

RIGHT TO INFORMATION ACT 2005

Section 4 (1) (b) I – xvii of Right to Information

RTI Act 2005 Manual I-XVII Version 1.0

[2017-18](#)



Disclosures under section 4 of RTI Act 2005

Manual – I

THE PARTICULARS OF THE ORGANIZATIONS, FUNCTIONS AND DUTIES OF THE NAGALAND WOMEN COMMISSION.

The Nagaland State Commission for Women is a statutory body, constituted by the State Government under the Nagaland Women Commission Act 2006, vide Govt. Notification No. Law/Act218/2006, dated Kohima the 30th November 2006, and was formally inaugurated by the then Governor of Nagaland Shri. K. Sankaranarayanan on 28th March 2007. The Commission started functioning from Red Cross Complex, Kohima and is now located at NBCC Complex, Bayavü Hill, Kohima, since May 2014.

The office of the Nagaland State Commission for Women is following the working hours of the State Government Offices. Office Timing:-

Summer	- 9:30 A.M to 4:30 P.M
Winter	- 9:00 A.M to 4:00 P.M

The Government of Nagaland in its endeavor to protect Naga women has already enacted Protection of Women from Domestic Violence Act, 2005, which came into force from 26th Oct 2006, for protection of women from domestic violence.

Grants by the State Government:

As per provision of the Act 2006 at section 12, the State Government provides a fixed Grant-in-Aid annually for the Commission. Initially the Nodal Department for the Commission was Women Development, but vide Government Notification NO.WRD/NSCW-1/2/2014 dated 25th June 2014, it has been brought under the Social Welfare Department.

Main Activities of the Commission:

The Commission has been engaged mainly with sensitization efforts since its inception:

- a. About Women/Girls' Legal Rights under the Constitution.
- b. About access to legal authorities for redressal of grievances.
- c. About health issues, especially HIV/AIDS.
- d. Safe and healthy delivery and post-natal care.
- e. Need to urge the authorities to include women members in decision-making bodies of society.
- f. Create awareness for a safe environment within the family by discouraging domestic violence in homes and encouraging women to report such cases to the authorities promptly.
- g. Conducting awareness programmes about women's rights on equal share of inheritance of acquired property and working towards the enactment of such a law.
- h. Documentation of Traditional Practices relating to women.

REGULAR ACTIVITIES

A. LEGAL AWARENESS PROGRAMME ON HUMAN TRAFFICKING:

The Legal Awareness Programmes sponsored by the National Commission for Women, New Delhi were conducted on the theme of "Human Trafficking" because the Commission felt that this menace, though prevalent in the state, was either ignored by many or the general public were unaware about the nature of this heinous crime. As we began probing it was discovered that there were many un-reported cases pertaining to this. That was one of the reasons why there were only a few cases recorded in police data. On the basis of these inputs, the NSCW decided to launch state-wide Legal Awareness Programmes with the support and approval of the NCW, New Delhi.

Logistics:

Reaching the designated places was our main problem on account of the poor state of road connectivity throughout the state; sometimes the Commission's team had to travel for almost one whole day to reach one venue. Despite this logistical difficulty we managed to conduct 21 camps in all the districts in the span of almost two and a half months starting from 21st March to 31st May 2017. Certain areas of Nagaland are geographically contiguous to inter-state boundaries with Manipur in the South, Arunachal Pradesh in the North & Eastern part, Assam in the West and North. The state also shares an international boundary with Myanmar in the East. As such, the venues to conduct the programmes were chosen in district headquarters and sensitive areas like international border, inter-state borders which are known to be transit points for traffickers. On arrival at every designated venue the Commission held meetings with the District Administration officers, Police and public leaders to apprise them of our mission and acquire first hand information regarding Human Trafficking in their respective areas.

The Programmes:

The launching of our scheduled programmes was delayed by almost two months due to serious law and order situations in the state during the early months of 2017. The first three programmes could be launched only in the later part of March. Three programmes were conducted at colleges as initially planned, namely Zisaji Presidency College, Kiphire, Sao Chang College, Tuensang and Yingli College, Longleng, but the rest of our dates conflicted with the Nagaland University examinations in the state. After consultation with the NCW, the rest of our programmes beginning from April were conducted in co-ordination with Tribal Women's Organizations, district administration, police, public leaders and NGOs. Thereafter we undertook the strenuous journeys to the scheduled places as we wanted to complete the programmes before the monsoon season set in and complete the project within the extended time-frame permitted by NCW. The programme schedules have been incorporated in the power-point chart and a copy has also been attached to this report. The only venue we failed to reach is **Bhandari in Wokha District** on account of a huge landslide blocking the road.

Altogether there were **2898 registered participants** in the 21 programmes we organized throughout the state, though there were quite few un-registered visitors. The details of the programme schedules and attendance of participants as well as the names of Resource Persons for every programme are presented in the table given below.

Sl/ No.	Date	Place & Venue	No. of participants	Resource Person (Name & Designation)
1.	21-03-17	Kiphire (Zisaji Presidency College)	156	Ms. Khriesinuo Kire (Legal Consultant, NSCW)
2.	23-03-17	Tuensang (Sao Chang College)	311	Ms. Khriesinuo Kire(Legal Consultant, NSCW)
3.	24-03-17	Longleng (Yingli College)	224	Ms. Khriesinuo Kire(Legal Consultant, NSCW)
4.	11-04-17	Meluri (Town Hall)	85	Ms. Khriesinuo Kire (Legal Consultant, NSCW)
5.	18-04-17	Noklak (Town Hall)	64	Ms. Khriesinuo Kire (Legal Consultant, NSCW)
6.	19-04-17	Tobu (Town Hall)	80	Ms. Khriesinuo Kire (Legal Consultant, NSCW)
7.	20-04-17	Aboi (Town Hall)	204	Ms. Khriesinuo Kire (Legal Consultant, NSCW)
8.	21-04-17	Longwa (Town Hall)	283	Ms. Khriesinuo Kire(Legal Consultant, NSCW)
9.	24-04-17	Dimapur (Science Centre)	103	Ms. Khriesinuo Kire (Legal Consultant, NSCW)
10.	25-04-17	Peren (Town Hall)	126	Ms. Khriesinuo Kire, (Legal Consultant, NSCW)
11.	28-04-17	Chiephobozou (DBs Court)	74	Ms. Khriesinuo Kire (Legal Consultant, NSCW)
12.	02-05-17	Pughoboto (Town Hall)	92	Ms. Khriesinuo Kire (Legal Consultant, NSCW)
13.	03-05-17	Zunheboto (Town Hall)	147	Ms. Khriesinuo Kire (Legal Consultant, NSCW)
14.	05-05-17	Kohima (De-Oriental Grand Hotel)	79	Ms. Khriesinuo Kire (Legal Consultant, NSCW)
15.	11-05-17	Dhansaripar (Council Hall)	69	Mrs. Esther K. Aye (Legal Aid Counsel-cum-Trainer, NSLSA)
16.	16-05-17	Tseminyu (Town Hall)	66	Ms. Limasenla Longkumer (Legal Aid Counsel-cum-Trainer, NSLSA)
17.	17-05-17	Wokha (Town Hall)	117	Ms. Limasenla Longkumer (Legal Aid Counsel-cum-Trainer, NSLSA)
18.	24-05-17	Phek (Town Hall)	154	Ms. Akumla Longchari (Legal Aid Counsel-cum-Trainer, NSLSA)
19.	25-05-17	Pungro (Town Hall)	158	Ms. Akumla Longchari (Legal Aid Counsel-cum-Trainer, NSLSA)
20.	30-05-17	Mokokchung (Town Hall)	196	Mrs. Esther K. Aye (Legal Aid Counsel-cum-Trainer, NSLSA)

Resource Persons

The main Resource Person for the different programmes was the Legal Consultant from Nagaland State Commission for Women. The others were lawyers from Nagaland State Legal Services Authority and Assistant Public Prosecutors from the District Courts. Other Resource Persons were also drawn from the Heads of Administrations and Police Departments, Women's Cells of Police in the headquarters and Officers-in-Charge of the Subdivisions. Some Resource Persons from the **One Stop Centre** and **Helpline 181** also participated in a few programmes.

The Resource Persons spoke extensively on the many forms of human trafficking and they emphasized strongly on the de-humanizing nature of such crimes. They also explained in detail about the Provisions in the Constitution of India and Special Legislations enacted to prosecute and punish those convicted of the crimes of trafficking like the following:

- The Immoral Trafficking (Prevention) Act, 1956.
- Prohibition of Child Marriage Act (PCMA) 2006
- Juvenile Justice (Care and Protection of Children) Act 2000.
- Protection of Children from Sexual Offences Act, 2012 ;(POCSO) these four acts are administered by the Ministry of Child and Women Development.
- Bonded Labour System Abolition Act, 1976
- Child Labour (Prohibition & Regulation) Act, 1986 are Ministry of Labour & Employment administered laws.
- Transplantation of Human Organs Act, 1994 is monitored by the Ministry of Health & Family Welfare.
- The Penal sections under the IPC 1860
- Right of Children to Free and Compulsory Education Act or Right to Education Act 2009, (6-14 years).

Resource Persons from the Police Department explained to the audience that unless reports of trafficking were brought to their notice, they are unable to help them in apprehending the perpetrators and award justice to them. And it is because of this that their data remain incomplete. In all the districts, the administrators appreciated the efforts of the National Commission for Women, New Delhi, for creating awareness of this menace which is threatening a whole generation of Naga youth and assured us of their continued support for future programmes.

A Brief Account of our Findings

Our extensive tours to these locations and listening to the presentations, especially from the police officers, we gathered the following data about Human Trafficking in the state.

- ✓ According to recent police data, **in Nagaland a person goes missing every 4th day. 83% are below the age of 18. 13% have been reportedly trafficked. 35% are untraced.**
- ✓ The detected cases of trafficked victims fall mainly under **Exploitation for Sex Trade** and the other category is **Forced Labour involving minors and children** both within and outside the state.
- ✓ Another form of trafficking happens in the name providing better educational opportunities away from their native homes though in most cases the children

end up as Forced Labour. This happens mainly in poor families and ironically they consider the offer as an act of kindness of the receiving house-holds.

During the presentations of the police and also from the question hours it became apparent that Police data may not always reflect the wide-spread network of trafficking in the state as many cases are not reported to the police out of sheer ignorance or fear. Many victims were un-willing to testify against the traffickers because of the fear of retaliatory violence to themselves and their families from the traffickers, as well as fear of social stigma on the victim of sexual exploitation and the family if the case came to light.

In many instances, terms like 'human trafficking' and 'missing persons' are unheard-of concepts because poor parents from remote areas willingly send out their 'minor' children to urban towns and villages to live with affluent families who promise to 'educate' them in 'good' schools. But more often than not, the children end up as domestic help without any pay. This trend has been more prevalent in the eastern part of Nagaland where the ignorant parents do not realise that they are participating in 'human trafficking' of their own flesh and blood. Because of such ignorance, other professional traffickers take advantage of the general unawareness and lure teenage girls and boys with promises of employment with attractive pay and other facilities outside the state.

Some detected cases are cited below to illustrate this point.

- ❖ According to police data 7 Naga girls were rescued from Chennai in 2011 who were lured by a Korean national with promises of attractive jobs with good pay. But they were eventually forced into prostitution.
- ❖ 8 Naga children were rescued from Grace Home and Father's Children Home in Jaipur on 12/03/2013. From their statements it was discovered that the children were subjected to sexual exploitation, forced labour and illegal confinement. Later it was learnt that they were taken away with the parents' consent because they believed the Pastor's assurance of providing good education to their children. When brought home, a couple of children initially refused to go back to their families.
- ❖ Police in Goa rescued 6 Naga and 4 Mizo girls who were supposedly working in a beauty parlour but were involved in illicit sexual activities too.
- ❖ The most recent success of the police has been the busting of a Human Trafficking racket in Dimapur in March 2017 when the District Anti-Human Trafficking Unit (Dimapur) rescued 2 Naga girls from a brothel in Pune. Based on their statements, 4 persons including a woman were arrested in Dimapur for their involvement in the trafficking of these victims. This further proves that Dimapur has become an important transit point for trafficking not only girls and boys from the state but also facilitating the transfer of victims from places like Nepal and other neighbouring states too.

Within the state too, there are some reported cases of human trafficking committed with the promise of better education elsewhere or lucrative employment as domestic servants in good homes.

- There has been a regular exodus of educated girls and boys lured by the promise of work outside in institutions like airlines, call centres, factories as Security Officers and sometimes even as labourers with promises of handsome pay and as salespersons in the big malls. Many of these however end up as victims of traffickers one way or the other in the big cities.

- Many Naga villages are on the border of Myanmar who are of the same tribe and speak a common language. For example, an agent from Nagaland procured 5 children from a village from the Myanmar side with the knowledge and consent of the parents and placed them in different households in Dimapur ostensibly to go to better schools. After some years the parents wanted to see their children and looked for the agent to enquire about them only to discover that the agent had died. But they continued the search for the children with the help of the local residents and could locate only 4 of them. The children had become different and had even forgotten their own language too. The 5th one is still 'missing'.
- There is also the practice whereby Nagas 'import' domestic help from neighbouring villages and tea gardens of Assam and make them work in homes and fields. Sometimes there are unofficial reports of atrocities inflicted on these helpless children like physical abuse, denial of food, lack of proper housing and warm clothing in winter. Many of them are not paid wages or paid only a pittance.

Remedial Measures undertaken by the Government

In compliance with the directives of the Ministry of Home Affairs, Government of India, it has been reported that Nagaland State Government has set up **Anti-Human Trafficking Units in all the 11 district headquarters of Nagaland w.e.f. September 2010**, and attached them to the **Women's Cells** who double as staff of AHTU for the purpose of registration and investigating cases related to Human Trafficking. The Additional Superintendent of Police in each district has been designated as the Nodal Officer to supervise the functioning of Anti-Human Trafficking Units and supervised either by an Inspector or Sub-Inspector in the Sub-stations along the bordering areas. The establishment of these units was announced and emphasized by the police in all the programmes.

Apart from the dissemination about the legal recourses available and the AHTUs, another important message conveyed through these programmes was to inform the audiences that such criminal activities cannot be handled by our **Traditional Customary Laws** because crimes of such deceitful and ruinous exploitation of human lives can be dealt with only by the constitutionally appointed law-enforcing agencies.

The NSCW also impressed upon all the participants about their responsibility to carry the information and messages that they learned from the programmes and create awareness about the same through the various organizations that they belong to. This was addressed to the church leaders also because they can do a lot in helping their flocks to become aware of the menace and be pro-active in seeking all the legal help available to them.

Problems Faced by Police in dealing with HT cases: (Police Data)

- ✓ Non-reporting of cases
- ✓ Acceptance as social aberration
- ✓ Inability to reach out to target audiences from victim groups
- ✓ Ignorance stemming from ambiguity about the incidents
- ✓ Lack of net-working with relevant departments

And Suggestions:

- ✓ Patient and empathetic handling of victims
- ✓ Non-detention of victims in police custody
- ✓ Appointment of special officers to handle such cases
- ✓ Establishment of '**properly functioning**' Anti-Human Trafficking Units
- ✓ Appointment of Special Juvenile Police Units
- ✓ Non-disclosure of names of victims to public

Concluding Remarks

The convoluted nature of criminal involvement embedded in Human Trafficking is such that no agency can single-handedly cope with the ramifications because there are many inter-linking factors leading to the crime. Even the application of the various stringent laws and penal codes may sometimes be thwarted by clever arguments of defending lawyers. It is where the need for co-ordination of the different agencies is most important. **Departments like the Police, Judiciary, Child Rights Agencies, Labour, Social Welfare, Mental Health, Education and NGOs working in field need to create a networking system to tackle the menace in an effective way. In this effort, the role of the Church is vital in providing spiritual and moral guidance to all affected by the crime.** The '**convergence**' of all the stake-holders can be an ideal method to root out this evil before it destroys our society.

Also we would like to stress that it is important for all concerned to consider that a 'missing' person is invariably a **potential victim** of human trafficking. In order to assist the police in tracing such persons, village authorities were advised to keep a record of all those who migrate to other places to study or work voluntarily as well as those who are deemed 'missing' so that through the police network of communication, vital information is passed on quickly to help in searching and locating them.

Another suggestion from the NSCW is to **detach Anti-Human Trafficking Units** from the Women's Cells of Police Departments in all the Districts. They should be set up as separate units under the supervision of a senior police officer. Only then they can function more effectively to curb the activities of the traffickers.

We appeal to the State Government to strengthen the relevant departments, especially the **Women's Cells** and **Anti-Human Trafficking Units** in the Police Department with adequate manpower, better infra-structure and transport facilities. The personnel too need to be well-trained and be knowledgeable in up to-date technological methods of detection and prosecution of the perpetrators.

The most pressing need for the survivors of human trafficking, especially young girls and women is the establishment of **Shelter Homes/Rehabilitation Centres**. It is where they can have a sense of security and belonging in a congenial atmosphere. These Homes should be made the starting points for these unfortunate people to be able to step out and cope with the realities of the world outside.

From official records it is apparent that there are many Children's Homes and Women's Shelter Homes in the state. But the important question is: are they rendering the services that they are mandated to do and are the funds are being spent for the actual purpose for which these homes were set up? If not, the reasons must be sought, analyzed and prompt remedial measures must be taken before building further token structures in the name of rehabilitation of the victims.

B. DIVORCE AND PROPERTY SETTLEMENT:

A complaint letter was received on **16th January 2017**, by Anju Sharma regarding 'Complain against Mental and Physical Torture by her live-in partner' Shri. Dipak Lama. As such a summon letter was served to both the parties and was

summoned to the Commission's office on 4th March 2017, for a formal hearing and were recorded duly. After the first hearing the case turned out to be a divorce and property settlement between the two parties, thus another sitting was fixed on 31st March 2017 and again on 4th April, & 5th May. Only after the 5th sitting on 22nd May 2017, an amicable settlement came between Anju Sharma and Dipak Lama and thus on **26th May 2017**, the case was resolved with the signing of affidavit after 5 sittings.

C. COMPLAINT AGAINST FORCED DIVORCE:

The Commission received a complaint letter from Ms. Tsudenla of New Ministers Hill Colony, Kohima on 8th May 2017, for forced divorce against her husband Mr. Medovito Kirha, s/o Mr. Nosacha Kirha of New Ministers Hill Colony, Kohima.

In this, connection, Ms. Tsudenla requested the Commission for intervention and deliver justice. After having thorough discussion with the Legal Consultant and Members of the Commission, the Commission issued Summons to both the parties for a meeting on 20th July 2017 at the Commission's office.

An inquiry under Section 6 of the Nagaland Women Commission Act, 2006 was conducted at the office premises with both the parties. Statements from both the parties have been recorded, and after extensive deliberation, the case could not resolve on the same day. Another time was given to both the parties to present their views on 24th July 2017.

The outcome of the deliberation on 24th July 2017 resulted in a mutual settlement between the two parties. Hence, on **25th September 2017** a lump-sum amount of Rs. 3,00,000/- as divorce settlement was handed over to the complainant Ms. Tsudenla, at the Commission's office and thus resolved the case amicably by signing an affidavit.

D. 16 days of activism on elimination of violence against women:

In pursuance with the United Nations General Assembly adoption of the **"Declaration on the Elimination of Violence against Women"** from **25th November - 10th December**, the Nagaland State Commission for Women along with the rest of the world organizes various events in all tribal headquarters during the observation of 16 Days of Activism Against Gender-based Violence on a theme set by International Organization (Centre for Women's Global Leadership).

The theme for 2017 was **"Together We Can End Gender Based Violence in Education!"** basing on it a form of print media had been initiated to create greater awareness and importance for awareness among the general public, through the apex Tribal Women Hohos in the state by distributing varieties of materials like - booklets, pamphlets, posters, banners etc. for distribution and display in all the District HQs and Sub-divisions in the state. The 16 days observation concluded on 10th December, coinciding with the international 'Human Rights Day'.

The launching programme for the fortnight long observation was convened at the Commission's premises chaired by Member NSCW, Mrs. Kakheli Jakhali, with keynote address by Dr. Temsula Ao, Chairperson NSCW, and the concluding remarks made by Mrs. Asangla Cholong, Member NSCW. During the programme the book on "Baseline Survey on Social, Economic and Political Empowerment of Women in Nagaland" was also released which was sponsored by the National Commission for Women, New Delhi.

E. Jail Visits :

As per the Nagaland Women Commission Act 2006, Functions of the Commission in para-5 (j) to study and report on the conditions of women in jails, the Commission Chairperson Dr. Temsula Ao, along with Members Mrs. Kakheli Jakhalu and Mrs. Asangla Cholong, visited District Jail Dimapur on 14.12.17 and Kohima District Jail on 16.12.17, and met the Jailors and staff before meeting the female inmates individually without police presence.

Dimapur:

In Dimapur District Jail there were 3 female inmates booked under Murder, Forgery/Cheating and Kidnapping, who were lodged in a separate enclosure within the jail complex and their routines are supervised by women police only. They get their meals brought to them from the common kitchen. They get amenities like washing and bathing soaps. They are also given four rough blankets but no mosquito nets.

In this jail the inmates are taught some basic skills like basket weaving and tailoring. One inmate showed us the baskets she made, out of bamboo and plastic sheets and we were told that they make a decent amount which is kept with warden and given to them when necessary. Tailoring has also been taught when there were more inmates. They have also created a kitchen garden inside their enclosure.

The NSCW interviewed the inmates individually and when asked whether they had visits from their families, they were honest enough to say that only female relatives came to see them occasionally. The men rejected them because they brought 'bad' name to their families. We were told that they were content with the facilities provided to them. But one thing they were worried about is their future after release; where they will go because most families are reluctant to take them back.

Therefore there is an urgent need for the State to build adequate Shelter homes to help these women to live and work towards re-joining society as normal citizens.

Kohima:

In the Kohima Jail the Female Cell is not a separate enclosure but within the main one, though it is secured by a concrete wall. The area is cramped and leaves no space for other activities as is available in Dimapur. During our earlier visit too we had recommended for a separate enclosure for female inmates with adequate space for other gainful activities as we found in Dimapur. When we visited there were only 2 inmates booked under NDPS Act.

We reiterate our earlier recommendation and urge the State Government to take up the construction of this facility for the female inmates in Kohima Jail too for their security.

OTHER ACTIVITIES

1. The Chairperson, Dr. Temsula Ao, along with Member Mrs. Asangla Cholong, attended an interactive meeting with the State Commissions for Women, which was convened by National Commission for Women, New Delhi on 24th & 25th Oct.2017.
2. The Chairperson of the Commission Dr. Temsula Ao, along with Member Mrs. Asangla Cholong, attended a meeting to discuss on various specific and actionable recommendations to be acted upon by the Central Government and State Government as made in the report on "Social, Economic and Political Empowerment of Women in North Eastern States". The meeting was organized by National Commission for Women, New Delhi, in association with North East Council on 14th November 2017 at North East Council Secretariat, Shillong.

Functions and Duties of the Commission (NWC Act-2006) :

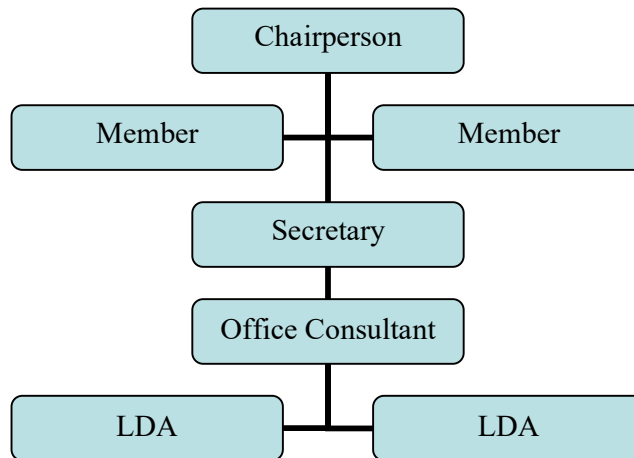
The main function and duties of the Commission is to investigate and examine all matters relating to Women issues, and also to safeguard the women provisions which was provided for women under the Constitution and other laws.

- a) Study/research and to codify the customary law relating to Naga women, family institutions, social security for women and children, on tribe-wise, district-wise and on other basis that may be considered necessary, for protecting family institutions from breaking up and for being against children particularly girl children from being rendered as orphans;
- b) Study, research and report on the advisability of reorienting some of the customary laws and practices into legislative enactments;
- c) Study, research and report on all Acts of Parliament including Civil Procedure Code, Criminal Procedure Code and Indian Penal Code etc., regarding their applicability or otherwise to Naga women, for enabling the Nagaland Legislative Assembly to take appropriate action under article 371-A (1) (a) of the Constitution of India;
- d) Study, research and report on all Acts of Nagaland Legislative Assembly that affect women so as to plug loopholes and for more effective implementation;
- e) Study, research and report on the advisability of including specific provisions in the Constitution of India for further protecting the interests of women in Nagaland, both in general and special ways;
- f) To formulate the draft of the Nagaland Women Empowerment Policy with the Women Development Department,
- g) Formulate alternatives policies for the socio-economic and educational advancement of women in Nagaland for consideration of the State Government;
- h) Study, research and report on the conditions of women in general, in Nagaland.

- i) Study, research and report on the conditions of women in private and public work places in Nagaland
- j) Study and report on the conditions of women in Jails, remand homes and other places of custody to ameliorate their conditions against atrocities and human rights violations
- k) Receive complaints relating to the status, conditions and affairs of women from individuals and bodies, investigate them and report to the State Government ; and
- l) Perform all other functions which are connected with or incidental to functions enumerated above.

(2) It shall be the duty of the Commission to make special study, research, investigation and inquiry into matters or questions affecting the welfare and empowerment of women in Nagaland, that are referred by the State Government to the Commission.

Organizational structure:



Address : -

Nagaland State Commission for Women
 NBCC Complex, 1st Floor
 Kohima - 797001
 Phone No. (0370) - 2260072 (O)/ 2260071 (Tele/Fax)
 E /Mail : nwcommission@hotmail.com

Manual- II

Powers and duties of the Officers and Employees:

A. The Commission has the absolute power to investigate all women related issues independently, under the NWC Act -2006.

Sl. No.	Name & Designation	Work Assigned
1	Dr. Temsula Ao, Chairperson	(i) Overall responsibility for the smooth functioning of the NSCW and discharging its mandate. (ii) Final approval of all matters, (iii) To conduct meetings (iv) To investigate and examine all matters in safeguarding the rights of women, (iv) To make such reports, recommendations to the Govt. for effective implementation.
2.	Mrs. Kakheli Jakhalu, Member	(i) To assist the Chairperson in investigating and examining all matters in safe-guarding the rights of women (ii) To submit such reports and recommendations to the Chairperson for approval and onward submission to the govt. (iii) To maintain contact with all women's Hoho's of the state and co-ordinate with them for the planning and organizing of meetings, seminars etc. at different venues.
3.	Mrs. Asangla Cholong, Member	- do -

B. The Secretary is the head of the Administration. The Secretary assists and implements all the decision of the Commission. The Secretary is the Member Secretary of the Commission.

Detail of the duties and assignments of the officials and staff:

Sl. No	Name & Designation	Work Assigned
1	Smt. Obangla Jamir, NCS	1. Head of Administration & Establishment 2. Correspondences on behalf of the Commission to the Government and other agencies. 3. Prepares all agenda and minutes of the Commission meeting. 4. Protocol & executive duties on behalf of the Commission. 5. Planning & Budgeting of the Commission Grants.
2.	Shri Neisielie Consultant	1. Supervision of all establishment matters. 2. Preparation of Pay bills/ monthly expenditures and audit of the Commission 3. Meeting Minutes of the Commission
3.	Shri Chenio L.D.A cum Computer Asst.	1. Maintenance of Cash Book 2. Rent/Taxes/Bill/House rent 3. Computer section. 4. Vehicle 5. RTI

		6. Budget
4	Ms. Lichemla I Sangtam L.D.A cum Computer Asst.	1. TA/DA 2. Establishment 3. Dispatch & Receipt 4. Seminar/Workshop
5	Smti Limasenla L.D.A cum Computer Asst.	1. Study/Research file 2. Complaint case & Inquiry 3. Stationeries & furniture 4. Tour file
6	Shri. Ponghai Khiam, Peon	Assist officers and staff
7	Ms. Sabulu Chizho, Peon	Assist officers and staff
8	Ms. Nzamongi, Sweeper	Sweeping & Cleaning the Office
9	Shri. Rocky Limbu, Driver	Attached to Chairperson - NL10- 9022
10	Shri. Lhumho Mepfuo, Driver	POOL - NL10- 6632
11	Shri. Raju Dorje, Driver	Attached to Member - NL10- 9135
12	Shri. Likingsse, Driver	Attached to Member - NL10- 9384
13	Shri. Vikhutho Phoji	Attached to Secretary - NL10- 8399
14	Ms Khriesinuo Kire, Legal Consultant	Legal matters

Manual- III

Procedures followed in the decision making process, including channels of supervision and accountability.

Initially all the files relating to the Administrations, Accounts, Budget, Planning Establishment matters and others are processed by the concerned L.D.A and submitted to the Office Consultant (Superintendent), who in turn submits it to the Secretary for views/comments and the final approval is done by the Chairperson.

Channel of supervision: The Secretary supervises all the works of the Commission, and the Office Consultant in turn guides the office assistants in their works.

Accountability: All the concerned Officers and Staff are accountable for timely disposal (within 1 or 2 days) of the work and activities assigned to them.

Manual - IV

The norms set by it for discharge of its function

All the norms/rules and notifications issued by the Central/State Government are followed by the Commission.

1. The working hours of the office are from - 9:30 am to 4:30 pm (summer) and 9:00 am to 4:00 pm (winter).
2. The time frame to process a file is within one or two days of receipt of daks file and submit to the Secretary/Chairperson for final approval within three days.
3. Annual Administrative Report is completed and submitted to Nagaland Legislative Assembly by the end of January every year.
4. Budget for the next financial year is completed by December every year.
5. Annual Plan is completed and submitted to the Nodal Department for further necessary action to Planning and Coordination Department by December every year.
6. Yearly expenditure statement is submitted to the Government
 - Audit by Charter Accountant once a year, AG Audit awaited.

- Yearly Utilization Certificate is to be completed and submitted to the nodal department ie. Social Welfare, Nagaland.

The decisions of the Commission along with the Meeting Minutes are submitted to the Government for final approval.

Manual – V

The rules, regulations, instruction, manuals and records held by it or under its control or used by its employees for discharging its functions.

The Commission does not have any specific Acts and Rules under its control or administered by it. The Commission normally follows the Notifications, Office Memorandum, rules and regulation and instruction issued by the Government of Nagaland from time to time. They are:

1. Nagaland Financial Rules
2. Leave Rules (CSS) (L) Rules 1972
3. Nagaland Services (Discipline and Appeal) Rules 1967
4. Nagaland Government Servants Conduct Rules 1968
5. Nagaland Directorate/ Ministerial Service Rule 2006
6. Nagaland Women Commission Act -2006
7. TA Rules
8. Hand book/Manual on office procedure
9. Protection of Women from Domestic Violence Act- 2005

Manual – VI

A statement of the categories of document that are held by it or under its control.

Name of the Branch	Matters relating to	Held by/ under control of
Administration (establishment matters)	1.NWC Act 2006 2. Appointment of Chairperson/members 3. Appointment of staff 4. Leave 5. Tour programme/diary of members 6. Meeting minutes 7. Creation of post 8. Purchase of stationeries 9. Purchase of furniture 10. Purchase of computer 11. Purchase of office equipments 12. Confidential Matter 13. Attendance register	Secretary

Accounts	1. Fund receipt & expenditure 2. NWC Bank account (SBI, Baazar branch) 3. Head wise expenditure 4. Audit report/fund utilization certificate	Office Consultant
Budget & Planning (only plan)	1. Annual Budget allocation 2. Budget estimate 3. Revise budget 4. Cash book 5. Monthly expenditure statement 6. TA Register 7. House rent 8. Telephone bill/ Internet bill 9. Miscellaneous expenditure	LDA cum C/Assistant
Report files	1. Annual Administrative Report 2. Implementation report of RTI Act 2005 3. Disclosure of RTI Act 2005 4. Seminar reports 5. Statutory rights of women 6. Domestic violence 7. Ask my sister 8. NWC Act 2006 9. Study & research (Tribal customary practices relating to women issue of all Naga tribes) 10. Receipt & dispatch	LDA cum C/Assistant

Manual - VII

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

No such arrangement or formation at present.

Manual -VIII

A statement of the boards, councils, committees and other bodies consisting of two or more persons 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;

The Commission does not have such boards, councils, committees etc.

Manual - IX

A directory of its Officers and Employees

A.

Sl.no	Name	Designation	Office	Mobile
1	Dr. Temsula Ao	Chairperson	2260072	9402993585
2	Mrs. Kakheli Jakhalu	Member	-do-	8014448608
3	Mrs. Asangla Cholong	Member	-do-	9774040473

B.

Sl.no	Name	Designation	Office	Mobile
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1	Obangla Jamir,NCS	Secretary	2260071	8787633690
2	Neisielie	Office Consultant		9856683197
3	Chenio	LDA cum C/Assistant		9402444055
4	Lichemla I Sangtam	-do-		9615820943
5	Limasenla Imsong	PA to Chairperson		9089397017
6	Ponghai Khiam	Peon		8131027734
7	Sabulu Chizho	Peon		9856352527
8	Nzamongi	Sweeper		9774480318
9	Rocky Limbu	Driver		
10	Lhumho Mefpüo	- do -		
11	Raju Dorje	- do -		
12	Likingse	- do -		
13	Vikhutho Phoji	-do-		
14	Khriesinuo Kire	Legal Consultant		9862808861

Manual – X

The monthly remuneration received by each of its Officers and Employees including the system of compensation.

A.

Sl. No	Name	Gender	Edn. Qul.	Designation	Date of Birth	Date of appointment	Honorarium
1	Dr. Temsula Ao	F	P.hd	Chairperson	25-10-1945	21-12-2012	Rs. 20,000 /-
2	Mrs. Kakheli Jakhalu	F	B.A.	Member	01-01-1955	21-12-2012	Rs. 15,000 /-
3	Mrs. Asangla Cholong	F	B.A.	Member	28-07-1969	19-11-2013	Rs. 15,000 /-

B.

Sl. No	Name	Father's Name	Gender	Edn. Qul.	Designation	Status	D.O.B	Date of first appointment	Fixed pay
1	Obangla Jamir		F		Secretary	Deputation			Parent deptt.
2	Neisielie	Lhoutuo	M	X	Office consultant	Contract basis	15.08.49	01.05.07	Rs. 15,000
3	Chenio	Kanki	M	BA	LDA-C/A.	-do-	29.05.80	01.05.07	Rs. 12,000
4	Lichemla I Sangtam	Imlimar	F	MA	-do-	-do-	06.08.91	01.05.15	Rs. 12,000
5	Limasenla Imsong	Imlitoshi	F	BA	PA to CP	-do-	10.10.86	01.02.15	Rs. 12,000
6	Ponghai Khiam	Khaiko Khiam	M	IX	Peon	-do-	26.08.87	01.04.09	Rs. 6,000
7	Sabülü Chizho	Hükroyi	F	IV	Peon	-do-	03.09.82	20.12.12	Rs. 6,000
8	Nzamongi	Zachamo	F	IX	Sweeper	-do-	10.05.83	01.05.10	Rs. 6,000

9	Rocky Limbu	J.B. Limbu	M	VII I	Driver	-do-	17.05 .84	01.02. 13	Rs. 8,000
10	Lhumho Mepfüo	Thepfulhoutuo	M	IX	- do -	-do-	16.09 .67	01.02. 13	Rs. 8,000
11	Raju Dorje	Dil Bahadur	M	VII	- do -	-do-	04.03 .88	01.01. 14	Rs. 8,000
12	Vikhutho Phojo	Ferutho	M	VII I	- do -	-do-	05.01 .93	01.05. 16	Rs. 8,000
13	Likingse	S. Warngangshi	M	VII I	- do -	-do-	21.10 .92	01.08. 16	Rs. 8,000
14	Khriesinuo Kire	T. Abao Kire	F	BA, LL B	Legal Consult ant	Retaine r basis	13.07 .83	01.08. 15	Rs. 10,000

Manual – XI

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

As per the Provision of the NWC Act 2006, at section 12, **the expenditure on the Commission and its Secretariat shall be defrayed out of grants paid to the Commission by the State Government.** The State Government provides budgetary provision yearly on actual requirement to meet the committed expenditure for payment of salary and other establishment cost. The Commission maintains its account of receipt on calendar year (annually).

A. Budget Allocation & Expenditure during 2017 -18:

Sl. No	Particulars	Grant-in-Aid (2017-18)	Expenditure
1	Honorarium	Rs. 6,00,000 /-	Rs. 6,00,000 /-
2	Staff Pay & Wages	Rs. 13,80,000 /-	Rs. 15,93,000 /-
3	Legal Consultancy Fee	Rs. 1,20,000 /-	Rs. 82,000 /-
4	Motor Vehicle:		
	i) POL	Rs. 2,40,000 /-	Rs. 2,32,000 /-
	ii) Vehicle maintenance	Rs. 2,60,000 /-	Rs. 6,11,840 /-
5	Rent/ Taxes	Rs. 4,00,000 /-	Rs. 4,39,520 /-
6	TA/DA for Chairperson & Members	Rs. 2,00,000 /-	Rs. 2,50,740 /-
7	Finalization of Marriage, Divorce & Inheritance	Rs. 1,00,000 /-	
8	Office stationeries	Rs. 1,00,000 /-	Rs. 1,00,000 /-
9	Seminar on Human Trafficking	Rs. 4,00,000 /-	Rs.11,18,000 /-
10	Observation of International Women's Day	Rs. 1,00,000 /-	Rs. 50,000 /-
	Fortnight Observation on Elimination of Violence	Rs. 9,00,000 /-	Rs.11,00,000 /-

11	Miscellaneous Expenses	Rs. 2,00,0 00 /-	Rs. 1,92,000 /-
12	Audit Fee		Rs. 47,200 /-
13	NGOs		Rs. 50,000 /-
14	Website Development Fee		Rs. 61,000 /-
15	Jail Visit		Rs. 5,000 /-
16	Printing of Annual Administrative Report: i) 2016-17 ii) 2017-18		Rs. 14,600 /- Rs. 12,460 /-
	Total	Rs. 50,00,000 /-	Rs. 65,59,360 /-

* Excess expenditure was made from the previous balance amount.

B. Grant-in-Aid – 2018-19 (Non-Plan) = Rs. 50,00,000 /-

Manual -XII

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

(Does not arise). The Commission does not implement such programmes.

Manual -XIII

Particulars of recipients of concessions, permits of authorizations granted by it.

(Does not arise). The Nagaland State Commission for Women does not have any recipients of concession, permits of authorizations granted by it.

Manual -XIV

Details in respect of the information, available to or held by it, reduced in an electronic form.

The Nagaland State Commission for Women information and activities / data's are available in the records which can be shared with the public, and some in electronic form, as the Commission does not have a web site of its own.

Sl.no	Information/activities for which data is available in electronics form	With whom it is held/available	Whom to contact
1	Budget & planning : i) Annual Budget allocation ii) Budget estimate Revise budget	Office Consultant/LDA	PIO
2	Finance & Account: i) Head wise expenditure ii) Monthly expenditure statement iii) Utilization certificate	LDA	-do-
3	i) Annual Administrative Report	LDA	-do-

	ii) Implementation report on Right to Information Act 2005 iii) Disclosure on RTI Act -2005 iv) Seminar reports		
4	Booklet : i) Chalo Gaon ki ore ii) Ask my Sister iii) Penal laws for protection of Women iv) Statutory Rights of Women (translated in all local Naga dialect) v) Guidelines of the National Commission for Women vi) Nagaland Women Commission, Act - 2006	-do-	-do-
5	Pamphlets & Posters – Fortnight observation on elimination of Violence against Women	LDA	-do-
6	i) Research & Studies- Tribal customary Practices Relating to women Issue/Status (all naga tribes) ii) Baseline Survey for Social, Economic & Political Empowerment of Women in Nagaland.	-do-	-do-

Manual -XV

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

- Notification through media (local news paper)
- Notice board.

Manual -XVI

The names, designations and other particulars of the Public Information Officers.

The following officers under the establishment of the Nagaland State Commission for Women, Kohima are hereby designated as Department Appellate Authority & Public Information Officers:

a. Department Appellate Authority (DAA) :

Dr. Temsula Ao,
 Chairperson
 Nagaland State Commission for Women
 Contact No. 0370-2260072 (O) 9402993585 (M)

b. Public Information Officer :

Smt. Obangla Jamir,
 Secretary,

Nagaland State Commission for Women
Contact No. 0370- 2260071 (O) 8787633690 (M)

- c. **Assistant Public Information Officer :**
Shri. Neisielie
Office Consultant
Nagaland State Commission for Women
Contact No. 9856683197 (M)

Manual -XVII

Such other information as may be prescribed; and thereafter updates these publications every year.

- A. In case anybody wants to get more information about the Nagaland State Commission for Women's activities, they may write to the Public Information Officer (PIO) of the commission, specifying the particulars sought.
- B. Any citizen can file a petition of complaint relating to women issues like – Domestic violence, rape cases, harassment of women at home or work place, divorce case etc. addressed to the Chairperson, Nagaland State Commission for Women, specifying the nature of complaint in detail along with proper correspondence address and contact number(s).

The petition maybe submitted to the Chairperson directly or to any dealing assistant and thereby the Commission will issue a summon notice to the person(s) concerned within two weeks from the date of the petition, under NWC Act-2006.

Address:-

Nagaland State Commission for Women
NBCC Complex, 1st Floor, Bayavü Hill
Kohima – 797001, Nagaland.

Contact No. : (0370) – 2260072 (O) / 2260071 (Tele/Fax)

E-Mail : nwcommission@hotmail.com

C. Powers of the Commission :

Under the NWC Act No. 6 of 2006:

Section 6 (1) : While performing functions under section 5 of this Act, involving investigation and inquiry, the Commission shall have the powers of a civil court trying a suit and, in particular, in respect of the following matters:

- a) Summoning and enforcing the attendance of any person from any part of India examining him on oath.
- b) Requiring the discovery and production of any documents
- c) Receiving evidence on affidavits
- d) Requisitioning any public record or copy thereof from any court or office
- e) Issuing Commission for the examination of witnesses and documents, and
- f) Any other matter which may be prescribed.

Clause (2) : The Commission may for the purpose of conducting investigations and inquiry under this Act, utilize the services of any officer of the State Government with its prior approval.

Clause (3) : The other procedural details in regard to conduct of investigations and inquiries under this Act shall, as far as possible, be as same as the procedure followed by

a Civil Court and may also, if found necessary, further be prescribed by rules to be made by the State Government.

Procedure at the meetings of Commission:

Section 7 (1): The Commission shall meet at the time and place the Chairperson in consultation with other members and Member-Secretary, decides.

(2): Notice for meetings shall be issued by the Member-Secretary to all concerned at least seven days in advance, except in the case of emergency meetings which may be called at shorter notice.

(3): Decisions at the meetings shall be by majority

(4): The other details of procedure that may be followed by the Commission shall be such may be prescribed by rules to be made by the State Government.