Manual on

Right to INFORMATION ACT 2005

**RTI Disclosure under Section 4(1)(b)i-xvii**

**Development AUTHORITY NAGALAND**

**(A Government of nagaland undertaking)**

**Nagaland : Dimapur.**

 

**Development Authority Nagaland**

**(A Govt. of Nagaland Undertaking)**

1. **PARTICULARS OF THE PUBLIC AUTHORITY.**

**Development Authority Nagaland** was constituted in **1976** in exercise of the powers conferred by Section 73 of the **Nagaland Town and Country Planning Act 1966** (Nagaland Act of 1966). It has its Headquarter in Dimapur since 1981. As Dimapur being the commercial hub of the State and the gate way of Nagaland and Manipur state, it holds a multitude of development challenges to its planners i.e. Development Authority Nagaland. It covers a total area of about 34 acres allotted by the Government.

 The jurisdiction of Development Authority Nagaland covers the entire State of Nagaland and is under the overall control by the **Urban Development Department**. It is a **Statutory Planning & Development** body for the whole State and per the provision of the Act, it has the **power to acquire and develop land** and also undertake any other remunerative projects and function as a **self financing body.**

 In the amendment Act. 1981 of the Nagaland Town & Country Planning the Development Authority Nagaland **powers & functions** were made more clear & defined with additional responsibilities.

 Development Authority Nagaland was thus constituted for: -

1. Implementation of **Master Plan** for various urban areas in the State.
2. Social **housing schemes** including land development and disposal.
3. Construction of **Hotels, Cinema halls, Market Complex** and other urban infrastructure and any other project as directed by the Government.
4. To promote and enforce **building bye laws** for selected towns in the State.
5. To ensure construction work on **behalf of the Government** entrusted to the Authority.

The main objective of Development Authority Nagaland is to function as a **revenue generating agency**. The Corporation is recognized & capable to take up any project as a deposit work & for which agency charge is realized. In due course the corporation had found the opportunity to enter into competition through bidding in the contractual work with the general registered firms of other states at the organized Central Public Works Department (CPWD) in ICAR projects.

Gradually, the Development Authority Nagaland expanded its activities & as a result of not compromising with the workmanship and above all, works being completed in the allotted time, leading to attempting the activities beyond its parameter by stiff bidding competition for contractual works in Meghalaya, Assam and Nagaland.

 The Corporation then later was recognized and also been awarded with contract work of Jawahar Navodaya Vidyalaya building projects in Nagaland.

 Development Authority Nagaland is headed by a host of competent multidisciplinary expertise comprising of **Engineers, Planners, Social Scientists** and **Architects** etc and wishes to implement and ambitious growth plan for any development activities that may be awarded and come its way.

 The Department looks after the **Naga Shopping Arcade** also known as Super Market in Dimapur and the **Town Hall**. The rent collected from these sources are used for salaries of staff

and maintenance of the Market Complex.

 Today, Development Authority Nagaland has been involved into wider spectrum and has achieved many milestones and also attained a commendable position.

 Presently, it is envisaged to function as an **Autonomous body** under a **Chairman** who is a Member, Legislative Assembly nominated by the Government. The **Vice Chairman** is the Principal Secretary, Urban Development Department, and the Secretary is a Joint Director deputed by its parent department i.e. Urban Development.

 Development Authority Nagaland is been governed by a **Board** who is the sole Authority in the policy making. The members are as under: -

1. Hon’ble MLA & Chairman DAN - Chairman.
2. Principal Secretary, Urban Development. - Vice - chairman.
3. Finance Commissioner. - Member.
4. Secretary, Law & Justice. - Member.
5. Director, Urban Development. - Member.
6. Deputy Commissioner, Dimapur. - Member.
7. Administrator, Dimapur Municipal Council . - Member.
8. Secretary, DAN. - Member Secretary.

***Location of the Office:***

The Office of the Development Authority Nagaland is located in Dimapur the commercial hub of the State, behind the Naga Shopping Arcade, Dimapur. The office has a well varnished Building structure with modern facilities. The present Office can be reached by taxi and auto from the Train and Bus station and is about 6 Km away from the Airport.

***Address***

 The Secretary,

Development Authority Nagaland

P.O Box no.-70, Naga Shopping Arcade

Nagaland: Dimapur, 797112

Ph: - (03862)231048 , Fax: - (03862)224086

***Office Timings:***

09:30 A.M to 4:00 P.M

**Staffing pattern of Development Authority Nagaland**

 Development Authority of Nagaland (a Government of Nagaland undertaking) have **143** working staff with **115** staff working as a regular and **28** of them work-charge, fixed pay & contingency employees for different works at various places in Nagaland as well as in Assam and Meghalaya.

 The Corporation is headed by a Chairman appointed by the Government from the elected Member of Legislative Assembly (MLA), Vice chairman is the Secretary, Urban Development Department, Nagaland & the post of Secretary is held by a Joint Director (Urban Development Department) on deputation from the parent department for sanction and executing all the Development activities that comes to the Development Authority of Nagaland.

 In the ***Technical*** wing, there is one Superintendent Engineer, one Executive Engineer, 4Assistant Engineer/SDO and 3 Section Officers (S.O) & other clerical staff to implement and execute the works.

 In the ***Establishment*** wing, the Executive Officer is the over all in charge to oversee the working system and welfare of the employees & also the Revenue branch.

 In the ***Accounts*** wings, Account Officer keep track of the deposits of Naga Shopping Arcade room rent and keeping finical records in proper order and also the revenue generated from other sources like agency charge from ICAR & JNV projects etc.

1. **Powers & Duties of officers and employees.**

The Development Authority Nagaland being a P.S.U, the power and duties of officers and employees is restricted within perimeters of its organization. The power and duties are being delegated in accordance with the designation and the duties delegated thereof:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Names** | **Designation** | **Powers and Duties** |
| 1 | A.Nyamnyei Konyak | Chairman | Policy and Decisions making.  |
| 2 | Pangzangkokba | Secretary | All powers and duties as assigned to the Head of the Department.* Framing of Plan and Policy of Development for Govt. Approval.
* Overall supervision of the Department Activities
* Final decision making for the Directorate.
* PIO of the Department.
* Any other matter not specified/assigned to other officers.
 |
| 3 | Noleto Visa | Sr.Executive Officer | Overall responsibility for all activities of the Office, Assisting Secretary in all the Executive Meetings. Also performs all other works as and when arises.Legal matters and APIO of the Department.  |
| 4 | Er. V.K. Pathak | Superintendent Engineer. | Overall responsibility for projects at ICAR. Also performs all other works as and when arises. |
| 5 | Mhonlumo Ngullie | Executive Engineer | Overall responsibility in the Division branch and in charge of deposit work, maintenance of NSA |
| 6 | Kevizayie Peter Sile-o | Accounts Officer  | Overall responsibility in the Accounts matters. Receipt of rent payment and all activities relating to financial matters. |
| 7 | Khrielie Yhoshu | Assistant Engineer(Mech) | In charge of all the heavy Machineries & any other related works as and when arises.Maintanance incharge. |
| 8 | Benjung Walling | Assistant Engineer(Civil) | * Checking estimate and preparation of Agreement & filing.
* Works related to all construction work under E.E.
 |
| 9 | Issac Litsase | Executive Officer | Overall supervision of Revenue Branch.  |
| 10 | Bakmai Konyak | Asst. Executive Officer | Assist E.O & Revenue Branck |
| 11 | Aheto | A.E (Electrical) | In charge of overall electrical works and maintenance of NSA |
| 12 | Pelevito Kiso | J.E (Civil) | Assisting E.E |
| 13 | Langkhu  | J.E (Civil) | Assisting E.E |
| 14 | Talisunep | J.E (Elect) | Assisting A.E (Elect) |
| 15 | Shekhoyi Hoshi | J.E (Mech) | Supervision of JNV works at Phek |
| 16 | T.Akamba Sangtam | O.S | General correspondence, matter related to deputations/recruitment, public promotions Stationary Maintenance, Liveries Quarter allotment, Agenda & meeting minutes DAN’s Land, DAN’ library and other establishment works. |
| 17 | Taliba | H.A | Over in charge of Divisional Office, correspondence inside & outside drafting, maintenance of Service Book, Personal Files etc. |
| 18 | Wongtsukiu | D.A.O | All accounts matter in the Division |
| 19 | K. Supanthung | Asst. Superintendent(Accounts) | All works related to Audit chartered Accountants, grant-in-aid, utilization certificate, transfer of fund. All other works which are not assigned to any other staff. |
| 20 | Tsaki Sangtam | S.O, Gr-II | Maintenance of NSA Staff Quarters |
| 21 | Nangshiba | S.O | Chowkidar incharge |
| 22 | Mhoyani | Steno Gr-III | Attached to Chairman |
| 23 | T. N. Akumla | Steno Gr-III | Attach to Secretary, DAN. |
| 24 | Levotsonuo Natso | Steno Gr-III | Attached to Sr. E.O |
| 25 | Adeu Rosy | H.A | Correspondence relating to W/C staff, Increment, Service Book and assist H.A. |
| 26 | Shothrumla | UDA | Preparation of bills in Revenue Branch |
| 27 | Yangthase | UDA | Attach to EE |
| 28 | Pelekie Angami | UDA | Auditor including checking of W/C pay bill |
| 29 | Tirsenla Pongen | UDA | Attach to EE |
| 30 | Rongsenlila Jamir | UDA | Preparation of pay bills |
| 31 | Liyanthung | UDA | Receipt and dispatch |
| 32 | Nungsangmongba Lemtur | LDA | The entire computer works |
| 33 | Shovili Sema | LDA | Establishment Branch |
| 34 | Vesanieyi Venuh | LDA | Attached to S.E |
| 35 | Kedale Rengma | UDA | Attached to E.O |
| 36 | Subeni Murry | UDA | Attached to Division Branch |
| 37 | Wonchibemo | LDA | Preparation of bills and meter reading |
| 38 | Alivi | LDA | Preparation of bill including dispatch |
| 39 | Holoto | LDA | Attached to Revenue Branch |
| 40 | Imnanungsang | LDA | Attached to Establishment Branch |
| 41 | Moarenla | LDA | Attached to Accounts Branch |
| 42 | Toshimongba | LDA | Attached to Revenue Branch |
| 43 | Winnie | LDA | Attached to Establishment Branch |
| 44 | Lanumenla | LDA | General Branch |
| 45 | Sentirenla | LDA | Attached to Accounts Branch |
| 46 | Limayanger | LDA | Attached to Technical Branch |
| 47 | Hekato | LDA | Revenue Branch |
| 48 | Kakivi Yepto | LDA | Accounts Branch |
| 49 | Kangba Konyak | LDA | Establishment Branch |
| 50 | Wennyie Konyak | LDA | Establishment Branch |
| 51 | Neingusenuo Kin | LDA | Electrical Branch |
| 52 | Chubaniksung | LDA | Revenue Branch |
| 53 | Esther | LDA | Revenue Branch |
| 54 | Maiwang | SA | Under EE |
| 55 | Penathung | SA | Side work at Wokha |
| 56 | I Temsunaro | SA | Division Branch |
| 57 | Moatoshi Pongen | SA | Attached to EE |
| 58 | Katenmeren | SA | Attached to Electrical |
| 59 | Hothrong | SA | Field  |
| 60 | Inavi | SO Gr-III | Revenue |
| 61 | Ram Bahadur | Driver | Attached to SE |
| 62 | Avadesh Kumar | Driver | Excavator |
| 63 | Neshedie Yhoshu | Driver | Attach to E.O. |
| 64 | Vijale Mera | Driver | Tipper Truck. |
| 65 | Mhalesielie Bio | Driver | Tipper Truck. |
| 66 | Chungti | Driver | Attached to Secretary |
| 67 | Thoshi | Driver | Attach to E.E. |
| 68 | Impoksungba | Driver | Attached to Chairman |
| 69 | Stephen Visa | Handyman | Tipper Truck. |
| 70 | Jongongbongwati | Handyman  | Tipper Truck. |
| 71 | Rongseninba | Excavator helper |  |
| 72 | Neipe-O | Office Peon | Attached to EE |
| 73 | Kihoshe | Office Peon | Attach to Secretary |
| 74 | Medoveyi | Office Peon | Attached to technical |
| 75 | Kedemenla | Peon  | Attached to EE |
| 76 | Tsisepi | Duftry | Attach to E.O. |
| 77 | Atriba Sangtam | Duftry | Attach to Secretary  |
| 78 | Mezatsole | Office Peon | Attached to Division |
| 79 | P.Sochu | Office Peon | Outside Dag/letters. |
| 80 | Wanmai W Konyak | Office Peon | Attached to General Branch |
| 81 | Akhao Konyak | Office Peon | Attached to Establishment |
| 82 | Tsathriba | Chowkidar | At Naga Shopping Arcade. |
| 83 | Tsayangpi | Chowkidar | At Naga Shopping Arcade. |
| 84 | Tsayangli | Chowkidar | At Naga Shopping Arcade. |
| 85 | Masalepden | Chowkidar | At Naga Shopping Arcade. |
| 86 | Hotoli | Record Keeper | At Naga Shopping Arcade. |
| 87 | Prasand Kumar | Chowkidar | Office Chowidar. |
| 88 | Noksangtemba | Chowkidar | Open Marketing Shed. |
| 89 | Santosh Sethi | Chowkidar | At NSA. |
| 90 | Dhan Bahadur | Chowkidar | Secretary Quater |
| 91 | Tsathrongse  | Supervisor | Maintenance  |
| 92 | Latongba Ao  | Pump Operator | At Naga Shopping Arcade. |
| 93 | Moatemsu  | Pump Operator | At Naga Shopping Arcade. |
| 94 | Suraj Pathak | Pump Operator | At Naga Shopping Arcade. |
| 95 | Prafulla Sethi | Mali | At NSA. |
| 96 | Bendangmongla | Mali | Maintenance |
| 97 | T Atsala | Mali | Maintenance |
| 98 | Jogindra Pd. Singh | Electrician | NSA & Sub-Station. |
| 99 | Langhi  | Electrician | NSA & Sub-Station. |
| 100 | Chubasanen  | Water control man | NSA |
| 101 | Akato | Helper | Maintenance  |
| 102 | Vilhoulie | Helper | Attached to Accounts |
| 103 | Kevilenuo Kin | Helper | Attached to Technical |
| 104 | Manshok | Helper | Attached to Secretary |
| 105 | Ningvan | Helper | Maintenance |
| 106 | Nungshichuba  | Carpenter | Maintenance |
| 107 | Shio Prasad Singh | Supervisor | Maintenance |
| 108 | Changur Prasad | Sweeper | Cleaning of sewerage line & sweeping |
| 109 | Lucy Latsola Sangtam | Sweeper | NSA |
| 110 | Mohon Jha | Fitter | Maintenance  |
| 111 | Chopise | Helper |  |
| 112 | Changmong | Helper | Labour at NSA |
| 113 | Hekhuli  | Helper | Sweeping  |
| 114 | Hekiuba | Helper | Attached to Town Hall |
| 115 | Chubanichet | Helper | Attached to Mason |
| 116 | Kajal Singh | Helper | Attached to Mason |
| **Work Charge Employees** |
|  |  |  |  |
| **Sl.No** | **Name of Employee** | **Present Post** | **Assignment of Duties** |
|
|  | Khrieko Seletsu | SA | NSA |
|  | Anil Sethi | Labour | Sweeping  |
|  | Dhananjay Singh | Labour  | Maintenance of Electrical work & Sub-station |
|  | Manoj | Labour | Labour at NSA |
|  | Jogin Harijan | Labour | Maintenance at NSA |
|  | Lisetong | Labour | Maintenance at NSA |
|  | Babul Metra | Mason  | Maintenance at NSA |
|  | Anyong Konyak | Labour | Maintenance at NSA |
|  | Ngukavi Sema | Labour | Maintenance at NSA |
|  | Kanhaya | Driver | Pool driver |
|  | Ato Yim | Labour | Maintenance at NSA |
|  | Ajay Rana | Labour | Maintenance at NSA |
|  | Limasenla | Khalasi | Maintenance at NSA |
|  | Mhasilekho | Labour | Maintenance at NSA |
|  | Arenjungla | Labour | Maintenance at NSA |
|  | khriezotono | Labour | Maintenance at NSA |
|  | Thronglila | Labour | Maintenance at NSA |
|  | Satemmongba | Labour | Maintenance at NSA |
|  | Wochamo | Labour | Maintenance at NSA |
|  | Kundan | Labour | Maintenance at NSA |
|  | E. Moba | Labour | Maintenance at NSA |
|  | Minlem | Labour | Maintenance at NSA |
|  | Ahing | Labour | Maintenance at NSA |
|  | Dimple Gupta | Labour | Maintenance at NSA |
|  | Chaluinla | Labour | Maintenance at NSA |
|  | Nokchariba | Labour | Maintenance at NSA |
|  | Lipongla | Labour | Maintenance at NSA |
|  | Apila | Labour | Maintenance at NSA |

1. **Procedure followed in decision making.**

The procedure followed in the decision making process, including channels of supervision and accountability as below: -

**Decision Making Process:**

 All the major decisions are taken by the **Board of Directors of DAN**. The day-to-day decision and implementation thereon is made by the Secretary.

**Accountability:**

The responsibility of supervision and accountability is being channelized according to responsibility assigned to each Officer and staff

1. **NORMS FOR DISCHARGE OF FUNCTIONS.**

The norms set by it for discharge of its functions are :

From time to time, the Secretary issues the Notification on distribution of works to various officers/staffs, the details of which is as per the list stated in Sl.no 2.

Similarly under the Executive Engineer from time to time issues notification on assignment of works to Officers and staffs in the Division branch.

1. **RULES, REGULATION, INSTRUCTION, MANUALS AND RECORD UNDER ITS CONTROL/USED BY EMPLOYEES WHILE DISCHARGING FUNCTION.**

The Authority do not have a Service Rule of its own but follows the Nagaland Govt. General Service Rules till such time the Authority frames its Service Rules.

 A draft is put- up to the Govt. for approval

1. **CATEGORIES OF DOCUMENTS HELD BY THE AUTHORITY OR WHICH ARE UNDER ITS CONTROL :**
* ACR, Board meeting minutes, allotment of rooms and revenue, Guard File, appointment and termination, establishment matters and Legal matters are under the control of **Executive Officer.**
* The Annual Budget, balance sheet, money transaction within the Office and Bank, record of purchase and other expenditure is under the control of **Account Officer**.
* Design and estimate, Project report, progress report of the work, transfer of fund and disbursement thereof and property maintenance record are being controlled by **Superintendent Engineer & Executive Engineer.**
1. **ARRANGEMENT FOR CONSULTATION WITH REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTION THEREOF.**

The particular of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy for implementation thereof is that:

The authority consults the concern parties for formulation of policy as an when it fell necessary.

1. **BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF THE PUBLIC.**

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.

The Authority has legal consultant and other consultant are invited as and when the Authority had to formulate certain Policy with other party. Such meeting minutes can be made accessible to public.

1. **Directory OF OFFICERS:**

**(LIST OF OFFICERS & PHONE NUMBERS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.****No.** | **Name** | **Designation** | **Phone No.** |
| 1 | Pangzangkokba | Secretary | 8974801953 |
| 2 | Noleto Visa |  Sr. Executive Officer | 9436607408 |
| 3 | Er. V.K.Pathak | Superintendent Engineer | 9436266312 |
| 4 | Mhonlumo Ngullie | Executive Engineer | 9862121394 |
| 5 | Khrielie Yhoshu | Assistant Engineer(Mech) | 9856683621 |
| 6 | Benjung Walling | Assistant Engineer | 9856280189 |
| 7 | Issac Litsase | Executive Officer | 9615845645 |
| 8 | Bhakmai Konyak | Asst. EO | 9862445452 |
|  9 | Kevizayie Peter Sile-o | Accounts Officer | 8014617230 |
| 10 | Aheto K Aye | J.E(Electrical) | 9089231562 |
| 11 | Pelevito Kiso | J.E(Civil) | 9089162330 |
| 12 | T Wongtsukiu Yimchunger | D.A.O | 9436431014 |
| 13 | K Supanthong | Asst. Supt ( Accounts) | 9862462628 |
| 14 |  Shekhoyi Hoshe | J.E (Mech) | 9436002316 |
| 15 | T. Akumba Sangtam | O.S | 9436006216 |
| 16 | T.N Akumla Longkumer | Steno Gr-III | 8831407095 |
| 17 | Mhonyani Patton | Steno Gr-III | 8974200505 |
| 18 | Levotsonuo Natso | Steno Gr-III | 9615339504 |
| 19 | Tsaki Sangtam | S.O, Gr-II | 9862259782 |
| 20 | M Ngangshiba Sangtam | S.O, Gr-II | 8732860622 |
| 21 | A Meiwang Konyak | S.A | 8415868297 |
| 22 | Penathung Ngullie | S.A | 9856444718 |
| 23 | Hothrong Yimchunger | S.A | 8974635186 |
| 24 | I.Temsunaro | S.A | 9862444114 |
| 25 | Moatoshi I Pongen | S.A | 7642905780 |
| 26 | Katenmeren Pongen | S.A | 9774569523 |
| 27 | Adeu Rosy Sema | H.A | 8413075642 |
| 28 | Taliba Sangtam | H.A | 9615845681 |
| 29 | Shothrumla Yimchunger | UDA | 9856032808 |
| 30 | Yangthsase | UDA | 9436606216 |
| 31 | Tirsenla | Sr. DA | 8575958403 |
| 32 | Pelekie Angami | UDA | 9436261543 |
| 33 | Rongsenlila Jamir | UDA | 9856257327 |
| 34 | Shovili Sema | LDA | 9402284348 |
| 35 | Liyanthung | UDA | 9862758070 |
| 36 | Kedale Kesen | LDA | 9436261710 |
| 37 | Vesanieyi Venuh | LDA | 9612598398 |
| 38 | Subeni Murry | UDA | 9089928891 |
| 39 | Wonchibemo Ngullie | LDA | 9774088810 |
| 40 | Holoto Assumi | LDA | 8257925987 |
| 41 | Alivi | LDA | 7085471825 |
| 42 | Hekato | LDA | 8730940669 |
| 43 | Imnanungsang | LDA | 9862607333 |
| 44 | Nungsangmongba Lemtur | LDA | 8837487348 |
| 45 | Moarenla Pongen | LDA | 8837043981 |
| 46 | Toshimongba | LDA | 9089488354 |
| 47 | Winnie Sangtam | LDA | 7005086408 |
| 48 | Sentirenla | LDA | 9774754553 |
| 49 | Lanumenla | LDA | 7085933236 |
| 50 | Limayanger | LDA | 9862428547 |
| 51 | Kakivi Yeptho | LDA | 8787454290 |
| 52 | Chubaniksung Longchar | LDA | 7085285529 |
| 53 | Kangba Konyak | LDA | 9612277920 |
| 54 | Wennyei Konyak | LDA | 8974605639 |
| 55 | Esther | LDA | 9862445452 |
| 56 | Neingusenuo Kin | LDA | 8731825411 |
| 57 | Ram Bahadur | Driver | 8732887398 |
| 58 | Avadesh Kumar | Driver | 8575516925 |
| 59 | Neishedie Yhoshu | Driver | 9615845652 |
| 60 | Vijale Mera | Driver | 8131090519 |
| 61 | Mhalesielie Bei-o | Driver | 9856680479 |
| 62 | Chungti | Driver | 8575600101 |
| 63 | Thoshi | Driver | 9612843942 |
| 64 | Impoksungba | Driver | 8131072509 |
| 65 | Inavi | S.O Gr-III | 9089410603 |
| 66 | Latongba | Pump operator | 9436600727 |
| 67 | S.Tsathrongse | Supervisor | 8729986617 |
| 68 | Shio Prasad | Supervisor | 9436430956 |
| 69 | Nungshichuba | Carpenter Gr-II | 9774938149 |
| 70 | Mohan Jha | Fitter | 9089749116 |
| 71 | Prasanta Kumar Gouda | Chowkidar | 9436261673 |
| 72 | Thsathriba Sangtam | Chowkidar | 8974990234 |
| 73 | Z Hotoli Sema | Record Keeper | 9856032815 |
| 74 | Tsayangpi Sangtam | Chowkidar | 9862511804 |
| 75 | Tsayangli Sangtam | Chowkidar | 8118953721 |
| 76 | Masa Ao | Chowkidar | 9402831649 |
| 77 | Noksangtemba | Chowkidar | 9856900291 |
| 78 | Santosh Sethi | Chowkidar |  |
| 79 | Dhan Bahadur Gurung | Chowkidar | 9402918096 |
| 80 | Tsisepi | Duftry | 7085284721 |
| 81 | Kihozhe | Peon | 8794653562 |
| 82 | Athriba | Duftry | 8956304915 |
| 83 | P.Sochu Yimchunger | Peon | 9862310550 |
| 84 | Mezatsole Sophie | Peon | 8974754776 |
| 85 | Neipe-o | Peon | 7085572604 |
| 86 | Medoveyi | Peon | 7005219586 |
| 87 | Kedemenla | Peon | 7308031179 |
| 88 | Wanmai W konyak | Peon | 9383381205 |
| 89 | Stephen Visa | Handyman |  |
| 90 | Jongpongwati | Handyman | 9436600216 |
| 91 | Rongseninba | J.C.B Helper | 9436430554 |
| 92 | Changur Prasad | Sweeper | 9402220557 |
| 93 | Hekhuli Tocu | Sweeper  | 7085927235 |
| 94 | Lucy Latsola Sangtam | Sweeper | 8974543473 |
| 95 | Yogindra Prasad | Electrician | 9862184789 |
| 96 | Langshi | Electrician | 6009072929 |
| 97 | Akato | Helper | 7628888494 |
| 98 | Manshok | Helper | 8258011657 |
| 99 | Vilhoulie | Helper | 9366059096 |
| 100 | Kevilenuo Kin | Helper | 8256908747 |
| 101 | Ningvan | Helper | 8974284450 |
| 102 | Changmong | Helper | 9856662531 |
| 103 | Prafulla Sethi | Mali | 9402032195 |
| 104 | Bendangmongla | Mali | 8413960253 |
| 105 | T Atsala | Mali | 8413969070 |
| 106 | Chopise | Helper | 9862174503 |
| 107 | Moatemsu | Pump Operator | 8575797627 |
| 108 | Chubasanen | Water Control Man |  |
| 109 | Hekiuba | Helper | 9402230117 |

1. **MONTHLY REMUNERATION RECEIVED BY THE OFFICERS & EMPLOYEES INCLUDING SYSTEM OF COMPENSATION**

**Monthly remuneration of Staff: *(enclosed separately)***

1. **BUDGET ALLOCATED TO EACH AGENCY INCLUDING ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE ETC:**

Budget allocated to Development Authority Nagaland during the financial year 2018-2019 is `220 lakhs as grand in aid to DAN where and this amount is only meant for salary for the staff. No other Plan amount was sanctioned by Govt. to DAN.

**12**. **MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**.

Not applicable

1. **Particulars of recipients of concessions, permits or authorization granted by the Public Authority**

NOT APPLICABLE

1. **INFORMATION AVAILABLE IN ELECTRONIC FORM:**

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

The following lists of information are available in the electronic format:

* 1. List of staff/Incumbency list.
	2. Work Assignment of each staff.
	3. Work orders.
	4. Annual budget.
	5. All correspondence originating from the Department.
1. **PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION:**

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.

**YES**

* 1. Department notice boards are kept on all floors of the office building displaying office hours.
	2. Department maintains a library which can access by any staff.
1. **NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS.**

The names, designations and other particulars of the Public Information Officers

of Development Authority Nagaland:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. no.** | **Name** | **Designation** | **Place** | **Phn. No.** |
| 1 | Pangzangkokba  | Secretary / PIO | Dimapur | 03862-224086 |
| 2 | Noleto Visa | E.O. / APIO | Dimapur | 03862-230148 |

**First Appellate Authority**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl no.** | **Name** | **Designation** | **Place** | **Phn. No.** |
| 1. | Takatuba | Director (UD) | Kohima | 0370-2241147 |

1. **ANY OTHER USEFUL INFORMATION:**

**No.**