

NAGALAND INDUSTRIAL RAW MATERIALS & SUPPLY CORPORATION LTD.
(A Govt. of Nagaland Undertaking)
DIMAPUR : NAGALAND

MANUAL – 1: Particulars of the Organisation, Functions and Duties

1. Introduction : Public Sector Undertaking
2. Name of the Organisation : Nagaland Industrial Raw Materials & Supply Corporation Ltd., Dimapur, Nagaland.
3. Mission/Vision Statement : Govt. Business Agency
4. Objectives : To generate revenue out of business
5. Activities/functions of the Organisation : Supply of scarce raw materials to MSME Units in the State and export State produce to Govt. Organisations outside the State.
6. Organisational Structure : Govt. of Nagaland Undertaking
7. Address of the Organisation : NIRMISC Ltd., P.O.Box No.316, New Industrial Estate, Diphu Road. Dimapur – 797 112, Nagaland
8. Office Timings : 9.00 AM to 4.00 PM

MANUAL – II: Powers and duties of Officers and Employees.

A. Details of Powers and Duties of Officers:

Sl. No.	Name & Designation	Powers				Duties
		Adm	Financial	Statutory	Others	
1.	Smt. Mhabeni Merry, Managing Director	Adm	Financial	Statutory	Others	Approval Authority
2.	Shri. P.Y.Anghring, General Manager	Adm	-	-	Others	Supervisory
3.	Shri.Aowati Jamir, Manager(Commerce)	-	-	-	Commerce	Supervisory
4.	Shri. Shiwoto Caty, Asstt.Manager,	-	-	-	Stores	Supervisory
5.	Shri. Gautam Sharma, Accounts Officer	-	Financial	Statutory	-	Supervisory
6.	Smt. Moala Longkumer, P.A to M.D.	-	-	-	-	Confidential files/ Computer

B. Duties and responsibilities of Grade-III staff:

Sl.No.	Name of Designation	Duty allotment
1.	Smt.T.Amongla Imsong, Head Assistant	Overall supervision and controlling of Staff and movement of files.
2.	Smt. M.Asangla Ao, Accountant	All Accounts matters/Attached to Accounts Officer
3.	Shri. B.B. Chakraborty, UDA-cum-Cashier	Payment and Receipt, Maintenance of Cash Books & Ledger.
4.	Smt. Rachel Rentta, Steno	Computer
5.	Smt. Shilumenla, UDA	Attached to Establishment Section
6.	Smt. Ghutoli Sema, UDA	Receipt and Despatch of letters
7.	Shri. T.Yongdang, Store Keeper	Maintenance of Stock Accounts & Register
8.	Shri. Lepsu chang, Store Keeper	Receipt & Despatch of Materials
9.	Shri. Imliangshi, LDA	Attached to Commerce Section
10.	Shri. Iiamsap Rangkau, LDA	Attached to Accounts Section
11.	Shri. Vevozo Thira, LDA	Attached to Accounts Section
12.	Smt. Keneisenuo Kire, LDA	Attached to Establishment Section

C. List of drivers and their allotted duties:

Sl.No.	Name of Drivers	Vehicle No.	Officer to whom attached
1.	Shri.Shymlal Singh Yadav	NL-10-5181	Attached to Managing Director
2.	Shri. Chosemong Sangtam	-do-	Attached to Managing Director
3.	Shri. P.K. Singh	NL-10-5180	Attached to General Manager
4.	Shri. Ibotombi Singh	-	Attached to Pool Duty

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

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

Sl. No.	Activity	Level of Action	Time Frame
1.	Policy & Decision	Board of Directors	Through Quarterly Meetings
2.	Organisational/Administrative Decision	Management	As per nature of assignments
3.	Business Affairs	Management	As per nature of assignments

Besides, other details may also be given.

- **Administrative Decision** - Industries & Commerce(Sponsorship) Department
- **Financial Decision** - Industries & Commerce Department
- **Channel of Supervision** - Director of Industries & Commerce
- **Accountability** - Management of the Corporation

What are the arrangements to communicate the decisions to the public?

- Through Office Notifications and Press Media

With whom/authority the final decision lies?

- The Management of the Corporation/the Government of Nagaland

MANUAL – IV: The norms set for discharge of functions.

Please provide the details of the norms/ standards set by the department for execution of various activities.

Types of norms:

- **Norms for officers** – As per charter of duties assigned to all concerned
- **Staff Norms** - As above
- **Quality Norms** - Expeditious disposal of works
- **Monitoring & Evaluation norms** – Timely supervision of works by concern Sectional Officers for prompt actions
- **Others** - N.A.

Sl.No.	Activity	Time Frame/Norms	Remarks
1.	Company/Corporation Affairs	As per schedule of Company norms	As per laid down rules
2.	Administrative Affairs	As per nature of assignment	
3.	Business Affairs	As per demand & prospect	
4.	Accounts	As per norms of account	

Contn... 4/-

MANUAL – V: The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

Please provide list of rules, regulations, instructions, manual and records, held by public authority.

Sl.No	Name of the Acts, Rules regulations, Instructions Manual Records etc.	Type of Document	Brief gist of the document	From where one can get a copy (Name/Phone No./fax/e-mail/address etc.)	Fee charged by the deptt. for a copy of rules regulations instructions manual & records, (if any) OR the price in case of priced publications.
1.	Memorandum & Articles of Association of the Corporation.	Booklet	Information of Company Organisational set-up, rules & regulations, etc.	NIRMSC Ltd. Ph.248303/248551 Fax-248303 New Industrial Estate, Dimapur	Not for sale

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

Sl.No.	Name/nature/Category of the document	Name of the document & its introduction in one line	Procedure to obtain the document	Held by under control of
-	-	-	-	-

MANUAL – VII: The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or administration.

Formulation of Policy: Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies. If there is, please provide details of such policy in the following format.

- Not Applicable

Contn... 5/-

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

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

1. Name and address of the Affiliated Body : Board of Directors of NIRMISC Ltd.
Dimapur, Nagaland
2. Type of Affiliated Body : Constituted Board
3. Brief introduction of the Affiliated Body : The Govt. of Nagaland constituted the Board of Directors of NIRMISC Ltd. after it fully took over the Corporation during January, 1978.
4. Role of the Affiliated Body: Advisory/Policy decision
5. Structure and Member Composition : 5 (five) Members
6. Head of the Body : Chairman of the Board
7. Address of Main office and its Branches : Registered Office: NIRMISC Ltd.,
New Industrial Estate, Diphu Road,
Dimapur-797 112, Nagaland
8. Frequency of meetings : Quarterly
8. Whether meetings open to Public : Meetings are not open to public
10. Whether minutes Accessible to public : Minutes are not open to public

MANUAL – IX: A directory of its officers and employees.

- Details shown in attached Annexure-I

MANUAL – X: The monthly Remuneration received by each of its officers and employees including the System of compensation as provided in Regulations.

Please provide the information in following format:

Sl. No.	Name	Designation	Monthly Basic pay as on 01.04.15	Compen satory allowance	Monthly Gross Pay
1	2	3	4	5	6
1.	Shri. Mhabeni Merry	M.D.	Rs.44540	Nil	Rs.98052.00
2.	Shri. Imliwapang	G.M.	Rs.26490	“	Rs.58883.00
3.	Shri. Aowati Jamir	Mgr.(Com)	Rs.37470	“	Rs.81710.00
4.	Smt. Moala Longkumer	P.A. to M.D.	Rs.30900	“	Rs.67453.00
5.	Shri. Shiwoto Caty	Asstt.Mgr.	Rs.26960	“	Rs.58903.00
6.	Shri. Gautam Sharma	A.O.	Rs.12750 Pre-Revised	“	Rs.40518.00
7.	Smt. T.Amongla Imsong	H.A.	Rs.20320	“	Rs.44494.00
8.	Smt. Rachel Rentta	Steno Gr.II	Rs.15830	“	Rs.34751.00
9.	Smt. M.Asangla Ao	Accountant	Rs.18230	“	Rs.39959.00
10.	Shri. B.B.Chakraborty	UDA/Cashr	Rs.17470	“	Rs.38810.00
11.	Shri. T.Yongdang	S.K. Gr.II	Rs.17470	“	Rs.38310.00
12.	Smt. Shilumenla	UDA	Rs.14230	“	Rs.31271.00
13.	Smt. T.Ghutoli Sema	UDA	Rs.14060	“	Rs.30910.00
14.	Shri. Lepsu Chang	S.K. Gr.II	Rs.11740	“	Rs.2587600
15.	Shri. Imliangshi	LDA	Rs.12890	“	Rs.28371.00
16.	Shri. Ilamsap Rangkau	LDA	Rs. 8010	“	Rs.17782.00
17.	Shri. Vevozo Thira	LDA	Rs. 8010	“	Rs.17782.00
18.	Shri Keneisenuo Kire	LDA	Rs. 7540	“	Rs.16762.00
20.	Shri.Shymal S.Yadav	Driver	Rs.14650	“	Rs.31191.00
22.	Shri.Ibotombi Singh	Driver	Rs.12270	“	Rs.27026.00
21.	Shri.Pronob K.Singh	Driver	Rs.11960	“	Rs 26353.00
23.	Shri.Chosemong Sangtam	Driver	Rs.10940	“	Rs.24140.00
19.	Shri.Imsutemjen	Duftry	Rs 12300	“	Rs.27491.00
24.	Shri.L.Moba Konyak	Peon	Rs.11810	“	Rs.26428.00
25.	Shri.L.Temjen	Peon	Rs.11810	“	Rs 26428.00
26.	Shri.Inakhe Kits	Peon	Rs.10620	“	Rs.23845.00
27.	Shri.Thsapise Sangtam	Peon	Rs.10470	“	Rs.23520.00
28.	Shri.Kechingkum Chang	Peon	Rs. 9850	“	Rs.22175.00
29.	Shri.Imkongwapang	Peon	Rs. 9820	“	Rs.22109.00
30.	Shri.Shurhongoyo Tunyi	Peon	Rs. 8000	“	Rs.18160.00
31.	Shri. Nokzenketba	Chowkidar	Rs. 6060	“	Rs.13950.00
32.	Shri.Abenthung Merry	Sweeper	Rs. 5880	“	Rs.13160.00
33.	Shri.Athungo Lotha	P/Peon	Rs. 3000	“	Rs. 3000.00

MANUAL – XI: The Budget Allocated to each Agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

- Not Applicable

MANUAL – XII: The Manner of execution of Subsidy Programs.

Please provide the information as per the following format:

- Not Applicable

MANUAL – XIII: Particulars of recipients of concessions permits or authorizations granted by it.

Please provide the information as per the following format.

- Not Applicable

MANUAL – XIV: Details of Information available in electronic format

Please provide the details of the information related to the various schemes which are available in the electronic format.

- Not Applicable

MANUAL – XV: Particulars of the facilities available to citizens for obtaining information

Sl.No.	Facility Available	Nature of Information available	Working Hours
1.	Information Counter	N.A.	9.00 AM – 4.00 PM
2.	Notice Board		
3.	System of issuing of copies of documents		

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

Please provide contact information about Public Information Officers, Assistant Information Officers and departmental Appellate Authority of the public authority in the following format.

Name of the Public Authority: NIRMSC Ltd., Dimapur, Nagaland

a) Departmental Appellate Authority(DAA)

Sl. No.	Name	Designation	STD Code	Phone No.			Email	Address
				(O)	(R)	Mobile		
1.	Smt.Mhabeni Merry	M.D.	03862	248303 248551	225354	8575012731	md_nirm@yahoo.com	N.S.T. Colony, Dimapur

b) Public Information Officer(s) (PIO)

Sl. No.	Name	Designation	STD Code	Phone No.			Email	Address
				(O)	(R)	Mobile		
1.	Shri.Imliwapang	G.M.	03862	248303 248551		9862868572	-	Chumukedima, Dimapur

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

Sl. No.	Name	Designation	STD Code	Phone No.			Email	Address
				(O)	(R)	Mobile		
1.	Shri.Aowati Jamir	Manager (Com).	03862	248303 248551	-	9612448605	-	Kashiram Dimapur

MANUAL – XVII: Such other information as may be prescribed and thereafter updated every year.

- **Budget of the Corporation:** The budget requirement of NIRMSC Ltd. during the current financial year, 2015-16 amounts to Rs.182.20 lakh only. This is inclusive of actual salary of Officers and Staff, Gratuity and Leave encashment to retired employee, salary of March, 2015 and other expenses.

(Mhabeni Merry)
Managing Director
NIRMSC Ltd.,
Dimapur : Nagaland