**Annexure III**

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

HOME DEPARTMENT: RELIEF, REHABILITATION BRANCH

**MANUAL I**

Particulars of organization, function & duties [Section 4(1) (b) (i) of Right to Information Act, 2005]

**Function & duties / subject matters:**

1. **Ex – Gratia:** Government servants who may be killed while performing bona fide government duty are entitled and paid Ex – Gratia depending on the status & nature of duty. Ex – Gratia is also entitled and paid to civilian & police personnel killed / injured in terrorist / insurgency related incidents under the Security Related Expenditure (SRE) scheme of the Ministry of Home Affairs (MHA) which is reimbursable by the Government of India.
2. **Cash Doles**: Financial assistance is granted to the poor, distressed and most needy persons, relief is also granted for medicals related cases depending on the merit of the case based on the recommendation of the district administration and functionaries of the government and also as per the recommendation of the departmental screening committee.
3. **Donation:** is provided to societies / organisation rendering charitable services as recommended by the district administration and village council concerned.
4. **Nagaland Victim Compensation Scheme 2012:** in exercise of the powers conferred by sections 351 A of the code of criminal procedure 1973 (Act 2 of 1972) the Government of Nagaland in collaboration with the Central Government has framed the Nagaland Victim Compensation Scheme 2O12 for providing compensation to the victims or dependants who have suffered loos or injury as a result of crime and who require rehabilitation. The NVCS 2012 is being operated by the Home Department RR branch. The District Legal Services Authority (DLSA) examines and verifies the contents of the claim with regard to the loss or injury and decides the quantum of compensation to be awarded. The DLSA communicates the quantum of compensation awarded to the Secretary (RR) under Home Department, who shall pay the compensation from the NVCS (accommodated under Cash Doles as the NVCS doesn’t have a separated fund head).
5. COMPENSATION SCHEME FOR WOMEN VICTIMS / SURVIVORS OF SEXUAL ASSAULT / OTHER CRIMES – 2018 as notified by the National Legal Services Authority (NALSA).

**MANUAL II**

**The powers & duties of its officers and employees Section 4 (1) (b) (ii) of RTI Act, 2005**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Designation** | **Cadre strength** | **Powers & duties** |
| 1 | Home Commissioner / Principal Secretary Home | 1 | The administrative head of the department and all files are put up for approval and decision making. |
| 2 | Joint Secretary | 1 | All files & *daks* are submitted to Joint Secretary for onward submission to higher authorities for approval. |
| 3 | Junior Section Officer | 1 | The branch officer who examine & put up to higher authorities all the files and correspondences processed by the branch. |
| 4 | Secretariat Assistant | 1 | To examine & process all correspondences received by the branch. |
| 5 | Typist | 2 | Concerned with typing matters. |
| 6 | Peon | 2 | Acts as assistants in the branch delivering file, messages & information. |

**MANUAL III**

**Procedure followed for decision making including channels of supervision and accountability**

**Section 4 (1) (b) (iii) of RTI Act, 2005**

The decision making in respect of RR branch Home Department is vested with the administrative head. All papers relating to matters in RR are generally processed at the level of SA / JSO who submits the files to the branch officer who in turn submits to the higher authorities for approval.

In matters of sanction, all sanction orders are issued only after concurrence of the State’s Finance Department in the form of Drawal Authority. Supervision at the branch level comes under the responsibility of the Section Officer. Overall accountability rests with the officers and staff for the timely disposal / discharge of the works assigned to the branch.

**MANUAL IV**

**Norms set for discharge of its functions**

**Section 4 (1) (b) (iv) of RTI Act, 2005**

In discharging its functions RR branch follows norms set by the Government of Nagaland such as guidelines, orders, memorandums, rules & regulations issued by the State & Central government from time to time.

**MANUAL V**

**The rules, regulations, instructions manual & records held by or under its control or used by its employees for discharging its functions**

**Section 4 (1) (b) (v) of RTI Act, 2005**

1. Manual of Office Procedure
2. General Financial Rules

**MANUAL VI**

**A statement of categories of documents that are held by it and under its control Section 4 (1) (b) (vi) of RTI Act, 2005**

Manages official documents as per norms laid down by the Government such as Government Orders, sanctions, Notifications, Memorandums, files, receipt and dispatch records, besides daily attendance register is maintained in the branch.

**MANUAL VII**

**Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**

Section 4 (1) (b) (vii) of RTI Act, 2005

* **NIL**

**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.**

**Section 4 (1) (b) (viii) of RTI Act, 2005**

The departmental Screening Committee (DSC) for Ex – Gratia and Cash Relief. The Board consists of the following members:

1. Secretary (RR) - Chairperson
2. Representative from Finance - Member
3. Representative from Law & Justice - Member
4. Representative from H&FW - Member
5. Representative from NSDMA - Member
6. Joint / Deputy Secretary Home RR - Member Secretary

**MANUAL IX**

**A Directory of officers & employees under RR**

**Section 4 (1) (b) (ix) of RTI Act, 2005**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Designation** | **Contact Number** |
| 1 | SHRI. ABHIJIT SINHA | Home Commissioner  Principal Secretary Home | 9868275370 |
| 2 | SHRI. SENTIYANGER PONGEN | Joint Secretary | 9089319826 |
| 3 | SHRI. LIPOKSUNGKUM IMSONG | Junior Section Officer | 7005911961 |
| 4 | SMTI. LICHANPENI S NGULLY | Secretariat Assistant | 8258039081 |
| 5 | SMTI NOURHESE – Ü THO - U | Typist ( Special Grade ) | 9856582618 |
| 6 | SMTI. LHOUSEBINO CHÜCHA | Typist | 9856534686 |
| 7 | SMTI. VILAKHOLE MEKRO | Peon | 8259978206 |
| 8 | SMTI. ALEMLA | Peon |  |

**MANUAL XI**

**The budget allocated to each of its agency indicating the particulars of all plans proposed expenditure & reports of disbursement made**

**Section 4 (1) (b) (xi) of RTI Act, 2005**

Rupees in Lakhs

|  |  |  |  |
| --- | --- | --- | --- |
| **Head of account** | **Budget Estimate 2019 - 20** | **Revised Estimate 2019 –20** | **Actual Expenditure** |
| **Donation** | 1,00,000/- | 1,00,000/- | 1,00,000/- |
| **Cash doles** | 50,00,000/- | 62,45,000/- | 62,45,000/- |
| **Ex – Gratia** | 60,00,000/- | 78,00,000/- | 78,00,000/- |
| **Total** | **1,11,00,000/-** | **1,41,45,000/-** | **1,41,45,000/-** |

**MANUAL XII**

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

Section 4 (1) (b) (xii) of RTI Act, 2005

* **NIL**

**MANUAL XIII**

Particulars of recipient of concessions, permits or authorizations granted by it.

Section 4 (1) (b) (xiii) of RTI Act, 2005

* **NIL**

**MANUAL XIV**

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

Section 4 (1) (b) (xiv) of RTI Act, 2005

* **NIL**

**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 RTI Act, 2005

* **NIL**

**MANUAL XVI**

**The names and designation and other particulars of Public information Officer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Designation** | **Designated under RTI** | **Contact no.** |
| **1** | **Shri. ABHIJIT SINHA, IAS** | HOME COMMISSIONER Principal Secretary Home | Appellate Authority | **9868275370** |
| **2** | **Shri. SENTIYANGER PONGEN** | Joint Secretary | Public Information Officer | **9089319826** |

**MANUAL XVII**

**Such other information as may be prescribed**

* **NIL**

**MANUAL XVIII**

**Incumbency position in Department of Revenue**

* **NIL**