

ANNEXURE-II

RTI DISCLOSURE UNDER SECTION 4 (i) (b) OF THE RIGHT TO INFORMATION ACT, 2005

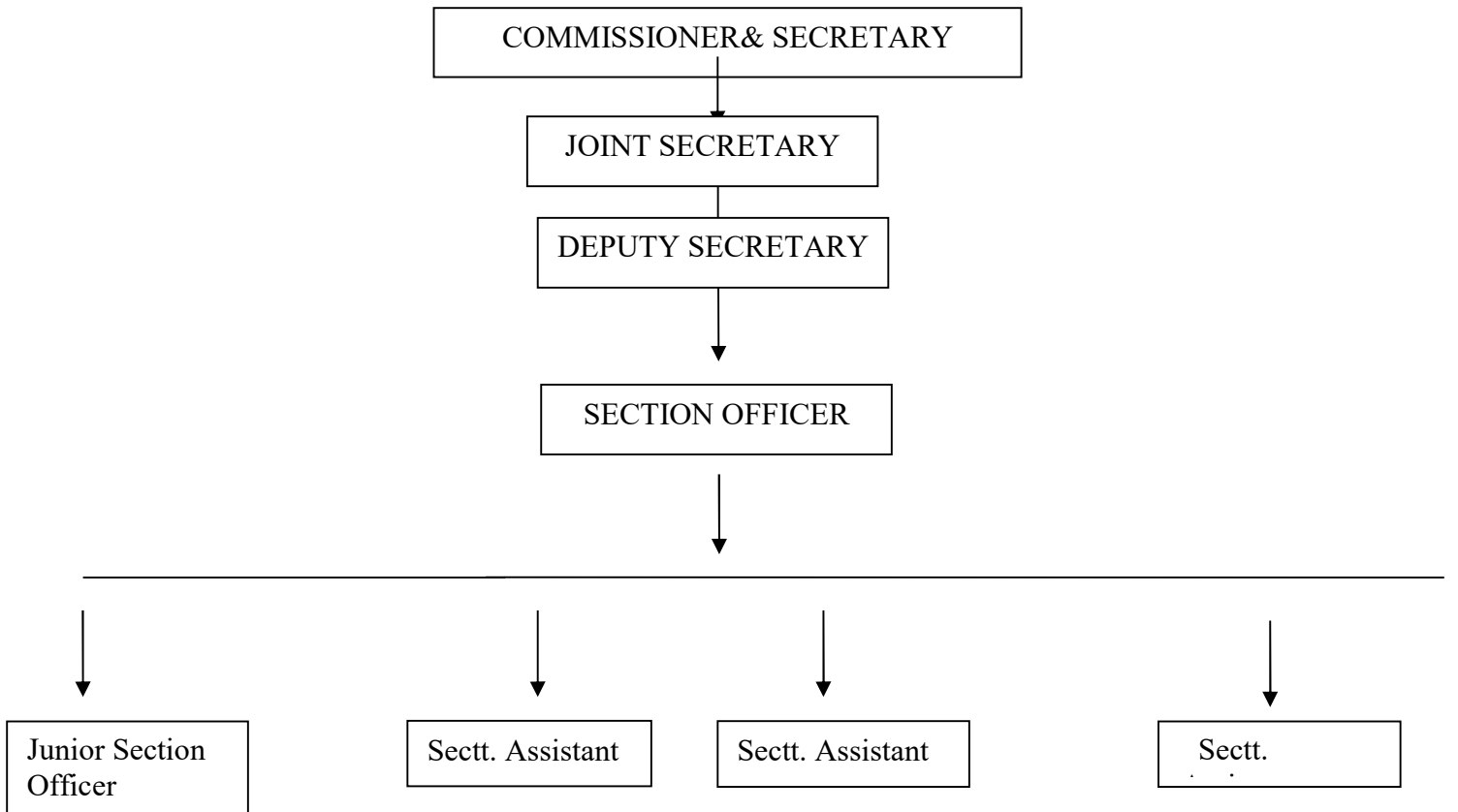
LABOUR & EMPLOYMENT
SKILL DEVELOPMENT & ENTREPRENEURSHIP DEPARTMENT
NAGALAND, KOHIMA.

SECRETARIAT LEVEL
(2017-18)

1. PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES: *Same as Directorate Level.*

- 1. Introduction:** *Same as Directorate Level.*
- 2. Name of the organization:** Labour & Employment, Skill Development & Entrepreneurship Department, Nagaland- Kohima.
- 3. Address with location:** Labour & Employment, Skill Development & Entrepreneurship Department
Nagaland Civil Secretariat,
Kohima- 797004
Nagaland
- 4. Phone/ Fax:** n/a
- 5. Vision for the 12th Five Year Plan:** *Same as Directorate Level.*
- 6. Approach for 12th Plan:** *Same as Directorate Level.*
- 7. Strategy for 12th Plan:** *Same as Directorate Level.*
- 8. Objectives for 12th Plan:** *Same as Directorate Level.*
- 9. Activities / Functions of the organization:** *Same as Directorate Level.*
- 11. Office timing:** 9:30 A.M to 4:30 P.M. (Summer)
9:00 A.M to 4:00 P.M. (Winter)
- 12. Restriction to visitors on specified dates:** Wednesday

13. ORGANIZATIONAL STRUCTURE AT SECRETARIAT LEVEL



2. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

A. DETAILS OF POWERS AND DUTIES OF OFFICERS AND STAFFS:

SL. NO.	NAME & DESIGNATION	POWERS				DUTIES
		Administrative	Financial	Statutory	Others	
1.	Smti. Anenla T Sato Commr. & Secretary					Administrative Head of the Department.
2.	Shri. Anthony Ngully Joint Secretary					Assisting the Commr. & Secretary in supervising all matters relating to the Department.
3.	Shri. Mudongoyi Chuzho Deputy Secretary					Branch Officer and supervision of the Branch
4.	Shri. Lanuyapang Section Officer					All subject matter pertaining to the Department and to supervise the Branch.
5.	Shri. M Nyangpong Konyak Junior section Officer					All Establishment matters/Budget Plan & Non-Plan Implementation, Assembly/ Parliament/ PAC/CAG/RTI pertaining to Directorate of Employment, Skill Development & Entrepreneurship & any other assignment entrusted by authority.
6.	Smti. Wantimongla Nungsang Sectt. Assistant					All Central Ministry Correspondence / Acts & Laws / RTI/Motor Vehicle,ESIS/Chief Secretary pending list/EPFO/ Assembly Questions/Parliament Questions/ Court cases/Writ petition & appeals & any other assignment entrusted by authority.

7.	Shri. Salie Koza Sectt. Assistant					All Establishment matters pertaining to Craftsmen Training, and all Central Ministry Schemes pertaining to Training/ Motor Vehicle & any other assignment by authority.
8.	Shri. Man-ie Phom Sectt. Assistant					All Establishment matters/Budget Plan & Non-Plan Implementation /PAC/CAG pertaining to Directorate of Labour & any other assignment entrusted by authority.
9.	Smti. Kilensenla Typist (Grade-I)					To Assist the Assistant in all Typing Works, Diarist & Dispatch.
10.	Smti. Neisevonuo(Contract) Typist					To Assist the Assistant in all Typing Works, Diarist & Dispatch.
11.	Shri, Likokyongdang Peon.					Handle office files and deliver message information and letters.
12.	Shri, Keviselhou Peon					Handle office files and deliver message information and letters.
13.	Smti. Oreno Lotha Peon					Attached to Joint Secretary.
14.	Shri. Aledi Savi Peon					Attached to Branch

3. THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

Sl. No	Activity	Level of action	Time frame
1	Establishment matters	Commr. & Secretary - Joint Secy - Deputy Secy. - S.O. - Receipt -S.A - S.O. - Deputy Secy. - Joint Secy - Commr.& Secy.	Depending on the subject matter and merit of the case.
2	Planning matters	Commr. & Secretary - Joint Secy - Deputy Secy. - S.O. - Receipt -S.A - S.O. - Deputy Secy. - Joint Secy - Commr.& Secy.	-do-
3	Accounts	Commr. & Secretary - Joint Secy - Deputy Secy. - S.O. - Receipt -S.A - S.O. - Deputy Secy. - Joint Secy - Commr.& Secy.	-do-
4	Development	Commr. & Secretary - Joint Secy - Deputy Secy. - S.O. - Receipt -S.A - S.O. - Deputy Secy. - Joint Secy - Commr.& Secy.	-do-
5	Transport	Commr. & Secretary - Joint Secy - Deputy Secy- S.O. - Receipt -S.A - S.O. - Deputy Secy. - Joint Secy - Commr.& Secy.	-do-
6	Extension	Commr. & Secretary - Joint Secy - Deputy Secy. - S.O. - Receipt -S.A - S.O.- Deputy Secy - Joint Secy - Commr.& Secy.	-do-
7	Statistics	Commr. & Secretary - Joint Secy - Deputy Secy. - S.O. - Receipt -S.A - S.O. - Deputy Secy - Joint Secy - Commr.& Secy.	-do-
8	Works	Commr. & Secretary - Joint Secy - Deputy Secy. - S.O. - Receipt -S.A - S.O. - Deputy Secy - Joint Secy - Commr.& Secy.	-do-

- Administrative Decision- Commr. & Secretary
- Financial Decision- Commr. & Secretary
- Channel of Supervision- Commr. & Secretary
- Accountability-Commr. & Secretary
- With whom/ authority the final decision lies? –Commr.& Secretary

4. NORMS FOR DISCHARGE OF FUNCTIONS [SECTION 4(1) (B) (IV)]

- Nature of functions/ services offered
- Norms/standards for functions / service delivery
- Time-limits for achieving the targets
- Reference document prescribing the norms.

The Department does not operate any activities or programmes except dealing with policies and other service matters. The Department caters to the needs of various missions and duties of the Department.

5. THE RULES, REGULATIONS, INSTRUCTIONS, 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 gist of the document	From where one can get a copy (Name / Phone No./ Fax/ E-mail/ address, etc.	Fee charges by the Department for a copy to rules, regulations, instructions, manual & records (if any) or the price in case of priced publication
	<i>Same as Directorate Level including Nagaland Secretariat Service Rules.</i>				

6. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

Sl. No	Name/ nature/ category of the document	Name of the documents & its introduction in one line	Procedure to obtain the document	Held by/ under control of
	<i>Same as Directorate Level.</i>			

7. 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.

Same as Directorate Level.

8. 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, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

Same as Directorate Level.

9. DIRECTORY OF OFFICERS AND EMPLOYEES UNDER LABOUR & EMPLOYMENT DEPARTMENT, NAGALAND, KOHIMA.

Secretariat level:

A DIRECTORY OF OFFICERS AND EMPLOYEES IN RESPECT OF LABOUR & EMPLOYMENT DEPARTMENT

Sl.No	Name	Designation	Phone No		Fax	E mail	Address
			Office	Home / Mobile			
1	Smti.Anenla T Sato	Commr. & Secretary	-	9436002050	-	-	Labour & Employment Department. Nagaland Civil Secretariat, Kohima-797004
3	Shri. Anthony Ngully	Joint Secretary		9436009188			
4	Shri. Mudongoyi Chuzou	Deputy Secretary		9402007475			
6	Shri. Lanuyapang	Section Officer		9436067289			
7	Shri. Salie Koza	Sectt. Assistant		9436005106			
8	Shri. M Nyangpong, Konyak	Junior Section Officer		9862073823			
9	Smti. Wantimongla Nungsang	Sectt. Assistant		9436612378			
10	Shri. Manie Phom	Sectt. Assistant		9862376243			
12	Smti. Kilensenla	Typist		9856230415			
13	Smti. Neisevonuo	Typist					
15	Shri. Likokyongdang	Peon		9774937014			
17	Shri, Keviselhou	Peon					
18	Smti. Oreno	Peon		8575451232			
19	Shri. Aledi Savi	Peon					

10. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS.

Sl. No	Name	Designation	Monthly remuneration	Compensatory Allowance	The procedure to determine the remuneration as given in the regulation
<p><i>The monthly remuneration in respect of Officers and staff working in the Nagaland Civil Secretariat including the Officers and Staff under the Labour & Employment, Branch in the Nagaland Civil Secretariat is controlled by the Home Department (Bill & Cash Branch), Nagaland Civil Secretariat, Kohima.</i></p> <p><i>Hence, the details may be obtained from the Home Department (Bill & Cash Branch) in a consolidated form in respect of the entire officers and staff under the Nagaland Civil Secretariat.</i></p>					

11. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

Same as Directorate Level.

12. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES:

SI No/ Code	Beneficiary Name	Amount of subsidy	Parent/ Guardians	Criteria of selection	Address			
					District	City	Town/ Village	House No.
NIL								

13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT:

Same as Directorate Level.

14. DETAILS OF INFORMATION AVAILABLE IN ELECTRONIC FORMAT:

Same as Directorate Level

15. PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION:

Same as Directorate Level

16. THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Name of the Public Authority: Labour & Employment Department (Secretariat Level)

a) Departmental Appellate Authority (DAA)

Sl. No	Name	Designation	Phone No.		
			-	Home	Mobile
1	Smti.Anenla T Sato	Commr. & Secretary	-	-	943600205

b) Public Information Officers(s) (PIO)

Sl. No	Name	Designation	Phone No.		
			Office	Home	Mobile
1	Shri. Mudongoyi Chuzou	Deputy Secretary		-	9402007475

c) Assistant Public Information Officers(s) (APIO)

Sl. No	Name	Designation	Phone No.		
			Office	Home	Mobile
1.	Shri. Lanuyapang	Section Officer		-	9436067289

17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR:

Same as Directorate Level

