

**RIGHT TO INFORMATION ACT 2005**

***Section 4 (1) (b) i- xvii of Right to Information***

**RTI Act 2005 Manual I – XVII Version 1.0**



**LAND**

**DIRECTORATE OF  
RESOURCES**

**NAGALAND :: KOHIMA.**

**(For the year 2017-18)**

**Prepared by: Deputy Director (Training) & PIO,  
Reviewed by: Additional Director (Administration)  
Approved by: Director**

**DIRECTORATE OF LAND RESOURCES,  
NAGALAND:: KOHIMA.**

**RIGHT TO INFORMATION ACT 2005  
RTI Act Section 4 (1) (b) i-xvii (17 Manuals)**

**MANUAL-I**

**Section 4 (1) (b) (i) of Right to Information Act 2005  
(Particulars of Organization, Functions & Duties)**

**THE PARTICULARS, FUNCTIONS AND ACTIVITIES OF THE DEPARTMENT OF LAND  
RESOURCES, NAGALAND.**

With a view of ensuring specific focus and commitment towards implementation of Centrally Sponsored Scheme (CSS) called Integrated Wasteland Development Programme (IWDP), the State Government created Land Resources Department (erstwhile Wastelands Development Department) with separate Head of Account which was notified vide NO.AR/O&M/2/93, dated 14-9-1993. The main objective of the Department is to evolving integrated strategies' for better utilization of the natural resources base and take up activities aimed at reaching the degraded lands and increasing productivity, creating employment opportunities, raising rural incomes and living standard, restoring ecological balance and thereby promoting over-all economic development and sustainable basis to fulfill these objectives, various schemes are being implemented by the Department.

## **ORGANIZATIONAL STRUCTURE**

### **STATE LEVEL**

#### **Secretariat:-**

- Minister
- Secretary
- Joint Secretary
- Deputy Secretary
- Under Secretary
- Section Officer
- Junior Section Officer
- Secretariat Assistant.

#### **I. DIRECTORATE:**

##### **A. Officers and Technical post:**

1. Director	1 No.	(Regular)
2. Addl. Director	1 No.	(Regular)
3. Joint Director	2 Nos.	(Regular)
4. Deputy Director	3 Nos.	(Regular)
5. Accounts officer	1 No.	(Regular)
6. Project Officer	2 Nos.	(Regular)
7. Junior Engineer	1 No.	(Regular)

##### **B. Ministerial Staff:**

1. Registrar	1 No.	(Regular)
2. Superintendent	1 No.	(Regular)
3. Assistant Superintendent	1 No.	(Regular)
4. U.D.A	1 No.	(Regular)
5. L.D.A cum Computer Asstt.	5 Nos.	(Regular)

#### **II. DISTRICT LEVEL:**

##### **A. Officers and Technical Staff:**

1. District Project Officer	6 Nos.	(Regular)
2. Assistant Project Officer	7 Nos.	(Regular)

#### **ADDRESS:**

**DIRECTORATE OF LAND RESOURCES  
NAGALAND : KOHIMA  
NEW CAPITAL COMPLEX  
KOHIMA : 797003  
PHONE : 0370-2270192**

**FAX : 0370-2270192**

**OFFICE TIMINGS:**

The office timings are same as other State Government offices i.e. :

Summer - 9:30 AM - 4:30 PM

Winter - 9:00 AM - 4:00 PM

**INTRODUCTION:**

The Department of Land Resources (erstwhile Wastelands) was created on 14<sup>th</sup> September 1993 without creating a single post for the new Department. The Department was initially started functioning with few Officers and 2 (two) Ministerial staff polled from Agri and Allied Department along with their post and later permanently absorbed with the creation of separate cadre for the Department. The Department has now attained 25 (twenty five) years of its existence yet, the entire Department is still manned by 55 regular staff and 93 casual employees.

In spite of not providing adequate or even the bare minimum required strength of staff, the Department has entrusted to implement the following centrally sponsored schemes and state developmental programmes as summarized below:-

**ACTIVITIES OF THE DEPARTMENT:**

**1. PRADHAN MANTRI KRISHI SINCHAYEE YOJANA (PMKSY) WATERSHED**

**DEVELOPMENT COMPONENT (erstwhile IWMP):-** The Department has been implementing watershed programmes in the state including Pradhan Mantri Krishi Sinchayee Yojana-Watershed Development Component (PMSKY-WDC), a flagship programme of the Ministry of Rural Development, Department of Land Resources, Govt. of India since 2009-10. The programme has made remarkable achievements in increasing vegetative cover, soil and moisture conservation and improving economy of the community and livelihoods.

**2. RUBBER DEVELOPMENT:** The Department promotes Green economy by implementing Rubber Plantation for ecological, social and economic benefits. A total area of 17,300 Ha. with 76.12 lakh standing trees have so far been developed in the State involving more than 20000 families engaged in jhum cultivation. Presently, 16.00 lakh Rubber trees have already attained tapping stage. The Department has distributed 350 Nos. of rubber sheet roller to the farmers since 2015. The department has also supported rubber growers in construction of 130 Smoke Houses.

**3. COFFEE DEVELOPMENT:** The Department, being the Nodal Department for promotion and development of Coffee in the State, has already explored and established marketing linkage with Nobel Cause Company Pvt. Ltd. a Cape Town, South Africa based Company. **During 2017-18, the first consignment of 7 (seven) metric tonnes (MT) of polished Coffee were exported** to the Company. The Department anticipates exponential increase in harvest from the year 2018-19.

**4. TEA DEVELOPMENT:** Tea is one of the most favorite and staple beverage consumed in Nagaland. Besides the health benefits, it has many other socio-economic and environmental benefits. The Department shall focus on twin tract approach firstly, to reduce the traditional system of slash and burn (jhum) system of cultivation by providing a better form of settled farming. Secondly, The Department plans to expand to all the Districts to achieve self - sufficiency to meet the domestic requirements, as tea can be processed locally and organically for their own consumption, which otherwise is imported from outside , causing huge drainage of fund from the state. Climatically tea is suitable in many parts of the state; however, the department shall initially focus in the foothill areas

bordering Assam, where their excess products are easily sold to nearby factories ensuring alternate livelihoods. The Department shall take up Tea plantation in collaboration with Tea Board of India, where the Departments responsibilities shall be to provide saplings to the growers and the remaining maintenance and labour cost shall be borne by Tea Board of India and the farmers.

**5. RESOURCES CENTRE:-**The department has established a **Resource Centre at Ruzaphema**, Dimapur district in 2010 with a view to impart research and training for officers appointed against CSS. It has grown to become a learning centre with an affiliation to Indira Gandhi National Open University (IGNOU) for Diploma Course in Watershed Development.

**6. SPRINGSHED DEVELOPMENT:-** The NABARD has approved the proposal of the Department for treatment of 1800 Ha. Of Springshed in the districts namely, Zunheboto, Wokha, Mon, Mokokchung, Kohima and Phek under springshed based Watershed Development project during 2017-18 and is now under Pre-project implementation phase. Further, under National Mission for Himalayan Studies (NMHS), a project for inventorization of springs in Khrintomi watershed under Zunheboto district and Chizami watershed under Phek have been approved during 2017-18.

**MANUAL-II**  
**Section 4 (1) (b) (ii) of Right to Information Act 2005**  
Powers and Duties of Officers and Employees  
**Details of Duties and Responsibilities of Officers and Employees**

**Secretariat Level**

<b>SL No</b>	<b>Name &amp; Designation</b>	<b>Responsibilities</b>
1.	Shri. Y. Kikheto Sema, IAS, Secretary	Overall Administration Head of the Department.
2.	Shri.Kovi Meyase, Jt Secretary	Over all in-charge of the Department
3.	Shri.W. Ravungo Lotha, Dy.Secretary.	Overall in-charge of the Branch.
4.	Shri. Imtiwapang Ao, Under Secretary	Overall in-charge of the Branch.
5.	Smti. Lily Sangtam, Section Officer.	Supervision of Staff Branch.
6.	Smt. Dzuleno Yhobuh, Junior Section Officer,	Establishment Matters relating to:- a) Appointments/Deputation/Transfer/ b) Up- gradation/Seniority. c) IWMP/PMKSY/CSS. d) Budget (Plan & Non-Plan)/Accounts matter/NEC. e) Expenditure (Plan & Non-Plan)/Vehicle matters. f) Court cases, PAC & CAG matters, RTI. g) Assembly matters & Questions. h) Any other matters not assigned to other Assistants.
5.	Shri.Viwoto, Secretariat Assistant.	Establishment matters:- a) Personal file of Officers/Tour Programme/Training matters/Leave Accounts/Attendance report/APARs of Officers & Staff both Secretariat & Directorate, LRD. b) Correspondence with Agri.&Allied Deptts/RKVY. c) General Correspondance, Budget&C.M/F.M Speech. d) Medical Re-imburement/GPF

		e) Lok Sabha/Rajya Sabha matters&Questions etc. f) AHOD/HODs Meeting.
6.	Smti.Tsingkhochemla,(Typist)	All Typing works in the Department.
7.	Smt.Doulhoukhunuo (Typist)	All Typing works in the Department.
8.	Shri.Yarshilu, Office Peon.	Attached to Deputy Secretary.
9	Smt. Asheli T. Sema, Office Peon	Attached to Joint Secretary
10	Shri.Ikavi G. Chishi, Office Peon	Attached to Branch
11	Smt. Talisenla,Office Peon	Attached to Under Secretary

### **Directorate Level**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Responsibilities</b>
1	Shri. Hoto Yeptho Director	1. Head of the Department 2. All policy & Plan for the Department 3. Supervise and guide Officers and Staff of the Department
2	Shri. T. Renben Lotha Additional Director	1. All files. 2. Supervisory officer-Dimapur & Kohima District.
3	Shri. A.Pangjung Jamir (P) Joint Director	1. Administration 2. Budget & Accounts 3. Transport, RKVY, Rubber, UNDP any other State Schemes 4. Supervisory Officer Longleng & Mokokchung District
4	Shri. Albert Ngullie (P) Deputy Director	1. Planning, PMKSY & SLNA 2. Engineering matters, IT, GIS, Springshed & Coffee 3. Resource Centre, 4. Supervisory Officer- Wokha Dist.
5	Shri. C. Vanchamo Deputy Director	1. Training, Publicity & Extension 2. PIO, RTI, RKVY, Coffee. 3. Drawing & Disbursing Officer (DDO) 5. Supervisory Officer – Tuensang and Phek District
6	Shri. Puvil Kikhi Deputy Director	1. PMSKY, Planning, Rubber, IGNU 2. Springshed, UNDP, Convergence. 3. Supervisory Officer-Kiphire & Peren Dist.
7	Shri.N.Kehie Deputy Director	1. Administration, Transport, Resource Centre. 2. Supervisory Officer – Mon & Zunheboto District
8	Limawati Imsong Sr. Accounts Officer	1. All Matters on Budget, Accounts and Expenditure 2. All Audit related matters 3. GPF Accounts of Group 'D' Employees, Pension 4. Loan, Medical re-imburement bills of all Staff
9	Shri.Neilhoukhoto Project Officer,	1. Transport, Coffee, Nodal Officer to Secretariat.
10	Shri.Imtisungkum Project Officer,	1. RKVY, Springshed, UNDP Scheme
11	Shri. Botovi Sema Registrar	Over all Supervision Of establishment, Cashier.
12	Smti. Temsunaro Superintendent	Over all supervision of establishment

## WORK DISTRIBUTION FOR STAFF

SL. No	Name & Designation	Work Assigned
1	Shri. Rukuvoyi Assistant Superintendent	1. All Establishments matters of Officers & Grade-III 2. Budgets & Accounts 3. NABARD, NEC Schemes 4. To assist Nodal officer to Secretariat
2	Shri. Lashito , U.D.A	1. Contingency Bill 2. All Expenditures, Appropriation Account/C&AG Report
3	Smti. Rongsenungla LDA-cum-Computer Assistant	1. Transport 2. GPF. Pension. 3. All State Schemes.
4	Smti. Koteu LDA-cum-Computer Assistant	1. Establishment matter of Grade-111&Contengency paid employees &Grade IV Staff/Drivers. 2. Stationeries
5	Shri. Zubemo Lotha LDA-cum-Computer Assistant	1. Planning, RTI, Court matters, VIP Speech 2. Coffee, Nodal duties to A.G Office.
6	Shri. Rokobelie LDA-cum-Computer Assistant	1. T.A of Officers & Staff 2. House Rent Allowance of Officer & Directorate Staff
7	Smti. Vitsono LDA-cum-Computer Assistant	1. All Establishment Matters, Personal files of all Officers 2. Annual Administrative Report
8	Smti. Tsepelou LDA-cum-Computer Assistant	1. All pay bills of Officers, all bills& account, Audit.
9	Shri. Kevin LDA-cum-Computer Assistant	1. All IT related matters. 2. Assembly/Parliamentary &ATMA.
10	Shri. Kaiko LDA-cum-Computer Assistant	1. All Pay Bills of District Staff 2. New pension scheme, Resources Centre.
11	Smti. Neingutuonuo LDA-cum-Computer Assistant	1. Care Taker (House Keeping) 2. Engineering matters/Maintenance of Casual leave 3. Election Matters
12	Smti. Meyievino Data Analyst	1. Meetings 2. Establishment matters of CSS employees
13	Smti. Ketouzokhou Data Analyst	1. All types of loans & Advances
14	Smti. Mhabeni Data Analyst	1. Training 2. Medical Reimbursement, Issue & dispatch
15	Shri. Penrithung Publicity & Multi Media Asstt.	1. Personal Information&Management System (PIMS) 2. Publicity &Extension 3. Public Relations
16	Shri.Sentitoshi Assistant Inspector	Attached to PO Directorate
17	Smti. Sentinungla Assistant Inspector	To assist PO Directorate
18	Tokiato K Achumi LDA-Cum-Computer Asst.	1. Attached to SLNA

**Stenographer.**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned Attached to</b>
1	Smti. Wabangala Gr-III	Director
2	Smti. Petekhrienuo Gr-III	Addl. Director
3	Vichatuolie Victor Gr-III	Joint Director

**Typist**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
1	Smti. Ruyosholu	Typing works in the Directorate
2	Smti. Lucy	-do-
3	Smti. Tumchopeni	-do-
4	Smti. Senülü	-do-
5	Smti. Zachivelü	-do-

**Driver**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned Duties/Attached to</b>
1	Mhao	Pool
2	Khevishe	Hoto Yeptho, Director
3	Sakujongshi	Renben Lotha, Addl. Director
4	Pangertoshi	A.Pangjung Jamir, Jt. Director
5	Modozo	Albert Ngullie, Jt. Director
6	Mhao Jami	C.Vanchamo, Dy. Director
7	Keduohetuo	Keneingulie, Project Officer Dte.
8	Som Bahadur	Puvil Kikhi, Project Officer Dte.
9	Aonukshi &Thebemo	Staff Bus
10	Tul Bahadur	Truck
11	Chauting Phom	Handyman

**Peon**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned Duties/Attached to</b>
1	Shri. Zakiekhore	Peon works in the Directorate
2	Shri. Vito	-do-
3	Shri. Neivolie	-do-
4	Shri. Liosela	-do-
5	Shri. Tesiovilie	-do-
6	Shri. Deo Bahadur	-do-
7	Shri.Visedelie	-do-

**Sweeper**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
1	Smti. Satoli	Sweeping & Cleaning of office
2	Smti.Kaholi	-do-
3	Smti.Tsenyani	-do-
4	Smti.Kevisesonuo	-do-
5	Smti.Kikruseno	-do-
6	Smti.Throngpila	-do-

**Night Chowkidar**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
1	Shri.Chumtongse	Both day and night duty

### **MANUAL- III**

#### **Section 4 (1) (b) (iii) of Right to Information Act 2005 (Procedure followed in the decision making process, including channels of Supervision and Accountability)**

1. The Director is the head of the decision making in the department.
2. Administration – all files relating to administrative matters are processed by LDAs/ UDA who submit the files to Asst. Superintendent to Superintendent/Registrar and submit the file to Deputy Director (Administration), Joint Director (Administration) and to the Director for final orders.
3. Planning- The Planning files are processed by LDA who is the dealing assistant and moves to the Accountant and to the Registrar and then to Project Officer and to Joint Director (Planning) and to Director for final decision.
4. Budget & Accounts – Budget & Accounts files are processed by the Account Section and checked by the Accounts Officer and to the Deputy Director who is DDO for comments and finally endorsed to the Director for final decision.
5. Integrated Watershed Management Programme (IWMP) – Files related to the Centrally Sponsored Scheme (CSS) processed by LDAs/ UDA and endorsed to Project Officer and to the Joint & Directors (Projects) and to the Director for final decision.
6. Rubber Plantation- File are processed by LDAs and checked by Project Officer and submit the file to Deputy Director, Joint Director and to the Director for final orders.
7. Resource Centre – File are processed by LDAs and checked by Project Officer and submit the file to Joint Director in charge of Resource Centre and to the Director for approval.
8. Training & Publicity: All matters relating to Training and Publicity files are processed by LDAs/UDA and checked by Concern Officer and submit to Joint Director (Training) and to the Director for final orders.
9. Any other matters which require Govt. approval/ sanction etc. are sent to the Government with approval from the Director.

**Supervision:** All the Departmental activities are supervised by Director.

**Accountability:** All the Officers and Staffs are accountable for timely disposal of the works/activities assigned to them.

### **MANUAL- IV**

#### **Section 4 (1) (b) (iv) of Right to Information Act 2005 (The norms set by it for discharge of its function)**

All the Norms/Rules and Notifications issued by Central/State Government are followed by the Department.

1. Annual Administrative Report to be completed and submitted to Nagaland Legislative Assembly by the end of January every year.
2. Budget for the next financial year to be completed by December every year.
3. Annual Plan to be completed and submit to the Planning and Coordination Department by April every year.
4. Integrated Watershed Management programme (IWMP)
  - Audit by Accountant General Nagaland once in a year



- Quarterly Progress Report/Online monitoring and Utilization Certificate to be completed and submit by first week of every quarter.
  - Training for Watershed Committed, Self Help Group (SHG), User Groups, Watershed Association in all the watershed village at least once in a year
  - Training of Trainers for Watershed Development Team (WDT) Members, Assistant Inspectors and Field Officers twice in a year.
5. Monthly Officers Meeting on third Wednesday every month and if the third Wednesday is holiday than the meeting is held on the next working day.

#### **MANUAL- V**

#### **Section 4 (1) (b) (v) of Right to Information Act 2005**

#### **(The Rules, Regulation, Instruction, Manuals and Records held by it or under its control or used by its employees for discharging its functions).**

The Department of Land Resources does not have any specific Acts and Rules under its control or administered by it. The department normally follows the instructions, rules and regulations and the instructions issued thereof by the Govt. of Nagaland. They are:

1. Nagaland Financial Rule
2. Leave Rules (CSS) (L) Rules 1972
3. Nagaland Services (Discipline and Appeal) Rules 1967
4. Nagaland Government Servants Conduct Rules 1968
5. Nagaland Directorate/ Ministerial Service Rule 2006
6. Nagaland Land Resources Service Rules 2006
7. Guidelines for Implementation of IWMP under common guideline 2008
8. Annual Plan
9. Annual Administrative Report
10. Notification of Committees :-
  - (a). State level Vigilance Monitoring Committee
  - (b). District Level Vigilance Monitoring Committee
  - (c). State Level Watershed Advisory Board
  - (d). District Level Watershed Advisory Board
11. Notification for Departmental Promotion Committee

#### **MANUAL- VI**

#### **Section 4 (1) (b) (vi) of Right to Information Act 2005**

#### **(A statement of categories of document that are held by it or under its control)**

Standard guidelines for categorization of documents as stipulated by government from time to time are being followed.

<b>Name of the File/ document</b>	<b>Matter relating to</b>	<b>Held by/ under control of</b>
IWMP files	IWMP Correspondence with Central & State Government. IWMP Sanction, IWMP Audit & Project.	Jt. Director (P)
Planning files	Annual Plan	Joint Director (P)
NABARD files	Correspondence with NABARD	Joint. Director (A)
	Rubber	-do-
	Coffee	Dy. Director (A)
Training & Publicity files	Training & Publicity	Dy. Director (T)
Engineering files	Construction of Building	Jt. Director (P)
	Resource centre	Jt. Director (A)
Information Technology files	Information technology	Jt. Director (P)

	Publicity & Extension	Publicity & Multi-Media Asstt.
Transport files	Transport	Jt. Director (P)
Report Files	Audit Report	Accounts Officer
	Training Reports	Dy. Director (P)
	Receipt & Dispatch Register	LDA
	Stationeries	LDA
	Medical, Telephone, Electric, house Rent Etc.	LDA
Right to Information files	Right to Information	Deputy Director (T)
Budget & Accounts files	Budget & Expenditure	Accounts Officer
	Monthly expenditure	DDO
	Financial records such as Cash Books etc.	Cashier
Administration files	Administrative Correspondence	Registrar
	Establishment	Registrar
	Memos Issued & Received related Correspondence	Registrar
	All States Schemes	Registrar
	Administrative/Circulars/ Instructions	Registrar
Confidential Folders	Vigilance Matters/ Disciplinary Proceedings	Registrar
	Confidential Communication with Higher Authorities & Lower Authorities	Registrar
	Annual Confidential Reports	Registrar
Establishment Matters	Matters related to official Tours	Superintendent
	Attendance Registers	Superintendent
Administrative Files	Leave Matters	Superintendent

**MANUAL- VII**  
**Section 4 (1) (b) (vii) of Right to Information Act 2005**

**(The particulars of any arrangement that exist for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof)**

The Department of Land Resources has formulated various schemes under Centrally Sponsored Scheme and State Plan. Which are as follows:-

1. The implementation of the project and the selection of the beneficiaries of Central and State Schemes have been done through Watershed Committee and Village Council.
2. The formation of Self Help Group (SHGs) is done with the assistance of Watershed Committed members in all the watershed village of the project.
3. The Director approves and reviews the Annual Action Plans for all Central Sector Schemes and monitor the implementation of programmes.
4. Monitoring of PMSKY-Watershed Development component Schemes by
  - (i) State Level Vigilance & Monitoring Committee (SLVMC) with Minister (RD) as Chairman, MPs of Lok Sabha & Rajya Sabha and five elected Representatives as members.
  - (ii) District Level Vigilance & Monitoring Committee (DLVMC) with MP as a Chairman and all elected representatives as members. The SLVMC & DLVMC is constituted to keep vigil at the field and ensure implementation of schemes take place in right earnest.
  - (iii) NABCONS, NIRD etc.

5. The Department conducts Surveys/Census of the Watershed Villages before launching the new projects. The watershed Committee/Watershed Association & Village Councils and field functionaries are mobilized to carry out the programme. Awareness campaigns are also held at the village level.

### **MANUAL – VIII**

#### **Section 4 (1) (b) (viii) of Right to Information Act 2005**

**( A Statement of the Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purposes 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 )**

Government of Nagaland through the Notification constituted State Level Nodal Agency ( SLNA) vide No. LRD/IWDP-6/2004 Dated Kohima the 20<sup>th</sup> May 2008.

1. **Title :** State Level Nodal Agency ( SLNA) for the Implementation of Integrated Watershed Development Programme ( IWMP) in Nagaland now PMSKY-Watershed Development Component.

2. **Aims and Objective:**

- i) To promote Economic development of the village community which are directly or indirectly benefited from Watershed projects.
- ii) To encourage restoration of ecological balance and protect environment.
- iii) To create employment opportunity for the rural mass through IWMP activities.

3. **Duties and functions of Sate Level Nodal Agency (SLNA) :** SLNA is Headed by the Chairman in the capacity of Commissioner and Secretary to the Govt. of Nagaland department of Land Resources, Nagaland. The Chief Executive Officer is the Director of Land Resources Technical Expert are: Agriculture, Horticulture, Civil Engineer, Agriculture Engineers, Veterinary and A. H doctors, Forestry, Fishery and Social Scientists.

The duties and function of SLNA is the make Policy matter for the implementation of IWMP under the Common Guideline for Watershed Development Projects 2008 and Revised 2011. It is also to oversee all the activities of IWMP. It empanelled Evaluators as per the prescribed guidelines so that the projects are timely evaluated and the errors are corrected on time. It appoints Project Implementing Agencies in the District and Project level.

4. **Activities :** The SLNA acts as the head and the administrator of the entire IWMP works in the State. It is responsible for the success of the projects.
5. **Members :** The SLNA consist of the Chairman, the Chief Executive Officer, Technical Experts and representatives from Govt. of India, ICAR, NABARD, SASARD and all the Administrative Head of Agri and allied departments.
6. **Tenure :** The tenure of the SLNA will valid till IWMP project is over. The members are appointed by designation and not by name.
7. **Frequency of SLNA meeting:** SLNA meets two times in a year. However, when the needs arise, the Chairman convenes the meeting anytime.
8. The Meeting minutes of the SLNA can be shown to the public if necessary.

**MANUAL – IX**  
**Section 4 (1) (b) (ix) of Right to Information Act 2005**  
(A Directory of its Officers and employees)

**Sectt. Level**

Sl. No.	Name	Designation	Phone Nos.		
			Office	Home	Mobile
1	Shri. Y. Kikheto Sema, IAS	Secretary			9436000186
2	Shri.Kovi Meyase	Jt. Secretary			9436832000
3	Shri. W.Ravungo Lotha	Deputy Secretary			9436421248
4	Shri. Imtiwapang Ao	Under Secretary			7085190545
5	Smti. Lily Sangtam	Section Officer			9615247608
6	Smt.Dzuleno Yhobuh	Jr.Section Officer			9774010010
7	Shri. Viwoto Aye	Sectt.Asstt.			9615387332
8	Smti. Duolhoukhnuo	Typist			9612953175
9	Smti. Tsingchonchemla	Typist			8974751072

**Directorate Level**

Sl. No	Name	Designation	Phone Nos.		
			Office	Home	Mobile
1	Shri. Hoto Yeptho	Director	2270192	2243217	9436000959
2	Shri. T. Renben Lotha	Addl. Director	2270163	2244302	9862292803
3	Shri. A. Pangjung Jamir	Jt. Director	2270378		9436004476
4	Shri. Albert Ngullie	Jt. Director	2270215		9436262690
5	Shri. C.Vanchamo Ngullie	Dy. Director	2270184		9436009015
6	Shri. Puvil Kikhi	Dy. Director	2270195		9436000285
7	Shri. Keneingulie	Dy. Director, retired on 30.06.2018. Promotion against the resultant vacancy is under process.			
8	Shri. Nelhoukhoto	Project officer			9774520264
9	Shri.Imtisingkum	Project Officer			9436603142
10	Shri. Limawati Imsong	Accounts Officer			9436016977
11	Shri.Mathew	Jr. Engg. retired on 31.05.2018. Promotion against the resultant vacancy is under process.			
10	Shri. Botovi Sema	Registrar			9436000856
11	Smti. Temsunaro	Superintendent			9436274634
12	Shri. Rukuvoyi	Asst.Superintendent			8575584540

**District Level**

Sl. No.	Name	Designation	District	Phone Nos.		
				Office	Home	Mobile
1	Shri. Biren Chetri	D.P.O	Mon			9436014239
2	Shri. V.Vikugha	A.P.O	Zunheboto			8974600159
3	Shri. Levi Beneth	D.P.O	Phek			9436001979
4	Shri. Nribemo Patton	A.P.O	Tuensang			9402012202
5	Shri. Hekato	D.P.O	Dimapur			9436005282
6	Shri. Ahozhe	D.P.O	Kiphire			9862873446
7	Shri. Puthuto Natso	A.P.O	Peren			9436607803
8	Shri. Sashiyangba	A.P.O	Mokokchung			9612153314
9	Shri.Tepunol Yore	D.P.O	Wokha			9856248808
10	Shri.Menuosietuo	A.P.O	Kohima			9856366946
11	Shri. I. Acato Chishi	D.P.O	Longleng			9436008116

**Manual-X**  
**Section 4 (1) (b) Right to Information Act 2005**  
The Monthly remuneration received by each of its Officers and Employees  
including the system of compensation

Directorate Level														
Sl. No.	Name	Father's/Husband's Name	Gender (M/F)	Educational Qualification	Designation	Status (Regular/Contract/Adhoc/Contingency/Casual)	Date of Birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of Retirement	Basic Pay (EP) (Rs.)		Gross Salary (Rs)
1	Hoto Yeptho	Lt.Phusheto	M	B.Sc.Agri	Director	Regular	27.12.1962	20.01.1984	01-09-2016	Directorate	31.01.2019	127399		1E+05
2	T.Renben Lotha	Lt.Thungchumo	M	B.SC.Agri A.H	Addl. Director	-do-	20.09.1965	14.02.1987	1.9.2016	-do-	28.02.2022	111500		1E+05
3	A. Pangjung Jamir	A.Alemba	M	B.Sc Agri	Jt. Diretor	-do-	23.11.1966	02.05.1990	26.08.2015	-do-	31.08.2025	101200		1E+05
4	Albert Ngullie	Elio ngullie	M	B.Tech Agri	Jt. Diretor	-do-	20.08.1970	05.09.1995	1.9.2016	-do-	30.09.2030	101200		1E+05
5	C. Vanchamo Ngullie	Lt.Chichanimo	M	B.Sc.Agri	Dy. Director	-do-	17.01.1964	15.12.1990	01.03.2013	-do-	31.12.2025	85200		97076
6	Puvil Kikhi	Lt. Pudu	M	B.Sc.Agri	Dy. Director	-do-	28.03.1962	01.03.1987	01.03.2013	-do-	28.02.2022	85200		97076
7	N Kehie	Kitsionu	M	B.Sc Agri	Dy. Director	-do-	12.12.1061	07.09.1983	1.09.2016	-do-	30,09.2018	98800		1E+05
8	Nelhoukhoto	T.Yalie	M	Dip.Mech.	Project Officer	-do-	06.08.1960	21.05.1985	21.12.2005	-do-	31.05.2020	75400		86002
9	Imtisungkum	Repabilup	M	B,Sc,Agri	Project Officer	-do-	15.03.1967	23.03.1992	03.01.2013	-do-	31.03.2027	67000		76510
10	Keneingulie	Lt.vi-o	M	B.Sc. Agri.	Project Officer	-do-	26.08.1958	01.04.1992	24-05-2004	-do-	31.06.2018		Retired.	
11	Limawati Imsong	Lt. Imsongdi	M	M.A (Hist)	Sr. A. O	-do-	07.09.1958	12.12.1985	20.03.2015	-do-	30.09.2018	82700		94251
12	Botovi Sema	Lt.Khunyemu	M	B.A. (Hon)	Registrar	-do-	01.12.1975	08.05.1998	26.05.2016	-do-	31.07.2033	72700		77136

13	Mathew Philip	AP. Philipose	M	DP Civil Engg	Asstt. Eng.	-do-	25.05.1961	26.11.1984	25.05.2016	-do-	30.11.2019	Retired.		
14	Temsünaro Nokdir	Talimoa	F	B.A.	Superintendent	-do-	05.02.1969	04.01.1994	26.05.2016	-do-	28.02.2029	57800		61490
15	Rukuvoyi Keyho	Masune	M	B.A.	Asstt. Suptd.	-do-	28.12.1969	04.01.1994	26.05.2016	-do-	28.02.2029	45900		52667
16	Wabangla Shilu	Moameren	F	B.A. (Hon)	Steno	-do-	10.12.1970	23.03.1995	23.03.1995	-do-	31.12.2030	46100		52893
17	K Lashito Sheqi	Khulu sumi	M	B.A. (Hon)	U.D.A.	-do-	16.05.1975	08.01.1994	26.05.2016	-do-	28.02.2029	39800		45774
18	Ketouzokhoü	Lt.Neikralie	F	B.A Sc	Data Analyst	-do-	16.05.1977	26.04.2006	26.04.2006	-do-	31.05.2037	31400		36282
19	Meyievinuo	Eduzu theluo	F	M.A (Eng.)	Data Analyst	-do-	20.08.1972	26.04.2006	26.04.2006	-do-	31.08.2032	31400		36282
20	I. Rongsennungla	B.sowa	F	P.U	L.D.A	-do-	28.12.1969	03.01.1994	03.01.1994	-do-	31.12.2029	39600		45548
21	Koteii	Kezuthsulo	F	B.A.	L.D.A	-do-	02.08.1970	22.08.1994	22.08.1994	-do-	30.08.2029	37200		42836
22	Zachisiilu	Kitoho	F	B.A (Hon)	L.D.A	-do-	02.08.1970	26.08.1994	26.08.1994	-do-	30.09.2029	37200		42836
23	Zubemo Lotha	Ezamo kithan	M	B.A	L.D.A	-do-	30.01.1971	03.03.2000	03.03.2000	-do-	31.01.2031	30200		34926
24	Rokobeilie	Lt.kolieto	M	P.U	L.D.A	-do-	20.01.1969	29.07.1998	29.07.1998	-do-	31.01.2029	21700		23585
25	Sentinungla	L.Kathang Ao	F	B.Sc Agri	Asstt. Insp.	-do-	04.08.1974	09.05.2000	09.05.2000	-do-	30.04.2034	31200		36066
26	Sentitoshi TAier	Lt.Tsuktimere n Aier	F	M.Sc. Agri	Asstt. Insp.	-do-	06.12.1975	26.09.2006	26.09.2006	-do-	30.04.2033	29300		33909
27	Alemla Aier	I.Longti	F	M.A	Ext. Asstt.	-do-	09.08.1972	26.04.2006	26.04.2006	-do-	30.09.2032	42000		48260
28	Petekhrienuo Kire	Lt. Thepfuse Kire	F	B.A	Steno	Casual	27.01.1976	08.05.1998	08.05.1998	-do-		10610	2600	26820
29	Vichatuolie Victor	Viyalie Vincent Sote	M	B.A	Steno	-do-	28.05.1980	01.06.2006	01.06.2006	-do-		8980	2600	23560
30	Vitsono Kechu	N Ato Kechu	F	P.U	L.D.A	-do-	17.01.1977	05.12.2000	05.12.2000	-do-		7900	2000	20200
31	Tsepelou Lasuh	Lt. Kezhienyi Lasuh	F	B.Com	L.D.A	-do-	15.11.1981	01.06.2007	01.06.2007	-do-		6980	2000	18360
32	Kezevilie Kevin Solo	Lt. K Peter Solo	M	B.A	L.D.A	-do-	27.08.1980	01.10.2008	01.10.2008	-do-		6980	2000	18360
33	Neingutuonuo Kire	Kolie Kire	F	M.A	L.D.A	-do-	15.12.1979	01.05.2009	01.05.2009	-do-		6980	2000	18360
34	Kaiko	Lango	M	B.A	L.D.A	-do-	26.08.1982	01.04.2010	01.04.2010	-do-		6980	2000	18360
35	Setonuo Suokhrie	Lt.Kodivituo Suokhrie	F	M.Sc Geo.	Ext. Asstt.	-do-	18.06.1972	17.07.2015	17.07.2015	-do-		3670	2000	6337

36	Y. Benthungo Murry	Yansao Murry	M	M.Sc Geo.	Ext. Asstt.	-do-	07.11.1974	02.03.2016	02.03.2016	-do-		5960	2000	18628
37	Penruthung Yanthan	Lt.P. Renphamo Yanthan	M	B.A Hons.	Pub.M.M. Asstt.	-do-	19.11.1975	01.05.2009	01.05.2009	-do-		6980	2000	18360
38	Mhabeni Tungoe	Lt. Thungbemo Tungoe	F	M.A English	Data Analyst	-do-	03.08.1979	01.05.2009	01.05.2009	-do-		6980	2000	18360
39	Tumchopeni	Lt. Ezabemo	F	Under Matric	Typist	-do-	03.01.1970	29.03.1994	29.03.1994	-do-		8510	1900	21220
40	Ruyosholu	Lt.Zadimu	F	Matriculate	Typist	-do-	02.02.1971	01.04.1994	01.04.1994	-do-		8510	1900	21220
41	Senulu Vasa	Lt.Ranuyu	F	Matriculate	Typist	-do-	02.03.1970	01.04.1994	01.04.1994	-do-		8510	1900	21220
42	Lucy Sema	Nizheto Sema	F	Matriculate	Typist	-do-	01.07.1975	01.07.1994	01.07.1994	-do-		8510	1900	21220
43	Zachivelu	Lt.Muleyi Ringa	F	Matriculate	Typist	-do-	18.01.1970	01.11.1994	01.11.1994	-do-		8510	1900	21220
44	Pangertoshi T	Imkongnungsang	M		Driver	Regular	29.05.1975	01.06.1994	01.06.1994	-do-	30.06.2029	9310	1800	26100
45	Mudozo	Muswunu Keyho	M		Driver	-do-	23.03.1973	01.12.1994	01.12.1994	-do-	31.11.2029	9310	1800	26100
46	Som Bahadur Gurung	Burna Gurung	M		Driver	-do-	08.10.1970	01.05.1995	01.05.1995	-do-	31.04.2029	9310	1800	26100
47	K.John Monsang	K Harimkung Monsang	M	Cl.-IX	Driver	Casual	10.10.1970	03.05.1995	03.05.1995	-do-		7730	1800	19460
48	Mhao Lotha	Lt.Chumthung o Ngullie	M	Under Matric	Driver	-do-	01.07.1976	01.05.1995	01.05.1995	-do-		7730	1800	19460
49	Aonukshi	Imkonganshi	M	Under Matric	Driver	-do-	10.02.1966	25.07.1996	25.07.1996	-do-		7730	1800	19460
50	Thepemo	Yanyimo Yanthan	M	Cl.-VIII	Driver	-do-	20.10.1972	01.07.1996	01.07.1996	-do-		7730	1800	19460
51	Sakujongshi	Tongpanglepzu k	M	Under Matric	Driver	-do-	12.11.1972	01.07.1996	01.07.1996	-do-		7730	1800	19460
52	Dil Bahadur	Panch Bahadur	M	Cl.-VIII	Driver	-do-	12.08.1970	12.02.2004	12.02.2004	-do-		6090	1800	16180
53	T Thangsoi	Thungem	M	Cl-VIII	Driver	-do-	11.03.1980	01.09.2008	01.09.2008	-do-		6090	1800	16180
54	Tezenlo Tep V Khevishe Chophi	Wachung Tep	M	Cl-VIII	Driver	-do-	16.01.1977	01.10.2007	01.10.2007	-do-		6090	1800	16180
55		Vitoyi Chophi	M	Cl.-VIII	Driver	-do-	06.07.1989	01.01.2007	01.01.2007	-do-		6090	1800	16180

56	Novotso Kiso	Vikhotso	M	Cl.-VIII	Driver	-do-	16.03.1978	01.03.2009	01.03.2009	-do-		6090	1800	16180
57	Tul Bahadur Gurung	Lal Bahadur Gurung	M	Under Matric	Driver	-do-	06.10.1975	01.04.2012	01.04.2012	-do-		5630	1800	15062
58	Nikhevi Sema	Zhuchevi Sumi	M	Cl.-VIII	Driver	-do-	12.08.1982	01.08.2012	01.08.2012	-do-		5630	1800	15062
59	Shanpan	Ntanyimo	M	Matriculate	Duftry	-do-	30.12.1969	26.10.1994	26.10.1994	-do-		7170	1400	17940
60	Y Chauting Phom	Yingpong Phom	M	Cl-VII	Handyman	-do-	19.03.1982	31.04.2006	31.04.2006	-do-		5660	1400	14920
61	Zakiekhore	Pulal		P.U	Peon	Regular	08.06.1980	03.08.2009	03.08.2009	-do-	30.06.2040	6180	1300	17929
62	Deo Bahadur	Lt. Tikaram Sundualy	M	Cl-VI	Peon	Casual	22.10.1970	01.03.1994	01.03.1994	-do-		7000	1300	17400
63	Vito Swu	Lt. Shikeye	M	Cl-IX	Peon	-do-	18.01.1982	03.12.2003	03.12.2003	-do-		5530	1300	14460
64	Neivolie	Dziesetiolie	M	Under Matric	Peon	-do-	05.05.1986	24.02.2004	24.02.2004	-do-		5530	1300	14460
65	Teisovilie	Vihu Rupreo	M	Matriculate	Peon	-do-	25.12.1976	26.11.2005	26.11.2005	-do-		5530	1300	14460
66	Liosela	Tsatongtsi	F	Cl.-IX	Peon	-do-	26.01.1985	01.04.2010	01.04.2010	-do-		5530	1300	14460
67	Kaholi	Suhoto	F	Cl-VIII	Sweeper	-do-	30.05.1968	25.02.2002	25.02.2002	-do-		6470	1300	16340
68	Satoli	Xuvito Sema	F	Cl.-V	Sweeper	-do-	01.03.1974	01.04.1994	01.04.1994	-do-		6470	1300	16340
69	Tsenyani	Lt.Nkhao Humstoe	F	Cl.-VI	Sweeper	-do-	30.11.1974	01.04.2009	01.04.2009	-do-		5530	1300	14460
70	Kevisvonuo	Kiphengulie Mechulho	F		Sweeper	Cont.	21.11.1988	01.04.2012	01.04.2012	-do-		3450	-	3450
71	Chumtongse	Lt. Choizi	M	Cl.-VIII	Chowkidar	-do-	12.06.1979	23.11.2006	23.11.2006	-do-		5530	1300	14460
72	Visedelie	Lt. Ahu	M	Cl.-X	Peon	-do-	12.05.1978	27.11.2009	27.11.2009	-do-		4580	1300	12560
73	Sujeet Kumar Sharma	Sudisht Narain Sharma	M	P.U	Electrician	Cont.	11.11.1979	01.06.2012	01.06.2012	-do-		4350	-	4350
74	Gwathano Rengma	Kheno	M		Driver	-do-	03.05.1986	01.12.2015	01.12.2015	-do-		4050	-	4050
75	Mhao Jami	Nseo Jami	M		Driver	-do-	08.12.1978	01.02.2010	01.02.2010	-do-		4050	-	4050



76	Menecho Swuro	Pfuzulo Swuro	M	CI-VIII	Driver	-do-	15.12.1995	01.04.2016	01.04.2016	-do-		4050	-	4050
77	N. Renphamo	Nlumsao	M		Driver	-do-	06.08.1985	01.06.2012	01.06.2012	-do-		4050	-	4050
78	Ebibemo	Thepemo	M	CI-X	Handyman	-do-	15.02.1995	01.04.2015	01.04.2015	-do-		3450	-	3450
79	Seketouzo Mechulho	Mezhuseho Mechulho	M	CI.-VIII	Peon	-do-	19.08.1991	02.01.2009	02.01.2009	-do-		3450	-	3450
80	Akhrie-u	Vilaselie Keretsu	M	CI-IV	Peon	-do-	28.09.1986	15.04.2009	15.04.2009	-do-		3450	-	3450
81	Levi	Daniel	M		P/Peon	-do-	01.04.1996	01.07.2012	01.07.2012	-do-		3450	-	3450
82	Kikruseno Christina	Kekhriezelie Christopher	F		Mali	-do-	06.01.1993	16.03.2009	16.03.2009	-do-		3450	-	3450
83	Throngpila	Choise	F	CI.-VIII	Mali	-do-	10.06.1980	16.03.2009	16.03.2009	-do-		3450	-	3450
84	Phreto Dzuvichu	Pudul Hibo	M		Mali	-do-	10.12.1987	01.07.2011	01.07.2011	-do-		3450	-	3450
85	Ngulievino Dzuvichu	Kevizelivi Dzuvichu	F		Mali	-do-	23.05.1990	01.08.2011	01.08.2011	-do-		3450	-	3450

**MANUAL- XI**  
**Section 4 (1) (b) (xi) of Right to Information Act 2005**  
**(The Budget allocated to each of its agency, indicating the particulars of all plans,**  
**proposed expenditures and reports on disbursements made)**

HEAD OF ACCOUNT	Budget Estimates during 2017-18				Revise Estimates during 2017-18			
	Non-Plan	State Plan	CSS	Total	Non-Plan	State Plan	CSS	Total
1	2	3	4	5	6	7	8	9
2501-Special Programmes for Rural Development 2501-05-Wastelands Development 2501-05-101-National Wasteland Dev. Programme 2501-05-101(1)-Direction								
	620.7							
001(1) (1) -Salaries	8			620.78	564.90			564.90
(2) - Wages	14.87			14.87	17.39			17.39
(3) -Travel expenses	9.00			9.00	15.00			15.00
(4) -Official expenses	15.50			15.50	35.50			35.50
(5) -Rent & Taxes	5.00			5.00	Nil			Nil
(6) -Motor vehicles	9.00			9.00	66.00			66.00
(15)-Machinery & Equipment	2.25			2.25	22.00			22.00
(7)- Material supplies	5.15			5.15	Nil			Nil
(17)-Maintenance	25.00			25.00	125.00			125.00
(09)-Rubber Plantation	Nil			Nil	499.00			499.00
(06)-coffee plantation	200.0			200.00	720.00			720.00
(8) Capacity Building/ Trainings	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
(9) Information Technology/GIS	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
(10)- Research cum-Demo. Farm	Nil	20.00	Nil	Nil	Nil	20.00	Nil	20.00
State Share for CSS-IWMP		613.0	6084.0	6697.0	Nil	719.43	3208.0	3927.4
		0	0	0			0	3
Rubber Development Plantation Scheme (1)NABARD	Nil	150.0	Nil	150.00	Nil	154.00	Nil	154.00
(2) Springshed Development	Nil	100,0	Nil	100.00	Nil	100.00	Nil	100.00
		0						

<b>Total Revenue Section</b>	<b>906.55</b>	<b>883.00</b>	<b>6084.00</b>	<b>7853.55</b>	<b>2064.79</b>	<b>993.43</b>	<b>3208.00</b>	<b>2338.79</b>
4406-01 Capital outlay on Forestry and Wildlife 4406-01-Forestry 4406-01-880-Other expenditure (1) Construction works								
(2) Repair Renovation		30.00		30.00		30.00		30.00
<b>Grand Total</b>	<b>906.55</b>	<b>913.00</b>	<b>6084.00</b>	<b>7883.55</b>	<b>2064.79</b>	<b>1023.43</b>	<b>3208.00</b>	<b>2368.79</b>

#### **MANUAL- XII**

#### **Section 4 (1) (b) (xii) of Right to Information Act 2005**

**(The Manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes)**

#### **CENTRALLY SPONSORED SCHEME:**

Pradhan Mantri Krishi Sinchayee Yojana-Watershed Development Component, erstwhile IWMP is a flagship programme of the Ministry of Rural Development, Department of Land Resources, Government of India. The center focus of the Scheme is to promote multi-cropping and introduce diverse agro-based activities in order to provide sustainable livelihoods to the people in the watershed area and thereby restore ecological balance by means of soil and water conservation. The programme aims at improving the productivity potential of natural resources of the rural people through socially inclusive, institutionally and environmentally sustainable approaches. It also envisages participatory watershed development and management, enhancing livelihood opportunities, anticipating self-reliance and institutional strengthening.

The manner in which subsidy programme is executed are as below:-

- **The amount sanction by the Ministry is credited to the Account of State Level Nodal Agency (SLNA).**
  - **The amount is electronically transfer from SLNA account to the Watershed-cum-Data cell (WCDC) account.**
  - **The amount is again electronically transfer to Project Implementing Agency (PIA) account.**
  - **The amount so transferred will be now transfer to Watershed Committee (WC) account which consists the beneficiaries.**
- The components against which the the sanction are made from the Ministry:-**

- Over Head Expenditure :- 10%
- Entry Point Activity (EPA) :- 4%
- Capacity Building & Training :- 5%
- Detail Project Report (DPR) :- 1%
- Monitoring :- 1%
- Evaluation :- 1%
- Livelihood :- 9%
- Production system and Micro Enterprises :- 10%
- Consolidation :- 3%

- Works consists of
  - Water Reservoir/ Water Harvesting Structures
  - Check Dams, Gully plug, Percolation tanks
  - Bench terracing/Half moon Terracing, Contour bonding/trenching
  - Management Intervention of Natural regeneration & afforestation
  - Cash Crop
  - Plantation crops
  - Horticulture

**Total Work component: - 56%**

## **STATE PLAN SCHEMES**

**The execution of subsidy programme for Rubber Plantation is as under:-**

- a) Procurement of Rubber sapling/Stump
- b) Field maintenance
- c) Smoke House after attaining 6 years of age.
- d) Procurement of Rubber Sheet Roller

### **Coffee plantation:**

- a) Cost of seed coffee and nurseries and maintenance.
- b) Field maintenance.

### **Tea plantation:**

- a) Nursery raising.
- b) Field preparation.
- c) Planting.

## **MANUAL- XIII**

### **Section 4 (1) (b) (xiii) of Right to Information Act 2005**

#### **(Particulars of recipients of Concessions, Permits or Authorizations granted by it)**

Department of Land Resources, Nagaland, does not grant any Concession, Permit or Authorization.

## **MANUAL- XIV**

### **Section 4 (1) (b) (xiv) of Right to Information Act 2005**

#### **(The details in respect of the information, available to or held by it, reduced in an electronic form)**

The detail information available in the Department of Land Resources, Nagaland are:-

1. Manuals of the Office Procedure
2. Right to Information Act 2005
3. Guidelines of Integrated Wastershed Management programme
4. Land Resources Communiqué
5. Nagaland Land Resources Service Rules 2006
6. Detail Project Report for IWMP
7. Sanction Orders
8. Drawal Authority
9. Appointment Orders
10. Government Orders

**MANUAL- XV**

**Section 4 (1) (b) (xv) of Right to Information Act 2005**

**(The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use)**

The particulars of facilities available to citizens for obtaining information in the Directorate of Land Resources, Nagaland are:-

1. Office Notice Board
2. Books, Journals, LR Communique etc
3. Guidelines and documents
4. www. lrdgon.com
5. other etc.

**MANUAL- XVI**

**Section 4 (1) (b) (xvi) of Right to Information Act 2005**

**(The names, designation and other particulars of the Public Information officer)**

The Public Authority of Land Resources Department, Nagaland.

**a) Administrative Level**

Sl. No.	Authority	Name of Officer	Designation	Contact nos.
1.	Appellate Authority	Shri. Y. Kikheto Sema	Secretary	9436000186
2.	Public Information Officer	SWShri.W.Ravungo Lotha	Deputy Secretary	9436421248

**b) Directorate (Hod) Level**

Sl. No.	Authority	Name of Officer	Designation	Contact nos.
1.	Appellate Authority	Shri. Hoto Yeptho	Director	9436000483

**c) District Level**

Sl. No.	Authority	Name	Designation	Jurisdiction	Contact.Nos.
1.	PIO	Shri. Biren Chetri	D.P.O	Mon District	9436014239
2.	PIO	Shri. Levi Beneth	D.P.O	Phek Distict	9436601165
3.	PIO	Shri. Puthoto Natso	A.P.O	Peren District	9436607803
4.	PIO	Shri. Nribemo	A.P.O	Tuensang District	9402012202
5.	PIO	Shri. Hekato	D.P.O	Dimapur District	9436005282
6.	PIO	Shri. Ahozhe	D.P.O	Kiphire District	9862873446
7.	PIO	Smti. Sashiyangba	A.P.O	Mokokchung District	9612153314
8.	PIO	Shri.Tepunol Yore	D.P.O	Wokha District	9856248808
9.	PIO	Shri.Menuosietuo	A.P.O	Kohima District	9856366946
10.	PIO	Shri. V.Vikugha	A.P.O	Zunheboto District	8974600159
11.	PIO	Shri. I. Acato Chishi	D.P.O	Longleng District	9436008116

**MANUAL- XVII**

**Section 4 (1) (b) (xvii) of Right to Information Act 2005**

**Any other information**

## **SPECIAL INITIATIVE OF THE DEPARTMENT**

### **1. LAND RESOURCE CENTRE, RUZAPHEMA:**

The Departmental Resource Centre was established at Ruzhaphema in the year 2004, set within an expanse of 74 hectare which is located about 20 km away from Dimapur town and about 2 km from the National Highway 29 (Jalukie bridge). The main focus of the Centre is to build institutional capacity and cater to the needs of the farming community and extension personnel of the region in upgrading their skill and knowledge on the modern method of farming practices based on local condition and needs. The basic objectives of the Centre is to

- Make the centre a productive unit through high valued crops and plantations, livestock and other income generating activities on a sustainable basis.
- Developing a Centre of Excellence for conducting studies and adaptive trails of various crops for different climatic zone of the region
- Develop and demonstrate suitable soil and water conservation models for different soil type and topography
- management techniques which would serve as a training and demonstration unit for watershed development
- To establish state-of-the-art training centre with multifaceted ICT facilities for conducting in-house training programme to farmers, field staff and extension functionaries and also organise from time to time, State, Regional and National Level conference and workshop.

Basic amenities and infrastructures have somehow provided with the provision of limited fund and the Centre has been carrying out various activities on a regular basis, such as:

- Growing high valued vegetable crops throughout the year from the Poly Green Houses.
- Contour bunds and Bench terraces are constructed over an area of 10 hectare on which various horticultural crops, Medicinal and Aromatic Plants (MAP) and economic tree species are planted.
- Soil and moisture conservation works such as gully plugs, check dam, water harvesting structures are constructed at strategic locations for checking soil erosion and to recharge underground water.
- Apiary (beekeeping) unit has been established with about 20 colonies of different honey bee species, which are reared for not only honey production, but to also study their behavioural pattern under different hives and climatic condition.
- Livestock farming of poultry, cattle, piggery and fishery are established for generating income to sustain the centre and for demonstration purpose.
- Hands-on training programmes are organised at regular interval for farmers and extension personnel on various field.
- This Centre serves as an institution for imparting capacity building training on Watershed Management to the Watershed Development Team Members and Filed functionaries of not only Nagaland State but also from neighbouring State of Assam, Arunachal, Manipur. More than 25 trainings have been conducted so far.
- 3 (three) Regional Conference and Workshops have so far been held in the Centre.
- The Resource Centre has been made as the Study Centre for Diploma Course on Watershed Management under IGNOU, for which the Launching-cum-Induction Programme of the Diploma Course for the first batch of the students was held on 4<sup>th</sup> February 2014.

### **STUDY COURSE ON DIPLOMA IN WATERSHED MANAGEMENT**

The Department has taken initiative to establish Diploma in Watershed Management Programme offered by IGNOU in collaboration with the Department of Land Resources, Ministry of Rural Development, Government of India. The Study Centre has been established in Land Resource Centre, Ruzaphema, Dimapur District, with departmental officers as programme in-charge and academic counsellors. The basic objective of the course is to develop competent human resources in the field of watershed development/management which aims to impart the fundamental knowledge and skills for water harvesting, conservation and utilization, soil erosion and its management, integrated farming, systems including crop husbandry, animal husbandry, agro-forestry, fish farming and funding monitoring, evaluation and capacity building of watershed projects besides extension and

communication skills for long term socio-economic development of the society. The diploma programme will enhance understanding of various activities undertaken in the watershed projects and will also focus on upgrading the knowledge and skills of existing staff involved in the watershed development projects. The duration of the course is 1 (one) year with a maximum of 4 (four) years, which is of 32 credits consisting of 8 (eight) courses including practical. Initially, preference for registration to the course is given to existing departmental staffs who are working in the projects, later the course will be made open for other interested students.

The first batch of 47 students have successfully completed the session, and the second batch consisting 61 students is underway. Admission for the third batch will be opened shortly.

## **1. COFFEE PLANTATION**

The Department of Land Resources is declared Nodal Department for promotion and plantation of Coffee in the State through Govt. Notification vide No.LRD/COFFEE/2016 dated the 1/9/2016, consequent on this, the department has distributed 13.40 lakh of coffee seedling to the farmers covering an area of 670 ha. The Department has so far developed 950 ha of coffee plantation in collaboration with the Coffee Board of India. The Department has also explored market support to the Coffee growers by linking up with the Nobel Cause Company (Pvt. Ltd) South Africa for which 'Memorandum of Agreement' has signed between the Company and the Department in order to dispose of the product through which the economy of the farmers is improved.

## **2. SPRINGSHED DEVELOPMENT**

The Department has also taken up springshed development in 11 (eleven) springs as pilot project targeting one village in each district during 2016-17. The springshed programme is aimed at achieving increased discharge of springs duration of discharge to mitigate water scarcity in rural areas during lean season, enhance availability of water for domestic and agricultural purposes, reducing waterborne diseases and providing safe drinking water. The pilot project is initiated as part of the Watershed Programme with technical support inputs from Peoples Science Institute, Dehradun. NABARD has approved the proposal for treatment of 900 Ha. of Springshed in the District namely:- Zunheboto, Wokha and Mokokchung under Watershed Development Fund during 2017-18 and are now under survey and planning phase.







