**MANUAL ON RIGHT TO INFORMATION**

**DEPARTMENT OF FOOD AND CIVIL SUPPLIES**

**NAGALAND ::: DIMAPUR**

**MANUAL**-**I. PARTICULARS OF THE ORGANISATION FUNCTIONS AND DUTIES.**

**HISTORY & BACKGROUND OF THE FOOD AND CIVIL SUPPLIES DEPARTMENT.**

 Originally, the Central Purchase Organization which had its headquarter at Jorhat, Assam, served as the premier agency to cater to the requirement of food grains and other essential Commodities of consumers in the region. This erstwhile ‘Central Purchase Organization’(CPO) system which functioned under the then ‘North Eastern Frontier Agency’(NEFA) administration laid down the basic framework for establishing a more structured and formal organization to streamline food grains supply and distribution in the State of Nagaland. Thus, it was in the year 1967 that the Department of Food and Civil Supplies came into being with its Directorate based at Dimapur. Since the first Director **Shri A.H. Zhimomi, NCS**, the Department has so far been manned by 35 Directors. **Smti. Asangla Imti, NCS** is the present Director

**INTRODUCTION.**

 The Directorate of Food & Civil Supplies, is headed by one **Director,** one **Additional Director**, one **Joint Director**, two **Deputy Directors**, 12 **Assistant Directors** and **12 Senior Inspectors** spread throughout the State. The total strength of Executive and Ministerial staff including Officers down to grade –IV is **509.**

**OBJECTIVES.**

1. To provide food security to the people by making food grains available to them through the various Schemes of PDS as per policy of the Central Government.
2. To ensure timely release/receipt of food grains from Central pool for distribution to the beneficiaries in the State.
3. To monitor the proper distribution of PDS Food grains.
4. Identification of beneficiaries through the District Administrative authority as per the number earmarked by the Govt. of India.

5. Issue of Distinctive Ration Cards under each Scheme of PDS.

**OUR MISSION.**

 To provide maximum and extensive coverage in the distribution of food grains and essential commodities cutting across all sections with the objective of poverty eradication. This has led the Department along with the rest of the country in implementation of poverty alleviation program through the various Schemes of the Government of India.

**ACTIVITIES/FUNCTIONS OF THE ORGANIZATION**.

 Primarily, the Food and Civil Supplies Department is a service Department which caters Essentials Commodities like Rice, Sugar etc. from the Central pool and distributed to the beneficiaries as per the entitlement under the various Scheme namely:-

1. **PHH** (Priority Household)
2. **AAY** (Antyodaya Anna Yojana meant for the poorest of the poor households).
3. **AAY (PDS SUGAR)**

Under the **PHH**, the identified beneficiaries are provided with distinctive White Ration Cards and are entitled 5kgs of Rice per month at subsidized rate.

 Under **ANTYODAYA ANNA YOJANA (AAY)** the identified beneficiaries are provided with distinctive Blue Ration Cards and are entitled to draw 35kgs of foodgrains per month, either Rice or Wheat or combination of both at a specially subsidized prices.

 Under **AAY (PDS** **Sugar)**, as per the provision of the Ministry, 1(one) Kg of the PDS Sugar is allotted to the AAY Ration Card (RC) Holders @ 22.45 per Kg.

 **ORGANISATIONAL STRUCTURE: “ANNEXURE-A” enclosed.**

**NAME OF ORGANIZATION: -** Directorate of Food & Civil Supplies, Nagaland,:Dimapur.

**ADDRESS OF THE ORGANIZATION:** Directorate of Food and Civil Supplies,

Nagaland: Dimapur.

**OFFICE TIMING.**

* **9:30 am to 4:30 pm** (summer).
* **9:00 am to 4:00 pm** (winter).

**MANUAL-II. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.**

*Details of Powers and duties of Officers.*

**2.1**

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| SL.NO. | **Name & Designation** | **Administration** | **Financial** | **Statutory** | **Others** | **Duties** |
| 1. | **Smt. Asangla Imti, NCS, Director**. | Delegation of all Administrative Direction. | Delegation of all Financial powers. |  |  | (a) Implementing head.(b) Sanctioning authority as per financial cognate power rules.(c) Financial matters.(d) Any other matter not specified. |
| 2. | **Smt. Sentirenla Longkumer, Additional Director**. 1. PDS/Confidential matters.
2. General Administration.
3. Budget.
4. PDS.
5. Planning.
6. PIO
7. MT Section
8. Look after the duties of Director while out of station.
9. And any other works assigned by the Director from time to time.

  |
| 3. | **Shri. Temsu Jamir, Jt. Director**1. General Administration
2. PDS/ Confidential matter/ NFSA
3. MIS section
4. Budget & Planning
5. APIO
6. And any other works assigned by the Director from time to time.
 |
| 4. | **Shri. Lanutoshi Jamir, Deputy Director-I**1. DDO
2. Establishment Branch/ Attendance of Staff/ Casual Labour/Confidential matter
3. PDS
4. MIS Section
5. Incharge of SC/ST/OBC Hostel Schemes etc
6. Laison related matters
7. Litigation
8. PIMS
9. Contract branch/ FPS
10. Audit/PAC/ Assembly questions
11. Work allotted by Director/ Additional Deputy Director from time to time
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| 5. | **Shri. I. Anungba Sanglir, Deputy Director- II**1. Laison related matters
2. Department Nodal Officer
3. OBC & Hostel Scheme
4. To look after the file relating to SK Oil and LPG and Petroleum product
5. Depot Section
6. PDS/ Confidential matter
7. R&D
8. Work allotted by Director/ Additional Director
 |
| 6. | **Shri.Hokheto Chishi, Sr. Accounts Officer: -**1. All Financial matters of the Department.
2. Pension/GPF.
3. Medical Bills/Advance.
4. Budget both Plan and Non-Plan.
5. Re-conciliation of Accounts with A.G.
6. Matters relating to Audit & PAC.
7. Works allotted by DS/Addl. Director from time to time.
 |
| 7. | **Shri. Talikaba, Jr. Accounts Officer** As assigned to the Sr. Accounts Officer |
| 8. | **Smt. V.Itoly Yeptho, Registrar:-**1. All PDS matter.
2. C&AG/PAC/ Audit/Assembly Question.
3. Establishment/Budget/Planning/Construction/Contract Branch.
4. Motor Vehicle/Bill & Cash Section.
5. Any other works as allotted from time to time.
 |
| 9. | **Smt. Hemlu Gonmei, Superintendent (Accounts): -** 1. Matter relating to Planning & Budget.
2. Matter relating to M.T. Branch under the supervision of

Jt. Director.1. Matter relating to appropriation/Reconciliation with
2. (AG) Nagaland with AO/JAO of the Department.
3. Drawing disbursement of financial matters of the Department.
4. Any other works as allotted from time to time.
 |
| 10. | **Shri Medovilie, Superintendent (PDS):** - 1. Correspondence with FCI.
2. Matter relating to AAY/HTS/Stationary/Ration Cards etc.
3. Report and returns/ Utilization certificate of PDS
4. Matter relating to PDS table 1,4,5/FPS

(e) Any other works entrusted by the Head of the Department from time to time. |

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|  1. | **Smt. Alila Wai, Superintendent (Establishment)** : - 1. Matter relating to Establishment.
2. Matter relating to Pensions in consultation with the Senior Accounts Officer/JAO.
3. All misappropriation cases and Judicial related matters.

Any other work as entrusted from time to time. |
| 12. | **Smt. Tohuli Sema, Assistant Superintendent: -**1. Matter relating to Plan/Non Plan.
2. Matter relating to construction/Godown assisted by Junior Engineer of this Department.

Matter relating to reconciliation with the A.G.  |
| 13. | **Smti. Wabangla, Assistant Superintendent: -**1. Matter relating to MACP of all staff
2. Matter relating to Medical Bill/Advance etc.
3. Continuation of temporary post of Gazetted Officers and Non-Gazetted Officers.
 |
| 14 | **Smt. K. Nengboi Haolai, Assistant Superintendent:-**1. **Deals with SKO/I/Salt & contract Papers/PHH Scheme and matters relating thereof.**
 |
| 15 | **Shri A.T. Babu, Junior Engineer.**1. **Construction work of the Department, Directorate.**
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| 1 | **Shri Lipoknungsang,** ADS, Mokokchung. | Mokokchung District. |
| 2 | **Shri Kepenlo Thong** ADS, Tuensang. |  Tuensang District. |
| 3 | **Shri Mhonthung Lotha ,** ADS, Wokha. |  Wokha District. |
| 4 | **Shri Ipetdaung Lungalang** ADS Kohima | Kohima District. |
| 5 | **Shri Mayangtemjen** ADS R&D. |  R&D |
| 6 | **Shri Kiyevi I.Swu**, ADS, Zunheboto | Zunheboto District. |
| 7 | **Shri Neisazo Domeh**, ADS Phek. | Phek District. |
| 8 | **Smti.Kenyuhile Tep,** ADS Kiphire | Kiphire District. |
| 9 | S**hri. Pangjai Konyak**, ADS, Mon | Mon |
| 10 | **Shri. Kavito** ADS, Dimapur |  Dimapur |
| 11 |  **Shri. Jamonger,**  ADS, Longleng | Longleng |
| 12 | **Smti .Ekoni Humtsoe**, ADS, Peren |  Peren |
|  |  |  |

**MANUAL –II (B): - SUBORDINATE OFFICERS AND STAFF.**

|  |  |  |
| --- | --- | --- |
| SL. NO. | **Name & Designation** | **Duties.** |
|  | **Shri N.Ntsemo Lotha**, Sr. Inspector | Depot branch Incharge & RTI. |
|  | **Shri. Jungshi S. Jamir** Inspector | Deals with all MIS/ computerization matters and new Proposals/ Project. |
|  | **Smt. C.Asangla,** Acctt. | Deals with Pension matters of Department |
|  | **Smt. Bindu Chettri,** Acctt. | Deals with appointment/transfer matters of Establishment. |
|  | **Shri .T.S. Yanger**, Acctt. | Deals with pay bills of Casual labours/Officers personal peons.  |
|  | **Shri. Thaukambo**, U.D.A | PDS section |
|  | **Shri Imotemjen**, U.D.A | PDS(Fair Price Shop) |
|  | **Smt. Moajungla**, U.D.A | Attached to PDS branch |
|  | **Shri James Khati**, U.D.A | Attached to PDS Branch |
|  | **Shri Sokentsing**, U.D.A | Deals in contract. |
|  | **Smt. Thejaneinuo**, U.D.A | Deals/ assists in confidential orders/ seniority list of staff etc. |
|  | **Smt. Athono**, U.D.A  | Assists in Audit Branch |
|  | Sh**ri.Tinumeren**, U.D.A | Assists in PDS(Fair Price Shop) |
|  | **Shri Nungsangliba**, U.D.A | Attached with Bill branch |
|  | **Smt. M. Alila,** U.D.A | Deals with personal files of the District staff & leave sanction  |
|  | **Smt. L Merenda**, U.D.A | Attached to PDS – V. |
|  | **Smt. Bosorenla**, U.D.A | Deals with personal files of the District staff & leave sanction  |
|  | **Shri Methakielie,** U.D.A | Cashier |
|  | **Shri Phyobemo,** U.D.A | Assists the Jr. Engineer. |
|  | **Shri Ruokuoselhou**, U.D.A | Deals in preparation of budget and reconciliation works with A.G. |
|  | **Shri. Longrhonthung**, U.D.A | PDS |
|  | **Smt. Neiphrenuo,** U.D.A | Deals with preparation of indents for release of PHH foodgrains. |
|  | **Smt. Medoleü,** L.D.A. | Assists in the Contract Branch |
|  | **Smt. Kikanungla,** LDA-cum-Computer Asstt. | Attached to Bill section. |
|  | **Smt. Villo T.Zhimo,** LDA | Assists in Pension Branch. |
|  | **Smti. Shesalu Vadeo**, LDA | Attached to Pension branch |
|  | **Smti. Abigail L Achumi**, LDA-cum-Comp Asstt. | Attached to RTI & PDS branch |
|  | **Smti. Videnuo Rio**, LDA-cum-Computer Assistant | Deals with NPS |
|  | **Shri Chepe** LDA-cum-Comp Asstt | Attached to Establishment |
|  | **Smt. Purlemla**  LDA-cum-Comp Asstt | Attached to Bill section. |
|  | **Smt. Kanivi Kuhovi Zhimomi** LDA-cum-Comp Asstt | Attached to Bill section. |
|  | **Shri. Zhorayi Nienu**  LDA-cum-Comp Asstt | Attached to Budget branch. |
|  | **Shri. Aosanen Longkumer**  LDA-cum-Comp Asstt | Attached to MIS |
|  | **Shri. Kevileru Angami**  LDA-cum-Comp Asstt | Attached to Bill section. |
|  | **Smt. Vikuozonuo,Steno ( Contract)** | Confidential branch |

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| 36 | **Shri.Gouro Pojar**-LDA cum Computer Asstt. **( Contract)** | Attached to Bill Section. |
| 37 | **Smti. Difola Khemprai**, LDA-cum- Comp. Asstt. **( Contract)** | Attached to MIS |
| 38 | **Smt. Meneno** LDA-cum-Comp Asstt **( Contract)** | Establishment branch |
| 39 | **Smti. Ledia Zeliang** LDA-cum-Comp Asstt **(Contract)** | Establishment branch |
| 40 | **Smt. Hosheli**, Typist | Establishment branch |
| 41 | **Smt. Nribeni**, Typist | Attached to Receipt & Dispatch branch |
| 42 | **Smt. Kekhriekhonuo**, S.K. | Deals in preparation of compilation Daily, weekly & Monthly market prices of Essential Commodities .  |
| 43 | **Smt.Dzuthovolu**, S.K. | Deals in preparation of compilation daily, weekly & monthly market prices of Essential Commodities/ RTI |
| 44 | **Smt. Vivi Awomi,** S.K. | Deals with preparation of pay bills of Grade-IV staff. |
| 45 | **Shri T.Takomeren** SK (Tech) | Attached at Motor Vehicles matters. |
| 46 | **Shri. Imlisunep S.** K | Attached to PDS Branch |
| 47 | **Smt. Senya Thong S.K** |  |
| 48 | **Smt. Abeni Thong S.K** | Attached to PDS Branch |
| 48 | **Shri Asangba**, Store Asstt. | Attached at contract branch. |

***Refer Annexure-‘B’ for detail Employees List.***

**MANUEL – II(C) LIST OF DRIVERS IN THE DIRECTORATE OF FOOD AND CIVIL SUPPLIES, NAGALAND: DIMAPUR.**

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| **SL.****NO** |  **NAME**  | **DESIGNATION**  | **REMARKS** |
|  | Rongsen Walling | HEAD DRIVER | Incharge of Drivers & Handymen for detailment of duties. |
|  | Hezukhu Sema | DRIVER | Attached to Jacob Zhimomi, Parl. Secretary |
|  | Bhubhan Rai | -do- | Attached to Directorate |
|  | Poren Diamary | -do- | Attached to Director |
|  | Ratan Mech | -do- | -do- |
|  | Razuokrielie Angami | -do- | Attached to Joint Director |
|  | Vikheto Rengma | -do- | Attached to Shri Veprasa Nyekha (Judicial) |
|  | Viyeho Hesso | -do- | Attached to Dy. Director-I |
|  | Khekishe Sema | -do- | Directorate |
|  | Niranjan Mech | -do- | Attached to Directorate |
|  | Tek Chetri | -do- | Attached to Addl. Director. |
|  | Peteneizo Kense | -do- | Attached to Comm. & Secy, F&CS |
|  | Chulie Khiamniugan | -do- | Attached to Director. |
|  | Ngusalie Angami |  | Attached to Jt. Secy, F&CS |
|  | Tsuknung Temsu Sangtam | -do- | At Directorate. |
|  | Imliba Sangtam | -do- | Attached to Dy. Director-II |
|  | Talong Phom | -do- | Attached to Jr. Engg.Cell. |
|  | Amongba Ao | -do- | Directorate |
|  | Barun Mech | -do- | Attached to Addl. Director. |
|  | Keduokholie | -do- | Attached to Hon’ble CM Secy |
|  | Manoj Kumar Thapa | -do- | Attached to Govt. VEH NL-11/1398. |
|  | Zutovi Sema | -do- | Attached to VEH NL-11/0512.  |
|  | Imkong Ao | -do- | Attached to VEH NL-11/0533. |
|  | Keneingulie Newmai | -do- | Attached to VEH NL-11/0534. |
|  | Bendang Toshi Ao | -do- | Attached to VEH NL-11/0536. |
|  | C. Mhathung Ovung | -do- | Attached to VEH NL-11/1599. |
|  | N. Bendangsangba | -do- | Attached to VEH NL-11/1399. |
|  | Tsentso Lotha | -do- | Attached to VEH NL-11/0226. |
| 29 | Tiamongba | -do- | Presently Attached to ADS, Zunheboto. |
| 30 | Manyang Temjen Sangtam | -do- | Attached to Directorate |
| 31 | Mohan Singh | -do- | Attached to Joint Director |
| 32 | Luka Biswakarma | -do- | Attached to Directorate |
| 33 | C. Chang | -do- | Attached to Directorate |
| 34 | Sashimongba | -do- | Attached to Directorate |
| 35 | Purkumzuk Jamir | -do- | Attached to Directorate |
| 36 | Khevishe Sema | -d0- | Attached to Directorate |
| 37 | Nehovi Sema | -do- | -do- |
| 38 | I. Kisheho Sema | -do- | -do- |
| 39 | T. Setsachen Sangtam | -do- | -do- |
| 40 | Lanutoshi Pongener | -do- | Attached to Addl. Director |
| 41 | Bitongse Sangtam | -do- | Attached to ADS, Tuensang |
| 42 | Maken Ao | -do- | Directorate |
| 43 | Revito K. Zhimo | -do- | Attached to Director, F&CS |

 ***Refer Annexure-‘B’ for detail Employees List.***

**LIST OF MECHANICS IN THE DIRECTORATE FOOD &CIVIL SUPPLIES**

**NAGALAND : DIMAPUR**

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| --- | --- | --- | --- |
| **SL. NO.** | **NAME** | **DESIGNATION** | **REMARKS** |
|  1. | Md.Abdul Farooque | Mechanic Grade-I. |  |
|  2. | Md. Lutfur Ali | Mechanic Grade -I |
|  3.  | Mukonshiu Khiam | Mechanic Grade -II |
| 4. | Yankhonimo Ovung | Mechanical Helper. |
| 5. | Ranjit Oraon | -do- |

***Refer Annexure-‘B’ for detail Employees List.***

**LIST OF HANDYMEN IN THE DIRECTORATE OF FOOD & CIVIL SUPPLIES**

**NAGALAND: DIMAPUR.**

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| **SL. NO.** | **NAME** | **DESIGNATION** | **REMARK** |
| 1. | Imyangerba Ao | Handyman | Attached to Mechanical Section work |
| 2 | Akono Angami. | -do- | ADS, Kohima |
| 3 | Logube Seb. | -do- | Attached to VEH NL-11/0534. |
| 4 | Shapang Phom. | -do- | Attached to VEH NL-11/0536. |
| 5 | K. Thsapongse Sangtam | -do- | Attached to VEH NL-11/1398. |
| 6 | Inavi Sema. | -do- | Attached to Directorate |
| 7 | Y. Rendemo Kikon. | -do- | Attached to VEH NL-11/0226. |
| 8 | Mrinal Kanti Deb. | -do- | Incharge of Files movement/MT works/section as well as computer typing. |
| 9 | Tek Bahadur Tiruwa | -do- | Attached to Assist Lutfur Ali & Operate generator. |
| 10 | Lal Bahadur Malla | -do- | Attached to Mechanical Section work. |
| 11 | T. Kishu Yimchunger | -do- | -do- |
| 12 | Tali Ao | -do- | -do- |
| 13 | Yashikaba Ao | -do- | Attached to Govt. Veh NL-11/0512 |
| 14 | Lanso Ovung | -do- | Attached to Mechanical Section work |
| 15 | Marinus Kuzar | -do- | Attached to Director Residence for cleaning Govt. vehicles. |
| 16 | Athungo Ngullie | -do- | Attached to Director Residence as Mali. |
| 17 | Kamkhothang Kuki | -do- | Attached to assist M.K. Deb |
| 18 | Zacuso Nyekha | -do- | Attached to Chetaba SK. |
| 19 | Imli Ao | -do- | Attached to Vehicle No. NL 11 1599 |
| 20 | Kelhol Angami | -do- | Directorate |
| 21 | Tekasashi | -do- | Attached to VEH NL-11/1399. |
| 22 | K. Yetovi Sema | -do- | Attached to Jt. Director |
| 23 | Lepdang Ao | -do- | Attached to Directorate |
| 24 | Takuwangshi | -do- | Directorate |
| 25 | Temsuimba | -do- | Directorate |
| 26 | Hokuto Yepthomi | -do- | Attached to Directorate |

|  |  |  |  |
| --- | --- | --- | --- |
| **SL. NO.** | **NAME** | **DESIGNATION** | **REMARK** |
| 28 | Kechanogol Hibo | Handyman | Attached to Er. Zale Nyekha, Advisor, Youth Resource & Sports, Kohima |
| 29 | I.Noksutemba Ao | -do- | Attached to Veh. NL-11/0533 |
| 30 | Vikhosa Yano | -do- | Attached to Directorate |

***Refer Annexure-‘B’ for detail Employees List.***

**LIST OF DRIVERS /HANDYMEN UNDER FOOD &CIVIL SUPPLIES DEPARTMENT,NAGALAND (DISTRICT/SUB-DIVISION)**

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| --- | --- | --- | --- |
| **SL. NO.**  |  **NAME** | **DESIGNATION**  | **REMARKS** |
| 1. | Alemchiba Aier | Driver | KOHIMA (A.D.S.) |
| 2. | Singo Haining | -Do- | ADS (PEREN)  |
| 3. | Kughaho Sema | -Do- | ZUNHEBOTO (A.D.S.) |
| 4. | S. Nahwang Konyak | -Do- | PHEK (HQ) |
| 5. | Chingai Konyak | -Do- | MON (HQ) |
| 6. | Imnayanger. | -Do- | MOKOKCHUNG (HQ) |
| 7. | Chingmak Chang | -Do- | TUENSANG (HQ) |
| 8. | Hikato Zhimomi | Handyman | ZUNHEBOTO(HQ) |
| 9. | Neichatuolie | Handyman | PHEK (HQ) |
| 10. | Ketoho Chophy | Driver | ADS, WOKHA |
| 11. | Chemlungse Sangtam | -Do- | ADS, KIPHIRE |
| 12. | Azha Angami | -Do- | ADS, KOHIMA |
| 13. | Rukuovilie | Driver | Attached to veh. No. NL 10C 0189 (BOLERO) |

***Refer Annexure-‘B’ for detail Employees List.***

**MANUAL III.** **THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS.**

In a narrative form, the stages through which procedure for decision making for each proposal may be shown in the format below:

|  |  |  |  |
| --- | --- | --- | --- |
| **SL. NO.** | **Activity** | **Level of action.** | **Time frame** |
| 1. | Establishment. | Director-Receipt-Jt.DDS-Registrar-Supdt.UDA/LDA-Supdt-Registrar-DDS-Jt.DS-Addl. Director-Director. |  |
| 2. | Public Distribution System. | -do- |  |
| 3. | Budget. | Director-Receipt-Jt.DS-DY.Registrar-Supdt.LDA/UDA-Supdt-A.O.-Registrar-DDS-Jt. Director- Addl. Director-Director. |  |
| 4. | Planning/Construction. | Director-Receipt-JDS-DDS-Registrar-Supdt.LDA/UDA-J.E-Supdt-Registrar-DDS- Jt. Director- Addl. Director-Director. |  |
| 5. | Motor Transport. | Director-Receipt-JDS-DDS-Registrar-Supdt (transport) UDA/LDA-Supdt (Transport)-Registrar-DDS- Jt. Director- Addl. Director-Director. |  |

**MANUAL – IV:**

* Administration Decision – Director.
* Financial Decision – Director.
* Channel of Supervision – Director.
* Accountability – Director.

**MANUAL – V: As per Service rule.**

**MANUAL-VI.** **A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL. NO. | **Name/Nature/Category of the documents.** | **Name of documents.** | **Procedure to obtain the documents.** | **Held by/under control of.** |
| 1. | Establishment | Appointment, promotion, transfer & posting, confirmation of service of Non-gazetted staff. Maintenance of personal files of all gazetted and Non-gazetted officials.General administration, Medical bills, Pension cases. | P.I.O | Registrar/ Supdt. (E). |
| 2. | Planning | Preparation of Annual and five year plan documents. | P.I.O | J.E |
| 3. | Budget/Accounts | Budget estimated, revised estimate documents, bill and cash.GPF, T.A. leave encashment, Medical bills, Monthly expenditure statement, reconciliation of expenditure. Audit and PAC correspondence. | P.I.O | Supdt. Accountant. |
| 4. | Motor Transport | Files and records relating to purchase, maintenance and allotment of all vehicles. | P.I.O & Supdt.  | Supdt. (Transport). |
| 5. | Public Distribution system | Maintenance of records/registers in respect of monthly wise allocation of foodgrains to the State from the central pool (GOI). Maintenance of records of centre wise allocation of foodgrains under different schemes. Transportation bills,AAY Schemes, PDS sugar. SKO I/Salt, PHH Rice.Maintenance of centre wise beneficiaries/money receipts/ MMR/Bank account cheque Book pertaining to realization of Departmental charges & its utilization. Monitoring / compilation/preparation of fortnightly report of market price of essential commodities and submission to the Government. | P.I.O & Supdt. (PDS). | Supdt. (PDS). |

**MANUAL – VII:**

* What are the arrangements to communicate the decision to the public?

-From Director to the Subordinate Establishments.

* With whom the final decision/authority lies?

- Director.

**MANUAL – VIII:**

Constitution of the Vigilance Committees has been given a major role for implementing of the Schemes under targeted public distribution Scheme (TPDS). The committees has been set up right from the Fair Price Shops and Village levels up to the State level so as to oversee the implementation of the Schemes and to review at least once in a month as well as to redress public grievances. The Director of food & Civil Supplies is the head of body. The committee at various levels will consist of the following members: -

1. **STATE LEVEL COMMITTEE:**
2. Minister- in- charge of F&CS - Chairman
3. MP -Member
4. Parliamentary Secretary, RD -Member
5. Parliamentary Secretary, Social Welfare -Member
6. MLA -Member (2)
7. Director, F&CS -Member
8. Representative of Consumer Forum -Member
9. Secretary, F&CS -Member/Secretary
10. **DISTRICT LEVEL COMMITTEE:**
11. DC/ADC - Chairman
12. Town Committee member - 3 members
13. NGO’s/Social Workers - 3 members (women-2)
14. District Consumer Forum - 1 number
15. Asstt. Controller, Weight & Measures

 and Legal Metrology – Member

1. ADS/SOS - Member Secretary
2. **SUB-DIVISIONAL/AREA LEVEL COMMITTEE:**
3. SDO/EAC - Chairman
4. Town Committee member - 2 members
5. NGO’s/Social workers - 2 members (women)
6. Ration Card Holders - 2 members
7. Inspector of Supply/SIS - member
8. **FPS/VILLAGE LEVEL COMMITTEE:**
9. Village Chairman/Ward member - Chairman
10. VDB Secretary - Member
11. GB - “
12. SK - “
13. Card Holder - 2 (women)

**MANUAL- IX:** May be seen in **Manual XVI.**

**MANUAL- X :** May be seen in **Annexure-B.**

**MANUAL-XI**

**STATEMENT SHOWING THE REASONS OF VARIATION BETWEEN FINAL GRANT AND EXPENDITURE FOR THE YEAR 2019-20**

 **IN RESPECT OF DEMAND NO. 22 – CIVIL SUPPLIES.**

(₹. in lakhs)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HEAD OF ACCOUNTS** | **AS per printed Book for Demand 2019-20** | **Final Grants** | **Expenditure**  | **Saving (-)****Excess (+)** | **Reasons** |
| 1. **REVENUE SECTION-‘2408’**

2408-Food Storage & Warehousing01-Food001-Direction & Administration01-Direction |  |  |  |  |  |
| 01- Salary |  1353.47 |  1080.85 |  1080.85 |  |  |
| 02- Wages |  19.92 |  7.52 |  7.52 |  |  |
| 03- Travel Expense |  20.07 |  26.00 |  26.00 |  |  |
| 04- Office Expense |  12.34 |  30.96 |  30.96 |  |  |
| 06- RRT |  13.72 |  23.68 |  23.68 |  |  |
| 16- Motor vehicle |  13.57 |  37.00 |  37.00 |  |  |
| 17- Maintainance |  25.00 |  50.00 |  50.00 |  |  |
| 28- Computerisation |  5.00 |  5.00 |  5.00 |  |  |
| 26- Other charges |  2.30 |  2.30 |  2.30 |  |  |
| 26- Levy Sugar |  0.00 |  2511.93 |  2511.93 |  |  |
| **TOTAL :-** |  **1465.39** |  **3775.24** |  **3775.24** |  |  |
| 101(03)- Other Charges |  |  |  |  |  |
|  26(1)-AAY |  0.00 |  165.84 |  165.84 |  |  |
|  26(1) AAY/FPS Handling Commission |  0.00 |  216.35 |  216.35 |  |  |
|  26(1) BPL Transportation Charges |  0.00 |  1136.56 |  1136.56 |  |  |
| **TOTAL:-** |  |  **1518.75** |  **1518.75** |  |  |
|  26- NFSA-10% State Share |  0.00 |  1585.71 |  1585.71 |  |  |
|  26(1) NFSA Backlog (CSS) |  0.00 |  1669.14 |  1669.14 |  |  |
| 0100101 (02): Sub-Esstt |  |  |  |  |  |
|  01 – Salary |  1306.51 |  1589.61 |  1589.61 |  |  |
|  02 – Wages |  4.10 |  26.10 |  26.10 |  |  |
|  03 – Travel Expense |  4.93 |  8.89 |  8.89 |  |  |
| **TOTAL:-** |  **1315.54** |  **1624.60** |  **1624.60** |  |  |
| **Total: REVENUE Section** |  **2780.93** |  **10173.44** |  **10173.44** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HEAD OF ACCOUNTS** | **AS per printed Book for Demand 2019-20** | **Final Grants** | **Expenditure 2018-19** | **Saving (-)****Excess (+)** | **Reasons** |
|  **A. CAPITAL SECTION-‘4408’** |  |  |  |  |  |
| 4408 – Capital outlay on Food Storage |  |  |  |  |  |
| 01 - Food  |  |  |  |  |  |
| 101 – Procurement &Supplies |  |  |  |  |  |
| 02 – Storage 7 Warehousing |  |  |  |  |  |
| 800 – Other Expenditure |  |  |  |  |  |
| 01- Construction |  |  |  |  |  |
|  13 – Major Works (2): |  |  |  |  |  |
|  Construction |  100.00 |  100.00 |  100.00 |  |  |
|  13 – Major Works (3): |  |  |  |  |  |
|  Construction |  |  |  |  |  |
| **TOTAL: CAPITAL SECTION** |  **100.00** |  **100.00** |  **100.00** |  |  |
| **GRAND TOTAL (A+B) :** |  **2896.03** |  **10273.44** |  **10273.44** |  |  |

**MANUAL – XII :**

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

|  |  |
| --- | --- |
| 1. Name of the Program/Scheme | **a) Priority Households (PHH)****b) Antyodaya Anna Yojana (AAY)** **c) SC/ST/OBC Hostels Scheme** |
| 2. Duration of the Program/Scheme | No time limit set by the Govt. of India |
| 3. Objective/purpose of the Program | To ensure Food Security for all, create hunger free India |
| 4. Physical and Financial targets of the Program (for the last year) | a) **PHH Scheme** – Not applicableb) **AAY Scheme** – Not applicable**c) SC/ST/OBC Hostels Scheme**- Not applicable |
| 5. Eligibility of Beneficiary | a) **PHH Scheme** – Households having an annual family income of Rs 1.5 lakh or lessb) **AAY Scheme** – Old people, widows, disable person, without family or societal support, landless laborc) **SC/ST/OBC Hostels Scheme**- Those hostels with ¾ of the students from SC/ST/OBC.  |
| 6. Criteria for deciding eligibility/selection | **a) PHH Scheme.****b) AAY Scheme.** **c) SC/ST/OBC Hostels Scheme.** | Basing on the eligibility, identification have been carried out involving District Administration and Town Committee Members in Urban Areas and Village Councils/VDBs in Rural Areas |
| 7. No. of Beneficiary | a) **PHH Scheme** –11, 93, 922 identified beneficiariesb**) AAY Scheme** –1,91,806 identified beneficiaries c) **SC/ST/OBC Hostels Scheme-** No fixed beneficiaries |
| 8. Pre-requisites for the benefit | As at Sl.No.5 above |
| 9. Procedure to avail the benefit of the program. | As at Sl.No.6 above |
| 10. Amount of subsidy | Food grains distributed at subsidized rate under AAY/PHH /SC/ST/OBC Hostel Scheme |
| 11. Details of the benefits given in the program or schemes under which subsidies are granted  | **Scheme** | Monthly Allocation from the Govt. of India |
| **RICE** |
| **PHH Scheme** | 59696.10 Qtl |
| **AAY Scheme** | 16625.00 Qtl |
| **AAY (PDS SUGAR)**  | 475.00 Qtl |
| **SC/ST/OBC Hostels Scheme** | --- |
|  |

|  |  |
| --- | --- |
| 12. Procedure for distribution of the subsidy | a) **PHH Scheme –**  Foodgrains procured from FCI at Govt. subsidized rate of Rs.3/- per kg for Rice distributed to the identified beneficiaries at the on production of Special Ration Cards been issued to them through FPS/VCs outlet at the scale of 5 kgs per family member per month.b) **AAY Scheme** – Foodgrains procured from FCI at Govt. subsidized rate of Rs.3/- per kg for Rice are being distributed to the identified beneficiaries at the same rate on production of Special Ration Cards been issued to them through FPS/VCs outlet at the scale of 35 kgs per ration card per monthc) **SC/ST/OBC Hostels Scheme-** Foodgrains procured from FCI at Rs 5.65/- per Kg and distributed through the State Govt. appointed Agency. |
| 13. Where to apply or whom to contact in the Office for applying |  Districts Offices. However, the Schemes of PHH/AAY are one time grant. Hence, inclusion of any new beneficiary can be accommodated as and when directives for enhancement of beneficiaries received from the Govt. of India. |
| 14. Application fee | No fees charged in respect of PHH/AAY/SC/ST/OBC Hostel Scheme. |
| 15. Other fees | No fees charged in respect of AAY/SC/ST/OBC Hostel Scheme, but for PHH Scheme, an amount of Rs 20/- is charged for Ration card. |
| 16. Application format | -- |
| 17. Name and Address of the beneficiary  | Beneficiary details are given at the Department’s website:- ***fcs.nagaland.gov.in*** |

**MANUAL-XIII:** The beneficiaries list of PHH & AAY may be seen from the Department’s

website: *www.fcs.nagaland.gov.in*

**MANUAL-XIV:**

Department of Food & Civil Supplies website : ***www.fcs.nagaland.gov.in***

**MANUAL-XV:**

**PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION.**

Means, methods or facilitation available to the public which are adopted by the department for dissemination of information. Another means/methods available may be given.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Facility Available** | **Nature of Information available** | **Working hours** |
| 1. | Notice Board | Notification/Information/ Circulars/ Tender | **Summer.**9:30 am to 4:30 pm.**Winter.**9:00 am to 4:00 pm. |
| 2.  | System of issuing of copies of documents. | Photocopies duly countersigned by the competent authority |  |

**MANUAL-XVI: THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.**

**MANUAL:XI:**

Name of the Public Authority – Smti. Asangla Imti (NCS), Director, Food & Civil Supplies Nagaland, Dimapur.

1. **Departmental Appellate Authority (DAA)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Designation** | **STD Code** | **Phone No** | **Address** |
| 1. | Smti. Asangla Imti | Director |  | 9436005626 (M) | Director of Food & Civil Supplies, Nagaland, Dimapur. |

1. **Public Information Officer (PIO)**
2. Smti. Sentirenla Longkumer, Additional Director 9436439430 (M) Directorate of F&CS, Dimapur.

1. **Assistant Public Information Officer (S) (APIO) Directorate**
	1. Shri. Temsu Jamir, Joint Director 9436003725 (M) Directorate of F&CS, Dimapur.

1. **Public Information Officer (S) (PIO), District**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Designation** | **Phone No** | **Address** |
| 1. | **Shri. Jamonger Ao** | ADS | 9862563957 | ADS Office, Longleng |
| 2. | **Shri. Kiyevi I. Swu** | ADS | 9862677299 | ADS Office, Zunheboto |
| 3. | **Shri. Kapenlo Thong** | ADS | 9436641888 | ADS Office, Tuensang |
| 4. | **Shri.Neisazo Domeh** | ADS | 9436618527 | ADS Office, Phek |
| 5. | **Shri Ipetdaung Lungalang** | ADS | 8119833650 | ADS Office,Kohima |
| 6. | **Shri. Lipoknungsang** | ADS | 9436017475 | ADS Office, Mokokchung |
| 7. | **Smti. Kenyuhile Tep** | ADS | 9615249506 | ADS Office, Kiphire |
| 8. | **Shri. Mhonthung Lotha** | ADS | 9436002944 | ADS Office, Wokha |
| 9. | **Shri. Pangjai Konyak** | ADS | 9862712100 | ADS Office, Mon |
| 10. | **Shri. Mangyangtemjen** | ADS | 9436261464 | R&D Office,Dimapur |
| 11. | **Shri. S Kavito Aomi** | ADS | 7005202088 | ADS Office, Dimapur |
| 12 | **Smt. Ekoni Humtsoe** | ADS | 8974550629 | ADS Office, Peren |

**MANUAL – XVII**: **SUCH OTHER INFORMATION MAY BE PRESCRIBED.**

1. Related to seeking information.

As prescribed by the RTI Act.

|  |  |  |
| --- | --- | --- |
| **SL. NO.** | **NATURE OF INFORMATION SOUGHT** | **TOTAL NO. OF RTI APPLICATION** |
| 1 | ***Financial Matters***(Eg:- Funds Released, Sanction Orders, Financial Assistance/Grants, APR,UC, Departmental Charges, Revenue Collected, Amount Utilized, Purchases Made ,Bank Account Statements, Amount Sanctioned etc) | **3** |
| 2 | ***Incumbency List***(Eg:- No. of Employees, List of Employees, Seniority List, List of Employees to be retired, Vacancy of posts, Selection of Employees, Date of appointment, Date of Retirements etc. | **3** |
| 3 | ***Schemes Related***( Eg:- Name of Scheme/ Projects Amount Allocated, location, Welfare Schemes Guidelines etc) | **18** |
| 4 | ***Verification*** (Mark sheet, Admit Cards, Degree & Diploma Certificates, Driving Licenses’, Arms Licences, Certificates etc) | **Nil** |
| 5 | ***Land Issues*** (Eg:- Land Patta, Sales Deed, Boundary Lines, Mortgages, Mutation, Land Compensation and Amount of Compensation, Land Occupied, Land Acquired, Land Allotment, Maps etc. | **Nil** |
| 6 | ***Service Matters/Related***( Eg:- Appointments made, Waiting List, Merit List, Promotion, Educational Qualification, Enrolment, Service Book, Compassionate Appointment, G.O or Approval for Appointment, Pension Related etc) | **7** |
| 7 | ***Beneficiaries*** (Eg:- List of beneficiaries, Benefits & entitlements etc.. | **8** |
| 8 | ***Contract/Civil works*** (Eg:- DPR, NIT, Progress report, Completion Certificates, Name of works, Name of the Contractors ,MB, APR, Location, Works Order etc) | **6** |
| 9 | ***Examination related*** (Eg:- Answer script, Marks Sheet, Result Sheet, Marks obtained in oral interview & Mains Exams, Cut-off Marks, Marks obtained by other candidates etc | **Nil** |
| 10 | ***Documents*** (Eg:- Acts, Rules, OM, Notifications, Circulars, Orders, Reports, Certificates, MOU, Guidelines, Permits, Ration Cards, Job Cards, Trade Licence ,Rate of Commodities, Affidavit etc | **4** |
| 11 | ***Election related*** | **Nil** |
| 12 | ***Village Council & VDB Related*** | **Nil** |
| ***13*** | ***Miscellaneous.*** | **1** |