**GENERAL ADMINISTRATION BRANCH-II**

**(Home Department)**

**(2019-2020)**

**Introduction**

**I.** The General Administration Branch-II looks after the establishment of State Guest Houses located outside the state and State Guest House, Kohima. It handles the establishment and Service matters of Staff in all Houses.

**Subject matter**

The following subject matters are dealt by the General Administration branch.

1. All matters relating to Nagaland Houses and State Guest House, Kohima.
2. Reservation of rooms at Nagaland Houses.
3. Holiday list.
4. Celebration of Independence Day and Republic Day.
5. Matter relating to purpose Nagaland House, Mumbai.
6. Matter relating to freedom fighter.
7. Issue of license for Cinema Theater.
8. Matter relating to important National Days and observation.
9. Approval/permission for conduct of Lotteries/sales of Badges & Calendars etc by NGOs/Individuals.
10. Special Casual Leave to Government employees.

To provide best services to various visiting Officials and other visitors from Nagaland.

**Function**

1. To appoint Staff as and when/where needed.
2. To take disciplinary action against erring employees.
3. Accord sanction and payment of all related expenses.
4. Allot/provide accommodation to employees and other visitors.
5. Collect and transmits the policy papers project guidelines. Notification and special report from various Ministries and Departments of Government of Nagaland.
6. Represent the State Government in Official meetings and functions of various Ministries as and when required.

**II. Section 4(1)(b)(ii) A Right to Information Act, 2005 (Powers and duties of Officers &Employees)**

1. **Staff:- (1) Section Officer:** Supervises and controls the working system of the Branch and maintain the attendance of the Staff.

**(2) Junior Section Officer/Secreatariat Assistant:** Examines and process the Matters/Daks/Correspondence received from Various departments, NGOs and individuals and maintain the files.

**(3 ) Diarist:** All matters relating to receipt and dispatch works.

**(4) Typists:** All matters relating to Typing.

**(5) Peons:** Delivering of Files, messages and information etc.

1. **Under Secretary:** The Under Secretary goes through all the daks and files and after examining the matter gives a clear picture of the subject matter to the higher authority for final decision on the matter and further correct and rectify the subject matter if any.
2. **Secretary/Additional Secretary:** The Secretary/Addl. Secretary makes any changes and sent back the files with suggestions so that when the files reaches the Home Commissioner a clear picture of the matter is projected for decision.
3. **Home Commissioner:** The Home Commissioner makes the final decision in all routine office works.
4. **Minister-in-charge (Home):** Minister-in-charge makes the decision in all policy matters. Important policy matters are put up to the cabinet for approval.

**III**. Section 4(1)(b)(iii) Right to Information Act, 2005 (procedure followed in the decision making process, including channels of supervision and accountability)

Activity level of Action Time frame

Final decision making Home Commissioner /Minister Depending on the merit of the case

The decision making in respect of the department is vested with the Administrative Head. All papers relating to the subject matters of the Department are initially processed at the branch level by SA and JSO who submits the file to the immediate superior, Deputy Secretary – Joint Secretary – Addl. Secretary – Home Commissioner and Minister.

In matters of sanction, all proposals are routed through the Bill & Cash Branch of the Home Department headed by the special Officer (Accounts) who is the DDO and in charge of the monetary transaction of the Department after the formal order issued by the State Finance Department in the form of Drawal Authority or Concurrence. Supervision at the Branch level comes under the responsibility of the Section Officer. Over all accountability rest with the officers and staff for the timely disposal/discharge of the work assigned to each Branch.

**The PRC/JRC/DRC/ARC/Asst. Liaison Officer** is overall responsible for maintenance of the respective Houses. All proposals are submitted to the Government for obtaining Administrative approval.

**Accountability:-**

The officers and staff are accountability for timely discharge of the works assigned to them.

**Home Commissioner**: In routine office work the final decision is taken by Home Commissioner.

**Minster In charge:-** All the policy matters are put up to the Minister in charge for the final decision.

**Cabinet:**  Important policy matters are put up to the Cabinet for approval.

**IV. Section 4(I) (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 this, guidelines, Orders Memorandum, Acts and Rules and Regulations of the State and Central Government that are applicable.

**V. Sanction 4(I) (b) (V) of Right to Information Act, 2005 (The Rules, Regulation, Instruction, Manual and Records held by it or under its control or used by its employees for discharging its functions.)**

The Administration Branch – II, Home Department has framed ‘The Nagaland Houses Service Rules “which is in the final stage.

In addition to the Norms set by the Government of Nagaland in the Manual of Office Procedure, the Department normally follows instruction, rules and regulation issued by the State Government as well as the Central Government.

SL. NO. Name/title of the documents.

1. The Nagaland Government Service Conduct Rules, 1968
2. The Nagaland service (Discipline and Appeal Rules 1967)
3. Departmental Disciplinary Proceeding.
4. Leave Rules, 1972
5. Pension Rules
6. Delegation of Financial & Cognate Power Rules
7. General Financial Rules
8. General Provident Fund rules.
9. Rules for Reservation/Allotment of accommodation in the Nagaland Houses.

**VI. Sanction 4(I) (b) (VI) of Right to Information Act, 2005 (A statement of the categories of documents that are held by it or under the control)**

Guideline and norms laid down by Government are adhered to:-

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| --- | --- | --- | --- | --- |
| Sl No | Name/Nature  Category of document | Name of Document | Procedure to obtain Documents | Head by under control of |
| 1 | Confidential file | ACRs departmental enquires suspension & Disciplinary proceeding |  | Secretary |
| 2. | Report Files | Audit report, monthly Revenue & Expt. Statement |  | JSO/SA |
| 3. | Establishment Files | Personal Files, Transfer &  Posting, GPF, Pension,  Sanction matters. |  | JSO/SA |
| 4. | Administrative files | Office Orders, Memorandums  Circulars, Notifications,  Work allocation  Correspondences and Leave  Matters |  | JSO/ SA |
| 5. | Attendance | Attendance |  | SO |
| 6. | Dispatch Register |  |  | LDA |
| 7. | Receipt Register |  |  | LDA |

**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)**

**NIL**

**VIII. Section 4(1)(b)(viii) of Right to Information Act. 2005. A statement of the Board, Council, Committees and other Bodies consisting of two or more persons constitute as its part or for the purposed of its advise and as to whether meanings of those Boards, Councils, Committee and other bodies are open ato the public, or too the minutes of such meetings are accessible for the public.**

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| --- | --- | --- |
| Sl  No | Name of the Committee | Purpose |
| 1 | Departmental promotion Committee | The Departmental Promotion Committee with Home Commissioner as the Chairman is constituted to consider promotion/regularization cases for the employees of Nagaland Houses, such minutes of the committee are not relevant for the public. |

**IX. Section 4(1)(b)(IX) of Right to Information Act. 2005. A Directory of its officers and employees.**

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| Sl  No. | Name | Designation | Contact No. |
| 1. | Shri. Abhijit Sinha, IAS | Principal Secretary (Home) | 9868275370 |
| 2. | Shri. Nusieta Rhakho | Additional Secretary | 9436010394 |
| 3. | Shri. Hupasayi Tetseo | Under Secretary | 8132913071 |
| 4. | Shri. A.Sethrongchem Sangtam | Section Officer | 8974343649 |
| 4. | Shri. Nchumthung Lotha. | JSO | 8258902896 |
| 5. | Shri. Arnold Y. Sumi | JSO | 7005572213 |
| 6. | Smti. Ronsdhat Ovung | JSO | 8256979099 |
| 7. | Smti. Pheangna Konyak | S.A | 7005637244 |
| 8. | Shri. Atsulenba Ozukum | Record Supplier | 9774410822 |
| 9. | Smti. Heinganhangle | Typist Sr. Gr | 9856069789 |
| 10. | Smti. Aotula | Typist (c) | 9856407528 |
| 11. | Shri. Veprasoyi Ringa | Office Peon | 9378064211 |
| 12. | Smti. Thungchanbeni Odyuo | Office Peon | 9615088305 |

**X. Section 4(1)(b)(X) of Right to Information Act. 2005. Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

**Submitted.**

**XI. Section 4(1)(b)(xi) of Right to Information Act. 2005 (The Budged allocated to each of its agency, indicating the particulars of all plans, proposal expenditure and report on disbursement made.)**

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| --- | --- | --- | --- |
| Sl  No | Name of Schemes | Actual Expenditure  (2019) | Budget allocation  (2019) |
| 1. | Celebration of Republic Day | Rs.75,000/- | Rs.75,000/- |
| 2. | Independence Day | Rs.75,000/- | Rs.75,000/- |

**XII. Section 4(1)(b)(xii) of Right to Information Act. 2005 (The manner of execution of subsidy Programmers, including the amount allotted and the details of beneficiaries and such Programmers.)**

General Administration Branch-II, Home Department does not execute any subsidy Programmers.

**XIII. Section 4(1)(b)(xiii) of Right to Information Act. 2005 (Particulars of recipients of concessions, permits of authorization granted by it.)**

General Administration Branch-II, Home Department does not grand any concessions, permit or authorization to any party.

**XIV. Section 4(1)(b)(xiv) of Right to Information Act. 2005 (Details in respect of the information, available to or held by it, reduced in an electronic form)**

General Administration Branch, Home Department does not have such information.

**XV. Section 4(1)(b)(xv) of Right to Information Act. 2005 (The particular of facilities available to citizen for obtaining information including working hours of library or reading room if maintained for public use)**

General Administration Branch, Home Department does not have library or reading room for public use.

**XVI. Section 4(1)(b)(xvi) of Right to Information Act. 2005 (The Name Designation and other particulars of public Information Officer.)**

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| --- | --- | --- | --- | --- |
| Sl  No | Name | Designation | Post Designated | Contact No. |
| 1 | Shri. Abhijit Sinha, IAS | Principal Secretary (Home) | Appellate Authority | 9868275370 |
| 2 | Shri. Nusieta Rhakho | Additional Secretary | PIO | 9436010394 |
| 3 | Shri. Hupasayi Tetseo | Under Secretary | APIO | 8132913071 |

**XVII. 4(1)(b)(xvii) of Right to Information Act. 2005 (such other information as may be prescribed and thereafter update this publication every year)**

The Home Department General Administration Branch-II is implementing various rules, acts and regulations and regulations and guidelines prescribed by the Government of India and the State of Nagaland. In case of any changes the department will update the new Rules and Guidelines for implementation.