**INTRODUCTION**

1.1 The “Right to Information Bill, 2004” was passed by both the houses of Parliament in May 2005 and received the assent of the President of India on the 15th June , 2005, following which the “Right to Information Act, 2005” was published in the Gazette of India on the 21st June, 2005.

1.2 The objective of this hand book is to provide basic information such as the particulars of organization, its functions and duties, the powers and duties of its Officers and employees, Rules, Regulations, Instructions, Manuals and records for discharging its functions etc. in order to provide access to information to the citizens to promote transparency and accountability in administration.

1.3 This handbook has been prepared with a view to secure all citizens’ access to information under the Control of Public Authorities.

1.4 The intended organization of information in this hand book is the office of the Director of Industries & Commerce & Commerce, Kohima, Nagaland.

1.5 Definitions in this hand book:-

1. “Public Authority” means the Director of Industries & Commerce, Nagaland.
2. “Information” Means any material in any form e.g. records, documents, memos, Circulars, Orders, etc.

1.6 Contact Person:- For more information on topics covered in this hand-book as well as other information is to contact Smti. Bendangmenla, Dy. Director (Trg.) designated as Asstt. Public Information Officer, Directorate of Industries & Commerce & Commerce, Kohima during office hours.

1.7 A fee of Rs.10/- (Rupees ten) only has to be paid through cash or Treasury Challan by a Citizen who intends to get information not available in this handbook. On payment of the fee or production of a copy of the Treasury Challan showing the deposit of the above fees along with the written request (in duplicate) for the required information.

**Manual  -  I**

**Particulars of organization, function and duties:**

2.1.  **Objective/Purpose of the Public Authority**:
The basic objective/purpose of the Directorate of Industries & Commerce is to act as a Nodal Promotional Agency in the promotion and development of Medium, Small and Micro Enterprises in the State.

2.2. **Mission/Vision Statement of the Public authority**:
The Mission/Vision of the Department is to provide basic infrastructural facilities for the creation of Industrial Awareness and conducive atmosphere for growth of industries and business enterprises in the State.

2.3. **Brief history of the public authority and context of its formation**:
The Directorate of Industries & Commerce is headed by a Director and assisted by the following officers in the Directorate.

**Directorate :**

1. Director                                                            -        1
2. Additional Director                                          -        2
3. Joint Director                                              -       2
4. Deputy Director                                                -        6
5. Assistant Director                                           -       8
6. Project Manager                                                -        1
7. Assistant Engineer (Electronics)                    -        1
8. Superintendent (Eco. Plants)                      -        1
9. Executive Engineer                                          -        1
10. Sub-Divisional Officer                                     -        1
11. Production Manager                                    -        2

**The District Offices are manned by:**

1.         General Manager                                   -         11

2**.** Functional Manager                                     -         34

The Industries & Commerce department provides the necessary policy guidance for industrial development in the State.  It also explores and formulates technically feasible and economically viable industrial projects. These project profiles/Schemes are given to prospective entrepreneurs in the headquarter as well as the district. These entrepreneurs are then provided with training under EDP and provided finance through Financial Institutions like NIDC, NSIC, and other commercial banks. The department also provides other financial and fiscal incentives to help the unit. The Department of Industries and Commerce has been implementing many developmental Schemes in order to create more self employment avenues in the small scale and tiny and cottage industries sector. The main task of the department is to be ***the facilitator*** to the prospective entrepreneurs to set up and run an industrial venture successfully.

**Manual-II**

**Powers & Duties of Officers & Employees:**

|  |  |  |
| --- | --- | --- |
| 1 | K.Hokishe Assumi | Director |
| **Powers** |
| **Administrative** | 1. Appointment of all Class-III Non-gazette posts like Inspector/Extension Officers, UDA, LDA, Typist, Driver, Peon,Instructor, Mechanic, Electrician, Welder, Draughtsman & Tracer in the Head Office and District level on the recommendation, of the Nagaland Public Service Commission(NPSC), District Selection Committee (DSC), and Departmental Selection Committee (DSC).2. Sanction of leave for all Non-gazette employees.3. Sanction General Provident Fund (temporary withdrawal) |
| **Financial** | **Nature of Powers** | **Authority** | **Extent Powers** |
|  | 1. To give out urgent printing work to a press(Excluding standardized, Non-standardized form).2. To hire building on leave/rent for use as an office or office.3. To sanction annual/ block year repair of departmental vehicles.4. To sanction expenditure on purchase of tyres and tubes.5. To sanction expenditure on Scholarship/ stipends tenable in India and sanction other ancillary expenses, equipment allowances, tuition fees, book grants etc., to the (Stipendiary) or scholarship holder.6. Accept Tenders7. To accord technical sanction to estimates for works to be executed departmentally.8. Petty construction on departmental buildings (non-residential and petty construction repairs) | Director ofIndustries &Commerce | Full Powers subjectto the ceiling limitissued by the Govt. from time to time. |
| **Others** | 1. To ensure that there is adequate guidance and supervision both in respect of administrative matters together with technical matters.2. To implement all the schemes and Programmes as envisages by the Public Authority and inspection of the same. |
| 2. | Vacant | Addl. Director (Dev) | All matters relating to Development/ Budget & Planning |
| 3. | Vacant | Addl. Director (Adm.) & PIO | General Administration & all Establishment matters/Food Processing/All matters relating to GOI Policies & Programmes. |
| 4. | Mr. T. Moawati | Jt. Director (Dev.) | Exhibition & Publicity/Training Programmes, DIC’s/Sub-DIC’s, PMEGP/YOE/NSDZ/CFC/Acquisition of land/Public Grievances/Disaster Management/Garment apparel Mfg. Unit/Economic Plants/ Bee Keeping/ Capital Investment Subsidy/Freight Subsidy Scheme. |
| 5. | Vacant | Jt. Director (Plg.) | Budget & Planning/All audit Matters/All Technical Matters/MSME Registration/Census & Survey/EPIP-SEZ/CSS/State Industrial Policy & GOI Policies/All Bank Linkages/SLBC/IIDC’s/Parliamentary & Assembly Questions/All PSU’s/EDF/DONER/NEC/NTTC/NEIIP/Textile Park/Man power Subsidy |
| 6. | Vitsutho Nyuthe | Jt. Director (Adm.) | Matters relating to General Administration & Establishment/Annual Administrative Report/Handloom & Handicraft Clusters/Textiles/Pensions/Electronics/NMDFC/ASIDE/Food Processing. |
| 7 | Vacant | Dy. Director (Dev) | MSME related matters/SIP/Border Trade Centres/Economic Plants/Bee Keeping/Nagaland Special Development Zone (NSDZ)/Business Summit/ Meetings & Seminars and development matters |
| 8 | Mr. T. Onen Jamir  | Dy. Director (Nodal) | Nodal Officer & Protocol Duty/ State Industrial Policy & GOI Policies/Man Power & Power Subsidies/All PSU’s. |
| 9 | Vacant | Dy. Director (Plg.) | All audit Matters/All Technical Matters/MSME Registration/Census & Survey/EPIP-SEZ/CSS/State Industrial Policy & GOI Policies/All Bank Linkages/SLBC/IIDC’s/Parliamentary & Assembly Questions/All PSU’s/EDF/DONER/NEC/NTTC/NEIIP/Textile Park/Man power Subsidy |
| 10 | Mrs. Bendangmenla | Dy. Director(Trg/Exh/APIO) | Exhibition & Publicity/All Training Programme/ DIC’s & Sub-DIC’s/YOE/Public Grievances/Acquisition of land. |
| 11 | Mr. Lipongse Thongtsar,  | Dy. Director (Engg.) | Trade & Commerce Wing/Growth Centre’s/Investment & Promotion Policies/Marketing/ Skill Development & Entrepreneurship/Matters relating to cluster & Group approach (Handloom & Handicraft)/Textiles. |
| 12 | Vacant | Dy. Director ( Food) | Matters relating to Food Processing Industries & its Technicalmatters thereof |
| 13 | Er.K.Kughaho Zhimomi | Executive Engineer | All Matter relating to Construction |
| 14 | Mr. Temsu Longkumer | Sr. Accounts Officer  | As per the Charter of duties of Accounts Officer. |
| 15 | Mrs. Atula Lemtor | Asstt. Director(DDO & H&H) | Drawing & Disbursing/All matters relating to Handloom & Handicrafts/State & National Awards. |
| 16 | Mr. S. Chaidok Phom | Asstt. Dir. (Admn.) | Establishment & Administration/ Stores/Backward Reservation/Annual Administrative Report. |
| 17 | Smti. Kenyunile T. Lorin | Project Manager | New Projects & Schemes/DONER/EPIP-SEZ/NEC/CSS/SIP/EDF/NKVIB/KVIC |
| 18 | Mr. Zakielatuo Yiese | Food Technologist |  Matters relating to Food Processing Industries & its Technicalmatters thereof/Disaster Management. |
| 19 | Er. Asenla Walling | Asstt. Engineer (Elect) | Matters relating to Electronic Industries/E-governance/ Vision Group/IT Nodal Officer/ Garment apparel mfg. Unit/CFC/New project under textiles/ Preparation of DPR ministry & State related/Maintenance of office computer & Xerox. |
| 20 | Mrs. Keneirienuo Kire, | Asstt. Director (Tech.) | Matters relating to Training/YOE/DIC’s & Sub DIC’s/NEIIPP/NPPC/NHHDC Ltd./ MSME Schemes. |
| 21 | Mr. Hutovi Chisho | Asstt. Director(MSME) | Registration of MSME & PMT/SSI Census and Survey/Matters relating to Man Power Subsidy/NHL/NMTC/MSME Clusters Under Kohima, Phek, Kiphire & Wokha Districts. |
| 22 | Mr. Cholzo Sophie | Asstt. Director (Dev.) | Matters relating to capital Investment Subsidy/MSME Cluster under Mokokchung, Zunheboto, Longleng & Tuensang. |
| 23 | Mr. N Toky Chishi | Asstt. Director (TPT)  | Matters relating to TPT Subsidy/Parliamentary & Assembly Questions/NFP/NSMC/ MSME Clusters under Dimapur, Peren & Mon Districts. |
| 24 | Mrs. L. Pongken Phom | Asstt.Director (PMEGP) | PMEGP/20-points programmes/SLBC/All Bank linkage. |
| 25 | Mr. Heinamwangbe | Asst. Director (ECI) | Budget & Planning/MAP/Border Trade Centres/Pension/Legal Matters/Transport & Motor Vehicle. |
| 26 | Er.Nungsanginla Longkumer | Asst.Director (Engg) | To assist Deputy Director (Engg) |
| 27 | Vacant | Dev. Officer (BK) | All matters relating to development of Bee-Keeping Farm. |
| 28 | Mr. Kheto L. Yeptho | Superintendent (EP) | Matters relating to Economic Plants/ Medicinal & Aromatic Plants. |
| 29 | Mr. Hokheshe Zhimomi | Production Manager | Matters relating to PMEGP |
| 30 | Mr. Kanoto Zhimomi | Production Manager | Attached to Commerce Wing/ Border Trade centres |
| 31 | Miss. Janet Thapru | IOI | Attached to Asst. Director (MSME) |
| 32 | Mr. Ikheshe Kahoto | IOI | Attached to Asst. Engg. (Elect.) |
| 33 | Mr. Khrieketoulie Sekhose | IOI | Attached to Asstt. Dir. (Tech) |
| 34 | Mr.Methavito | IOI | Attached to Accounts Branch |
| 35 | Smti.Benny Khing | IOI | Attached to Handloom Branch |

**B. Duties & responsibilities of ministerial staff:**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Name** | **Assignment** |
| 1 | Smti.Kevirheineiu Registrar | (a)Overall In charge of all branches, Office attendance/discipline and disciplinary action against the officers/ staff. (b) Verification of Date of Birth/Education Documents, ACR’s & APAR’s(c) All confidential matter. |
| 2 | Mr. Ketholezo Mere, L.D.A | To Assist the Registrar in all subject matter. |
| 3 | Smti.Areninla LDA | To Assist the Registrar |
| **Establishment Branch** |
| 4 | Smti.Jemtimenla Superintendent | (a) Overall In charge of the establishment subject matter.(b) Office attendance/ discipline and disciplinary action against staff under the establishment branch.(c) Maintenance of Casual Leave.(d) RTI & Assembly Matters. |
| **Matters relating to all Gazetted officers & IOI’s/EI’s/EO’s** |
| 5 | Smti.Tiakala ,UDA |  General correspondence for Gazetted officers & IOI’s / Promotion Transfer & Posting/ Deputation/ Up gradation of post/ Creationof post/ Confirmation of post/Extension of Service/Maintenance of Service book in R/o IoI’s/Department Promotion Committee (DPC). |
| 6 | Mrs. Tajenkala, UDA | Matters relating to Delegation of Financial Powers/House rent Allownace/ Personal Files/ Service book/ Leave matters/Charge Report/NGESIS/Pension/GPF/LPC/Pay Fixation/Certificate/ A.G Matters. |
| 7 | Mr. Aben Longkumer, LDA | Continuation of Temporary post in R/o Gazetted Officers/ Confirmation of post/ Declaration of permanency post/Medical board/ Seniority list/ Incumbency list/ Representation/Increments in R/o IOI’s, EI’s & EO’s. |
| **Matters relating to Directorate Staffs** |
| 8 | Mr. Vivi Chishi, LDA | General correspondence for appointment/ Promotion/ Transfer & Posting/ Deputation/ Up gradation of post/ Creation of post/ Confirmation of post/ Declaration of permanency post/ Medical board/ Seniority list/Training matters. |
| 9 | Mr. Hebinlo, U.D.A | Incumbency list/ Census report/Representation / Department Promotion Committee/MACP/House Rent Allowance/Personal files/Service Book/Leave Accounts Staff. |
| 10 | Mr. Wai Nok Jamir, LDA | Charge Report/NGESIS/Pension/GPF/LPC/Pay Fixation/No Demand Certificate/ Annual Increment & Matters Relating to fixed Paid |
| **Matters relating to District Grade III & IV Staffs.** |
| 11 | Shri.Kaito,LDA | General correspondence for appointment/ Promotion/ Transfer & Posting/ Deputation/ Upgradation of post/ Creation of post/ Confirmation of post/ Declaration of permanency post/ Medical board/ Seniority list/Incumbency List. |
| 12 | Mr. Keneise Kenneth, LDA | Census report/Representation/ Department Promotion Committee/MACP/House Rent Allowance/Personal files/Service Book/Leave Accounts/Charge Report/NGESIS/Pension/GPF/LPC/Pay Fixation/No Demand Certificate/ Annual Increment. |
| 13 | Smti. Vitsono, LDA | Medical Re-imbursement/Medical Advance/Loans/Recovery of Loans  |
| **Other Wings (Gazetted Officers)** |
| 14 | Shri.Chusasie, LDA | General correspondence for appointment/ Promotion/ Transfer & Posting/ Deputation/ Upgradation of post/ Creation of post/ Confirmation of post/ Declaration of permanency post/ Medical board/ Seniority list/ Incumbency list. |
| 15 | Smti.Benli Kent | To assist Shri.Chusasie, LDA in all matters |
| 16 | Mr. Odimenla, LDA | Census report/Representation/ Department Promotion Committee/MACP/House Rent Allowance/Personal files/Service Book/Leave Accounts/Charge Report/ NGESIS/Pension/GPF/LPC/Pay Fixation/No Demand Certificate/Annual Increment |
| **General correspondence for Establishment Matters** |
| 17 | Mrs. Thejano Savi, UDA | Office attendance/ Discipline and necessary action agains officers & staff/ Office circular/ Memorandum/ Vigilance Reports/ Thief Case/ Corruption/ Court Cases/ Enquiry/Grievances & Representation. |
| 18 | Mr. Posato Nyekha, UDA | Assembly Question/ Both Lok Sabha/ Rajha Sabha/ Election/ V.I.P correspondence. Identity card/ Independence/ Republic day/ Land reacquisition/ Allotment/construction of Department building/ Allotment of quarter/ Repairs/ Land encroachment/ House Rent allowance/Distribution of works allocation /Govt. Notification relating to Estt. Branch. |
| **Pension Branch** |
| 19 | Vacant,Superintendent | 1. All matters relating to pension of Officers & Staffs.2. General Correspondence relating to reverted Staffs from NHHDC |
| 20 | Mr. Runosin, UDA | Pension related matters for Officers & Staffs. |
| 21 | Mr. Akumyanger,LDA | To assist Supdt. & UDA on Pension matters |
| **STORES** |
| 22 | Mr. Temjen Longchar, Asstt. Supdt | General Correspondence for Purchase of Office Stationeries/ Tender and Quotations/ Maintenance of office Store & Furniture |
| 23 | Mr.Temsuwapang Jamir, Store- Keeper | To assist Mr. Temjen Longchar, Asstt. Supdt |
| **Motor Vehicle (Transport) Branch** |
| 24 | Mr. Wati Sangtam, UDA | Matters relating to Vehicles/Allotment of Vehicle/ repairs/ replacement/ condemnation of Vehicles/petrol re-imbursement. |
| 25 | Mr.Martemjen, LDA | To assist Mr.Wati, UDA |
| **Trade & Commerce Branch** |
| 26 | Watinungsang, UDA | All matters relating to NEIIPP,SIP, Industrial Policies/Export & Import/ Border Trade &Commerce Activities. |
| **Receipt & Dispatch** |
| 27 | Mr. Akhoto Khieya,LDA | Receipt & Dispatch |
| **Other Wings (Grade III & IV)** |
| 28 | Mr. Lanu Pongen, UDA | General Correspondence for appointment/Promotion /Transfer/Posting/Deputation /Upgradation of post/ Creation of post/Confirmation of post/Declaration of Permanency of post/Medical Board/Seniority List/ Incumbency List/GPF/Leave/ LPC/PMEGP |
| 29 | Mrs. Tovitoli,UDA | Pay Fixation/No Demand Certificate/Annual Increment/ NGEGIS/Pension/DPC/Sevice Book/Personal Files of Gr-III, Census Report/Representation/DPC/MACP/HRA/ Personal files |
| 30 | Mr. Lima Imsong,LDA | Matters relating to PI System/Maintenance of all Electronic Items & Records/ To assist Asstt. Engg.(Elect.) |
| **Development Branch** |
| 31 | Mrs. Visosano, Superintendent. | (a) General Correspondence of all subject matter relating to Development Branch.(b) Maintenance of the office discipline/ attendance of the staff and disciplinary action against the staff in the Development Branch.(b) Maintenance of casual leave/earned leave(d) RTI/Assembly & Audit matters relating to the Branch. |
| 32 | Vacant Asst.Supdt. | To Assist Mr. Tali Imsong, Superintendent(Dev). |
| 33 | Mr. Watinungsang, U.D.A |  Attached to ADI (PMEGP), PMEGP, Self Employment Scheme, 20 point programme, NABARD,  |
| 34 | Mr.David Jemu,UDA | NIRMSC/NIDC/NHHDC/NHL/NMTTCASIDE/NPPC/EPIP/NMP/IIDC & matters relating to all PSU’s |
| 35 | Smti.Lipoksangla, UDA | Exhibition/Publicity & RTI matters |
| 36 | Shri.Hokishe,LDA | Matters relating to Seminar & Training |
| 37 | Mrs. Kekhriengunuo,UDA | Border Trade, NSDZ/SEZ/NMBC/SSI/Industrial Policy/YOE/NABARD/NEC Scheme, |
| 38 | Smti. Tiarenla, LDA | General Correspondence for all Matters relating to NTTC/IIDC/Urban HAAT/CSS/Industrial Estate/ Industrial Zone/EPIP/Industrial Growth Centre/EDP  |
| 39 | Smti.Jongpongpenla, LDA | PMEGP/CMCF/NABARD |
| **DIC/Sub-DIC** |
| 40 | Mr. P. Meren, UDA | General Correspondence for all Matters relating to DIC’s & Sub-DIC’s |
| 41 | Smti.Imtizungla Jamir, LDA | To assist Mr.P.Meren, UDA |
| **Legal Branch** |
| 42 | Mr. Lipoktemsu, LDA | All Matters relating to legal activities and attached to Mr. Toky Chishi, Asstt. Dir (Legal) |
| 43 | Mr.Sochothamei, LDA | To assist Asst.Director (Legal) |
| **Handloom & Handicraft** |
| 44 | Mrs. Kilentsungla,Asst. Supdt | General Correspondence relating to Handloom & Handicraft Branch/ Matters relating to PPS, M.I, IHPS/RTI/Assembly and Lok Sabha Questions /Audit/ CHDS, Handloom Census. |
| 45 | Smti.Benny Khing | Handloom Clusters/All matters related to GOI/HIS/RSBY/Expo/MSME. |
| 46 | Mr.Hukato, LDA | Matters relating to Weavers Credit Card, Textile, Garment Apparel/Handloom/Marketing/NERTPS/RRR. |
| **Under Subsidy/Incentives** |
| 47 | Mr. VechothiyiStore Keeper | To maintain all records of Capital Investment & Transport Subsidy |
| 48 | Mr. ChungshuS.k | To maintain all records of Man power/State Industrial Policy Incentives |
| **CONSTRUCTION WING** |
| 49 | Vacant | (a) Overall Incharge and supervision of the Engineering wing(b) Maintenance of Office discipline/attendance /disciplinary action(c) Maintenance of Service Book/ Personal File/ Leave/ RTI/ Assembly matters |
| 50 | Mrs. Hukali,UDA. | Maintenance of Service Book/ Personal File/ Leave Accounts/ Assembly matters relating to Engg. Wing & Districts |
| 51 | Mr. Kelengulie,LDA | All Matters relating to handling of cash under Construction Wing/Maintenance of Cash Book/Pay Bill in respect of Staff & Work Charge/Reconciliation with Treasuries & Accounts/Collection of T.V No. under the wing. |
| 52 | Mr. Ketohokho,LDA | Transfer & Posting/Appointment/Pension related matters |
| **Accounts Branch** |
| 53 | Mrs. Kheheli,Asstt. Supdt. | (b) All matters relating to audit /Scrutiny of all Contingency bills claims of the District establishment and any matter not allotted to the staffs.(c) RTI ,Audit & Assembly matters relating to the branch. |
| 54 | Mr. Thejao Mepfuo, UDA,Cashier | All matters relating to handling of Cash, maintenance of Cash book & register records. Reconciliation of Directorate expenditure with Treasuries and collection of T.V.numbers. |
| 55 | Mr.Sekingchem Sangtam,LDA | Monitoring of budget and preparation of all pay bills & Contingency bills under the Head of Accounts 001(1)-Direction against Non- Plan, including contingency bills under major Head of Account 2552-NEA related |
| 56 | Mr. Methavituo Tsukru, IoI | Monitoring of budget and preparation of all pay bills & Contingency bills under the Head of Accounts 001(1)-Direction against Non- Plan, including contingency bills under major Head of Account 2851-VSI where specific Head of Accounts is not allotted to any other. Account matters relating to GPF, Fixed pay & Food Processing matters. |
| 57 | Mr. Moanochet Amer,UDA |  Monitoring of budget and preparation of all pay bills & Contingency bills under the Head of Accounts 004(1)-M. Org. 200(2) Eco-Plant, 200(3) – Exhibition , 4859-02- Electronics including Head of Account 860. |
| 58 | Smti.Lempangla Phom, LDA | To assist Mr. Moanochet UDA |
| 59 | Mr. L. Moa Tsudir, UDA | All matters relating to Budget, Planning & Monitoring of expenditure with A.G. Attached to the Budget Branch and to assist in the preparation of Various Bills in the Accounts branch. |
| **STENOGRAPHER** |
| 60 | Mrs. Khevili, Sr. P.A | Attached to Director (Confidential) |
| 61 | Miss. Sentila | Attached to Addl. Director  |
| 62 | Mrs. Tzukjemlemla | Attached to Dy. Director (Enng) |
| 63 | Mr. S.T. Wapang | Attached to Jt. Director (Dev) |
| 64 | Mrs. Neilavonuo | Attached to Jt.Director (Adm) |
| 65 | Mr. Limatizük | Attached to Dy. Director |
| 66 | Miss Vili A. Chishi | Attached to Director  |
| 67 | Miss. Alemsenla Longchar | Attached to E.E (Const). |
|  |  |  |
| **TYPIST** |
| 68 | Mrs. Vakrale, Sr. Grade | Attached to Establishment Branch |
| 69 | Mrs. Toshinaro, Special Grade | Attached to Establishment Branch |
| 70 | Mrs. Towasenla, Sr. Grade | Attached to Accounts Branch |
| 71 | Mrs. Thsaotingla, Special Grade | Attached to Development Branch |
| 72 | Mrs. Nokentula, Gr-II | Attached to Development Branch. |
| 73 | Mrs. Watinaro, Gr-I | Attached to License Branch |
|  |  |  |
| **EPABX SECTION** |
| 74 | Mr. Seyielie Tepa, Artist | Matters relating to all Art & Graphic Works |
| 75 | Mr. Tiasosang | To assist Mr. Seyielie Tepa, Artist |
| 76 | Mr. Bensilo Seb, Photographer | Photographer |
| 77 | Mr. Mathew Apon, Helper | To assist the Photographer |
| 78 | Miss ShikaliTelephone Operator | Attached to EPABX Section  |
| 79 | Mr. Vihoi AwomiTelephone Operator | Supervision of all Telephone in Office & Officer’s Residence |
| 80 | Mr. ThepfuruokuoElectrician | Repair & maintenance of all electrical works in the Office & Quarters. |
| 81 | Mr. Pukhavi KElectrician | Repair & maintenance of all electrical works in the Office & Quarters. |
| **PEON** |
| **Sl. No.** | **Name** | **Attachment** |
| 1 | Aonungsang | Development |
| 2 | Kiran Bahadur | Director |
| 3 | Imtinungba | Accounts Branch |
| 4 | Ketsungulie | Addl. Director (Adm) |
| 5 | Inazhe Sema | Addl. Director (Dev) |
| 6 | Nungshimayang | Dy. Director (Dev) |
| 7 | Taonginba | Dy. Director  |
| 8 | Kezhakietuo Kire | Director  |
| 9 | Satuo Pielie | Dy. Director (Food Processing) |
| 10 | Anita Nyuthe | Dy. Director (Exh. & APIO) |
| 11 | Mangyangnokcha | Dy. Director (Engg.) |
| 12 | Salangnaro Lkr | Dy. Director (Nodal Officer) |
| 13 | Shanpen Konyak | Transport Subsidy Branch |
| 14 | Ketousielie | Registrar |
| 15 | Pututangit | Pension Branch |
| 16 | Khriebeizo Kelio | Adi (Adm.) |
| 17 | Imnatula | DDO |
| 18 | Tajenkumla | Estt. Branch |
| 19 | Meuku Ilunglung | Jt. Director(Dev) |
| 20 | Thorie | Sr. A.O |
| 21 | Kevisekuo | Room No. 38, 40,42 |
| 22 | Tsaroba Sangtam | Chowkidar |
| 23 | Kielietuo Mepfuo | Room No. 39, 41 |
| 24 | Temsuienla | Estt. Branch |
| 25 | Razou | M.D (NFP,NSMC) |
| 26 | A. Phutoli Sumi | Accounts Branch |
| 27 | M.K. Meren | Dak Runner |
| 28 | Kedulhou (Duftry) | Treasury, Bank Duty |
| 29 | S. Moarenla | Parl. Secretary |
| 30 | Yangersangla | Parl. Secretary |
| 31 | Temsusashi | Handloom Branch |
| 32 | Rebica Shohe | Dev. Branch |
| 33 | Holito | Director |
| 34 | Tinusenla | Estt. Branch |
| 35 | Temsuinla | Fixed Paid Peon  |
| 36 | Limatoshi Imchen | E.E |

**Manual-III**

**THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

As per charter of duties and works assignment shown at Manual IV, however the final authority lies with the Director.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Activity** | **Level of action** | **Time frame** |
| 1 | Establishment | Director> Receipt >Addl.Dir.> Registrar> Supdt.>UDA/LDA> Supdt.>Registrar>Deputy> Jt.Dir>Addl.Dir>Director |   |
| 2 | Planning matters | Director > Receipt > Addl.Dir > Jt.Dir > Dy.Dir > Supdt. > UDA/LDA > Supdt. > Registrar > Dy.Dir > Jt. D > Addl.D > Director. |   |
| 3 | Accounts & Budget | Director > Receipt > Addl.Dir > DDO > Sr.A.O. > Supdt. > Acctt. > vice versa > Acctt. > Supdt. > Sr. A.O. > DDO > Addl.Dir > Director. |   |
| 4 | Development | Director > Receipt> Addl.Dir > Prog.Off.> Subordinate staffs > Supdt. > Prog.Off. > Sr. A.O. > Addl.Dir > Director > District & Sub-Div. for implementation. |   |
| 5 | Transport | Director > Receipt > Addl.Dir > Prog. Off. > Subordinate staff >vice versa |   |
| 6 | Stat./Census | Director > Receipt > Addl.Dir > Prog.Off. > Subordinate staffs > vice versa > Distirct & Sub-Divs. For implementation. |   |
| 7 | Civil Works | Director > Receipt > Addl.Dir  - E.E. > SDO > J.E/S.O > vice versa > Districts & Sub-Divs. For implementation. |   |

**Manual-IV**

**Norms set for discharge of its functions:**

**Tender process**

1. Technical approval from competent authority
2. Administrative approval from Govt.
3. Notice Inviting Tender (NIT)
4. Opening of tender on the appointed day
5. Preparation of comparative statement (CS) and approval of tender rate from the competent authority
6. Issuing of Work Order (W/O) for execution of works.

**Training Selection Process**

1. Advertisement/Notification in local dailies
2. Collection of application forms
3. Interview both written and oral
4. Notification of selected applicants
5. Admission/forwarding of selected names to the concerned institution

**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:**

|  |  |  |
| --- | --- | --- |
| **Name / Title of documents** | **Type of documents with brief description** | **From where one get copy** |
| North East Industrial & Investment Promotion Policy 2007 | Policy document.Industrial Policy for the 7(seven) North Eastern States including Sikkim providing package of incentives for industrial development to help the region to develop their industries to come up at par with the rest of the country. |   Address : The Director of Industries & Commerce, Wokha Road, Near Kohima Bible College, Kohima 797001. |
| Nagaland Khadi & Village Industries Board Act 1972 | Act. |
| 15% Price Preference Scheme in Govt. Store Purchase Rules  | Rules |
| MSME Act 2006 | Act |
| Nagaland Industries Service Rules 1986 | Rules |
| State Industrial Policy 2000 | To facilitate rapid and sustained industrial development in the State through enhanced investment, an investor friendly environment, provision of infrastructure and institutional support, attractive incentive package and optimum utilization of existing resources in order to gainfully exploit emerging opportunities in the national and international markets and  generate substantial income and employment avenues for the people of Nagaland |
| 15% Price Preference in Govt. Store Purchase Scheme | To encourage growth of Industries especially Small Scale and Cottage Industries in the State, 15% price preference is provided all local manufacturing units in the Govt. tenders/purchases. |
|  Fees charge by the department for a copy ofRules, Regulation, Instruction Manual and Records (If any). |   |  Rs. 50/- per copy for Industrial Policy booklet. |

**Manual-VI**

 **A Statement of the Categories of documents that are held by it or under its control****:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.****No.** | **Category of****the document** | **Name of the document and its Introduction in one line** | **Procedure to obtain the document** | **Held by/****under control of** |
| 1.         | Certificates | Final Eligibility certificate-for availing state subsidy for SSI Units. | Applications should be forwarded from respective DICs attached with all the required documents, which will be instructed by the DIC concerned. | Director |
| 2.         | Certificates | Permanent Registration for Registration of SSI Units. | - do-  | - do - |
| 3.         | Certificates | Pre-Registration-for availing Central subsidies for both SSI and Large & Medium Scale Units. | - do -  | - do - |
| 4.         | Deed | Lease Deed for land allotment In Indl. Areas/ Ind. Estates or EPIP or growth Centre. | Single Window Agency Approval.Land Allotment Committee approval.Land TransferCommittee Meeting. | -do- |

**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 administration****:**

Such Policy does not exist.

**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 MEETINGS OF THOSE BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC****:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** **No.** | **Name of Committee/****Board** |  **Constitution of the Committee/ Board** |  **Duties & responsibilities** |
| 1 | ACP Committee | 1. Director- Chairman2. P & AR representative-Member3. Under Secretary( I&C)- Member4. Sr. Accounts Officer- Member Secy.5. Representative of Finance Dept.  |  Award of ACP to staff as per the rules laid down by the Finace/P & AR depts. |
| 2 | Accommodation Committee | 1. Addl. Director- Chairman2. Jt. Director- Member3. Executive Engineer- Member4. Asst. Director- Member Secy.5. Registrar- Member |  For allotment of Govt.  quarters for officers and staff. |
| 3 | Vehicle Condemnation Board | 1.Com. & Secy (I & C)- Chairman2. Jt./Dy. Secy (TPT)- Member3. Mech. Engr.- Member4. Auto. Engr.(Tpt)- Member5. Director- Member Secy. | To decide on the condemnation of Govt. vehicles as per the rules  & norms laid down by the Transport & Communication Dept. |

**Committees under State Industrial Policy-2000:**
**State Level Industrial Facilitation Committee:**

* 1. Chief Secretary                                         Chairman
	2. Secretary, Industries Department               Member
	3. Secretary, Finance Deptt.                           Member
	4. Secretary, Labour Deptt.                            Member
	5. Secretary, Power Deptt.                             Member
	6. Managing Director, NIDC                            Member
	7. Director of Industries & Commerce              Member-Secretary

**Directorate Level Industrial Facilitation Committee:**

1. Secretary, Industries & Commerce Department      Chairman
2. Secretary, Finance Department                             Member
3. Commissioner of Taxes                                         Member
4. Director of Employment & Craftsmen Training        Member
5. Director of Industries & Commerce                        Member
6. Managing Director, NIDC                                      Member
7. Additional Director of Industries & Commerce        Member-Secretary

**District Level Industrial Facilitation Committee:**

1. Deputy Commissioner of the District                       Chairman
2. Additional Director of Industries & Commerce          Vice-Chairman
3. Supdt. of Taxes(incharge of the District)                 Member
4. Lead Bank Manager (Concerned District)                 Member
5. General Manager, NIDC                                         Member
6. Employment Officer of the District                          Member
7. Executive Engineer (Power)                                   Member
8. General Manager, DIC                                           Member-Secretary

**Sales Tax Exemption Facilitation Committee:**

1. Development Commissioner                                    Chairman
2. Principal Secretary (Industries)                                Member
3. Finance Commissioner                                             Member
4. Commissioner of Taxes                                            Member
5. Director (Industries)                                                Member-Secretary

**State Level Project Committee (SLPC) for Handloom Development**

1. Director of Industries                                                        Chairman
2. Managing Director, NHHDC                                                Member
3. President, Nagaland Weavers Association                            Member
4. Representative from SWU Exporters                                   Member
5. Representative from SHG working in Handloom Sector         Member
6. Representative from Weavers’ Service Centre, Imphal         Member
7. Jt. Director of Industries (Handlooms)                                 Member Secretary

**Members of Departmental Promotion Committee (Class-I)**

|  |  |  |
| --- | --- | --- |
| 1.  | Chairman, NPSC or Member of NPSC nominated by Chairman | Chairman |
| 2. | One member nominated by Chairman | Member |
| 3.  | Chief Secretary, Nagaland or One Senior Officer not below the rank of Commissioner & Secretary | Member |
| 4. | Secretary (P&AR) | Member |
| 5. | Secretary (Ind. & Com.) | Member Secy. |
| 6. | Head of the Department | Member |

**Members of Departmental Promotion Committee (Non-Gazetted)**

1. Director of Industries & Commerce                                     Chairman
2. Deputy Secretary (P&AR)                                                   Member
3. Deputy Secretary (Ind. & Com.)                                         Member
4. Addl. Director/Jt. Director (Ind. & Com.)                             Member Secretary

**Manual-IX**

**Directory of its officers & employees.**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name & Address | Designation | Mobile/Landline |
| 1. | Kekhrievor Kevichusa | Commissioner &Secretary  | 943600925 |
| 2. | K.Hokishe Assumi | Director | 908982997 |
| 3. | Shri. T. Moawati | Jt. Director (Dev) | 9436218021 |
| 4. | T. Onenth Jamir  | Dy. Director (Nodal) | 9436010151 |
| 5. | Y. Lipongse Thongtsar  | Dy. Director (Engg)  | 9436001271 |
| 6 | Khrielie Peseyie  | Dy. Director(Food) | 9436009838 |
| 7 | Temsu Longkumer  | Sr. A.O. | 9863173251 |
| 8 | Zakielatuo Yiese | Food Technologist | 8974744481 |
| 9 | Er. Kenyunile T. Lorin  | Project Manager  | 9856549322 |
| 10 | Atula Lemtor  | Asstt. Director (H/H) | 9436011028 |
| 11 | Cholzo Sophie  | Asstt. Director (Dev) | 9436000426 |
| 12 | Y. Hutovi Chisho  | Asstt. Director(MSME) | 9436072320 |
| 13 | L.Pongken Phom | Asstt. Director (PMEGP) | 8415007166 |
| 14 | Heinamgwangbe Nsarangbe | Asstt. Director (ECI.) | 9436208032 |
| 15 | Er. Keneirienuo  | Asstt. Director (Tech.)  | 9856071150 |
| 16 | Er. Asenla Walling | Asstt. Engineer (Elec.) | 9612162697 |
| 17 | Er. N. Toky Chishi | Asstt. Director (Tpt.)  | 9436074791 |
| 18 | Chaidok Phom  | Asstt.Director(Adm) | 9436437504 |
| 19 | Kheto L. Yeptho | Supdt. (EP) | 9612422313 |
| 20 | Hokheshe Zhimomi | Production Manager | 9402679512 |
| 21 | Kanato Zhimomi | Production Manager | 9615468751 |
| 22 | Smti.Kevirheineiu  | Registrar | 9877037819 |
| **DIC’s** |
| 1. | A.Temjen Jamir | General Manager, Kohima | 9436016570 |
| 2. | P.Tokugha | General Manager,Dimapur | 9436012428 |
| 3. | T. Lipokwati Ao | General Manager,Mokokchung | 9436018191 |
| 4. | Nchumbemo Patton | General Manager,Wokha | 9436077131 |
| 5. | Yevukhu Chophy | General Manager, Tuensang | 9436267031 |
| 6. | S. Akheto Sumi | General Manager, Zunheboto | 8974039371 |
| 7. | W. C. Konyak | General Manager, Mon | 9612637586 |
| 8. | Chubamaong | General Manager, Peren | 9436609424 |
| 9. | Sukhonlal Langthasa  | General Manager, Kiphire | 9436200101 |
| 10. | S. Akhaba Sangtam | General Manager, Longleng | 9436064702 |
| 11. | Imliwabang | General Manager,Chozuba | 9862868572 |
| **Sub-DIC’s** |
| 1. | Hojeto K. Suqhe | Functional ManagerSub-DIC, Pughoboto | 8974465323 |
| 2. | N.Hetoi Yeptho | Functional ManagerSub-DIC, Aghunato | 9436210302 |
| 3. | V.Toyili Shikhu | Functional ManagerSub-DIC, Phek | 8556536385 |
| 4. | Yantso Ezung | Functional ManagerSub-DIC, Noklak | 9436607501 |
| 5. | Vikheto Yeptho | Functional ManagerSub-DIC, Tseminyu | 9402201794 |
| 6. | Francis Hekavi | Functional ManagerSub-DIC, Niuland | 9436060728 |
| 7. | Myinthungo Kikon | Functional ManagerSub-DIC, Tizit | 9436612969 |
| 8. | Ahunle Tep | Functional ManagerSub-DIC, Bhandari | 9436071050 |
| 9. | B. Asangla | Functional ManagerSub-DIC,Mangkolemba | 9436076899 |
| 10. | Temjenmeren Ao | Functional ManagerSub-DIC, Meluri | 9852400157 |
| 11. | Amrit Giri | Functional ManagerSub-DIC,Tuli | 8729810689 |
| 12. | K. Kivuto Sema | Functional ManagerSub-DIC, Atoizu | 9436262211 |