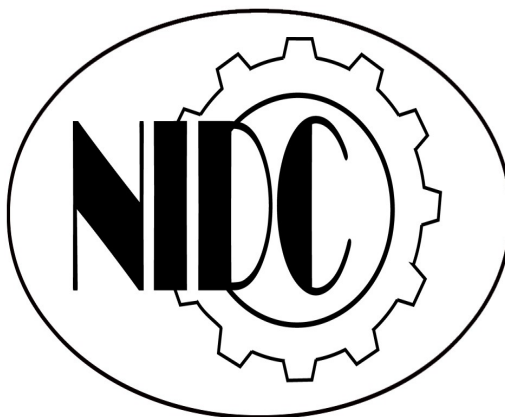


**RIGHT TO INFORMATION ACT
2005**

17 Manuals under Section 4(I) b, RTI Act



UPDATED AS

**NAGALAND INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
(A Government of Nagaland Undertaking)
IDC House, Dimapur 797 112, Nagaland**

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MANUAL NO.1

Particulars of organization, functions and duties
(Section 4(I)(b)(i) of Right to Information Act, 2005)

1. ORGANISATION

The Nagaland Industrial Development Corporation Limited (NIDC) is a Government of Nagaland undertaking, incorporated on March 26, 1970 under the Companies Act, 1956 with a mandate to assist, develop and promote industrial growth in the State. Besides funding long-term needs of industrial ventures by way of loans and capital infusion, NIDC is instrumental in development of infrastructure, providing technical and commercial know-how to entrepreneurs. NIDC operates as a dual function as an SFC in the absence of a separate State Financial Corporation in the state. In the backdrop of the liberalized National economy, NIDC is undergoing organizational and operational restructuring to meet the demands of a dynamic economy. To promote economic and developmental activities for the benefit of the backward sections amongst the Minorities, preference being given to the occupational groups and women.

2 MISSION/VISION

The Corporation has a mission 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.

3. BROAD OBJECTIVES/FUNCTIONS

The broad objectives of the organization, in brief is as under:-

- (i) To promote, develop, establish and assist industries in the State
- (ii) Create gainful employment opportunities for local population.
- (iii) Develop human resources and bring about improvement in the quality of life by promoting industrial ventures in sectors in which the State has a comparative advantage.
- (iv) To promote, act as an implementing agent and operate the Central/State Schemes especially in infrastructure development.
- (v) Develop industrial infrastructure in selected areas by providing common facilities in a compact area for specialized categories of industrial units. Provide other critical infrastructure such as power, water, communications, etc.
- (vi) To act as a State Channeling Agency (SCA) for availing assistance from central developmental agencies for the economic development of the region.
- (vii) Promote export-oriented industries with a view to exploit the emerging market opportunities in the neighboring countries.
- (viii) Develop marketing facilities for industrial products.
- (ix) Provide investor friendly environment by removing procedural bottlenecks and legal hurdles.
- (x) Encourage large and medium scale industries in the public, private, joint and assisted sectors to create an industrial base making use of the available resource base of the State in selective categories compatible with the local environment and ecology.
- (xi) To promote self-employment and other ventures for the benefit of minorities.
- (xii) To grant loans and advances at such rates of interest as may be determined from time to time in accordance with the guidelines or schemes prescribed by the Central Government Agencies or Decided by the Board of Directors of NIDC or by the State Government or by the Reserve Bank of India
- (xiii) To assist the state level organizations dealing with the development of the minorities by way of providing financial assistance or equity contribution and in obtaining commercial funding or by way of refinancing;
- (xiv) To work as an apex institution for coordinating and monitoring the work of all the beneficiaries under various schemes operated by NIDC.
- (xv) To help in furthering the Government policies and programmes for the development of the region.

3. DUTIES OF THE GOVERNMENT UNDERTAKING.

It is the duty of NIDC to carry out the objectives mentioned in Memorandum & Articles of Association set for the organization in a transparent and effective manner. Apart from this, in the functioning of the Company, it is also the duty of the Company to adhere to regulations contained in Memorandum & Articles of Association of the Company, and various norms, policies, guidelines issued by various Statutory Authorities.

4. Category of enterprises or individual to avail financial assistance from NIDC

- * SSI units
- * Tiny units
- * Small Road Transport Operators
- * Small Scale Service & Business Enterprises (SSSBs)
- * Large and Medium sector units
- * Export Oriented Units
- * Units undergoing Expansion/Diversification/Modernization

5. Organizational Structure

The Nagaland Industrial Development Corporation Limited is Government of Nagaland Undertaking and its Organization is headed by a Managing Director who is assisted by host of officers and staff as under:-

Sl. No.	Designation	No of post
1	Managing Director	1
2	General Manager	1
3	Deputy General Manager	3
4	Manager	6
5	Deputy Manager	6
6	Assistant Manager	9
7	P.S. to Managing Director	1
8	Senior Assistant	8
9	Senior System Assistant	1
10	Junior Assistant	7
11	Accounts Assistant	1
12	Steno	1
13	Data Entry Operator	6
14	Driver	7
15	Dufftry	2
16	Peon	9
17	Ckowkidar	6
18	Sweeper	1

6. Address of the Organization

NAGALAND INDUSTRIAL DEVELOPMENT CORPORATION LTD.
 IDC HOUSE, POST BOX NO. 5, DIMAPUR-797112. NAGALAND.
 TEL (:230571/230572/230573/230574)
 FAX ((03862) 228209
 Website : www.nagaind.com
 E-mail: nidcnagaind@gmail.com

7. Office Timings

Summer : From 9.30 A.M. to 4.30 P.M. (From April 1 to September, 30)
 Winter : From 9.00 A.M. to 4.00 P.M. (From October 1 to March, 31)

Working Days :- Monday to Friday, 1st, 3rd & 5th Saturday
 Holidays :- 2nd & 4th Saturday & Sunday
 Transaction Hours :- 10.00 A.M. to 2.00 P.M.

MANUAL NO.2

The Powers and Duties of its officers and employees
 (Section 4(I)(b)(ii) of Right to Information Act, 2005)

A. Details of Powers and Duties of Officers.

Name	Shri. C. M. Lotha
Designation	Managing Director
Powers & Duties	Being Chief Executive Officer of the Corporation, all functions and activities are under his control.

Name	Shri R.K. Mitra
Designation	P.S. to Managing Director

Powers & Duties	Assisting the Managing Director in all official matters, handling company matters (except legal proceedings). Maintenance of register of Directors and Shareholders, Annual Reports, monitoring of follow-up action on the decisions taken in the Board of Directors and instructions issued from the desk of C.E.O. and co-ordination with all Departments
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SECTION :- HUMAN RESOURCE & ESTABLISHMENT

Name	Shri. P. Zuvito Waths
Designation	General Manager
Powers & Duties	All Administrative, Personnel & Establishment matters of the Corporation. Assist Managing Director in Board and Company matters etc.

Name	Smt. Watila Jamir
Designation	Manager
Powers & Duties	Assisting General Manager in supervision of the Human Resource & Establishment -Division. Responsible for functioning of the Human Resource & Establishment including supervision and control of officials.

Name	Smt. C.Tiamongla Ao
Designation	Deputy Manager
Powers & Duties	Assisting Manager in supervision of the Human Recourse-Division.

Name	Smt. T.Arenla Jamir
Designation	Assistant Manager
Powers & Duties	Assisting Manager in supervision of the Establishment-Division.

SECTION :- LOANS

Name	Shri P.Zuvito Waths
Designation	General Manager (Section Incharge)
Powers & Duties	In charge of all lending activities and Business Development-Division. Appraisal/disbursement and recovery, Responsible for the overall functioning of the New business including supervision and control of officials in the section.

Name	Shri N.Kakheho Aye
Designation	Deputy General Manager
Powers & Duties	Deals with appraisal, sanction, disbursement, recovery & follow-up under loan.

Name	Shri Robin Mech
Designation	Manager
Powers & Duties	Assisting Deputy General Manager in loan in regard to appraisal, sanction & disbursement of loan.

Name	Smti. Kalika Ayemi
Designation	Deputy Manager
Powers & Duties	Assisting Manager in loan in regard to appraisal, sanction & disbursement of loan.

SECTION :- RECOVERY & FOLLOW UP

Name	Shri. Benthang G.Rengma
Designation	Manager
Powers & Duties	Overall incharge & supervision of Loans recovery including supervision and control of officials in the section.

Name	Shri . Alemwabang
Designation	Deputy Manager
Powers & Duties	To assist Manager in recovery including supervision and control of officials in the section.

Name	Ms. Ade Rose
Designation	Deputy Manager
Powers & Duties	To assist Manager in recovery including supervision and control of officials in the section.

Name	Shri. Visato Pusa
Designation	Assistant Manager
Powers & Duties	To assist Manager in recovery including supervision and control of officials in the section.

Name	Shri. Sanen Pongener
Designation	Assistant Manager
Powers & Duties	To assist Manager in recovery including supervision and control of officials in the section.

Name	Shri. Chikhalu Ayemi
Designation	Assistant Manager
Powers & Duties	To assist Manager in recovery including supervision and control of officials in the section.

Name	Shri. Asaba Aier
Designation	Assistant Manager
Powers & Duties	To assist Manager in recovery including supervision and control of officials in the section.

SECTION :- BUSINESS DEVELOPMENT

Name	Shri. H.Pienyu
Designation	Deputy General Manager
Powers & Duties	Overall incharge & supervision of the Business Development-Division. Responsible for the overall functioning of the New business including supervision and control of officials.

Name	Shri C.P Samy
Designation	Manager (Engg)

Powers & Duties	To assist Deputy General Manager, Up-keep & maintenance of premises, Staff quarter at 5th mile, furniture & fixtures, Telephone & Power supply, all kinds of civil works and technical matters of the Corporation.
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Name	Shri. Temjenyanger.Jamir
Designation	Manager
Powers & Duties	To assist Deputy General Manager in Business Development-Division. Responsible for the overall functioning of the New business.

SECTION :- Finance & Accounts

Name	Shri. Meyanungba Ao
Designation	Deputy General Manager
Powers & Duties	Overall incharge and supervision of the Finance & Accounts Division. Responsible for budgeting and budget control, Audit & Finalisation of Annual Accounts, tax matters, C&AG matters, assets classification etc

Name	Shri.Riazul Hussain
Designation	Deputy Manager
Powers & Duties	To assist DGM in matters of Finance & accounts, budgeting & budget control, C&AG, assets classification, Audit & finalization of accounts & COPU, sanction & disbursement of loans, state equity share, resources planning, maintenance of accounts, payments & receipts, generating reports, statements, reconciliation of receipts, journals, writing off, OTS, repayment advice, financial concurrence register, reconciliation of loan ledger, assets classification etc

Name	Shri. Tsutilong
Designation	Assistant Manager
Powers & Duties	To assist DGM (F&A) and Dy. Manager Accounts on above matters.

SECTION :- Legal

Name	Ms. Joyee Sen
Designation	Manager
Duties	Overall supervision of the Legal Division. Responsible for loan documentation, assist loan recovery, to represent the Corporation in all legal matters of the Corporation

Name	Shri. Kiyezhe H. Sema
Designation	Assistant Manager
Duties	To assist Manager, deals with documentation for all schemes available in NIDC including staff loan, custodian of legal documents, title deeds, security documents, handling of Board of Directors meeting

	matters.
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SECTION :- Management Information System & Information Technology

Name	Shri. Tzudir Jamir
Designation	Deputy Manager
Duties	In charge of overall supervision of the Management Information System & Information Technology

B. Duties and responsibility of Staff:

Sl.	Name	Section	Designation	Duty allotment
1	Ms. Kedowhekhono Khate	F&A	Sr. Assistant	Deals with payment & receipt of all transactions, sell of loan application forms, maintenance of cash book, ledger, bank statement and bank duty.
2	Smti. Keviseno Vupru	Recovery & Follow Up	Sr. Assistant	Deals in files regarding recovery & follow-up under Loans
3	Smt. Alienla Ao	F&A	Sr. Assistant	Generating daily recovery receipt voucher, distribution of receipts/payments/journals, verification, voucher filing etc
4	Smt. I Arenla Ao	HR &E	Sr. Assistant	Up-keep & maintenance of office library, advertisement, ID card, Newspapers & Periodicals, Telephone & Electric Bills, vehicle maintenance, office equipments, Furniture & Fixtures and control of IV Gr. staff
5	Shri. Imtha Jamir	Recovery & Follow Up	Sr Assistant	Fillings & maintenance of recovery records, sanction & disbursement records, generation of statements, recovery & follow-up under Loan section.
6	Shri. V Tsathrikyu Sangtam	Recovery & Follow Up	Sr. Assistant	Fillings & maintenance of recovery records, sanction & disbursement records, generation of statements, recovery & follow-up under Loan section..
7	Shri. Haichulo	Recovery & Follow Up	Sr. Assistant	Deals in files regarding recovery & follow-up under Loans
8	Shri. Imti Longchar	BD	Sr. Assistant	Preparation project reports/scheme and other project consultancy matters under BD
9	Shri. Tamsutoshi Jamir	MIS & IT	Sr. System Assistant	Up-keep & Maintenance of office computers, EDP, CPF, Bio-Matric Attendance etc
10	Ms. Tatongchila Ao	HR &E	Jr. Assistant	Deals with CPF/FBS/GIS/Gratuity/SSS, leave salary & pension

				contribution, pay & allowances. TA/DA bills, medical reimbursement, ACP/VRS matters, allocation of duties
11	Smt. Mary Ayemi	Legal	Jr. Assistant	Filing and records maintenance under Legal Section
12	Smt. Athunglo Lotha	HR &E	Jr. Assistant	Personnel Files, maintenance of Service Book, ACRs, TA/DA, Children Education Allowance, Leave, all personnel related matters etc
13	Shri. Imlichuba	Recovery & Follow Up	Jr. Assistant	Loan recovery & follow-up under Loans
14	Smt. Imlimenla	Loans	Jr. Assistant	Receipt of loan applications, appraisal, sanction & disbursement
15	Shri. Orenthung Jami	F&A	Jr. Accounts Assistant	To assist Deputy Manager (Accounts) in all matters of Finance & Accounts allocated to DM (Accounts), checking of Pay Bills, TA/DA Bills all types of bill and expenditure etc.
	Shri. Wilto Sema	BD	Jr. Assistant	Deals with Staff Quarter at 5th Mile, commercial complex/SIDBI/Industrial Estates and Preparation of Project Reports
17	Shri. Eric A.Sukhalu	MIS & IT	Jr. Assistant	Deals in files regarding management information system.
18	Shri. Pikato Zhimomi	Recovery & Follow Up	Jr. Assistant	Deals in files regarding recovery & follow-up under Loans
19	Shri. Aikato G.Zhimomi	F&A	Jr. Assistant	Generation of daily recovery advise, maintenance of recovery register, confirming of daily recovery with respective loanee accounts, distribution of receipts/payments/journals, verification, voucher filing, etc
20	Smt. Holivi	HR &E	Steno Gr-III	Steno and typing assignment
21	Smt. Mapulemla Longkumer	Loans	Data Entry Operator	Receipt of loan applications and data entry.
22	Ms. Helen Kajen	Recovery & Follow Up	Data Entry Operator	Deals with data entry in Recovery & Follow Up Section.
23	Smt. Taveselu	P&A	Data Entry Operator	DAK receipt & dispatch, postage & stamp, data entry & typing
24	Smt. Teyieno	Recovery & Follow Up	Data Entry Operator	Data entry in Recovery & Follow Up Section.
25	Smt. Kakheli	Legal	Data Entry Operator	Data Entry and typing assignment under Legal Section
26	Smt. P Imtila Jamir	Recovery & Follow Up	Data Entry Operator	Receipt of loan applications and data entry.

B. Duties and responsibility of Sub-Staff:

1	Shri. Theputha	F&A	Duftry	Attached to F&A section
2	Shri. Ramu Mondal	HR &E	Duftry	Attached to HR &E section
3	Shri. Sheshnath	MD	Peon	Attached to MD
4	Shri. Tenglong Phom	HR &E	Peon	Night Duty
5	Smt. Kenile Tep	Legal	Peon	Attached to Legal
6	Shri. Aosashi	HR &E	Peon	Attached to BD
7	Shri. Imlikumzuk	HR &E	Peon	Outdoor Duty
8	Shri. Anungba	Loan	Chowkidar	Attached to Recovery section
9	Shri. Sapinu	HR &E	Peon	Attached to HR &E section
1	Shri. Inavi Sohe	HR &E	Chowkidar	Ganeshnagar Duty
11	Smt. Nenliya Semy	Loan	Chowkidar	Attached to Loan Section
12	Smt. Asenli	HR &E	Sweeper	
13	Shri. Merenlong Jamir	HR &E	Chowkidar	Night Duty
14	Shri. P.Aomeren		Poen	On Leave
15	Smti. Senty Kath	HR &E	Sweeper	
16	Shri. Gautam Mondal	HR &E	Poen	Ganeshnagar Duty
17	Ms. Litoli	HR &E	Poen	Attached to HR &E section
18	Shri. Meiwang Konyak	GM	Poen	Attached to GM(s)

C. List of drivers & their allotted duties:

Sl.	Name of Driver	Vehicle No.	Officer to Whom attached
1	Shri. Vishiho Zhimo	NL/10C-0990	MD
2	Shri. Nribemo Ngullie	NL-10-9083	GM(HR&E)
3	Shri Noklen Jamir	NL-10-8469	D.G.M. (BD)
4	Shri Khruketo Tsukro	NL-10-8611	D.G.M. (Loan)
5	Shri Vikheto Sumi	NL-10-0429	D.G.M. (F&A)
6	Shri Merentoshi Ao	NL-10-0649	Pool Vehicle
7	Shri. Y. Nokyih Konyak	NL-10-9267	Bank duty
		NL-10-9817	Pool Vehicle

MANUAL NO. 3

Procedure followed in decision making process including channels of supervision and accountability
(Section 4(I)(b)(iii) of Right to Information Act, 2005)

In a narrative form, the stages through which procedure for decision making for each proposal are shown in the format below:-

1. HUMAN RESOURCE & ESTABLISHMENT DEPARTMENT

Activity:

Disposal of works related to the department needs recommendation/approval for final disposal are as follows:

Sl. No.	Name/title of the document:
1	Guidelines/Circulars/Govt. Orders
2	TA/DA Rules
3	Medical Attendance Rule

4	Annual Confidential Report Recording
5	Library
6	Vehicle Maintenance
7	POL
8	Newspapers & Periodicals
9	Postage & Stamp
10	Telephone
11	Printing & Stationery
12	Legal Fees
13	Bank Charges
14	Office Equipment
15	Office Up-keep/repair & maintenance
16	DG Set
17	Loan to Staff
18	Furniture & Fixture
19	TA/DA to MD
20	POL to MD
21	POL to Chairman
22	General Charges
23	Insurance
24	Service Rules

Level of Actions:

1. Subordinate staff put up vouchers/records/routine files relating to Service conditions/rules, transfer and posting, ACRs and DPC matters, deputation/lien/ absorption matters, pay fixation matters, liaison work thereof, manpower planning, motivational schemes, industrial relation matters including meetings, negotiation and grievance handling, office accommodation, office norms and entitlements, sitting arrangements, operation and maintenance of office vehicles, interest paid loan and advances, probation, confirmation, maintenance of service records, recruitment matters, time office management and disciplinary matters, procurement of office equipments, stationary, office printing, maintenance (AMC) of office equipments. Other personnel matters not covered under this office order and any other jobs as assigned. All Establishment matters, All Personnel matters, Preparation of draft agenda, Loans & Advances, CPF/Gratuity, NHL matters, General correspondences to the Asstt. Manager (HR) & Asstt. Manager (Estbl), Dy. Manager and Manager(HR &E).

2. As per the delegated powers, Manager forwards the files to Finance & Accounts for financial concurrence and verification and imposition of rules/laws if any.

3. Dy. Gen. Manager (F&A) put up the files relating to administrative & establishment nature to GM (HR &E) who in turn gives/obtain necessary approval.

4. In case of decisions pertaining to Administrative & Planning, Dy. Gen. Manager (F&A) put up the files to concerned GM(s) who in turn give/obtain necessary approval from M.D.

5. In case of files pertaining to other than HR &E, files are marked to General Manager (Loan) who in turn give/obtain necessary approval.

6. For decision pertaining investment of funds, committee consisting of GM(HR &E), GM(Loan), DGM (F&A) and Managing Director has been constituted.

Time Frame:

Routing of files are routine work and no time frame or limitation is fixed but early decision is on the matters taken as far as practicable.

2. LOAN MANAGEMENT DEPARTMENT :

Activity:

Disposal of loans to the proposed unit/beneficiary on approval from the loan management selection committee.

Level of Actions:A. Loan processing function

- a. Receipt of proposal
- b. Securitization
- c. Personal Interview
- d. Inspection of unit
- e. Submission of Inspection Report
- f. Process of sanction
- g. Sanction by C.E.O.
- h. Legal documentation
- i. Pre-Disbursement Inspection
- j. Process for disbursement

B. Recovery & Follow-up

1. Monituriun period-3 months
2. Issue of Demand Notice
3. Issue of 2nd Demand Notice
4. Final Notice
5. Legal Notice/Legal action
6. Filing up of suits
7. Lock-up etc.

C. One-Time Settlement/ Concessional Package

1. Receipt of proposal
2. Securitization of proposal
3. Recommendation for CP/OTS Committee
4. Approval of C.E.O.
5. Boards decision

Time Frame:

- i. Ultimate decision is taken by M.D. However, in cases where delegation of power is there, files are directly disposed off at the level where officer has the delegated power.
- ii. On fulfillment of the required criterias proposals are cleared of at the earliest possible time.
- iii Ultimate decision is taken by M.D. However, in cases where delegation of power is there, files are directly disposed off at the level where officer has the delegated power. Where decision is to be taken by Managing Director, file is routed in the following manner:

The procedure followed to take decisions on various matters and documented procedures - laid down procedures, defined criteria, rules to arrive at a particular decision for important matters and levels through which decision process moves detailed as under : Initially, loan applications are received from the beneficiaries. The proposals are processed for securitization. On satisfactory conduct of an interview with the beneficiary, inspection is conducted at the level of Asstt. Managers & Deputy Managers. On submission of Inspection report, files are moved for sanction. The C.E.O. sanctioned the loan against the proposed unit/beneficiary. On sanctioned, file moves to Legal Department for proper documentation/security part etc. Then file moves to the concerned General Manager through Finance & Accounts Department for disbursement.

3. BUSINESS DEVELOPMENT/ NEW BUSINESS & MIS DEPARTMENT**Activity:**

Implementation of Central Schemes for infrastructure development, MIS, correspondence for business submits & Seminars and matters relating to new business development.

Level of Actions:

1. Subordinate staff put up files relating to Correspondences with COSIDICI, Data Management (Collection of information from all departments), Analysis of fund position, Preparation of administrative report, Status and analytical report of recovery performance, New business proposals, ASIDE schemes, Export/import information, Monitoring & execution of work on FPIP/IIDC, Special Economic Zone, International Trade Centre (ITC), Business summit, Federation of Indian Export Organization (FIEO), Export House, Nagaland State Mineral Dev. Corpn., National Housing Board, Cold Storage Plant, Rural Electrification, SLEPC (State Level Export Promotion Committee).
2. As per the delegated powers, Asstt. Manager forwards the files to G.M. (P&D) and G.M (P&D) in turn routing the files to C.E.O.
3. In case of decisions pertaining to some planning & administrative decision, CEO send the files back with advice to place proposal for Boards approval.
4. In case of files pertaining to financial approval, moves to DGM (F&A) and routed to C.E.O.

Time Frame: Routing of files are routine work and no time frame or limitation is fixed but early decision taken as far as practicable.

Administrative & Financial Decisions:

The final decisions are made by the Managing Director basing on the suggestions/ recommendations of the sub-ordinates.

Channel of supervision:

Managing Director supervises the department and the respective section in-charge supervises the assignment / works / programme.

Accountability:

All the officers and staffs are accountable

Communication arrangements:

Communications of decisions to the public are made through official letters/ orders/ notifications / press releases / notice boards / brochure etc.

Authority of final decisions:

The main authority for the final decision making lies with the Managing Director who has the delegated authority by the Board of NIDC within the respective limit and cognate power.

MANUAL NO. 4

Norms set for discharge of functions
(Section 4(I)(b)(iv) of Right to Information Act, 2005)

The norms/standards set by the corporation for execution of various activities:

Types of Norms

1. Norms for officers :The Managing Director, under proper authority from the Board of Directors may delegate any of his/her power for issue of such administrative instructions to any officer as he/she may from time to time.
2. Staff norms :Staff shall serve the corporation honestly & faithfully and shall use his/her utmost endeavour to promote the interest of the corporation.

3. Quality norms :The whole time of an employee of the corporation shall be at the disposal of the corporation and he/she shall serve the corporation in its business in such capacity and at such place as he/she may be from time to time directed.
4. Monitoring & Evaluation norm :The Annual Confidential Report (ACR) is prepared taking into account based on employee performance.

Sl. No.	Activity	Time frame/norms	Remarks
1	Income generating Schemes & projects through its own resources or through refinance from NSTFDC, NMDFDC, NSKFDC etc.	Depends on the schemes/projects.	
2	Acts as an Implementing Agent for central schemes for Industrial Infrastructure Development in the state.	Depends on the type of the projects.	

MANUAL NO. 5

Rules, regulations, instructions ,manuals and records for discharging functions (Section 4(I)(b)(v) of Right to Information Act, 2005)

Sl. No.	Name of the acts, rules, regulations, instructions ,manuals and records.	Type of document	Brief gist of the document	From where one can get a copy.	Fee charged by the deptt. for the copy of rules, regulations s, instructions ,manuals and records.
1	Memorandum & Articles of Associations of NIDC.	Main Objectives of NIDC	To promote, establish, execute and run industries & projects.	NIDC, IDC House P.B# 5 Dimapur. Nagaland.	Nil
2	Service Rules of N.I.D.C. Ltd.	Employment and service of the employees	Rules and Regulations regarding service conditions of the employees	NIDC, IDC House P.B# 5 Dimapur. Nagaland.	Nil

MANUAL NO. 6

A statement of the categories of documents that are held by it or under its control (Section 4(I)(b)(vi) of Right to Information Act, 2005)

Sl. No.	Name/nature/category of the document	Name of the document & its introduction in one line	Procedure to obtain the document	Held/under control of
1	Personnel & Administration	(a) All the service records related to its employees. (b) Rules & regulation for regulating the service of its employees.	On request and permission of the head of the department	HR&E Section
2	Finance related	Books of accounts of the Company and related documents maintained in accordance with the various Acts viz. Companies Act, 1956.	-do-	F&A Section
3	Loans related	Loan proceeding , recovery performance etc.	-do-	Loan Section
4	Legal Matter	(a) Documentation for all schemes available in NIDC including staff loan (b) Issuance of legal notice (c) All legal proceedings & court cases (d) Custodian of legal documents, title deeds, security documents	-do-	Legal Section
5	Promotion & Development related	New business proposals, Business summit and central industrial infrastructure development schemes.	-do-	BD Section
6	Secretarial related	Records/documents are maintained and retained in accordance with the provisions of the Companies Act 1956	-do-	HR&E Section

MANUAL NO. 7

Particulars of any arrangement that exists for consideration with or representation by the public in relation to the formulation of its policy or implementation thereof
(Section 4(I)(b)(vii) of Right to Information Act, 2005)

- (a) The Board is empowered to make, vary and repeal By-laws for the regulations of the business of the Corporation, its officers and servants. Accordingly, from time to time rules and regulations are made by the Board of Directors and delegations are made to the officers of the Corporation. The powers of the Board are detailed in the Memorandum and Articles of Association.

- (b) The Board of NIDC, as on date, comprises of one Member of Legislative Assembly and senior government officials nominated by the Government of Nagaland through notification from time to time, one representative of Industrial Development Bank of India (IDBI) and one representative of Small Industries Development Bank of India (IDBI).
- (c) The arrangement exists in decision making process by way of provision/requirements and planning by the Board of the Corporation and periodic review of the role, functions and performance of the Corporation by the various Auditing Authorities/Comptroller & Auditor General of India/Committee on Public Undertakings/Public Accounts Committee.

MANUAL NO. 8

A statement of boards, council, committees and other bodies constituted
(Section 4(I)(b)(viii) of Right to Information Act, 2005)

(a) NAME & ADDRESS OF THE AFFILIATED BODY:

The Board of Directors of NIDC Ltd.
NAGALAND INDUSTRIAL DEVELOPMENT CORPORATION LTD.
IDC HOUSE, POST BOX NO. 5 DIMAPUR NAGALAND
TEL (:230571/230572/230573/230574: FAX ((03862) 228209
E-mail: nidcnagaind@gmail.com

(b) SHAREHOLDERS OF NIDC:

1. Chief Secretary on behalf of Governor of Nagaland
2. Financial Commissioner on behalf of Government of Nagaland
3. Secretary (Industries & Commerce) on behalf of Government of Nagaland
5. Industrial Development Bank of India

(c) COMPOSITION OF BOARD OF DIRECTORS OF NIDC:

1. Chairman-MLA,
2. Chief Secretary, Government of Nagaland
3. Development Commissioner, Government of Nagaland
4. Financial Commissioner, Government of Nagaland
5. Pr. Secretary (Ind. & Com.), Government of Nagaland
6. Director (Industries & Commerce), Government of Nagaland
7. Managing Director, NIDC
8. Nominee Director-IDBI,
9. Special Director-SIDBI.

(d) COMMITTEES: Presently following Committees are constituted in the organization:

1. Departmental Screening Committee for MACP:

- | | | |
|----|---------------------------|--------------------|
| 1. | Managing Director | : Convener |
| 2. | General Manager (Admn.) | : Member |
| 3. | Dy. General Manager (F&A) | : Member |
| 4. | Dy. Manager (Accounts) | : Member |
| 5. | Dy. General Manager (HRE) | : Member Secretary |

2. Departmental Promotion Committee

- | | | |
|----|-----------------------------|------------|
| 1. | Pr. Secretary (Ind. & Com.) | : Chairman |
| 2. | Director (Ind. & Com) | : Member |

3. Managing Director : Member Secretary

3. Employees Group Gratuity Trust Committee

1. Shri. P. Zuvito Waths, GM (Admn)	: Chairman
2. Shri. Meyanungba Ao, DGM (F&A)	: Member
3. Ms. Joyee Sen, Manager (Legal)	: Member

4. Purchase & Disposal Committee

1. General Manager (Admn)	: Chairman
2. Dy. General Manager (F&A)	: Member
3. Manager (Engg)	: Member
4. Representative of concern Section	: Member
5. Manager (HRE)	: Member

5. In-House Default Review Committee

1. General Manager (Operation)	: Chairman
2. Dy. General Manager (HRE)	: Member
3. Dy. General Manager (F&A)	: Member
4. Manager (Credit)	: Member
5. Manager (Recovery)	: Member
6. Manager (Legal)	: Member Secretary

6. Medical Reimbursement Committee

1. Shri. P. Zuvito Waths, GM (Admn)	: Chairman
2. Shri. Meyanungba Ao, DGM (F&A)	: Member
3. Representative (Doctor) from District Hospital Dimapur	: Consultant member
4. Smti. Watila Jamir, Manager	: Member

7. Disciplinary Action Committee

1. Shri. Zuvito Waths Sema, GM (Admn)	: Chairman
2. Shri. H. Pienyu, DGM (Credit)	: Member
3. Shri. N. Kakheho Aye, DGM (HRE)	: Member
4. Ms. Joyee Sen, Manager (L)	: Member

8. Service Selection Committee (For new appointment of non-officer post)

1. Shri. Zuvito Waths Sema, GM (Admn)	: Chairman
2. Shri. N. Kakheho Aye, DGM (HRE)	: Member
3. Shri. Meyanungba Ao, DGM (F&A)	: Member
4. Shri. C. P. Samy, Manager (Engg)	: Member
4. Ms. Joyee Sen, Manager (L)	: Member Secretary

MANUAL NO. 9

A directory of its officers and employees
(Section 4(I)(b)(ix) of Right to Information Act, 2005)

MANUAL - IX: A directory of its officers and employees (As on 31st March 2018)

SL. No	Name of employee	Designation	Contact No	Email ID (if any)
1	2	3	4	5
1	Shri. C.M. Lotha	GM	9436012959	c.m.lotha@gmail.com
2	Shri. P. Zuvito Waths	DGM	8413865339	
3	Shri. H. Pienyu	DGM	9436013757	
4	Shri. N. Kakheho Aye	DGM	9612934087	
5	Shri. Meyanungba Ao	DGM	9436001239	
6	Shri. Benthang Ghap	Manager	9862043390	
7	Shri. Rajan Kumar Mitra	P.S to M.D	9436261864	
8	Shri. C.Palani Samy	Manager	9436260968	
9	Ms. Joyee Sen	Manager	9436008259	
10	Shri. Temjenyanger Jamir	Manager	9436266379	tyjamir@yahoo.com
11	Shri. Robin Mech	Manager	9436261853	-
12	Smti. Watila Jamir	Manager	9436012975	
13	Smt. Kalika Ayemi	DM	8787844712	
14	Shri. Tzudir Jamir	DM	9436002652	
15	Smti. C. Tiamongla	DM	9436266223	
16	Shri. Alemwapang	DM	9862855298	
17	Shri. Riazul Hussain	DM	9436213174	
18	Ms. Ade Rose	DM	9436430833	
19	Shri. Visato Pusa	Asstt. Manager	8014269669	
20	Shri. Sanen pongen	Asstt. Manager	8974055958	sanen68hotmail.com
21	Shri. Tsutilong	Asstt. Manager	8974007897	itsutid@yahoo.com
22	Shri. Kiyezhe H Sema	Asstt. Manager	8732000691	-
23	Shri. Chikhalu Ayemi	Asstt. Manager	8575442842	-
24	Asaba Aier	Asstt. Manager	9856792974	
25	T.Arenla Jamir	Asstt. Manager	9856461356	
26	Kedowhekhono Khate	Asstt. Manager	9436008704	
27	Keviseno Khate	Asstt. Manager	9436012463	
28	Smti. Holivi	Steno- III	9101983094	
29	Alienla Ao	Senior Asstt	8974052323	
30	I.Arenla Ao	Senior Asstt	9856669044	
31	Imtha Jamir	Senior Asstt	9612503326	
32	V.Tsathrikyu Sangtam	Senior Asstt	9436658177	
33	Haichulo Tep	Senior Asstt	9436446262	
34	Imti Longchar	Senior Asstt	9436079538	
35	Temsutoshi Jamir	Senior Asstt	9436430721	
36	Tatongchila	Senior Asstt	9862819262	
37	Mary Ayemi	Senior Asstt	8974880386	
38	Athunglo Lotha	Jr. Asstt	8014157224	

39	Imlichuba	Jr. Asstt	8731959233	
40	Imlimenla	Jr. Asstt	9612128669	
41	Shri. Orenthung Jami	Accounts Asstt.	7005181356	
42	Shri. Wilto Sema	Jr. Asstt	8837472691	
43	Shri. Eric A Sukhalu	Jr. Asstt	7630831806	
44	Shri. Pikato Zhimomi	Jr. Asstt	8732819194	
45	Shri. Aikato G Zhimomi	Jr. Asstt	7005899326	
46	Mapulemla Longkumer	DEO-I	9436266143	
47	Helen Kajan	DEO-I	9436267701	
48	Tavesulu Chakasang	DEO-III	9436209910	
49	Teyieno	DEO-III	9436602251	
50	Kakheli Sema	DEO-III	9856167977	
51	P.Imtila Jamir	DEO-III	9436079538	
52	Merentoshi Ao	Driver-I	9575860833	
53	Khruketo Tsukru	Driver-I	9856286195	
54	Noklen Jamir	Driver-I	9436602409	
55	Vikheto Sumi	Driver	8974466877	
56	Vishiho Zhimo	Driver	8118965955	
57	Shri. Nribemo Ngullie	Driver	9612999677	
58	Shri. Y. Nokyeih Konyak	Driver	9862867976	
59	Theputha	Duftry	9436802374	
60	Ramu Mandal	Peon	9774943972	
61	Sheshnath Yadav	Peon	9436417435	
62	Tenlong Phom	Peon	9612198625	
63	Kenile Tep	Peon	9436266587	
64	Aosashi Ao	Peon	9089499957	
65	Imlikumzuk	Peon	9856699453	
66	Anungba Ao	Chowkidar	9774873938	
67	Sapinyu	Peon	9378127814	
68	Inavi Sohe	Chowkidar	9413868689	
69	Nenliya Semy	Chowkidar	9862370234	
70	Asenli Apon	Sweeper	9774342927	
71	Merenlong Jamir	Chowkidar	9856797451	
72	P. Aomeren	Peon	8415832199	
73	Smti. Litoli Kiho	Peon	8575153656	
74	Shri. Meiwang Konyak	Peon	nil	
75	Senty Kath	Chowkidar	9615384397	
76	Gautam Mandal	Chowkidar	9402232455	

MANUAL NO. 10

The monthly remuneration of officers and employees and system of compensation
(Section 4(I)(b)(x) of Right to Information Act, 2005)

S L N o	Name of employee	Father's/Hus band's Name	Gen der	Educational Qualification	Designa tion	Status/ Regular/Contract/Adhoc/ Contingency)	Date Of Birth	Date of entry into service/f irst appoint ment	Date of appoint ment to present post	Place of Posti ng	Date of Retire ment	Pay Band	Gra de Pay	Gross Salary
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Shri. C.M. Lotha	Lt. Chumjamo	M	M.Com	MD	Regular	01-03-1960	11-12-1984	16.08.2012	Dima pur	31.12.2019	LEV EL-18	N/A	162729
2	Shri. P. Zuvito Waths	Lt. Pchuakha	M	B.Com, PGDM	GM	Regular	01-03-1963	30-03-1988	18.06.2014	Dima pur	28.02.2023	LEV EL-17	N/A	134366
3	Shri. H. Pienyu	Lt. D.Pienyu	M	B.A.(Hons), MBA	DGM	Regular	19-06-1962	06-09-1993	14.03.2016	Dima pur	30.06.2022	LEV EL-16	N/A	122049
4	Shri. N. Kakheho Aye	Shri. Niyikho	M	B.A	DGM	Regular	07-12-1959	05-02-1985	08.12.2003	Dima pur	31.12.2019	LEV EL-16	N/A	125665
5	Shri. Meyanun gba Ao	Lt. T. Imti	M	B.Sc.Engg(M ech)	DGM	Regular	24-03-1961	20-03-1995	29.09.2004	Dima pur	31.03.2021	LEV EL-16	N/A	122049
6	Shri. Benthang Ghap	Shri. Lephonpfu	M	M.A	Manage r	Regular	10-02-1964	13-09-1993	14.03.2016	Dima pur	29.02.2024	LEV EL-15	N/A	112444
7	Shri. Rajan Kumar Mitra	Shri. Dhiraj M	M	B.Com	P.S to M.D	Regular	29-11-1958	22-11-1984	16.03.2006	Dima pur	30.11.2018	LEV EL-15	N/A	115834
8	Shri. C.Palani Samy	Shri. A. Chinna	M	Civil Engg.(Dip)	Manage r	Regular	14-01-1965	01-04-1986	16.03.2006	Dima pur	30.04.2021	LEV EL-15	N/A	94251
9	Ms. Joyee Sen	Shri. Suhas	F	B.A(Hons), LLB	Manage r	Regular	30-03-1970	17-11-1999	17.08.2012	Dima pur	30.03.2030	LEV EL-15	N/A	83855
10	Shri. Temjeny	Shri. K. Merang	M	B.Com,MBA	Manage r	Regular	02-03-1977	07-10-2008	16.08.2012	Dima pur	31.03.2037	LEV EL-	N/A	79109

	anger Jamir											15		
1 1	Shri. Robin Mech	Lt. P.R. Mech	M	B.A	Manage r	Regular	30-09- 1964	16-06- 1987	17.07.20 15	Dima pur	30.06.2 022	LEV EL- 15	N/ A	81482
1 2	Smti. Watila Jamir	Shri. Meya	F	B.A	Manage r	Regular	03-07- 1968	18-02- 1989	17.07.20 15	Dima pur	29.02.2 024	LEV EL- 15	N/ A	81482
1 3	Smt. Kalika Ayemi	Samson Ayemi	F	B.A(Eco), PGDM	D.M	Regular	30-09- 1987	14-09- 2016	14-09- 2016	Dima pur	30.09.2 047	LEV EL- 14	N/ A	67583
1 4	Shri. Tzudir Jamir	Takuyabang Jamir	M	MBA, Fin & Mrkt.	DM	Regular	06-01- 1986	14-09- 2016	14-09- 2016	Dima pur	31.01.2 046	LEV EL- 14	N/ A	67583
1 5	C. Tiamongl a Ao	Shri. Impang	F	Matriculate	DM	Regular	16-01- 1964	22-09- 1984	12.01.20 06	Dima pur	30.09.2 019	LEV EL- 14	N/ A	75985
1 6	Shri. Alemwap ang	Shri.Imnanuks hi	M	BA	DM	Regular	20-12- 1975	03-10- 2008	03.10.20 08	Dima pur	31.12.2 035	LEV EL- 14	N/ A	67583
1 7	Shri. Riazul Hussain	Lt. Mazum	M	B.Com	DM	Regular	12-04- 1964	22-07- 1996	01.04.20 12	Dima pur	31.03.2 024	LEV EL- 14	N/ A	67583
1 8	Ms. Ade Rose	Lt. Tsovari	F	B.A	DM	Regular	10-11- 1967	17-02- 1989	01.04.20 12	Dima pur	29.02.2 024	LEV EL- 14	N/ A	65662
1 9	Shri. Visato Pusa	Lt. Puhopal	M	B.A	A.M	Regular	20-12- 1969	01-05- 1997	01.05.19 97	Dima pur	31.12.2 029	LEV EL- 12	N/ A	EOL
2 0	Shri. Sanen pongen	Shri. Apong	M	BBA,IBA	A.M	Regular	18-11- 1977	17-08- 2012	17.08.20 12	Dima pur	30.11.2 037	LEV EL- 12	N/ A	58091
2 1	Shri. Tsutilong	Shri. I Onen	M	M.Com,MBA	A.M	Regular	01-06- 1982	17-08- 2012	17.08.20 12	Dima pur	30.06.2 042	LEV EL- 12	N/ A	58091
2 2	Shri. Kiyezhe H Sema	Hekhushe Sema	M	B.Com, LLB	AM	Regular	11.10.1 981	14.09.20 16	14.09.20 16	Dima pur	30.10.2 041	LEV EL- 12	N/ A	51650
2 3	Shri. Chikhalu Ayemi	Samson Ayemi	M	MA (Pol)	AM	Regular	30.09.1 987	14.09.20 16	14.09.20 16	Dima pur	31.01.2 046	LEV EL- 12	N/ A	51650

24	Shri. Asaba Aier	Shri. Imsuba	M	Matriculate	AM	Regular	12-09-1965	01-08-1984	01.02.2005	Dima pur	31.08.2019	LEV EL-12	N/A	61594
25	Smti. T. Arenla Jamir	Shri. I. Yanger	F	B.A	AM	Regular	07-11-1966	30-08-1989	03.02.2006	Dima pur	30.08.2024	LEV EL-12	N/A	59786
26	Ms. Kedo Khate	Lt. V. Khate	F	Matriculate	AM	Regular	19-09-1969	02-02-1991	01.04.2012	Dima pur	28.02.2026	LEV EL-12	N/A	53232
27	Smti. Keviseno Khate	Shri. Zhasakhoto	F	B.A	AM	Regular	26-06-1968	02-01-1992	01.04.2012	Dima pur	31.01.2027	LEV EL-12	N/A	51650
28	Smti Holivi	Shri. Lukeye	F	BA, Dip in S/Hand	Steno-III	Regular	18.12.1991	29.11.2016	29.11.2016	Dima pur	31.11.2051	LEV EL -7	N/A	31535
29	Smti. Alienla	Shri. T. Supong	F	Matriculate	S.A	Regular	14-06-1972	01-01-1994	01.04.2012	Dima pur	31.01.2029	LEV EL -8	N/A	48486
30	Smti. I. Arenla	Lt. S. Tali	F	Matriculate	S.A	Regular	11-06-1961	21-07-1994	01.04.2012	Dima pur	31.08.2021	LEV EL -8	N/A	48516
31	Shri. Imtha Jamir	Shri. Lipokmeren	M	Matriculate	S.A	Regular	21-07-1966	01-03-1985	20.07.2015	Dima pur	31.03.2020	LEV EL -8	N/A	54575
32	Shri. V.T. Sangtam	Lt. Vito	M	Matriculate	S.A	Regular	01-03-1966	05-01-1984	20.05.2003	Dima pur	31.01.2019	LEV EL -8	N/A	44418
33	Shri. Haichulo Tep	Lt. Asha	M	B.A	S.A	Regular	09-10-1970	28-12-1994	28.12.1994	Dima pur	31.12.2029	LEV EL -8	N/A	56057
34	Shri. Imti Longchar	Shri. L. Yanger	M	B.A	S.A	Regular	20-07-1976	27-08-2008	27.08.2008	Dima pur	31.07.2036	LEV EL -8	N/A	34248
35	Temsuto shi Jamir	Shri. S.I. Jamir	M	B.Sc,PGTCA /MSEN	Sr. Sys. Asstt	Regular	08-09-1973	15-07-2008	15.07.2008	Dima pur	30.09.2033	LEV EL -8	N/A	34248
36	Ms. Tatongchila	Lt. Likumdi	F	B.A	S.A	Regular	10-12-1976	09-12-2008	09.12.2008	Dima pur	31.12.2036	LEV EL -8	N/A	33231
37	Ms. Mary Ayemi	Lt. Honivi	F	B.A	S.A	Regular	25-12-1982	23-12-2008	23.12.2008	Dima pur	31.12.2042	LEV EL -8	N/A	33231
38	Smti. Athunglo Lotha	Lt. N. Odyuo	F	B.A	J.A	Regular	10-03-1987	09-03-2010	09.03.2010	Dima pur	31.03.2045	LEV EL -5	N/A	26903
3	Shri.	Shri. S. Wati	M	B.A	J.A	Regular	22-04-	07-07-	07.07.20	Dima	30.04.2	LEV	N/	26903

9	Imlichuba Jamir						1983	2010	10	pur	043	EL - 5	A	
40	Ms. Imlimenla	Shri. Latong	F	B.A	J.A	Regular	22-12-1984	21-01-2010	21.01.2010	Dima pur	21.12.2044	LEV EL - 5	N/A	25321
41	Shri. Orenthung Jami	Phyodemoo Jami	M	B.Com, BDCA	Acctt. Asstt	Regular	22.01.1992	20.09.2016	20.09.2016	Dima pur	30.09.2051	LEV EL - 5	N/A	24643
42	Shri. Wilto Sema	Shri. Hokheto Sema	M	BA (Philo)	JA	Regular	14.05.1986	21.09.2016	21.09.2016	Dima pur	31.05.2046	LEV EL - 5	N/A	24643
43	Shri. Eric A Sukhalu	Shri. Atovi	M	BA	JA	Regular	01.06.1990	21.09.2016	21.09.2016	Dima pur	30.06.2050	LEV EL - 5	N/A	24643
44	Shri. Pikato Zhimomi	Vizheho Zhimomi	M	M.Com	JA	Regular	06.06.1987	22.09.2016	22.09.2016	Dima pur	30.06.2047	LEV EL - 5	N/A	24643
45	Aikato G Zhimomi	Ghowoto Zhimomi	M	BA, DCA	JA	Regular	10.08.1990	29.09.2016	29.09.2016	Dima pur	31.08.2050	LEV EL - 5	N/A	24643
46	Smti. Mapulem la Lkr	Shri. Renbi	F	Matriculate	DEO-I	Regular	24-06-1963	08-02-1989	01-01-1900	Dima pur	30.06.2023	LEV EL - 8	N/A	48516
47	Ms. Helen Kajan	Lt. Inatha	F	Matriculate	DEO-I	Regular	15-02-1969	13-03-1993	01.04.2010	Dima pur	30.09.2028	LEV EL - 8	N/A	45774
48	Smti. Tavesulu	Lt. K. Atso	F	Class-VIII	DEO-III	Regular	15-05-1966	12-06-1986	12.06.186	Dima pur	30.06.2021	LEV EL - 5	N/A	46904
49	Smti. Teyieno Angami	Shri. Medozeto	F	Cl-X	DEO-III	Regular	30-12-1967	18-08-1987	18.08.1987	Dima pur	31.08.2022	LEV EL - 5	N/A	44109
50	Smti. Kakheli Sema	Shri. Kahoto	F	Class-X	DEO-III	Regular	02-02-1969	01-06-1988	01.06.1988	Dima pur	30.06.2023	LEV EL - 5	N/A	42836
51	Smti. P. Imtila Jamir	Shri. Tinu	F	Matriculate	DEO-III	Regular	26-02-1965	03-02-1993	03.02.1993	Dima pur	28.02.2025	LEV EL - 5	N/A	41593
52	Shri. Merentos hi Ao	Lt. Longri	M	Under Matric	Driver-I	Regular	07-10-1962	12-02-1985	27.09.1993	Dima pur	31.05.2019	LEV EL - 8	N/A	52893

53	Shri. Khruketo Tsukru	Shri. Visuho	M	Class-VII	Driver-I	Regular	14-03-1964	15-04-1987	01.04.2005	Dima pur	30.04.2022	LEV EL - 6	N/A	41120
54	Shri. Noklen Jamir	Lt. Imdang	M	Class-VII	Driver-I	Regular	23-10-1965	07-09-1987	01.04.2005	Dima pur	30.09.2022	LEV EL - 6	N/A	42949
55	Shri. Vikheto Sumi	Shri. Nihoto	M	Class-VIII	Driver-II	Regular	12-10-1986	09.12.2008	09.12.2008	Dima pur	31.12.2041	LEV EL - 3	N/A	23739
56	Shri. Vishiho Zhimo	Shri. Xuwoto	M	Class-VIII	Driver-II	Regular	06-12-1988	14-01-2010	14.01.2010	Dima pur	31.01.2045	LEV EL - 3	N/A	23739
57	Nribemo Ngullie	Nznimo Ngullie	M	Class- VIII	Driver-III	Regular	23.11.1984	01.04.2017	01.04.2017	Dima pur	30.11.2044	LEV EL - 3	N/A	21705
58	Nokyeih Konyak	Yeongyok Konyak	M	Class-XI	Driver-III	Regular	17.11.1991	28.07.2017	28.07.2017	Dima pur	30.11.2051	LEV EL - 3	N/A	21140
59	Shri. Teputha	Lt. Phuzuhu	M	Class-X	Duftry	Regular	15-08-1965	07-12-1985	09.06.2015	Dima pur	31.12.2020	LEV EL - 4	N/A	38716
60	Shri. Ramu Mondal	Shri. Madan	M	CL-IV	Duftry	Regular	01-02-1962	01-12-1986	01.012.1986	Dima pur	31.12.2021	LEV EL - 3	N/A	36169
61	Sheshnat h Yadev	Shri. Jindhan	M	Class-X	Peon	Regular	11-01-1964	08-02-1988	08.02.1988	Dima pur	28.02.2023	LEV EL - 3	N/A	36395
62	Shri. Tenlong Phom	Lt. Imsong	M	Class-X	Peon	Regular	20-05-1974	22-07-1996	22.07.1996	Dima pur	31.07.2031	LEV EL - 2	N/A	29954
63	Smti. Keneile Tep	Lt. Shalazu	F	Matriculate	Peon	Regular	03-04-1972	30-10-2000	30.10.2000	Dima pur	30.04.2032	LEV EL - 1	N/A	28259
64	Shri. N. Aoshashi Ao	Lt. Noksen	M	Matriculate	Peon	Regular	06-04-1982	19-01-2004	19.01.2004	Dima pur	31.01.2039	LEV EL - 1	N/A	26677
65	Shri. Imlikumzuk	Shri. Chingmesopa	M	PU	Peon	Regular	16-03-1982	16.02.2010	16.02.2010	Dima pur	31.03.2042	LEV EL - 1	N/A	23183
66	Shri. Anungba	Lt. Lepdenmayang	M	CI-VII	Chowki dar	Regular	10-08-1964	01-12-1986	01.012.1986	Dima pur	31.12.2021	LEV EL -	N/A	26395

	Ao											3		
67	Shri. Sapinyu Angami	Lt. Vitsaho	M	PU	Peon	Regular	10-07-1978	03-10-1994	03.10.1994	Dima pur	31.10.2029	LEV EL - 1	N/A	30858
68	Shri. Inavi Sohe	Lt. Nahozu	M	Cl-VII	Chowki dar	Regular	01-02-1974	01-10-1998	01.10.1998	Dima pur	30.10.2033	LEV EL - 1	N/A	28259
69	Smti. Nenliya	Shri. Pfulitha	F	Class-VIII	Chowki dar	Regular	02-10-1974	10-02-2000	10.02.2000	Dima pur	31.10.2034	LEV EL - 1	N/A	28259
70	Smti. Asenli Rengma	Shri. Shenu	F	Class-X	Sweeper	Regular	12-08-1977	05-04-2004	05.04.2004	Dima pur	31.08.2037	LEV EL - 1	N/A	23739
71	Shri. Merenlong Jamir	Shri. Sutsungkaba	M	Class-X	Chowki dar	Regular	29-08-1990	03-04-2007	03.04.2007	Dima pur	30.04.2042	LEV EL - 1	N/A	22383
72	P. Aomeren Longchar	Shri. Purtoshi	M	Cl-IX	Peon	Regular	05-12-1977	17-08-2009	17.08.2009	Dima pur	31.12.2037	LEV EL - 1	N/A	10097
73	Smti. Litoli Kiho	Shri, Vighoi Kiho	F	Class- VIII	Peon	Regular	10.04.1994	26.09.2016	26.09.2016	Dima pur	30.09.2051	LEV EL - 1	N/A	18880
74	Shri. Meiwang Konyak	Lt. Wangham	M	Nil	Peon	Regular	01.12.1983	28.07.2017	28.07.2017	Dima pur	31.12.2043	LEV EL - 1	N/A	18315
75	Shri. Senty Kath	Lt.Inakhu	F		Chowki dar	Regular	02-10-1980	30-09-2010	30.09.2010	Dima pur	31.10.2040	LEV EL - 1	N/A	18880
76	Shri. Gutam Mondal	Lt. khetin Mandal	M	Matriculate	Chowki dar	Regular	27-09-1994	24-02-2012	24.02.2012	Dima pur	28.02.2047	LEV EL - 1	N/A	18880

MANUAL NO. 11

The budget allocated to each agency indicating the particulars of all plans, proposed expenditures and reports on disbursement made.
(Section 4(I)(b)(xi) of Right to Information Act, 2005)

Corporate budget proposal for financial year 2018-2019

BUDGET PROPOSAL FOR FY 2018-2019				
CAPITAL BUDGET: (Rupees in Lakh)				
A	SOURCES OF FUND:	Budgeted 2016-2017	Actual 2016- 2017	Projection 2017-2018
1	Equity from State Government	800.00	0.00	0.00
2	Borrowings from;			
	i. NSTFDC	200.00	79.50	200.00
	ii. NMDFC	500.00	0.00	500.00
	iii. NSKFDC	100.00	218.03	100.00
3	Loan Recovery (Principal);			
	i. NIDC Scheme/CLS/HPL	100.00	39.65	100.00
	ii. NSTFDC Scheme	250.00	166.75	400.00
	iii. NMDFC	400.00	261.78	800.00
	iv. NSKFDC	50.00	31.41	100.00
	v. HUDCO	28.00	0.00	28.00
4	Loan to Employees (Recovery)	25.00	26.24	25.00
Total:		2453.00	823.36	2253.00
B	DEPLOYMENT OF FUNDS:			
1	Disbursement;			
	i. NIDC Scheme	100.00	55.00	100.00
	ii. NSTFDC Scheme	200.00	133.55	200.00
	iii. NMDFC Scheme	500.00	0.00	500.00
	iv. NSKFDC	100.00	0.00	100.00
2	Repayments (Principal);			
	i. NSTFDC	250.00	131.56	400.00
	ii. NMDFC	400.00	73.31	800.00
	iii. NSKFDC	50.00	38.43	100.00
3	Loan to employees	30.00	39.70	30.00
4	Leave Salary Fund	6.00	6.00	6.00
5	Purchase of Computer hardware	1.50	1.71	5.00
6	Purchase of Office Equipment & Machy.	3.00	0.04	6.00
7	Purchase of furniture & fixtures	0.50	0.85	1.50
8	Purchase of Library books	0.20	0.01	0.10
9	Purchase of vehicles	20.00	9.99	10.00
10	Capital works	6.00	10.50	3.50
11	Software development	3.00	0.61	1.00
Total B		1670.20	501.26	2263.10

Surplus/ Deficit (A-B)		782.80	322.10	(-)10.10
REVENUE BUDGET:		(Rupees		
in Lakh)				
A	SOURCES:	Budgeted 2016- 2017	Actual 2016- 2017	Projection 2017- 2018
1	Grant from State Government	145.00	80.00	80.00
2	Interest Income from Term Lending;			
	i. NIDC Scheme	50.00	16.76	30.00
	ii. NSTDFC Scheme	100.00	57.82	75.00
	iii. NMDFC Scheme	170.00	75.33	125.00
	iv. NSKFDC	5.00	5.92	20.00
	v. HUDCO	10.00	0.00	10.00
	vi. Interest from Bank	100.00	107.97	80.00
3	Interest from staff loan	3.00	3.94	4.00
4	Rent from Industrial Estate	15.00	7.60	15.00
5	Rent from Office,Staff & Com. Complex	9.00	7.67	10.00
6	Other operational receipt (Sale of Forms)	0.50	0.33	0.50
7	Appraisal fees	4.00	0.82	4.00
8	Project consultancy services/nodel agency charges	3.50	1.69	3.00
9	Other Revenue receipt (including GIA, NMD, NST)	10.00	0.00	1.00
TOTAL:		625.00	365.85	457.50
B	USES:			
1	Interest Payment:			
	i. NSTFDC	100.00	13.44	50.00
	ii. NMDFC	170.00	81.69	100.00
	iii. NSKFDC.	5.00	0.14	15.00
2	Repairs & Maintenance of:			
	i. Industrial Estate	2.00	0.00	2.00
	ii. Commercial Complex	5.00	4.97	9.00
	iii. Office Building	12.00	7.21	2.00
	iv. Office Equipment & machinery	0.70	0.66	0.75
	v. Office furniture & fixture	0.50	0.41	0.50
	vi. D.G. Set	1.50	0.29	1.50
	vii. Computer hardwares	1.00	0.30	0.50
	viii. Maintenance of Website	0.20	0.09	0.20
	xi. Upkeep & Maintenance of AFSEZ	3.50	2.66	2.00
3	Annual Maintenance Contract:			
	EPABX/Photostat/Fax/UPS	1.00	0.16	0.50
	Software	1.00	0.90	1.00
	Business Development:			
	i. Printing of brochures/literature	0.50	1.50	1.00
4	ii. Study/Survey	2.00	1.73	2.00
5	Salary & Staff expenditure (Appendix-I)	516.53	492.73	493.70

6	Admn & Estt.Expenses (Appendix-II)	27.30	19.25	24.59
	TOTAL:	849.73	628.13	706.24
	Revenue Surplus/Deficit (A-B)	(-)224.73	(-)262.28	(-)248.74
		558.07	59.82	(-)258.84
APPENDIX - I				
(Rupees in Lakh)				
	SALARY & STAFF EXPENSES	Budgeted 2016- 2017	Actual 2016- 2017	Projection 2017- 2018
	Salary and Allowances:			
	i. Officers & Staff	399.46	392.12	382.00
	ii. Managing Director	14.50	12.36	7.00
1	iii. Dy. General Manager (Deputation)	12.00	5.29	12.00
2	Medical reimbursement	7.00	1.40	2.00
3	CPF/DLI & Admn. Charge of PF etc.	43.37	39.21	41.00
4	Dearness Allowances	10.00	10.16	10.00
	Travelling expenses:			
	i. Managing Director	2.00	3.99	2.00
	ii. Officers & Staff	5.00	5.39	5.00
5	iii. Chairman	1.00	1.26	1.00
6	Pension & Leave Salary contribution (deputationist)	2.00	1.40	1.50
7	Staff Welfare Expenses	0.20	0.15	0.20
8	Group Gratuity Insurance	20.00	20.00	30.00
	TOTAL:	516.53	492.73	493.70
APPENDIX - II				
ADMINISTRATIVE & ESTT. EXPENSES:				
1	Training and Seminars	1.00	0.00	1.00
2	Membership subscription	0.50	0.40	0.50
3	Electricity charges	2.00	0.96	1.00
4	Insurance charges:			
	i. Cash Insurance	0.20	0.16	0.50
	ii. Vehicle Insurance	2.00	2.08	2.00
	Vehicle maintenance:			
	i. Attached vehicle	1.50	0.68	1.00
	ii. Pool Vehicle	2.00	0.09	1.00
	ii. Managing Director	0.50	0.24	0.50
5	iv. Chairman	0.50	0.00	0.50
	POL Expenses:			
	i. Officers & Others	2.00	2.15	2.00
	ii. Managing Director	0.70	0.61	0.70
	iii. Chairman	0.80	0.85	0.80
6	iv. D.G. set	1.50	0.71	1.00
	General Charges;			
	i. Office upkeep & maintenance	1.00	0.13	1.99
7	ii. Office miscellaneous expenses	2.00	1.63	1.50
8	News paper and periodicals	0.80	0.49	0.10
9	Postage and Telegram	0.50	0.26	0.50
10	Telephone Charges	1.00	1.14	1.00

11	Printing & Stationery	2.50	2.36	2.50
12	Legal & Professional fees	2.00	2.13	2.00
13	Audit fees and expenses	1.30	2.11	1.50
14	Advertisement expenses	0.20	0.00	0.20
15	Bank Charges	0.20	0.07	0.20
16	Service charges to DAN	0.60	0.00	0.60
TOTAL:		27.30	19.25	24.59

MANUAL NO. 12

The manner of execution of subsidy programme, including the amounts allocation and the details of beneficiaries of such programmes.
(Section 4(I)(b)(xii) of Right to Information Act, 2005)

NOT APPLICABLE IN RESPECT OF NIDC

MANUAL NO. 13

Particulars of recipients of concessions permits or authorizations granted by it.
(Section 4(I)(b)(xiii) of Right to Information Act, 2005)

NOT APPLICABLE IN RESPECT OF NIDC

MANUAL NO. 14

Details in respect of information available in electronic format.
(Section 4(I)(b)(xiv) of Right to Information Act, 2005)

Sl. No.	Information/Activities for which data is available in electronic form	Can it be shared with the public	Is it available on the website or is being used as back end database	With whom it is held/available	Whom, to contact
1	Human Resource and Establishment	Yes	Database	GM (HR&E)	PIO or APIO
2	Loan Management	Yes	Database	GM (Loan)	-do-
3	Business Development	Yes	Database	GM (BD)	-do-
4	Finance & Accounts	Yes	Database	DGM (F&A)	-do-
5	Legal	Yes	Database	Mgr(Legal)	-do-
6	MIS	Yes	Database	Dy. Manager(MIS &IT)	-do-

MANUAL NO. 15

The particulars of facilities available to citizens for obtaining information.
(Section 4(I)(b)(xv) of Right to Information Act, 2005)

- 1. Information Counter** : No specific information counter
- : Summer : 9:30 A.M. to 4:30 P.M. (April to September)
 : Winter : 9:00 A.M. to 4:00 P.M. (October to March)
 : (2nd, 4th Sat & Sun closed)
 : Transaction Hours : 10:00 AM to 2:00 PM
- 2. Office Library** : NIDC, IDC House, Opp. Super Market
 Dimpur : Nagaland.
- : From 10.00 am to 2.00 pm.
- 3. Notice Board** : During Office Hours.
- 4. Website** : www.nagaind.com
- : Access 24x7
- 5. Printed Manual** : During Office Hours.
- 6. Inspection of records in the office** : During Office Hours.
- 7. System of issuing of copies of documents.** : During Office Hours.
- 8. Others** : During Office Hours.

MANUAL NO. 16

The names, designations and other particulars of the Public Information Officers.
 (Contact information about the Public Information Officers, Assistant Information Officers and
 Departmental Appellate Authority of the public authority)
 (Section 4(I)(b)(xvi) of Right to Information Act, 2005)

A) Departmental Appellate Authority (DDA)

				Phone Numbers				
				Office	Home	Mobile		
1	C.M. Lotha	MD	03862	226473		9436012959	Nil	N.I.D.C., IDC House, Dimapur - 797 112 (Nagaland)

B) Public Information Officer (PIO)

				Phone Numbers				
				Office	Home	Mobile		

1	P. Zuvito Waths Sema	General Manager	03862	230573	226375	9436012985	Nil	N.I.D.C., IDC House, Dimapur - 797 112 (Nagaland)
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C) Assistant Public Information Officer (APIO)

				Phone Numbers				
				Office	Home	Mobile		
1	H.Pienyu	Dy. General Manager	03862	230571		9436013757	Nil	N.I.D.C., IDC House, Dimapur - 797 112 (Nagaland)

MANUAL NO. 17

Right to information (Regulation of Fee and Cost) Rules, 2005
(Section 4(I)(b)(xvii) of Right to Information Act, 2005)

RIGHT TO INFORMATION (REGULATION OF FEE AND COST) RULES 2005

In case some body wants to get more information on topics covered in the handbook as well as other information they may make the payment and send their request in writing addressed to the concerned official(s) :

1. Shri. P. Zuvito Waths Sema, Public Information Officer (PIO)
2. Shri H.Pienyu, Assistant Public Information Officer (APIO)

ADDRESS: NAGALAND INDUSTRIAL DEVELOPMENT CORPORATION LTD.
IDC HOUSE, POST BOX NO. 5, GRAM: NIDCORP
TEL :230571/230572/230573/230574
FAX ((03862) 228209
E-mail: nidcnagaind@gmail.com

FEE/COST RATES

1. Application Fee : Rs.10/-
2. A3/A4 Size Paper(created or copied) : Rs.2/- per page
3. Copy in larger size paper : Actual charge or cost
4. Samples or models : Actual cost
5. Information in Floppy/Diskette : Rs.50/- per Floppy/Diskette
6. Printed material : Cost of printing or @Rs.2/-per page of photocopy for extracts from the publication
7. Inspection of records : No fee for the first hour, and a fee of Rs.5/- for each subsequent hour (or fraction thereof) thereafter

To obtain information, prescribed fee can be deposited in the cash counter of NIDC or Demand Draft/Bankers Cheque in favour of Nagaland Industrial Development Corporation Ltd., payable at Dimapur.