

MANUAL – I

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

- History and background of the organization.
- Aims and objectives
- Missions/ visions
- Functions and duties
- Organizational chart
- Administrative setup in the Districts
- Name and address of the Organization
- Contact details

*** History and background of the organization:-**

The Directorate of State Institute of Rural Development (SIRD) was established in the year 1990. The SIRD Complex is situated below Nagaland Civil Secretariat building which is two kilometres away from the main city of Kohima.

The SIRD has a three-tier institutional set up under the Ministry of Rural Development (MORD) Govt. of India for training of all categories of Govt. officials and agencies related to rural development with the National Institute of Rural Development (NIRD) as the apex institute at the National level located at Hyderabad (Andhra Pradesh) and a regional center for North-East at Guwahati, the State Institute of Rural Development (SIRD) at the State level and two Extension Training Centers (ETCs) at the district level.

The SIRD is headed by a full-fledged Director with a back up of one Addl. Director (Admn.), six Faculty Members, two Principals, one Joint Director with other supporting Officers and Staff.

*** Aims and Objectives:-**

The main thrust of the SIRD is to provide training facilities to various levels of people from all walks of life with the following aims:

- Organize training programs, seminars, workshops, conference etc. for various categories of Government functionaries including NGOs, VOs, and SHG.
- Undertaking research studies by the faculties on various subjects relating to rural development in the state.
- Dissemination of information by way of contributing articles by its Senior Faculty members in important reports and other publications.
- To provide orientation training to the village level functionaries such as Village Councils and Village Development Boards.
- To bring about better co-ordination amongst the Government Departments by way of organizing seminars and workshops on relevant issues common to the people of the State.
- To provide computer literacy (IT) to all allied agencies & rural youth.

*** Vision & Mission:-**

To train people for improving efficiency and promoting transfer of better technology for achieving higher level of production and growth for the benefit of the rural poor in upliftment of their social and economic status.

*** Functions and duties**

The objective of the department is to organize and impart training for rural development functionaries and other allied agencies at the State level, Block level and even to the grass-root levels.

The core objective of the department is also to take up Action Research activities, consultancy services, evaluation & monitoring works related to social problems and economic activities.

*** Administrative set up in the Districts:-** Not applicable to SIRD.

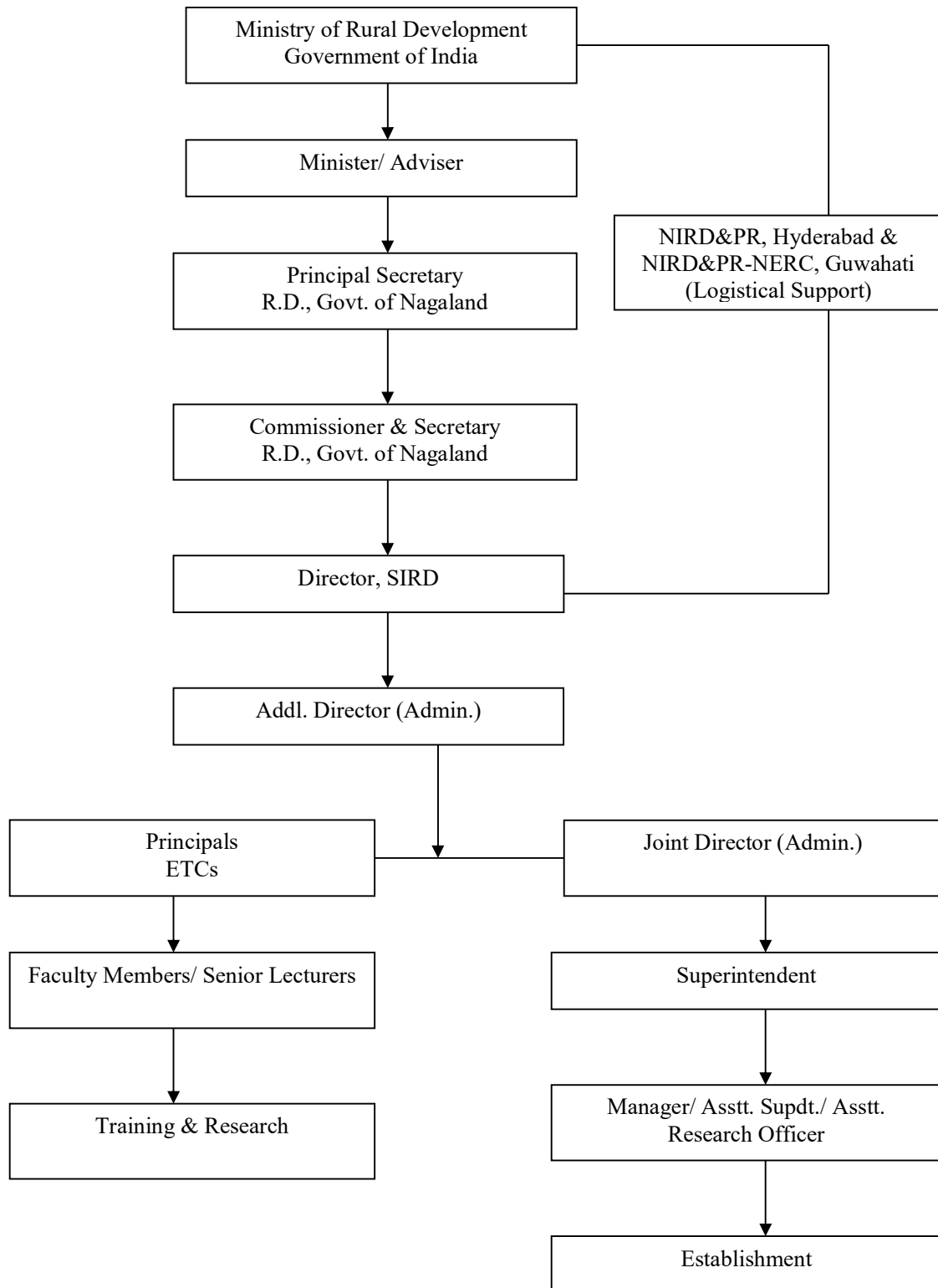
*** Name and address of the Organization:-**

Directorate of SIRD, Nagaland, Kohima.

*** Contact details:-**

Directorate of SIRD, Nagaland, below Civil Secretariat, Thizama Road – 797004.

ORGANIZATIONAL STRUCTURE



Powers and Duties of Officers and Employees [Section 4 (1) (b) (ii) of Right to Information Act, 2005]

Sl. No.	Designation	No. of employees	Powers & Duties
1.	Smt. Limasenla Jamir Director	1	Overall supervision of Department/ Administrative Head/ Giving right direction to the Department/ Framing plan and policy in relation to the Dept. for Govt. approval.
2.	Shri Velu-o Shijo Addl. Director	1	Administration/ Establishment/ Planning/ DDO/ PIO/ Supervision of all matters.
3.	Shri Vesato Joint Director	1	Planning/ Budget/ Transportation/ Department immovable Assets/ APIO/ SIRD Nodal Officer (Audit)/ General correspondences/ Establishment/ SIRD immovable asset.
4	Smt. Imlimenla Longkumer Principal ETC, Phek	1	Normal Training & Research of SIRD/ Nodal Officer (AG)/ Rural Museum/ District Incharge - Mokokchung & Kohima
5.	Dr. Phola Konyak Principal ETC, Tuensang	1	Training & Research/ APIO ETC/ District Incharge - Mon & Tuensang/ APIO
6.	Dr. Kedise Pucho Senior Lecturer	1	Training & Research/ STot SAU/ District Incharge - Phek & Zunheboto/ APIO
7.	Smt. Suohienuo Kehyo Senior Lecturer	1	Training & Research/ Nodal Officer (Library)/ District Incharge- Peren.
8.	Dr. Adino Vitso Senior Lecturer	1	Training & Research/ SAGY/ Gender Issue/ District Incharge - Wokha
9.	Dr. Juthsutho Phoiji Senior Lecturer	1	Training & Research/ Nodal Officer (Watershed Management)/ SAGY/ District Incharge - Kiphire
10.	Dr. Chekhupru Nyekha Senior Lecturer	1	Training & Research/ Nodal Officer (NRLM, IAY)/ Protocol incharge/ District Incharge - Longleng
11.	Dr. Rokosuno Kintso Senior Lecturer	1	Training & Research/ Museum/ District Incharge - Dimapur
12.	Shri Kūhūzūcho Vero Superintendent	1	All Establishment Matter/ Accounts & Attendance
13.	Shri. Kezhakietuo Sekhose Manager	1	He shall be responsible for refreshment of training participants and ensure that money is arranged ahead of time for meeting such expenses/ He shall be responsible for arrangement of accommodation of Guest faculty (picking & dropping) and training participants.

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Sl. No.	Designation	No. of employees	Powers & Duties
14	Smt. Caroline Assistant Research Officer	1	All Research Matters/ Planning/ Budget/ ETC/ MORD/ Status Report/ Administrative Report/ BRGF/ RGPSA/ Civil Engineering works.

15	Smt. Anungla Assistant Superintendent	1	Service book/ Personal files of Grade-III & IV/ Stationery & supply/ Leave/ GIS/ MACP/ Construction/ Incumbency list/ Contingency pay bill.
16	Smt. Nukrolu Accountant	1	All Account Matters/ Bills/ Audit, Taxes/ MR Bill, Pay/ GPF, Audit/ DE.
17	Smt. Tarepmongla UDA-cum-Accountant	1	All Training Matters/ Colloquium/ SGSY/ BPL/ NEC/ NREGA/ UNDP/ Consumer Protection/ NRLM.
18	Shri. Lanuwati Walling LDA	1	Matters relating to Election/ Parliament/ Assembly/ Celebration of important days/ Quarter/ Hostel, Transport/ Furniture/ Water/ Telephone/ Electricity & Internet.
19	Shri. Sekhota LDA	1	Cashier incharge/ Treasury/ Bank Transaction/Maintenance of Cash Book/ Payment Register/ All other matters relating to cash transaction such as, Society/ Hostel & other Revenues/ Attached to DDO.
20	Shri Mou Z. Domeh LDA	1	Establishment Branch/ Identity Card/ ETCs/ Employees Census/ Assist Accountant
21	Smt. Alemla Aier Steno	1	Attached Addl. Director.
22	Smt. Imsuinla Steno	1	Attached to all Faculties & Officers.
23	Shri. Timothy J. Angami Audio Visual Operator	1	Miscellaneous/ Library/ Census/ HIV & AIDS/ Computer repair & replacement/ Conference room/ Computer Lab./ Auditorium/ Training & Photography/ Documentary films.
24	Smt. Kevilenuo Typist Grade-II	1	Computer typing/ Receipt & Dispatch.
25	Smt. Toshili Typist	1	All Matters relating to Receipt & Dispatch.
26	Shri. Repatemjen Head Driver	1	Supervision of Drivers in the Directorate.
27	Shri. Velonyi, Driver	1	Attached to Staff Bus
28	Shri. Dhan Bahadur, Driver	1	Attached to Director
29	Shri. Mudosai, Driver	1	Attached to Addl. Director
30	Shri Nuta Tetseo, Driver	1	Attached to Pool
31	Shri Vengota, Driver	1	Attached to Joint Director

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Sl. No.	Designation	No. of employees	Powers & Duties
32	Shri. Melungchung Peon	1	Attached to Faculty block/ Tour / Trainings / Faculties.
33	Shri. Vikho, Peon	1	Attached to Director and Addl. Director
34	Shri. S.Arong Jamir, Bearer	1	Attached to Administrative block/ Xerox.
35	Smt. Supongsenla, Bearer	1	Attached to faculty block/ hostel/ trainings
36	Smt. Luhman, Cook	1	Attached to Faculty block/ Trainings/ Preparation of refreshment for staffs
37	Shri. Babuthan, Cook	1	Attached to Hostel

38	Shri. M.Bendang, Chowkidar	1	Attached to Hostel/ Faculty block/ Auditorium/ Museum
39	Shri. Dichulo, Chowkidar	1	Attached to Administrative block/ Gates
40	Shri. Menguzelie, Chowkidar	1	SIRD Complex
41	Smt. Atoli, Sweeper	1	Sweeping/cleaning of Office/Hostel
42	Smt Kilangnaro, Sweeper	1	Sweeping/cleaning of Office/Hostel
43	Shri Waimongba, Sweeper	1	Sweeping/cleaning of Office/Hostel
44	Shri. Shikuto, Mali	1	Treasury transaction duty/ Attached to Administrative block.

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)

- Specifically identify the major outputs/ tangible results/ services/ goods as applicable that you are responsible for providing to the public.

Not applicable to SIRD

- Identify the decision making chains in the form of a flow chart explaining the rank/ grade of the public functionaries involved in decision making process and the specific stages in the decision making hierarchy.
- Give in detail the powers of each officer including the powers of supervision over subordinates involved in chain of decision making – **Same as Manual II**
- Changes in the chain of decision making or decentralisation of decision making or adoption of an entirely new decision making process be explained. Process of decision making.

Sl.No.	Activity	Level of Action	Time Frame
1	2	3	4
1.	Final decision making	Director	Depends on matter of the case

Files relating to administrative matters are processed initially at the level of UDA/LDA who submit the files to Assistant Superintendent/ Superintendent who in turn submit the file to Joint Director/Addl. Director and to the Director for final order/ decision.

Matters relating to accounts are processed by the Accountant / UDA-cum-Accountant and submitted to the Joint Director who in turn submits to Addl. Director who is the D.D.O after verification for comment and is endorsed to the Director for final decision.

Matters relating to training and research, planning and reports are generally processed by the ARO/ LDA and is submitted to the Lecturers/ Joint Director for verification

who in turn submit it to the Senior Lecturers/ Addl. Director and is finally endorsed to the Director for final decision.

Supervision: The Director supervises the work of the whole Department. For administrative and training/research matters etc. The office staffs are being supervised by the Addl. Director.

Accountability: The officers and staffs are accountable for timely disposal of the work allotted to them.

MANUAL – IV

The norms set by it for discharge of its functions. (Section 4 (1) (b) (iv) of Right to Information Act, 2005)

- Nature of functions/ Services offered
- Norms/ Standards for functions/ service delivery
- Time- limits for achieving the targets
- Reference document prescribing the norms

Not applicable to SIRD

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 (1) (b) (v) of Right to Information Act, 2005)

- Title and nature of the record/ manuals/ instructions
- Gist of content

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

Sl.No.	Name/ Title of the Document
1.	Nagaland Financial Rule
2.	Delegation of Financial Power Rules
3.	Office Procedure (Secretariat Manual 1969)
4.	Leave Rules (CSS) (L) Rules 1972
5.	Nagaland Services (Discipline and Appeal) Rules 1967
6.	Nagaland Government Servants Conduct Rules 1968
7.	Nagaland Village and Area Council Act 1978 (Nagaland Act No. 1 of 1979)
8.	Nagaland Directorate/ Ministerial Service Rule 2006

9.	Procedure for implementing a Village-wise approach to Community Development Schemes in Nagaland dated 27.11.1980
10.	Village Development Boards (VDBs) Model Rules 1980
11.	Guidelines for Implementation of: (i) Capacity Building and translation of guidelines to different dialects. (ii) MGNREGs (iii) Deen Dayal Antordaya Yojana (NRLM) (iv) Pradhan Mantri Gramin Awaas Yojna (PMAY-G) (v) Shyama Parad Mukherjee Rurban Mission – National Rurban Mission (NRUM) (vi) Grant-in-Aid (GIA) State (vii) RD programs and Right to Information under Panchayati Raj (viii) Handbook for vigilance and monitoring committees.
12.	Annual Plan

MANUAL-VI

A statement of categories of document that are held by it or under its control. (Section 4 (1) (b) (vi) of Right to Information Act, 2005)

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

Sl. No.	Nature/ Category of the document	Name of the document	Procedure to obtain the document	Held by/ under control of
1	2	3	4	5
1.	Files related Capacity building and records.	SGSY, NREGS, Capacity Building		Concerned Program Officer
		Financial Records		Accountant
		Receipt & Dispatch		LDA-cum-Computer Asstt.
		Attendance Register		Superintendent
2.	Report Files	Monthly expenditure		Accountant
		Audit Report		Accountant
		Annual Report/ Status Report/ Annual Administrative Report/ ETC/ MoRD/ Plan/Non-Plan/ Monthly report (Trg)		Research Asstt.
		Office Orders & Work allocation orders		Superintendent
3.	Administrative Files	Administrative correspondence		Superintendent

		Memos issued by related correspondence		Superintendent
		Administrative circular/ instructions		Superintendent
		Leave matters		Superintendent
		Establishment matters		Superintendent
4.	Training Files	Conduct of trainings/ Research/ Matters relating to training		Lecturer/ Sr.Lecturer
5.	Establishment Matters	Matters relating to computer		Computer in charge

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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
6.	Establishment Matters	Matters related to official tour		Superintendent
7.	Confidential Matters	Information send by investigating wing and other Agency		PIO
		Vigilance matters		Superintendent
		Disciplinary proceeding		Superintendent
		APAR		Superintendent
		Confidential correspondence with higher authority		Superintendent
		Confidential correspondence with lower authority		Superintendent

MANUAL-VII

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. (Section 4 (1) (b) (vii) of Right to Information Act, 2005)

- Relevant rules, circulars
- Arrangements for consultation with or representation by the members of the public in policy formulation/ policy implementation.

Not applicable to SIRD

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 (1) (b) (viii) of Right to Information Act, 2005)

- Name of the Board, Council, Committee etc
- Composition
- Powers & functions
- Whether their meetings are open to the public?
- Whether the minutes of the meeting are open to the public
- Place where the minutes if open to the public are available?

* Name of the Board, Council, Committee etc:-

'Society for Training and Research on Rural Development (STRORD)' SIRD.

* Composition:-

The Governing Body of STRORD, SIRD was constituted with the following Members:-

- 1) Minister in charge SIRD, Govt. of Nagaland - Chairman
- 2) Principal Secretary, RD – Vice-Chairman
- 3) Joint Secretary, RD – Member
- 4) Director/ His representative, NIRD-NERC
- 5) Member
- 6) Director, RD – Member
- 7) Director, SIRD – Member Secretary
- 8) Addl. Director, SIRD – Member

* Powers & functions:-

- i) To coordinate and monitor training programs relating to RD.
- ii) To undertake, organize or sponsor research studies on RD through SIRD.
- iii) To raise or borrow money, collect donation, rents, present aids for the Society subject to approval of the Governing Body.
- iv) To allocate funds for sponsor of trainings to be conducted by SIRD.
- v) To acquire, hold and dispose of property and to operate reserve fund for the development of the Society.

* Whether their meetings are open to the public? **Yes**

* Whether the minutes of the meeting are open to the public. **Yes**

* Place where the minutes if open to the public are available? **During office hours.**

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

Sl. No.	Name	Designation	Contact No.	Email ID (if any)
1	Smt. Limasena Jamir	Director	9862077415	sirdngl@gmail.com
2	Shri. Velu-O Shijo	Addl. Director	9436000982	jdsirdngl@gmail.com
3	Shri. Vesato	Joint Director	9436001729	
4	Smt. Imlimenla Longkumer	Principal, ETC Phek	9436435282	imlimenlalongkumer@gmail.com
5	Dr. W. Phola Konyak	Principal, ETC Tuensang	9436005305	pholakonyak@gmail.com
6	Dr. Kedise Pucho	Senior Lecturer	9436601269	
7	Smt. Suohienuo Keyho	Senior Lecturer	9436435372	batsukeyho@gmail.com
8	Dr. Adino Vitso	Senior Lecturer	9436435377	adinosird@yahoo.com
9	Dr. Juthsutho Phojo	Senior Lecturer	9615850914	phoji2016@gmail.com
10	Dr. Chekhupru Nyekha	Senior Lecturer	9436263901	cnyekha6@gmail.com
11	Dr. Rokosuno Kintso	Senior Lecturer	9856000454	rokosuno@gmail.com
12	Shri Kuhuzucho Vero	Superintendent	9856535764	
13	Shri. Kezhakietuo Sekhose	Manager	9436004078	
14	Smt. Caroline	Assistant Research Officer	9862136746	
15	Smt. Anungla Temjen	Assistant Superintendent	9383149506	
16	Smt. Nukrolu	Accountant	9402720375	
17	Smt. Tarepmongla	LDA	9402723515	
18	Shri Sekhota Nyenga	LDA	9436435082	
19	Shri Lanuwati Walling	LDA	9378061988	
20	Shri Mou Z. Domeh	LDA	9612814322	
21	Smt. Alemla Aier	Steno Grade-III	9436077968	
22	Smt. Imsuinla	Steno Grade-III	9089583653	
23	Shri. Timothy J. Angami	Audio Visual Operator	9436614932	
24	Smt. Kevilenuo	Typist Grade-II	9089414759	
25	Smt. Toshili	Typist Grade-III	9856307238	
26	Shri. Repatemjen	Head Driver	9436404020	
27	Shri. Vilonyi	Driver	9856242550	
28	Shri. Mudosayi	Driver	8415982249	
29	Shri. Dhan Bahadur	Driver	8118925603	

30	Shri Nuta Tetseo	Driver	8132805882	
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Sl. No.	Name	Designation	Contact No.	Email ID (if any)
31	Shri Vengota	Driver	9089920165	
32	Shri Vikho Domeh	Peon	9856620816	
33	Shri Melungchung Sosoly	Peon	7085472390	
34	Smt. Atoli Rengma	Sweeper	-	
35	Smt. Kilangnaro	Sweeper	9436656698	
36	Shri Waimongba	Sweeper	9612752758	
37	Shri M. Bendang Jamir	Chowkidar	9436410387	
38	Shri Dichulo	Chowkidar	9615375680	
39	Shri Menguzelie	Chowkidar	9856070568	
40	Shri S. Arong Jamir	Bearer	9436216551	
41	Smt. Supongsenla	Bearer	9436824769	
42	Smt. Luhman Konyak	Cook	9402026944	
43	Shri Babuthan Thapa	Cook	9856770220	
44	Shri Z. Shikuto Sumi	Mali	9856123036	

**MANUAL-X: The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.
(As on 31st March 2018)**

Sl. No	Name	Father's Name	Gender (M/F)	Educational Qualification	Designation	Status (Regular / Contract / Adhoc/ Contingency)	Date of birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay Band	Grade Pay	Gross Salary
1	Limasenla Jamir	Chubatoshi Jamir	F	M.A (Soc.)	Director	Regular	24.10.1962	04.03.1986	20.09.2002	SIRD	31.03.2021	37400-67000.	8900.	1,94,143.
2	Velu-o Shijo	Dai Shijo	M	M.A (RD)	Addl. Director	Regular	19.09.1960	07.02.1991	06.07.2015	SIRD	30.09.2020	15600-39100.	8700.	1,24,910.
3	Vesato	Velhupra	M	M.A (RSPR)	Joint Director	Regular	01.02.1973	20.04.1996	07.07.2015	SIRD	28.02.2031	-do-	7600.	1,08,602.
4	Imlimenla Longkumer	Takomeren	F	M.A (Soc.)	Principal, ETC Phek	Regular	21.08.1971	23.05.1997	19.02.2009	SIRD	31.08.2031	-do-	6600.	1,11,879.
5	Dr.W. Phola Konyak	Wangnon	M	M.VSc	Principal ETC Tuensang	Regular	23.08.1963	15.03.1991	18.01.2011	SIRD	31.08.2023	-do-	7600.	1,48,472.
6	Dr. Kedise Pucho	Razouhol Pucho	M	PhD (Geog.)	Senior Lecturer	Regular	16.07.1964	28.07.1998	18.01.2011	SIRD	31.07.2024	-do-	6600.	81,482.
7	Suohienuo Keyho	Zelhoulie	F	M.A (Soc.)	Senior Lecturer	Regular	13.02.1971	20.04.2000	28.06.2016	SIRD	28.02.2031	-do-	6600.	1,02,952.
8	Dr. Adino Vitso	Keriho Vitso	F	PhD (Anthro.)	Senior Lecturer	Contract	22.07.1969	18.06.2004	18.06.2004	SIRD	31.07.2029	-do-	6600.	70,494.
9	Dr. Juthsutho Phoiji	Kachurie	M	PhD (Philosophy)	Senior Lecturer	Contract	02.05.1969	01.05.2009	01.05.2009	SIRD	31.05.2029	-do-	6600.	70,494.

10	Dr. Chekhupru Nyekha	Rev. Poswunyi	M	PhD (RD & Planning)	Senior Lecturer	Contract	13.04.1968	02.05.2011	02.05.2011	SIRD	30.04.2028	-do-	6600.	68,452
11	Dr. Rokosuno Kintso	Sapa Kintso	F	PhD (Geog.)	Senior Lecturer	Contract	20.01.1976	02.05.2011	02.05.2011	SIRD	31.01.2036	-do-	6600.	68,452
12	Kuhuzucho Vero	Abo Vero	M	B.A	Superintendent	Regular	01.03.1967	10.01.1991	06.08.2015	SIRD	31.01.2026	-do-	5400.	73,250
13	Kezhakietuo Sekhose	K. Sekhose	M	B.A	Manager	Regular	28.03.1969	27.01.1994	06.08.2015	SIRD	31.01.2029	9300-34800.	4600.	67,244
14	Caroline	Nikhu Nukhu	F	B.Com.	Asstt. Research Officer	Regular	15.02.1973	02.02.1994	16.03.2017	SIRD	28.02.2029	9300-34800.	4600.	64,430
15	Anungla Temjen	O.Temjen Ao	F	Matriculate	Asstt. Superintendent	Regular	15.02.1967	03.05.1993	04.05.2017	SIRD	28.02.2027	5200-20200.	3400.	57,537
16	Nukrolü	Sululhu	F	P.U	Accountant	Regular	20.06.1968	03.01.1994	01.08.2004	SIRD	30.06.2028	-do-	3400.	51,537
17	Tarepmongla	Lanunochet	F	P.U	UDA-cum-Accountant	Regular	07.12.1973	01.02.1997	01.02.1997	SIRD	28.02.2032	-do-	2800.	48,486
18	Sekhota Nyenga	Chekuresayi	M	B.A	LDA	Regular	25.02.1974	08.11.2001	08.11.2001	SIRD	28.02.2034	-do-	2400.	36,605
19	Lanuwati Walling	Imti Walling	M	B.Com PGDBM	LDA	Regular	27.04.1966	01.08.2004	01.08.2004	SIRD	30.04.2026	-do-	2400.	37,073
20	Mou Z. Domeh	Lt. Derhu Z. Domeh	M	P.U	LDA	Regular	12.04.1978	15.02.2001	15.02.2001	SIRD	28.02.2036	-do-	2000.	24,643
21	Alemla Aier	Lt. Toshiwati Aier	F	Matriculate	Steno Grade-III	Regular	05.06.1970	02.02.1994	02.02.1994	SIRD	28.02.2029	5200-20200.	2800.	56,057

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Sl. No.	Name	Father's Name	Gender (M/F)	Education Qualification	Designation	Status (Regular/Contract/Adhoc/Contingency)	Date of birth	Date of entry into service/first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay Band	Grade Pay	Gross Salary
22	Imsuinla	Marwati	F	B.A	Steno Grade-III	Contract	12.11.1981	12.06.2008	12.06.2008	SIRD	30.11.2041	4125-100-4725-125-6475	-	28,635.
23	Timothy J. Angami	John Themuyu	M	Matriculate	Audio Visual Opr.	Regular	15.06.1971	02.02.1994	02.02.1994	SIRD	28.02.2029	5200-20200.	3400.	55,400.
24	Kevilenuo	Chasu Nukhu	F	Class-X	Typist Grade-I	Regular	08.12.1972	03.01.1994	19.07.2012	SIRD	31.01.2029	-do-	2800.	43,850.
25	Toshili	Zehokhe	F	Class-IX	Typist Grade-III	Regular	03.04.1969	20.11.1990	20.11.1990	SIRD	30.11.2025	-do-	2000.	44,079.
26	Repatemjen	Imsumeren	M	Class-VIII	Head Driver	Regular	14.09.1973	01.07.1993	01.07.2008	SIRD	31.07.2028	-do-	2600.	41,435.
27	Vilonyi	Thezu Shupao	M	Class-VI	Driver	Regular	02.02.1976	21.01.1997	27.03.2007	SIRD	31.01.2032	-do-	2400.	40,463.
28	Müdosayi	Sukhringoyi	M	Class-IX	Driver	Regular	10.09.1982	01.11.2008	01.11.2008	SIRD	30.09.2042	-do-	1800.	26,210.
29	Dhan Bahadur	Tara Bahadur	M	Class-VIII	Driver	Regular	15.11.1984	01.03.2011	01.03.2011	SIRD	30.11.2044	-do-	1800.	25,773.
30	Vengota	Vetsuyi	M		Driver	Regular	09.10.1989	12.01.2018	12.01.2018	SIRD	31.10.2049	-do-	1800.	21,140.
31	Nuta Tetse-o	Chekwuyi Tetseo	M	Class-IX	Driver	Regular	05.03.1991	12.01.2018	12.01.2018	SIRD	31.03.2051	-do-	1800.	21,140.
32	Vikho Domeh	Pinyi Domeh	M	Class-VIII	Peon	Regular	25.03.1969	25.01.1997	25.01.1997	SIRD	31.03.2029	4400-17200.	1400.	30,754.
33	Melungchung Sosoly	H. Alemba	M	Class-IX	Peon	Regular	28.12.1985	23.04.2009	23.04.2009	SIRD	30.04.2044	4400-17200.	1300.	24,417.

34	Atoli	Lapithu	F	Class-VI	Sweeper	Regular	03.03.19 70	15.11.19 90	15.11.19 90	SIRD	30.11.20 25	5200-20200.	180 0.	34,361 .
35	Kilangnaro	Akangnengsang	F	Class-VIII	Sweeper	Regular	19.07.19 89	01.03.20 16	01.03.20 16	SIRD	31.07.20 49	4400-17200.	130 0.	19,445 .
36	Waimongba	Lt. Lanunokden	M	Class-IX	Sweeper	Regular	11.10.19 70	23.03.19 91	23.01.19 91	SIRD	31.03.20 26	-do-	130 0.	18,880 .
37	M. Bendang	Mejaliba	M	Class-X	Chowkidar	Regular	25.03.19 69	15.02.19 91	15.02.19 91	SIRD	28.02.20 26	5200-20200.	180 0.	32,875 .
38	Dichülo	Dechu	M	Class-V	Chowkidar	Regular	03.05.19 61	01.06.19 92	01.06.19 92	SIRD	31.05.20 21	5200-20200.	180 0.	31,040 .
39	Menguzelie	Viputsu	M		Chowkidar	Regular	25.11.19 73	02.12.19 99	02.12.19 99	SIRD	30.11.20 33	4400-17200.	130 0.	29,954 .
40	S. Arong	Anoktiba	M	Class-X	Bearer	Regular	19.08.19 70	14.03.19 97	14.03.19 97	SIRD	31.08.20 30	-do-	140 0.	30,754 .
41	Supongsenla	Lipokazung	F	Class-X	Bearer	Regular	18.04.19 75	17.03.19 98	17.03.19 98	SIRD	31.03.20 33	-do-	140 0.	29,954 .
42	Luhman	Pangpo	F	Class-X	Cook	Regular	01.11.19 70	25.01.19 97	25.01.19 97	SIRD	30.11.20 30	-do-	140 0.	27,890 .
43	Babuthan	Lal Bahadur	M	Class-III	Cook	Regular	01.07.19 72	01.02.19 97	01.02.19 97	SIRD	28.02.20 32	-do-	140 0.	28,690 .
44	Shikuto	Zhenizu	M	P.U	Mali	Regular	25.05.19 78	01.03.19 97	01.03.19 97	SIRD	31.03.20 32	-do-	140 0.	28,690 .

MANUAL-XI: The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

(Rs. lakh)					
2515-Other Rural Development Programs	Non-Development	Development	NEC NLCPR	CSS	Total
2515-00-003 Training					
2515-00-003(1)- RD Training Centre					
A. REVENUE SECTION					
Salaries	245.60				245.60
Wages	23.30				23.30
Travel expenses	11.00				11.00
Office expenses	25.00				25.00
Motor Vehicles	8.00				8.00
Rent, Rates, Taxes	3.00				3.00
Training & Research	40.00	60.00			100.00
Printing & Publication					
Maintenance	20.00				20.00
2515-00-003(2) Research & Dev. Works					
2515-00-003(3) Extension Training Centre		15.00			15.00
TOTAL: REVENUE SECTION	375.90	75.00			450.90
B. CAPITAL SECTION					
4059-Capital Outlay on Public Works					
01-Office Buildings					
051-Construction					
01-Functional Building					
13-Major work (SIRD)		140.29			140.29
TOTAL: CAPITAL SECTION		140.29			140.29
GRAND TOTAL (A+B)	375.90	215.29			591.19

MANUAL – XII

The manner of execution of subsidy program, including the amounts allocated and the details of beneficiaries of such programs. (Section 4 (1) (b) (xii) of Right to Information Act, 2005)

- Name of the programme or activity
- Objective of the programme
- Procedure to avail benefits
- Duration of the programme/ scheme
- Physical and financial targets of the programme
- Nature/ scale of subsidy/ amount allotted
- Eligibility criteria for grant of subsidy
- Details of beneficiaries of subsidy programme (Number, profile, etc)

Not applicable to SIRD.

MANUAL – XIII

The particulars of recipients of Concessions, Permits or Authorizations granted by it. (Section 4 (1) (b) (xiii) of Right to Information Act, 2005)

- Concessions, permits or authorizations granted by Public Authority
- For each concessions, permit or authorization granted
- Eligibility criteria
- Procedure for getting the concession/ grant and or permits or authorizations
- Date of award of concessions/ permits or authorizations

Not applicable to SIRD

MANUAL – XIV

The details in respect of the information available to or held by it, reduced in an electronic form. (Section 4 (1) (b) (xiv) of Right to Information Act, 2005)

* Details of information available in electronic form

Sl. No	Name	Title of the document/ record	Location where available	Other information
1	2	3	4	5
1		Manuals of Office procedure	www.sird.nagaland.gov.in/ Hard copy	

2		Right to Information Act 2005		
3		Nagaland Village & Area Council Act 1978		
4		VDB Model Rule 1980		
5		(i) MGNREGS (ii) Deen Dayal Antordaya Yojana (NRLM) (iii) Pradhan Mantri Gramin Awaas Yojna (PMAY-G) (iv) Shyama Parad Mukherjee Rurban Mission – National Rurban Mission (NRUM) (v) Grant-in-Aid (GIA) State		

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 (1) (b) (xv) of Right to Information Act, 2005)

- Name & location of the facility
- Details of information made available
- Working hour of the facility
- Contact person & contact details

Sl. No.	Name & location of the facility	Details of information made available	Working hour of the facility	Contact Person & contact details
1	2	3	4	5
1.	Notice Board	Notices, Circulars	24 x 7	Director/ Addl. Director
2.	Website		24 x 7	
3.	Printed Manual	Books, Journals, Magazines, etc.	All working days (10:00 AM to 4:00 PM)	
4.	Inspection of Records in the Office	On any matter	All working days (10:00 AM to 4:00 PM)	
5.	System of issuing of copies of documents	Xerox copies, soft copies, Translation	All working days (10:00 AM to 4:00 PM)	

MANUAL – XVI

The Names, designation and other particulars of the Public Information Officer. (Section 4 (1) (b) (xvi) of Right to Information Act, 2005)

- Name and designation of the Public Information Officer, Assistant Public Information Officer & Appellate Authority
- Address, telephone numbers and e-mail id of each designated officials

a) Appellate Authority (AA)

Sl. No	Name	Designation	STD Code	Phone Number			Email	Addresses (Home)
				Office	Home	Mobile		
1	2	3	4	5	6	7	8	9

1.	Limasenla Jamir	Director	0370	227045 4		98620774 15		Forest colony
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b) Public Information Officer (s) (PIO)

Sl. No	Name	Designation	STD Code	Phone Number			Email	Address (Home)
				Office	Home	Mobile		
1	2	3	4	5	6	7	8	9
1.	Velu-o Shijo	Addl. Director	0370	227045 0		94360009 82		Secretariat colony

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

Sl. No	Name	Designation	STD Code	Phone Number			Email	Address (Home)
				Office	Home	Mobile		
1	2	3	4	5	6	7	8	9
1	Vesato	Jt. Director				94360017 29		Below Kohima College
2	Dr. W. Phola Konyak	Principal ETC, Tuensang				94360053 05		Secretariat colony
3	Imlimenla Longkumer	Principal ETC, Phek				94364352 82		Lower AG.

MANUAL – XVII

Such other information as may be prescribed. (Section 4 (1) (b) (xvii) of Right to Information Act, 2005)

- Citizens charter of public authority
- Grievance redressal mechanism
- Details of application received and responses given under RTI Act, 2005.
- Lists of completed schemes/ projects/ programmes
- List of all contact/ projects/ programme underway
- Details of all contact entered into including name of the contractor, amount of contract and period of completion of contract
- Date of last updation of the proactive Disclosure

As applicable.
