

## **Manual – I**

### **Particulars of Organization, functions and duties. (Section 4 (1) (b) (i) of Right to Information Act, 2005)**

The matters relating to Parliamentary Affairs Department were being dealt by the department of Justice and Law until its bifurcation in October 1985. The all India Whips Conference organised by the Union Ministry of Parliamentary Affairs had given a clarion call to all the State Governments to set up a separate Department of Parliamentary Affairs for effective interfacing between the various Government Departments and the State Legislature. Heeding to the Recommendations, a separate Department of Parliamentary Affairs was set up in November 1985 through the Notification NO. AR 412/82 dated the 15<sup>th</sup> October 1985.

#### **ORGANIZATION**

1. Minister in Charge of Parliamentary Affairs Department is Shri. C M Chang.
2. Presently, the Department is headed by a Secretary who is assisted by the following officers: -

(a) Comm & Secretary	1	
(b) Deputy Secretary		1
(c) Section Officer	1	
(d) Secretariat Assistant	1	
(e) LDA	1	
(f) Typist	1	
(g) Typist (Casual)	2	
(h) Peon	2	
(i) Peon (Casual)	1	

\*There is no separate Directorate for Parliamentary Affairs Department.

#### **FUNCTIONS**

The rules of Executive Business enumerate the following functions for the Department of Parliamentary Affairs.

1. Date of Summoning, Prorogation and Dissolution of Legislative Assembly; Governor's Address to the Nagaland Legislative Assembly;
2. Planning and Coordination of Legislative and other Official Business in the Legislative Assembly;
3. Allocation of Government time in Legislative Assembly for discussion of motions;
4. Liaison with leaders, Chief Whips and Deputy Whips;
5. List of Members in Select Committees on Bills.
6. Appointment of Members of Legislative Assembly on Committees and Bodies set up by the Government.
7. Setting up of Consultative Committees in the State and assist it's functioning.
8. Implementation of Assurances given by Ministers in the Legislative Assembly.
9. Government's stand on Private Members' Bills and Resolutions.
10. Providing Secretarial assistance to the Committees on Parliamentary Affairs.
11. Salaries and allowances of Members of Legislative Assembly (Now transferred to Nagaland Legislative Assembly Secretariat).
12. Powers, Functions, Pay, Allowances and other amenities of the Parliamentary Secretaries.

13. Advice to Departments on procedural and other Parliamentary matters.
14. Coordination of action by Departments on the recommendation of general application made by Parliamentary Committees.
15. Officially sponsored visits of Members of Legislative Assembly to places of interest.
16. Matters connected with Powers, Privileges and Immunities of Members of Legislative Assembly.
17. Organizing Youth Parliament, Seminar and Quiz Competition.
18. Formulating of conduct for Legislators and matters relating to defection.
19. Establishing a Research Cell, Library and Welfare Cell to assist the Members of Legislative Assembly.

## **Activities during the year 2017-2018**

### **1. Conduct of Youth Parliament and Parliamentary Quiz Competition & Exposure trip**

The State level Youth Parliament & Parliamentary Quiz Competition was held at the Administrative Training Institute during 19<sup>th</sup>- 22<sup>nd</sup> October, 2017 which saw participation from students of all the 11 districts. Winners of the Quiz competition including staff were taken for an exposure trip to Delhi, Agra, and Chandigarh.

### **2. Parliamentary Study Tour**

Parliamentary Study Tour was undertaken to the South East Asian countries namely China, Vietnam and Thailand to study the Tourism potentiality for Nagaland/form of Government /development activities in agriculture and allied sectors.

### **3. Library cum Research Cell**

The Department's Library which was previously maintained at the State Library, PR Hill was shifted to the Assembly Secretariat. Reading tables, racks and more books were procured by the department for easy accessibility and ready reference for the Legislators and other Senior Officials.

## **Address of the Organization**

Department of Parliamentary Affairs

Nagaland Civil Secretariat

Kohima- 797001

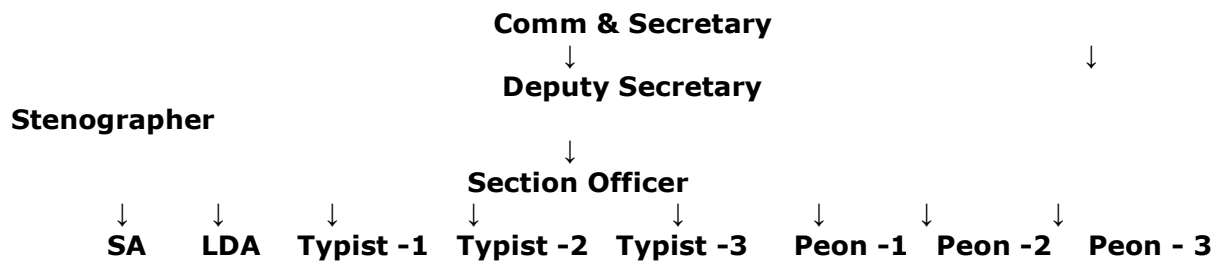
Office timings:

Summer – 9.30 AM to 4.30 PM

Winter – 9.00 AM to 4.00 PM

**Organizational Chart**

**Department of Parliamentary Affairs**



**Manual – II**

**Power and Duties of Officers and employees [section 4 (1) (b) (ii) of Right to Information Act, 2005.]**

<b>Sl. No</b>	<b>Designation</b>	<b>No. of employees</b>	<b>Powers and Duties</b>

1	Commissioner & Secretary	1	<ul style="list-style-type: none"> <li>i. Administrative Head</li> <li>ii. Policy matters/ general administration</li> <li>iii. Orders/ Sanction/ Approvals</li> <li>iv. Confidential and Disciplinary matters</li> <li>v. APARs</li> <li>vi. Implementation of Government Assurances</li> <li>vii. Correspondence with the Government of India</li> </ul>
2.	Deputy Secretary	1	<ul style="list-style-type: none"> <li>i. Policy matters/ general administration</li> <li>ii. Sanctions, Orders/ Approvals</li> <li>iii. Controlling and supervision of the staff</li> <li>iv. Any other work/ duties entrusted by the Head of Department</li> </ul>
3	Section Officer	1	<ul style="list-style-type: none"> <li>i. Controlling and Supervision of the Staff</li> <li>ii. Assisting the Secretary</li> </ul>
6	Secretariat Assistant	1	<ul style="list-style-type: none"> <li>i. Youth Parliament &amp; Quiz Competition</li> <li>ii. Correspondence with the Government of India and other States</li> <li>iii. Matters relating to Research Cell and Library</li> <li>iv. Salaries and Facilities of MLAs.</li> <li>v. Establishment matters of Parliamentary Affairs</li> <li>vi. Implementation of Government Assurances</li> <li>vii. Matters relating to Nagaland Legislative Assembly</li> <li>viii. Finance/ Planning matters</li> </ul>
7	LDA	1	<ul style="list-style-type: none"> <li>i. All diaries</li> <li>ii. All dispatch</li> </ul>
8	Typists	3	Branch, Parliamentary Affairs
9	Peons	3	Branch, Dak runner
10	Peons	2	Attached to Secretary, Parliamentary Affairs

11	Stenographer	1	Personal Assistant to Secretary, Parliamentary Affairs

### **Manual – III**

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

All official correspondences from the Ministry, NGOs and other Departments are received by the Secretary and endorsed to the branch after entering in the proper receipt and dispatch registers.

All important matters relating to policy, financial implication and decision are put up to the Minister- in-charge through the Secretary as per the normal procedure.

### **Manual – IV**

#### **The norms set by it for discharge of its functions. (Section 4 (I) (b) (iv) of Right to Information Act, 2005).**

All functions are executed by the officers and staff as per the distribution of works made by the Administrative Head of the Department. The AHOD and the Section Officer in charge of the Branch assigns the works and responsibilities as and when new issues arises.

### **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. (Section 4 (I) (b) (v) of Right to Information Act, 2005).**

Any rules, regulation, instruction, manuals and records as given by the Government are followed.

1. The Nagaland Servants Conduct Rules, 1968
2. The Nagaland Services (Discipline & Appeal) Rules, 1967

### **Manual – VI**

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

Sl. No.	Nature/ Category of the document	Name of the document	Procedure to obtain the document	Held by/under control of

1	Establishment	APARs of the Staff -	-	Comm & Secretary
2	Programmes & Activities	1.Youth Parliament Competition and Parliamentary Quiz & Exposure trip  2.All files relating to Research Cell & Library  3.Parliamentary Study Tour		Branch
3	Finance	All funds available for the programmes and activities of the department (mentioned at Sl. No. 2)		Comm & Secretary
4	Matters related to MLAs and Assembly Secretariat	1.Salaries and Allowances for MLAs  2.Matters relating to the appointment of Parliamentary Secretaries  3.Matters relating to Business during Assembly Session		Comm & Secretary

### **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 implementation thereof. . (Section 4 (I) (b) (vii) of Right to Information Act, 2005).**

Does not apply

### **Manual – VIII**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or etc. (Section 4 (I) (b) (viii) of Right to Information Act, 2005).**

None

**Manual – IX**

**A directory of its officers and employees (As on 31<sup>st</sup> March, 2018)**

<b>Sl.No</b>	<b>Name</b>	<b>Designation</b>	<b>Phone Number</b>
1.	Motsuthung Lotha	Comm & Secretary	9366197522
2.	Tsuktimar Jamir	Deputy secretary	8413874186
3.	Akhrole	Section officer	9402404124
4.	N Nyanbemo Humtsoe	S A	7005826542
5	Ejanbeni Ezung	Steno	7005366823
5.	Rentsamo	LDA	8974738089
6.	Imtisangla	typist	9856862235
7.	Chongpongla	typist	9856153630
8.	Supenla	typist	8257045726
9.	Angaule	peon	9856362207
10.	Zuchamo	peon	8974387220
11.	Renchio	peon	9862337491

**Manual-X**

**Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations. (As on 31<sup>st</sup> March, 2018)**

<b>Sl. No</b>	<b>Name</b>	<b>Father's Name</b>	<b>Gender (M/F)</b>	<b>Edu. Qualiftn .</b>	<b>Designation</b>	<b>Status (Reg./Contract/Adhoc/Contingency)</b>	<b>Date of Birth</b>	<b>Date of entry into service / first appointment</b>	<b>Date of appointment to present post</b>	<b>Place of Posting</b>	<b>Date of retirement</b>	<b>Pay</b>	<b>Gross Salary</b>
1	Motsuthung Lotha	Lt Chichumo Lotha	M	B.A	Commissioner & Secretary	Regular	01/10/1960	09/05/1988	24/04/2018	NL Civil Sect.	30/09/2020	54,780	1,37,152/- 6 <sup>th</sup> rop
2	Tsuktimar Jamir	Pangerwati Jamir	M	B.SC	Deputy Secretary	Regular	05/02/1977	30/11/1999	-	„	30/11/2034	36520	87858/- 6 <sup>th</sup> rop
3	Akhrole Wezah	Yepfulo	F	B.A	Section Officer	Regular	25/07/1970	04/10/1993	04/10/1993	„	31/10/2028	17370	55105/- 6 <sup>th</sup> rop
4	N Nyanbemo Humtsoe	Y Nkhao Humtsoe	F	M.A	Secretariat Assistant	Regular	11/10/1986	23/03/2013	01/06/2016	„	31/10/2046	41300	47,469/-
5	Chongpongla	Chokhaba	F	X	Typist (Senior Grade)	Regular	03/06/1967	03/09/1986	24/10/2014	„	31/9/2021	55400	58970/-
6	Ejanbeni Ezung	Khontsemo	F	P.U	Stenographer	Regular	30/01/1978	19/12/1997	19/12/1997	„	30/12/2032	41300	44165/-
7	Imtisungla	Totonghaba	F	X	Typist	Casual	11/06/68	29/07/1991	29/07/1991	„	31/07/2026	-	3965/-
8	Supenla Yimsong	Lt Imkong Ao	F	-	Typist	Casual	01/09/1968	13/01/1992	13/01/1992	„	31/01/2027	-	3965/-
9	Angaulie	Helungbe	F	-	Peon	Fixed	20/01/1985	12/05/2011	12/05/2011	„	31/05/2046	-	3965/-
10	N Renchio Murry	Ntsemo Murry	M	BA	Peon	Regular	05/10/1987	15/11/2017	15/11/2017	„	31/10/1987	16836	18654/-



### **Manual – XI**

**The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.**

<b>Sl. No.</b>	<b>Head of account</b>	<b>BE</b>	<b>RE</b>	<b>Actual Expenditure</b>
1	2014-00-800 (01) Other Administrative expenses	54.00	-	54.00
2	2014-00-800 (02) Other Administrative Expenses	50.00	-	50.00
	<b>Total-</b>	<b>104.00</b>		<b>104.00</b>

### **Manual – XII**

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

There is no such subsidy programme

### **Manual – XIII**

**The particulars of recipient of concessions, permits or authorization granted by it. (Section 4 (I) (b) (xiii) of Right to Information Act, 2005).**

None

### **Manual – XIV**

**The details in respect of the information, available to or held by it, reduced in an electronic form. (Section 4 (I) (b) (xiv) of Right to Information Act, 2005).**

The department does not have any information in electronic form however, the matter will be taken up with the department of Information & Technology (IT) & Communication and any information issued by the department or documents will be made available on the Departments website.

Details of information are available in electronic form

<b>Sl. No.</b>	<b>Name</b>	<b>Title of the document/ record</b>	<b>Location where available</b>	<b>Other information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
-	-	-	-	-

**Manual – XV**

**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. (Section 4 (I) (b) (xv) of Right to Information Act, 2005).**

The Department of Parliamentary Affairs has a Research Cell –cum- Library, which was shifted from the State Library located at P. R. Hill to the Assembly Secretariat for easy accessibility to the Legislators. The Library is operational on all working days where reading facilities can be availed.

**Manual – XVI**

**The names, designation and other particulars of the Public Information Officer. (Section 4 (I) (b) (xvi) of Right to Information Act, 2005).**

- (a) Appellate Authority (AA)  
Shri. Motsuthung Lotha, Commissioner & Secretary
- (b) Public Information Officer  
Shri Tsuktimar Jamir, Deputy Secretary
- (c) Assistant Public Information Officer  
Smti. Akhrole Wezah, Section Officer

**Manual – XVII**

**Such other information as may be prescribed. (Section 4 (I) (b) (xvii) of Right to Information Act, 2005).**