**Manual in respect of Printing & Stationery**

**Home Department**

**MANUAL-I**

Home Department is the Administrative Head of the Printing & Stationery Department, Nagaland. The Department has been declared as a Service Department and all the Printing works of the Government are done free of cost to the intending departments. The Administrative department (i.e. Home Department) does all the Supervisory works and gives necessary guidance to the Directorate of Printing & Stationery and its branch Presses at Dimapur & Mokokchung.

 The main function of the department is to cater to intents placed by departments in respect of Printing works, which include highly confidential and sensitive items such as Printing of Ballot papers pertaining to Election, Budget documents, making of rubber seals and Blocks and supply of Centralized Stationery items. The Nagaland Gazetted, a fortnightly publication is also printed by the Department. Besides, Printing of common forms generally used by all Govt. establishments, the Department also does the Printing of Government Acts, Speeches of V.I.Ps, Programmes and Invitation Cards, writing pads, stamp pads, Slip pads, Printing of the Nagaland Government Calendar, Annual Administrative Reports of various departments and Printing of Forms and various reports of Accountant General, Nagaland.

 The Stationery wing is non Technical and is responsible for procurement of Centralized Stationery items for issue to various Administrative departments/offices in the State on payment through Treasury Challan.

 Besides the Directorate Office at Kohima, there are two Branch Presses in Dimapur and Mokokchung functioning under the Administrative control of Home Department.

 It is also under consideration of the Department to upgrade, update and modernize the Nagaland Government Printing Press and keeping this in view, a report in this respect has been prepared and submitted by the faculty Members of National Institute of Technology, Warangal, Andhra Pradesh, which is under the examination of the Department.

 The present strength of the various categories of post under Printing & Stationery (Administrative Branch) is as follows:

**MANUAL II**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.****No.** | **Designation** | **No. of****employees** | **Powers & Duties** |
| 1. | Principal Secretary Home | 1 (one) | Over all incharge of the Department. |
| 2. | Addl.Secretary | 1 (one) | Administrative Head of Department. |
| 3. | Deputy Secretary | 1 (one) | All files routed from the Branch are examined  |
| 4. | Section Officer | 1 (one) | In charge of the Branch |
| 5 | J.S.O. | 1(one) | Report files as assigned |
| 6. | U.D.As | 2 (two) | Report files as assigned |
| 7. | Typist | 1 (one) | All typing/dispatch are done |
| 8. | Office Peons | 2 (two) | Duties detailed by the staffs |
|  |  |  |  |
|  |  |  |  |

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**SECRETARIAT LEVEL**

1. **Details of Powers and Duties of officers and Employees**
2. Shri. Abhijit Sinha, IAS :Over all incharge of the Department.

Principal Secretary Home

1. Shri. Zasekuolie Chusi, IAS

Adl. Secretary :- Over all incharge of the Department(AHOD)

1. Smti. Margaret Kerhu-o

Deputy Secretary : Assist in all the works of the Department

1. Shri. Chingai Panja

Section Officer : Over all incharge of the Branch.

1. Shri. Thepau

J.S.O : **Matters relating:**

 (i) Matters relating public Accounts/CAG Report/Audit

 Report.

 (ii) Establishment matters (Non Gazetted) pertaining to

 Printing & Stationary Department.

 (iii) Matter relating to service Rule (Technical)

 (iv) Matter relating to purchase of Motor Vehicles and

 Condemnation of Machineries/Motor Vehicles.

 (v) All matter relating to Court cases, Approved Rates

 (Stationery items)

 (vi) Matter relating to Fixation of Govt. Approved Rates

 (Stationery items)

1. Shri. S. Temsu Longchar **: Matters relating:**

UDA (I) Matter relating to Budget, Annual Plan etc.

 (ii) Establishment matters (Gazetted)pertaining to

 Printing & Stationery Department.

 (iii) All Expenditure Sanctions pertaining printing &

 Stationery Department.

 (iv) Finance Minister’s Speech

1. Smti. Nengkhovah Hangsing **: Matters relating:**

UDA (i) M.R/ G.P.F for Dte. Printing and Stationery

 (Gazetted & Non-Gazetted)

 (ii) Matter relating to construction of Govt. press

 Office Building etc

 (iii) All Assembly matters

 (iv) All matters pertaining to printing & Stationery

 Branch,Secretariat.

1. Smti.Khrieselhounuo, SA : **Matters relating:**

 (i) All matter relating to Governor’s /Chief Minister’s

 Speech

 (ii) All matter relating to Govt. Notifications, Orders,

 Circular etc.

 9.**Smti.Pudacholu, Typist(Senior Grade)**  (i) Diarist & Despatch

 (ii) All Typing matters

1. **Thepfurielie**

**Office Peon**  :(i) Distribution of all Daks of the Deptt.

1. **Smti. Vilanyu**

**Office Peon (Fixed)** : (i) Distribution of all Daks of the Deptt.

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**MANUAL –III**

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

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

**Sl.No.** **Level of Action** **Time Frame**

1. Final decision making Home Commissioner Depend on nature of the

Case/issue.

 The decision making in respect of Department is vested with the Home Commissioner. All papers relating to the establishment matters are generally processed initially at the level of Secretariat Assistant / Dealing Assistant who submits the file to the Branch Section Officer who in turn submit to the Under Secretary- Secretary-Home Commissioner to get the line of action at different levels. In certain cases of service matters comments/views and approval are sought from other Departments like P&AR & Justice & Law before taking specific decision.

 In the matters of sanction, all proposals are routed through the Director, Printing and Stationery, Nagaland. On getting the financial amplifications and proposals from the Director, the proposal gets approval of the Administrative Head.

Supervision:

 The Home Commissioner supervises over all the administrative Programmes/Policies of the Printing & Stationery Branch, Home Department. The Office Staffs are supervised by the Branch Section Officer/Under Secretary.

Accountability:

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

**MANUAL-IV**

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

(The norms set by it for discharge of its function)

 The Department follows the norms set by the Government of Nagaland in the Nagaland Manual of Office Procedure. Besides, guidelines, Orders, Memorandums, Acts and Rules and Regulation of the State and Central Government are applicable.

**MANUAL-V**

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

 (The Rules & Regulation, Instruction, Manual and Record held by it or under its control or used by the employees for discharging its functions)

 The Printing & Stationery Branch, Home Department has framed the Nagaland Govt. Printing Press (Technical) Service Rules, 2015.

 In addition to the norms set by the Government of Nagaland in Manual of Office Procedures, the Department normally follows instruction, Rules & Regulation issued by the State Government as well as the Central Government.

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 **Sl.No.** **Name/Title of the Documents**

1. Nagaland Financial Rules.
2. Delegation of Financial Power Rules.
3. Leave Rules, 1972.
4. General Provident Fund Rules.
5. The Nagaland Servant Conduct Rules, 1968.
6. Suspension and Reinstatement.
7. Fundamental Rules & Supplementary Rules.
8. General Financial Rules.
9. Procedure in Departmental Enquires.
10. Nagaland Service (Discipline & Appeal Rules, 1967).
11. Pension Rules.

**MANUAL –VI**

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

**(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 documents | Name of documents | Procedure to obtain document | Held by/Under control of |
| 1. | Confidential Files | ACRs Departmental Enquires suspension & Disciplinary proceedings |  | Principal Secretary |
| 2. | Report Files | Audit Report, Training Report & monthly expenditure statement. |  | Dealing Assistant  |
| 3. | Establishment Files | Personal files, Transfer & Posting, GPF, Pension, Training, Computers, Xerox machine & Sanction matters. |  | Dealing Assistant |
| 4. | Administrative Files | Office Orders, work allocation, corrospondences, Court matters, Memorandums, Circulars, Notification, Meeting Minutes of HoD/AHoD, Leave matters. |  | Dealing Assistant. |
| 5. | Attendance | Attendance |  | Section Officer |
| 6. |  | Despatch/Receipt |  | Typists |

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**MANUAL VII**

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

(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)

 There is no centrally sponsored schemes for the Printing & Stationery Branch. Hence, consultation, representation by the members of the public in relation to formulation of policy does not arise.

**MANUAL VIII**

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

 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 meeting are accessible for public.

 Not applicable for the present

**MANUAL IX**

**A Directory of officers & employees under Printing & Stationery Branch.**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Designation** | **Contact Number** |
| 1 | SHRI. ABHIJIT SINHA | PRINCIPAL SECRETARYHOME | 9868275370 |
| 2 | SHRI. ZASEKUOLIE CHUSI IAS |  ADL.SECRETARY | 8787636505 |
| 3 | SMTI.MARGARET KERHÜ-O |  DEPUTY SECRETARY | 9436005513 |
| 4 | SHRI. CHINGAI PANJA |  SECTION OFFICER | 7005381973 |
| 5 | SHRI.THEPAU | JSO | 9402029814 |
| 6 | SMTI. NENGKHOVAH HANGSING |  UDA | 7627938524 |
| 7 | SHRI.S.TEMSU LONGCHAR |  UDA | 9436005406 |
| 8 | SMTI. PUDACHOLU |  TYPIST | 8118947382 |
| 9. | SHRI.THEPFURIELIE |  PEON | 9383233846 |
| 10. | SMTI.VILANYU |  PEON | 8794771794 |

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**MANUAL XI**

There is no separate Budget Provision in respect of Printing & Stationery Branch of Home Department. The entire fund allotment under Nagaland Civil Secretariat Demand No. 29 is centrally monitored & managed by Bill & Cash Branch under Home Department. Expenditure on Pay & Allowances etc of the Officers & Staffs of Printing & Stationery Branch is also monitored and managed by the Bill & Cash Branch.

**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**

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**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 | Appellate Authority | **9868275370** |
| **2** | **Shri. ZASEKUOLIE CHUSI IAS** | Adl. Secretary | Public Information Officer | **8787636505** |
| **3** | **Smti. MARGARET KERHÜO** | Deputy Secretary  | Assistant Public Information Officer | **9436005513** |

**MANUAL XVII**

**Such other information as may be prescribed**

* **NIL**

**MANUAL XVIII**

**Incumbency position in Department of Revenue**

* **NIL**