employee	Duty allotment
1	Asst. Superintendent	Assist C. E. I on General Administration, supervise the Establishment branches of the Electrical Inspectorate. All files of establishment and accounts are routed through Asst. Superintendent.
2	Ministerial staff UDA/LDA	Compiling, recording and maintaining of all official correspondences as endorsed/assigned by C E I or the office Asst. Superintendent.

MANUAL – III: The procedure followed in decision making process including channels of supervision and accountability.

Sl. No.	Activity	Level of Action	Time Frame
1	Green Village Initiative	The Electrical Inspectorate, Nagaland as State Designated Agency (SDA) on Energy Conservation, Initiate work programme on Green Village initiative by preparing DPR's for replacement of inefficient luminaries with energy efficient luminaries in the Villages in order to minimize power consumption. The DPR's when accepted/ approved by Govt. of Nagaland & place under work programme with fund allocation, materials are procured from Dealers or Manufactures. The materials are then distributed to the Village Councils as per the DPR, on receipt of materials for replacement of inefficient luminaries in the house hold.	1. Preparation & Submission of DPR's:- 30 days 2. Procurement:- 45 days on receipt of approval and placement of fund from Govt. 3. Completion of work:- 90 days on receipt of materials.
2	Inspection of New Electrical Installatio	When completion of work, whether HT or LT including connected sub-stations is received from Power Department including Testing fees. The Inspection is carried out in accordance	1. Preparation of Testing Fees:- 3days. 2. Depending on

	n	with safety regulations of I.E Rules 1956 and as amended from time to time. On satisfactory of the result on safety regulations, the clearance for commissioning of the work is issued to the Department of Power.	location and on receipt of Inspection fees through Treasury Challan:- 7 days. 3. Completion of report and clearance:- 4 days.
3	Electrical License	The Nagaland Electrical Licensing Board (NELB) grant Licenses to Electrical Contractors, conduct Examination to grant Electrical Supervisor Certificate & Electrical Workmen permit and renew licenses after certain time interval.	Within 3 (three) months
4	Inspection of Electrical Accidents.	On receipt of preliminary Electrical Accident report, Electrical Inspector is sent to the accident spot for collecting physical information including taking photograph of Accident spot and record witness statements wherever possible safety measures are taken both from Power Department side and accident party. The report is compiled and suggestions for correction as per I.E Rules 1956 for Electricity safety regulations given to the Electrical Division for minimizing future recurrence.	1. Inspection of the electrical accident is made within 7 days from the date of receipt of Report. 2. Directives/ Suggestions are issued to Elect. Divisions:- 7 days.

The Department is headed by a Secretary who is the Administrative Head of the department. All works are executed by the department after obtaining Administrative sanction/ Approvals from the Secretary. Chief Electrical Inspector is the HoD and exercises full technical & financial power conferred by the delegation of Financial & Cognate Power Rules 1964 and as amended from time to time and NPWD code.

MANUAL – IV: The norms set by it for discharge of its functions:

The following are the norms / standards set by the department for execution of various activities / programmes.

(A) Administration of the Provisions of Indian Electricity Acts and Rules:

- (I) Inspection and issue permission for commissioning of all newly constructed overhead lines including connected sub-station whether EHV, HV or LT.
- (II) Recovery of inspection fees.

(B) Administration of the Provisions of Licensing Board (Electricity) Regulation:

- (I) Constitution of Licensing Board to conduct Examination for issuing Supervisor Certificates and Wireman Permits.
- (II) To issue and renew Licenses after a certain time interval.
- (III) To investigate complaints against Contractors and their Staffs.

(C) Investigation of Electrical Accidents:

Inspection of all reported electrical accidents, examining the cause of the accidents and suggest the concerned Divisions to maintain safety regulation, for minimizing future recurrence of such accident.

(D) Administration of the Provisions of the Energy Conservation Act 2001:

The Chief Electrical Inspectorate, Nagaland as the State Designated Agency (SDA) Operates, regulates and enforces the Provisions of the EC Act. under the guidance of BEE (Bureau of Energy Efficiency) New Delhi.

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.

Sl. No.	Name of the Acts, Rules, Regulations, Instructions, Manual, Records etc.	Type of Document	Brief list of the document	From where one can get a copy (Name/ Phone No. Fax/e-mail/ address etc.	Fee charged by the deptt. for a copy of rules, regulations, instructions, manual & records, (if any) Or the price incase of priced publications
1	Indian Electricity Rules 1956	Rules	Guidelines & technical specifications for Electrical installations including standards for safety.	Book Stall & CEA website	This is a priced publication by the Govt. of India
2	Indian Electricity Act 2003	Act	Reforms & Restructuring of power sector in generation, Transmission & Distribution. National electricity policy licensing, transmission, distribution, tariff regulation, works of licenses, electricity regulatory Commission.	Book Stall & CEA website	This is a priced publication by the Govt. of India

MANUAL – VI: A statement of the categories of documents that are held by it or under its control.

Sl. No.	Nature/Category of the document.	Name of the document	Procedure to obtain the document	Held by/under control of
1	Buildings	Office Building allotment etc	-	Private Building (Rented)
2	Tender Bid documents	For works	-	Department
3	Monthly Account	Monthly receipt & expenditure account	-	Directorate
4	Stock Account	Stock receipt & issue	-	Directorate

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.

There is no such policy where public representation is required in formulation of the policies.

MANUAL – VIII: A statement of boards, Council, Committees and other bodies constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Please provide information on boards, councils committees and other bodies related to the public authority in the following format :

1.Name of the Board : Once in every year.

2.Formation and Composition

3. Power & Function

4. Whether their meetings are open to
t
h
e

public

5.Address

6.Frequency of meetings
: Nagaland Electrical Licensing Board
(NELB)

: Formation of Nagaland Electricity
Licensing Board has been set up in
2005, which consists of Chief Electrical
Inspector as Chairman of the Board and
Sr.Electrical Inspector as Secretary of
the Board. Other three Members were
appointed from 3 (three) other
Departments.

: To conduct Examination for issuing
Electrical Supervisor Certificates,
Electrical wireman Permits and
recommending the Government for
amendment of Regulation.

: No

: Office of the Chief Electrical
Inspector, near LCS Building, Kohima,
Nagaland

Manual IX : A Directory of its Officers and employees

Directory of Officers of Electrical Inspectorate

List of Employees In Electrical Inspectorate			List of Employees In Electrical Inspectorate			List of Employees In Electrical Inspectorate			List of Employees In Electrical Inspectorate			List of Employees In Electrical Inspectorate			Present Post/Designation	Present Post/Designation	Present Post/Designation
Sl. No.	Gender (M/F)	Name Of Employee	Present Post/Designation	Gender (M/F)	Name Of Employee	Present Post/Designation	Gender (M/F)	Name Of Employee	Present Post/Designation	Gender (M/F)	Name Of Employee	Present Post/Designation	Gender (M/F)	Name Of Employee			
1	M	Er. I. V. Chishi	Chief Electrical Inspector	M	Er. I. V. Chishi	Chief Electrical Inspector	M	Er. I. V. Chishi	Chief Electrical Inspector	M	Er. I. V. Chishi	Chief Electrical Inspector	M	Er. I. V. Chishi	Chief Electrical Inspector	Chief Electrical Inspector	Chief Electrical Inspector
2	M	Er. T. K. Malder	2 Electrical Inspector	M	Er. T. K. Malder	2 Electrical Inspector	M	Er. T. K. Malder	2 Electrical Inspector	M	Er. T. K. Malder	2 Electrical Inspector	M	Er. T. K. Malder	2 Electrical Inspector	Electrical Inspector	Electrical Inspector
3	M	Er. P. T. Philip	Senior Electrical Inspector	M	Er. P. T. Philip	Senior Electrical Inspector	M	Er. P. T. Philip	Senior Electrical Inspector	M	Er. P. T. Philip	Senior Electrical Inspector	M	Er. P. T. Philip	Senior Electrical Inspector	Senior Electrical Inspector	Senior Electrical Inspector
4	M	Er. Kevin Ingukho	Asst. Electrical Inspector	M	Er. Kevin Ingukho	Asst. Electrical Inspector	M	Er. Kevin Ingukho	Asst. Electrical Inspector	M	Er. Kevin Ingukho	Asst. Electrical Inspector	M	Er. Kevin Ingukho	Asst. Electrical Inspector	Asst. Electrical Inspector	Asst. Electrical Inspector
5	M	Shri. Namo Kikon	5 Asst. Superintendent	M	Shri. Namo Kikon	5 Asst. Superintendent	M	Shri. Namo Kikon	5 Asst. Superintendent	M	Shri. Namo Kikon	5 Asst. Superintendent	M	Shri. Namo Kikon	5 Asst. Superintendent	Asst. Superintendent	Asst. Superintendent
6	F	Smti. MEyimenla	6 Smti. MEyimenla	F	Smti. MEyimenla	6 Smti. MEyimenla	F	Smti. MEyimenla	6 Smti. MEyimenla	F	Smti. MEyimenla	6 Smti. MEyimenla	F	Smti. MEyimenla	6 Smti. MEyimenla	UDAF	UDAF
7	M	Shri. S. M Dey	7 Shri. S. M Dey	M	Shri. S. M Dey	7 Shri. S. M Dey	M	Shri. S. M Dey	7 Shri. S. M Dey	M	Shri. S. M Dey	7 Shri. S. M Dey	M	Shri. S. M Dey	7 Shri. S. M Dey	Steno	Steno
8	F	Smti. K. Nyule	8 Smti. K. Nyule	F	Smti. K. Nyule	8 Smti. K. Nyule	F	Smti. K. Nyule	8 Smti. K. Nyule	F	Smti. K. Nyule	8 Smti. K. Nyule	F	Smti. K. Nyule	8 Smti. K. Nyule	Typist	Typist
9	M	Shri. K. Myiezo	9 Shri. K. Myiezo	M	Shri. K. Myiezo	9 Shri. K. Myiezo	M	Shri. K. Myiezo	9 Shri. K. Myiezo	M	Shri. K. Myiezo	9 Shri. K. Myiezo	M	Shri. K. Myiezo	9 Shri. K. Myiezo	LDAM	LDAM
10	M	Shri. Y. Mase Sangtam	10 Shri. Y. Mase Sangtam	M	Shri. Y. Mase Sangtam	10 Shri. Y. Mase Sangtam	M	Shri. Y. Mase Sangtam	10 Shri. Y. Mase Sangtam	M	Shri. Y. Mase Sangtam	10 Shri. Y. Mase Sangtam	M	Shri. Y. Mase Sangtam	10 Shri. Y. Mase Sangtam	LDAM	LDAM
11	M	Shri. M. Kenlepden	11 Shri. M. Kenlepden	M	Shri. M. Kenlepden	11 Shri. M. Kenlepden	M	Shri. M. Kenlepden	11 Shri. M. Kenlepden	M	Shri. M. Kenlepden	11 Shri. M. Kenlepden	M	Shri. M. Kenlepden	11 Shri. M. Kenlepden	Driver	Driver
12	M	Shri. L. Mukumzuk	12 Shri. L. Mukumzuk	M	Shri. L. Mukumzuk	12 Shri. L. Mukumzuk	M	Shri. L. Mukumzuk	12 Shri. L. Mukumzuk	M	Shri. L. Mukumzuk	12 Shri. L. Mukumzuk	M	Shri. L. Mukumzuk	12 Shri. L. Mukumzuk	Driver	Driver
13	M	Shri. S. Chipong	13 Shri. S. Chipong	M	Shri. S. Chipong	13 Shri. S. Chipong	M	Shri. S. Chipong	13 Shri. S. Chipong	M	Shri. S. Chipong	13 Shri. S. Chipong	M	Shri. S. Chipong	13 Shri. S. Chipong	Peon	Peon
14	F	Smti. T. sunungla	14 Smti. T. sunungla	F	Smti. T. sunungla	14 Smti. T. sunungla	F	Smti. T. sunungla	14 Smti. T. sunungla	F	Smti. T. sunungla	14 Smti. T. sunungla	F	Smti. T. sunungla	14 Smti. T. sunungla	Peon	Peon

u	15	Shri. K. Wgho Swu	15	Shri. K. Wgho Swu	15	Shri. K. Wgho Swu	15	Shri. K. Wgho Swu	Chowki	Mar	
A. Ponger	16	Smti. R. Patula A. Ponger	16	Computer Asst. (Fixed Pay)	16	Computer Asst. (Fixed Pay)	16	Computer Asst. (Fixed Pay)	Computer Asstt. (Fixed Pay)		Compu
da	17	Shri. S. Muel Kiba	17	Driver (Fixed Pay)	17	Driver (Fixed Pay)	17	Driver (Fixed Pay)	Driver (Fixed Pay)		D
	18	Shri. M. Ghaho	18	Personal Peon (Mixed Pay)	18	Personal Peon (Mixed Pay)	18	Personal Peon (Mixed Pay)	Personal Peon (Mixed Pay)		Perso
i	19	Smti. M. Ghatholi	19	Sweeper (Fixed Pay)	19	Sweeper (Fixed Pay)	19	Sweeper (Fixed Pay)	Sweeper (Fixed Pay)		Sw
List of Employees In Electrical Inspectorate			List of Employees In Electrical Inspectorate			List of Employees In Electrical Inspectorate			List of Employees In Electrical Inspectorate		
Employee	Sl. No.	Gender Name Of Employee (M/F)	Present	Post/Designation	Employee	Present	Post/Designation	Employee	Present	Post/Designation	Present
	1	Er. I. V. Chishi		Chief Electrical Inspector		Chief Electrical Inspector		Chief Electrical Inspector		Chief Electrical Inspector	Chief
	2	Er. T. K. Malder		2 Electrical Inspector		2 Electrical Inspector		2 Electrical Inspector		Electrical Inspector	El
	3	Er. P. T. Philip		Senior Electrical Inspector		Senior Electrical Inspector		Senior Electrical Inspector		Senior Electrical Inspector	Senio
	4	Er. Kevin Mukho		Asst. Electrical Inspector		Asst. Electrical Inspector		Asst. Electrical Inspector		Asst. Electrical Inspector	Asst.
on	5	Shri. N. Kikon		5 Asst. Superintendent		5 Asst. Superintendent		5 Asst. Superintendent		Asst. Superintendent	Ass
la	6	Smti. M. Eyimenla		6 Smti. M. Eyimenla		6 Smti. M. Eyimenla		6 Smti. M. Eyimenla		UDAF	
	7	Shri. S. M. Dey		7 Shri. S. M. Dey		7 Shri. S. M. Dey		7 Shri. S. M. Dey		Steno	
	8	Smti. K. Nyule		8 Smti. K. Nyule		8 Smti. K. Nyule		8 Smti. K. Nyule		Typist	
	9	Shri. K. Myiezo		9 Shri. K. Myiezo		9 Shri. K. Myiezo		9 Shri. K. Myiezo		LDAM	
ngtam	10	Shri. Y. Sangtam		10 Shri. Y. Sangtam		10 Shri. Y. Sangtam		10 Shri. Y. Sangtam		LDAM	

den	11	Shri. M. Anlepdn	11	Shri. M. Anlepdn	11	Shri. M. Anlepdn	11	Shri. M. Anlepdn	DriveM		
uk	12	Shri. L. Mukumzuk	12	Shri. L. Mukumzuk	12	Shri. L. Mukumzuk	12	Shri. L. Mukumzuk	DriveM		
	13	Shri. S. Chipong	13	Shri. S. Chipong	13	Shri. S. Chipong	13	Shri. S. Chipong	PeorM		
ngla	14	Smti. T. sunungla	14	Smti. T. sunungla	14	Smti. T. sunungla	14	Smti. T. sunungla	PeonF		
ru	15	Shri. K. ingho Swu	15	Shri. K. ingho Swu	15	Shri. K. ingho Swu	15	Shri. K. ingho Swu	ChowkiM		
A. Ponger	16	Smti. R. Patula A. Ponger	16	Smti. R. Patula A. Ponger	16	Smti. R. Patula A. Ponger	16	Smti. R. Patula A. Ponger	Computer Asstt. (Fixed Pay)		Compu
oa	17	Shri. S. Muel Kiba	17	Shri. S. Muel Kiba	17	Shri. S. Muel Kiba	17	Shri. S. Muel Kiba	Driver (Fixed Pay)		D
	18	Shri. M. ghaho	18	Shri. M. ghaho	18	Shri. M. ghaho	18	Shri. M. ghaho	Personal Peon (Mixed Pay)		Perso
i	19	Smti. M. ghatali	19	Smti. M. ghatali	19	Smti. M. ghatali	19	Smti. M. ghatali	Sweeper (Fixed Pay)		Sw
List of Employees In Electrical Inspectorate			List of Employees In Electrical Inspectorate			List of Employees In Electrical Inspectorate			List of Employees In Electrical Inspectorate		

Manual X: The monthly Remuneration received by each of its officers and employees including the System of Compensation as provided in Regulations

Monthly remuneration received by each officers and employees including the system of compensation as provided in its regulations(as on 31st March 2018)														
Sl. No.	Name	Father's Name	Gender (M/F)	Education Qualification	Designation	Status (Reg./Contract/Adhoc/Conting.)	Date of Birth	Date of joining into Service/ First Appointment	Date of Appointment at the Present Post	Place of Posting	Date of Retirement	Pay Band	Grade Pay	Gross Salary
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Er. I.V. Chishi	Lt. Vihoxu Chishi	M	B.E (Elect)	Chief Electrical Inspector	Reg.	31-Jul-60	15-Jun-84	04-Nov-15	Kohima	30-Jun-19	37400 - 67000	8,900	1,44,000
2	Er. P. T. Philip	Lt. Varghese Ouseph	M	Diploma in Elect.Engg.	Sr. Electrical Inspector	Reg.	15-Apr-	12-Apr-83	05-Nov-14	Kohima	30-Apr-18	15600 -	6,600	1,00,000

							61					39099		
3	Er. Tarun K Halder	R.R. Halder	M	Diploma in Elect.Engg.	Electrical Inspector	Reg.	01-Apr-60	02-Jun-85	17-Jul-14	Kohima	31-Mar-20	15600 - 39100	5,400	83,000
4	Er. Kevingukho Suokhrie	Peeluhukho	M	B.E (Elect)	Asstt. Electrical Inspector	Reg.	01-Sep-90	27-Jan-16	N/A	Kohima	31-Aug-50	9300-34800	4,400	52,000
5	Shri. Nzamo Kikon	Lt. Opvunimo	M	B.A(Hons)	Asst. Superintendent	Reg.	01-Mar-73	03-Dec-97	06-Feb-15	Kohima	31-Dec-32	9300-34800	4,400	49,000
6	Smti. Meyimenla	Lt. Nokdenlemba	F	M.A	UDA	Reg.	23-Aug-76	16-Dec-04	07-Feb-15	Kohima	31-Aug-36	5200-20200	2,800	38,000
7	Shri. S. K. Dey	Lt. S.K. Dey	M	P.U	Steno Grade III	Reg.	13-Jul-58	04-Jun-90	N/A	Kohima	31-Jul-18	5200-20200	2,800	55,000
8	Smti. Kenyule	Kehoga	F	under matric	Typist Grade-I	Reg.	12-Mar-72	10-Oct-95	18-Aug-16	Kohima	31-Oct-30	5200-20200	2,800	43,000
9	Shri. Keviyiezo Solo	Kholie Solo	M	B.A	LDA	Reg.	11-May-83	01-Aug-12	01-Aug-12	Kohima	31-May-43	5200-20200	2,000	27,000
10	Shri. Yukase T. Sangtam	Tsithrongto	M	B.A	LDA	Contract	17-Jun-86	20-Feb-15	20-Feb-15	Kohima	30-Jun-46	5200-20200	2,000	21,000
11	Shri. Makenlepden	Moatemjen	M	under matric	Driver	Reg.	25-May-86	01-Aug-07	01-Aug-07	Kohima	31-Jul-42	5200-20200	1,800	28,000
12	Shri. Lanukumzuk Mollier	Tsukjemwati	M	under matric	Driver	Reg.	13-Jun-82	01-Apr-10	01-Apr-10	Kohima	30-Jun-42	5200-20200	1,800	25,000
13	Shri. S. Chipong	Lt. K. Singphukiu	M	under matric	Peon	Reg.	01-Mar-68	08-Feb-93	N/A	Kohima	29-Feb-28	4400-17200	1,800	34,000
14	Smti.	Tsukjemsungb	F	under	Peon	Reg.	13-	14-Sep-07	14-Sep-07	Kohima	31-May-	4400-	1,300	25,000

	Temsunungl a	a		matric			May -78			a	38	17200		
15	Shri. Kivigho Swu	Khumcha	M	under matric	Chowkidar	Reg.	20- May -73	11-Nov-93	N/A	Kohim a	30-Nov-28	4400- 17200	1,800	34,000
16	Smti. Repatula A Pongen	Lt. Aosashi Pongen	F	B.A	Computer Asstt.	Fixed	25- Apr- 92	01-Jun-12	N/A	Kohim a	31-May- 47	4315	-	4,315
17	Shri. Samuel Kiba	Hehuto Kiba	M	under matric	Driver	Fixed	23- Mar -97	28-Oct-16	29-Oct-16	Kohim a	-	4315		4,315
18	Shri. Mughaho	Hotovi Sema	M	under matric	Personal Peon	Conting.	01- Mar -89	04-Nov-15	05-Nov-15	Kohim a	-	3450		3,450
19	Smti. Mughatoli	Yevukhu	F	under matric	Sweeper	Conting.	29- Nov- 83	11-Jan-07	12-Jan-07	Kohim a	31-Jan-42	3450	-	3,450

Manual XI: The Budget Allocated to each Agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made-----Details

Budgetary Allocation under Negotiated during 2017-18

Rs. In Lakhs.

Sl. No	Head of account	BE	RE	Actual Expenditure
1	2045	50.00	-	50.00
Total Rs.		50.00	-	50.00

MANUAL – XII : The Manner of execution of Subsidy Programmes ---- NIL

MANUAL – XIII: Particulars of recipients of concessions permit or authorization granted by it ---- NIL

MANUAL – XIV: Details of Information available in electronic format:

Sl. No.	Name	Title of the document/record	Location where available	Other information
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1	Nagaland State Designated Agency	SDA activities	Nsda.co.in	
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MANUAL – XV: Particulars of the facilities available to citizens for obtaining information.

Information related to administration, establishment and other technical and revenue matters can be obtained from the Directorate office.

1. All matters related to administration and establishment.
2. All matters related to Inspection, and Accident Reports etc.
3. All matters related to Contractor License, Supervisor Certificate and Workmen Permit.

Sl. No.	Facility available	Nature of Information	Working hours
1.	Information Centre	No	-
2.	Office library	No	-
3.	Notice Board	Yes	Office hours
4.	Website	Yes	24 hrs
5.	Printed Manual	Completely destroyed during the burning of Govt. offices on 2/2/2017 by unknown miscreants	-
6.	Inspection of records in the Office	Completely destroyed during the burning of Govt. offices on 2/2/2017 by unknown miscreants	-
7.	System of issuing copies of documents	As per norm	Office hours.

Chief Electrical Inspector, Electrical Inspectorate, Nagaland, Kohima.
Phone: 0370-2292200, Fax – 0370-2292200

MANUAL XVI: The names, designation and other particulars of the Public Information Officers.

Name of the Public Authority : Department of Electrical Inspectorate

Department Appellate Authority (AA)/PIO/APIO – (Directorate).

Name	Designation	Phone No	Email id
Er. I. V. Chishi	Appellate Authority (AA)	9436004252	einspectorate@gmail.com
Er. T. K. Halder	Public Information Officer (PIO)	9436614358	einspectorate@gmail.com

Er.Kevingukho Suokhrie	Asst. Public Information Officer (APIO)	9089457422	einspectorate@gmail.com
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Manual – XVII : Such other information as may be prescribed and thereafter update every year - NIL

Nagaland; Kohima

(K.D VIZO), ITS
Commissioner & Secretary
Power Department