**DISCLOSURES UNDER SEC 4 OF RIGHT TO INFORMATION ACT 2005**

**HOME DEPARTMENT:: POLITICAL BRANCH**

**Manual-I**

**Particulars of organization, function and duties**.

The Branch is under Home Department and its Administrative Head is the Home Commissioner. Political Branch deals with the following business of the Government:-

1. Matters relating to Political parties and their activities,
2. Matters relating to Political and administrative importance,
3. Intelligence reports on political activities,
4. Matters relating to law and order,
5. Internal security,
6. Political offences,
7. Compilation of materials for Governor’s speech during the Budget session of the State Legislative Assembly
8. Fortnightly Confidential Reports,
9. Cipher Code
10. Reports on Sabotage/espionage,
11. Protection of vital installations during strike and anti-Government,
12. War Book
13. Enforcement of provisions of Inner line Regulations relating to issue of permits and possession of land by Non-indigenous inhabitants of Nagaland,
14. Issue of Protected/Restricted Area Permits to Foreigners,
15. Nationality,
16. Passport and Visa,
17. Matters relating to Foreigners Act,
18. Nominal Roll of Foreign Missionaries,
19. Gallantry Awards,
20. Honors, Tittles, and Awards,
21. Determination of ceremonial procedure and warrant of precedence,
22. Visits of VIPs including President, Vice-President, and Prime Minister,
23. Rules, Regulations correspondence with Foreign Government,
24. Inter-State-Migration,
25. Death of High dignitaries’ action to be taken.

**Manual-II**

**Powers and Duties of Officers and Employees**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No | Designation | Cadre Strength | Responsibilities |
| 1. | Home Commissioner | 1 | Home Commissioner is the head of the Department who supervise all activities. In all routine office work, the final decision is taken by the Home Commissioner. |
| 2. | Special Secretary | 1 | He is the Secretary in charge of Political Brach. All files are sent up to Special Secretary for decision and directives. Any matter that required the approval or advice of higher authority, such cases are put up to Home Commissioner.  . |
| 3 | Secretary | 1 | Secretary is a Sub-Ordinate Officer. All Daks and files are routed through Secretary who will examine cases in details and put up to authority for final decision. Secretary also grants casual leave and recommends regular leave for the staff. Cases approved at the higher level are disposed at this level. |
| 4. | Section Officer | 1 | Section Officer is entrusted with confidential and sensitive cases and assists the Branch Officer. |
| 5 | Secretariat Assistant | 3 | They examine and process the papers/cases received by the Branch. maintain files and look after the matter. |
| 6. | Typist | 2 | Concerned with all typing matters. |
| 7. | Peons | 3 | Handle Office files in the Branch, act as assistant to the Officers, deliver messages, information and letters. |

**MANUAL-III**

**Procedure followed in the decision making process, including channels of Supervision and accountability.**

**Activity** **Level of Action** **Time Frame**

Final decision Home Commissioner//Minister Depend on the Merit/urgency of the case.

The decision making in respect of Political Branch is vested with the Special Secretary (Police). All correspondences addressed to or endorsed to Special Secy (Police) are generally processed initially at the level of Junior Section Officer and Secretariat Assistant and submit file to Under Secretary who in turn submit to the Special Secretary-Home Secretary to get the line of action at different levels.

In the matters of sanction all the Proposal to be routed through the monitoring cell i.e, the Bill & Cash Branch, Headed by a Special Officer Accounts who acts as and over all in charge for monetary measures. On getting the financial implication from the monitoring Cell the proposal gets approval of the Administrative Head.

Supervision:

The Home Commissioner Supervises over all Administrative Programmes /Policies for all different Branches under the Home Department. Officers/ Staffs are supervised by the Branch Officer.

Accountability:

The Officers and Staff are accountable for timely discharge of the works assigned to them.

**MANUAL-IV**

**The norms set by it for discharge of its function**

The Branch follows the norms set by the Government of Nagaland in the Nagaland Manual of Office Procedure. Besides, the Guidelines, Orders, memorandums, Acts and Rules and Regulation of the State and Central Government as are applicable.

**MANUAL-V**

**The Rules, Regulation, Instruction, Manual and Records held by it or under its control or used by its employees for discharging its functions.**

1. Bengal Eastern Frontier Regulation Act,1873.

2. Foreigners Protected Areas (Orders 1958)

3. Visa Manuals

4. Rules of Governor’s Gold Medal.

**MANUAL-VI**

**A statement of categories of document that are held by it or under its control Guidelines and norms laid down by Government are adhered to.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Name/Nature Category of Document | Name of Document | Procedure to obtain  Document | Held by/Under Control of |
| 1. | Confidential files | Departmental Enquiries Suspension & Disciplinary Proceedings. |  | Special Secretary |
| 2. | Report files | Audit Report, Training Report & Monthly expenditure statement. |  | Secretariat Assistant |
| 3. | Protected Area Permit Docs | Protected Area Permit Docs |  | Concerned Assistant. |
| 4. | Attendance | Attendance |  | Dy. Secy |
| 5.. | Daks | Receipt and Dispatch Register |  | Entrusted to Peon |

**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.**

The matter may be treated nil.

**MANUAL-VIII**

**A Statement of the** **Board, Council, 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 meeting of those boards, Councils, Committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.**

|  |  |  |
| --- | --- | --- |
| Sl. No | Name of the Committee | Purpose |
| 1. | Threat Perception Committee | To review for gradation of security to protected and provide security to those under threat. |
| 2. | State Level Security Committee | Security Committee is constituted periodically with Home Commissioner as the Chairman. The minutes of the Committee are strictly confidential as they relate to the security measures for the Secretariat. |
| 3 | Screening Committee | For Governor’s Gold Medal & Commendation Certificates and President’s Police Medals |

**MANUAL-IX**

**A directory of its Officers and Employees.**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.no | Name | Designation/place of Posting | Contact No. |
| 1 | Shri. Abhijit Sinha | Home Commissioner | 9868275370 |
| 2 | Shri.S.R Saravanan | Spl Secretary(H) | 9444801911 |
| 3 | Shri. Nchumbemo | Deputy Secretary. | 8974632008 |
| 4 | Smti.Hatneikim  Kipgen | Under Secretary | 8787678461 |
| 5 | Shri. Longphyo | J.S.O | 9616629934 |
| 6 | Smti. S. Musim Khiamniungan | S.A | 9612995646 |
| 7 | Smti.Johile Thirah | S.A | 9862615059 |
| 8. | Ethel Lotha | LDA | 9402640622 |
|  |  |  |  |
| 9 | Smti. Atula [C] | Typist© | 8014852531 |
| 10 | Shri. Lampha | Peon | 9436093168 |
| 11 | Shri. Kevi | Peon | 9856792112 |
| 12 | Krupanuo | Sr.Typist |  |
| 13 | Rosaline Odyuo | Peon |  |
|  |  |  |  |

**MANUAL-X**

**The monthly remuneration received by each of its offices and employees, including the system of compensation as provided in its regulation.**

Political Branch

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Name | Father’s Name | Gender (M/  F) | Edu. 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 o Retirement | Pay Band | Grade Pay | Gross Salary |
| 1 | Shri. Abhijit Sinha | Shri A.C. K.Sinha | Male | B.Tecg  (Chemical Engr) | Principal Secretary(Home) | R | 23/11/1974 | 04/09/2000 | 12/07/2019 | Kohima | 30/11/2034 |  | 14 | 3,09,862 |
| 2 | Shri.S.R.Saravanan | S.R.Rama Swamy | M | B.Sc, ICWA,  MDPM | Spl Secy(H) | R | 11.05.1970 | 04.09.2000 | 03.04.2017 | “ | 31.05.2030 | 1,39,100 | 14 | 2,20,000 |
| 3. | Shri Nchumbemo | Womomo Lotha | M | M.A | Deputy Secretary | R | 16.10.1978 | 16.02.2007 | 01.12.2017 | “ | 31.10.2038 | 87300 | 16 | 1,14,175 |
| 4 | Smti Hatneikim Kipgen | Lt.Paokholun Kipgen | F | B.A | Deputy Secretary | R | 29.03.70 | 04.10.1993 | 25.01.2017 | “ | 31.10.2028 | 15600-39100 | 6600 | 53,316 |
| 5 | Shri Longphyo Kikon | Ejanbemo kikon | M | Post graduate | Section Officer | R | 17.06.79 | 31.05.2007 | 04.08.2009 | “ | 30.05.2039 | 15600-39100 | 6200 | 72,550 |
| 6 | Smt.S.Musim  Khiamniungan | C.Shangjiu | F | Post graduate | Secretariat assistant | R | 07.10.1986 | 24.11.2014 | 23.07.2014 | “ | 30.10.2046 | 9300-34800 | 4200 | 50,725 |
| 7 | Smt.K.Johile Thirah | Tavehu thirah | F | Post graduate | Secretariat Assistant | R | 16.11.1986 | 19.09.2016 | 06.06.2016 | “ | 30.11.2047 | 9300-34800 | 4200 | 44,977 |
| 8. | Ethel | N.Lotha | F | graduate | LDA | R | 18.11.1982 | 06.05.2004 |  | “ | 2039 |  | 2600 | 35,800 |
| 9. | Shri Lampha |  | M |  | peon | R | 05.10.1988 | 01.07.2008 | 28.07.2008 | “ |  | 23,200 | L-1 | 30,600 |
| 10 | Kevi | Razouvihe | M | HSLC | Peon | R | 14/07/72 | 05.04.2009 | 04.04.09 | “ | 30.07.2032 | 16,800 |  | 22,600 |
| 11. | Krupanuo | Lt.Dzieselhou | F |  | Sr.typist | R | 10.12.65 | 07.01.1988 |  | “ | 01.01.2023 |  |  | 69,696 |
| 12. | Rosaline Odyuo |  | F |  | Peon | R |  |  |  | “ |  |  | L-1a | 23,200 |
| 13 | Smti. Atula [C] |  | F |  | typist |  |  |  |  |  |  |  |  |  |

**MANUAL-XI**

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

Sub-allotment of Budget during 2016-17 under Demand No.26© Secretariat

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of Scheme/ Programme |  | Budget Sub-allocation 2016-17 (Non-Plan) |
| 1. | Other charges |  | 52.02 Lakh |
| 2. | Assistance to Peace Centre |  | 5.00 Lakh |
| 3. | Assistance to Peace Camp |  | 5.00 Lakh |
| 4. | Monetary grant to G.Awards |  | 2.50 Lakh |
| 5 | Victims of terrorist and communal violence |  | 0.01 Lakh |

**MANUAL-XII**

**The manner of execution of subsidy Programmes, including the amounts allocated and the details of beneficiaries of such Programmes**

Political Branch, Home Department does not execute subsidy Programmes.

**MANUAL-XIII**

**Particulars of recipients of Concessions, permits or authorization granted by it.**

a). Annuity grant to ex-serviceman

b). Cash Grant to ex-serviceman

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.no | Award | Cash Grant | Annuity | Monetary grant in leiu of land |
| 1 | Param Vir Chakra | 50,000/- | 3,000/- | 2,00,000 |
| 2 | Ashok Chakra | 40,000/- | 2,500/- | 1,50,000/- |
| 3 | Servottam Yudh Seva Medal | 30,000/- | 2,000/- | 1,25,000/- |
| 4 | Maha Vir Chakra | 30,000 | 1,500/- | 1,25,000/- |
| 5 | PVSM | 30,000/- | 1,500/- | 1,25,000/- |
| 6 | Uttam yudh sena medal | 20,000/- | 1,500/- | 85,000/- |
| 7 | Kirti chakra | 25,000/- | 1,000/- | 1,00,000/- |
| 8 | Vir chakra | 15,000/- | 1,000/- | 80,000/- |
| 9 | AVSM | 15,000/- | 1,000/- | 80,000/- |
| 10 | Shaurya Chakra | 10,000/- | 1,000/- | 70,000/- |
| 11 | Yudha Seva Medal | 10,000/- | 1,000/- | 70,000/- |
| 12 | VSM | 6,000/- | 1,000/- | 50,000/- |
| 13 | Sena Medal/Nau Sena/Vayu Sena Medal | 6,000/- | 1,000/- | 50,000/- |
| 14 | Mention –in -dispatch | 5,000/- | 1,000/- | 25,000/- |
|  |  |  |  |  |

The terms and conditions for grant of cash awards, annuity and monetary grant in lieu of land to the recipients will remain the same as specified in the above notification which are reproduced below:-

1. The monetary grants against the specific series of award mentioned above are restricted to the members of the armed force/Navy/Air Force.these benefits are also extended to jawans of NAP/NP/Village Guards/Assam Rifles/CRPF/BSF/ITBP/HOME GUARD/CISF/BRTF, belonging to the State of Nagaland by birth or domicile in the State.

**MANUAL-XIV**

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

No information is yet reduced in an electronic form

**MANUAL-XV**

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

Political Branch has no library or reading room meant for public use.

**MANUAL-XVI**

**The names, designation and other particulars of the Public Information Officer.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Name | Designation | Address | Phone No. | E-mail |
| 1. | ***Abhijit Sinha***  Appellate authority | Home Commissioner | State Guest House, Room NO.78 Minister’s Hill, Kohima | 9868275370 | Nagaland home commissioner @gmail.com |
| 2. | ***Hatneikim Kipgen,***  Public information officer | Deputy Secretary | Political Branch:Home Department | 8787678461 | Nil |
|  |  |  |  |  |  |

**MANUAL-XVII**

Such other Information as may be prescribed, and thereafter update these Publication every year section 4(1)(b)(xvii) of the right to information Act 2005.

1. Citizens charter of the public authority-**NIL**
2. Grievance redressal mechanism-**NIL**
3. Details of application received and responses under RTI Act-2005-**Enclosed at Annexure 1**
4. List of completed schemes/projects/programmes-**NIL**
5. List of all contract entered into including names of the contractor-**NIL**
6. Details of all contract entered into including name of the contractor-**NIL**
7. Date of last updation of the proactive disclosure updation date on **28.06.2019**

**FORMAT FOR FURNISHING INFORMATION 0N APPLICATION RECEIVED AT VARIOUS LEVELS BY PIOs UNDER RTI ACT, 2005.**

Department/ Public Authority: **Home Department Secretariat Level** , Period: **1st April, 2019 to 31st March, 2020**.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Public Authority** | **Received from within**  **the state** | **Received from outside the state** | **Furnished** | **Rejected/ Denied** | **Transferred/ Re-directed** | **Under Process** | **With-**  **Drawn by applicant** | **Not Collected by applicant** | **First Appeal** | | **Second Appeal** | **(Amount in Rs)** | | | **Applicants** | | |
| **Fees** | **Cost** | **Penalty** | **Male** | **Female** | **BPL** |
| **Received** | **Disposed** |
| 1 | **SAB-A** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | **SAB-B** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | **Loan Branch** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | **Relief & Rehabilitation** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | **Printing & Sty.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | **Political Br.** | **2** | **3** | **2** | **Nil** | **3** | **1** | **Nil** | **Nil** | **Nil** | **Nil** | **Nil** | **NIL** | **Nil** | **Nil** | **4** | **1** | **Nil** |
| 7 | **Pension Cell** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | **Society Registration** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | **Passport Cell** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | **GAB-I** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | **GAB-II** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | **Home Br.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | **Police Estt.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | **Police ‘B’** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 | **Police General** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 | **Nazarat** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 | **Bill & Cash** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 | **Narcotic** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 | **NSDMA** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Total** | **2** | **3** | **2** | **NIL** | **3** | **1** | **NIL** | **NIL** | **NIL** | **NIL** | **NIL** | **NIL** | **NIL** | **NIL** | **4** | **1=5** | **Nil** |

Name, Signature and Seal of the

Administrative Head of Department /Public Authority

FORMAT FOR FURNISHING INFORMATIOM ON APPLICATIONS RECEIVED AT VARIOUS LEVELS PIO’s UNDER THE RTI ACT, 2005

Department/Public Authority: **HOME DEPARTMENT: POLITICAL BRANCH**

Period: From 1st April 2019 to 31st March 2020

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl no | Public authority | RTI application received from within the state | | | RTI application received from outside the state | | | No of RTI application transferred to other public authorities | No of RTI application received/redirected from other public authorities | Withdrawn by applicant | Not collected by applicant | No of appeals submitted to the first appellate authority | No of appeals heard/disposed by the first appellate authority | Amount in rs | | applicants | |
|  |  | Received | furnished | rejected | received | furnished | rejected |  |  |  |  |  |  | fees | cost | Male | female |
| A | Secretariat  Level | nil | nil | nil | nil | nil | nil | nil | nil | nil | nil | nil | nil | nil | nil | nil | nil |
| B | Directorate  level | -do- | -do- | -do- | -do- | -do- | -do- | -do- | -do- | -do- | -do- | -do- | -do- | do- | do- | -do- | -do- |
| C | District  level | -do- | -do- | -do- | -do- | -do- | -do- | -do- | -do- | -do- | -do- | -do- | -do- | do- | do- | -do- | -do- |

Name, Signature and Seal of the Administrative Head of Department/ Public Authority

N.B

1. The modus operandi for submission of the consolidated Report on the implementation of RTI under Section 25(3) of the RTI Act, 2005 shall be as follows:- PIO concerned of the public Authority shall submit report to the HOD of the Public Authority, who in turn shall submit to the AHOD of each Public Authority, who shall forward it to the Nagaland Information Commission. Consolidated Reports on the implementation of RTI Act MUST BE FORWARDED BY THE CONCERNED ADMINISTRATIVE HEAD OF DEPARTMENT.

2. Annual consolidated report on the implementation f RTI u/s 25 (3) of the RTI Act, 2005 shall cover the period from 1st April to 31st March of each year corresponding to the financial year period.

3. Public Authorities/Departments which have not received any RTI applications during the period are still to furnish even NIL report.

4. Henceforth, all departments/Public Authorities shall furnish the Report on the implementation of RTI for the coming years as per this format till further notification.

**Annexure-I**

**(S.R.SARAVANAN) IPS**

**Special Secretary to the Govt. of Nagaland**

**N.B**

***1. The Modus operandi for submission of the consolidated Report on implementation of RTI Under Section 25(3) of the RTI Act.2005 shall be as follows: PIO concerned of the Public Authority Shall submit the report to the HOD of the Public Authority, who in turn shall submit the same to the AHOD of each Public Authority, who shall forward it to the Nagaland Information Commission. Consolidated Report on the implementation of* RTI Act MUST BE FORWARDED BY THE CONCERNED ADMINISTRATIVE HEAD OF DEPTT.**

***2. Annual Consolidated report on the implementation of RTI u/s 25(3)of the RTI Act,2005 shall cover the period from 1st April to 31st March of each year corresponding to the financial year period.***

***3. Public Authority/Deptt. Which have not received any RTI applications during the period are still required to furnish even a nil report.***

**ANNEXURE-II**

**FORMAT FOR FURNISHING NUMBER OF RTI APPLICATION REJECTED /DENIED AT VARIOUS LEVEL UNDER RTI ACT, 2005.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **G**  **Sl.No** | **Public Authority** | **No. of time Various Provisions were invoked while Rejecting Request.** | | | | | | | | | | | | | |
| **Relevant Sections of the RTI Act,2005.** | | | | | | | | | | | | | |
| **Sect. 8 ( I )** | | | | | | | | | **Others Section** | | | | |
| A. | Sectt. Level | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | | N/A | N/A | N/A | N/A | |
| B. | Dir. Level | Nil | Nil | Nil | Nil | Nil | Nil | Nil | Nil | Nil | | Nil | Nil | Nil | Nil | |
| C. | Dist. Level | - | - | - | - | - | - | - | - | - | | - | - | - | - | |
| 1. | Kohima | - | - | - | - | - | - | - | - | - | | - | - | - | - | |
| 2. | Dimapur | - | - | - | - | - | - | - | - | - | | - | - | - | - | |
| 3. | Mokokchung | - | - | - | - | - | - | - | - | - | | - | - | - | - | |
| 4. | Wokha | - | - | - | - | - | - | - | - | - | | - | - | - | - | |
| 5. | Zunheboto | - | - | - | - | - | - | - | - | - | | - | - | - | - | |
| 6. | Phek | - | - | - | - | - | - | - | - | - | | - | - | - | - | |
| 7. | Tuensang | - | - | - | - | - | - | - | - | - | | - | - | - | - | |
| 8. | Mon | - | - | - | - | - | - | - | - | - | | - | - | - | - | |
| 9. | Kiphire | - | - | - | - | - | - | - | - | - | | - | - | - | - | |
| 10. | Longleng | - | - | - | - | - | - | - | - | - | | - | - | - | - | |
| 11. | Peren | - | - | - | -- | - | - | - | - | - | | - | - | - | - | |
|  | TOTAl: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | |