**PROACTIVE DISCLOSURE**

**Secretariat Administration Branch / Bill & Cash Branch/Loan Branch/Society Registration Cell/ Pension Cell/ Nazarat Branch**

**under**

 **HOME DEPARTMENT**

**2019- 2020.**

 **GOVERNMENT OF NAGALAND**

**HOME DEPARTMENT**

**SECRETARIAT ADMINISTRATION BRANCH**

**&&&&&**

**No.SAB (A)-12/4/2008 /// Dated Kohima, the th August 2020.**

To,

 The Chief Information Commissioner,

 Nagaland, Kohima.

**Sub: Submission of updated Suo Moto Disclosure and consolidated**

 **report on the Implementation of the RTI Act for 2019 – 2020.**

Sir,

 I am directed to refer to your letter No. DO. No. NIC/Gen/RTI-53/20 dated Kohima, the 15th May, 2020 on the subject cited above and to submit herewith the updated suo moto disclosure and consolidated report on the implementation of the RTI Act for 2019- 2020.

**Enclosed:** Hard & soft copy.

 **(NEINGULIE KROME)**

 APIO & Under Secretary to the Government of Nagaland

**Secretariat Administration Branch ‘A’ & ‘B’/ Bill & Cash Branch/Loan Branch/Society Registration Branch/ Pension Cell/ Nazarat Branch**

**Manual-I**

**Particulars of organization, function and duties**.

**Introduction**

The Secretariat Administration Branch is involved in day to day administration of the State Secretariat. It handles the establishment and service matters of Class-III staff, Computer Operators and Class-IV staffs in the Civil Secretariat. The security matters of the Secretariat Complex are also carried out through the State Police. The upkeep, maintenance and beautification of the building and its surroundings also fall into the Secretariat Administration Branch.

**Objectives:**

To ensure smooth functioning of the Secretariat by providing support system, office facilities and ambience to the Officers and staff of the Secretariat.

**Functions of SAB ‘A’ & ‘B’.**

1. To send requisitions to the NPSC for recruitment of Class-III staff in the Secretariat

 periodically.

1. Handle the day to day establishment matters of grade III & IV employees.
2. To appoint Grade-IV staff as and when needed.
3. To Co-Ordinate with other Departments of the Secretariat in matters relating to the

 regulation of the transfer and posting of Class-III and IV staff in the Secretariat.

 5. To allocate/provide Governmental Quarters to the Secretariat employees.

6. To take disciplinary action against erring employees.

7. To issue identity card for regular and casual grade-III employees.

8. Payment of Office expenses such as Power, Water, Telegraph Bill, Grant/Assistance

to Indian Red Cross Society & National Institute of Public Finance & Policy and few other miscellaneous expenses.

9. Personal Information System Cell to maintain the service record of Staff.

10. To regulate the entry and exit to the Secretariat through issuance of Visitor slip, Car

 passes and regulating parking of vehicles within and outside the Secretariat Complex.

11. To operate the service Rules for Stenographer, 1973 and Nagaland Secretariat

 Subordinate Service Rules, 1972.

 12. Attendance and implementation of “No Work and No Pay’.

 13. Matter relating to Public Accounts Committee and replies to Audit Inspection and

 Report.

 14. Appointment of Tenure Personal Secretaries, Stenographers and personal peons for all

 Ministers/Council of Minister

**Functions of Bill & Cash:**

All the Financial/Account matters concerning the Secretariat establishment are handled by the Bill & Cash Branch:-

1. Preparation of the budget for the Secretariat establishment.

2. Preparation of pay, and allowances and contingency bills relating to the Secretariat and disburses the same.

3. Maintenance of the Accounts of the Nagaland Civil Secretariat.

**Functions of the Loan Branch:**

The primary duty of the branch is to look after various advances given to Government Employees like Motor Car/Scooter advances/Computer advances/festival advance, and issue of Non-drawal Certificate and Clearance Certificate for various advances availed by Government employees.

**Functions of Nazarat Branch:**

1. Purchase and issue of Stationery items to all the Departments/Branches in the

 Secretariat.

 2. Purchase and issue of Furniture items like Tables, Chair, Almirahs, Computer tables,

 File racks, Sofa seats etc. and issue of furnishing items such as Carpets, Curtains,

 Cushions to all the Departments/Branches in the Secretariat.

1. Purchase and issue and maintenance of Machines such as Computers, Photostat, machine, Copy Printer machine, Fax, Type writer, Duplicating machine and their accessories and consumable items as per requirement.

4. Purchase and issue of cleaning equipments and items required for the over all upkeep, maintenance and beautification of the Secretariat building and its surroundings.

5. Accommodation of all Officers, Departments, Branches under the State Government and others such as the NIC, Bank, Post office, Canteens, Security personnel’s, Water and Electricity Bill payments Counters, Nursing Stations of the Medical Department, Meat sales counters of the Veterinary Departments, BSNL franchisee counter etc.

6. Allotment of Office rooms in the Old Secretariat Complex, Old Assembly Secretariat Complex and Old ATI Complex.

7. Regulation on the use of the Zonal Council Hall and the Secretariat Conference Hall by various Governmental Departments and various NGOs and it’s over all maintenance.

8. Arrangement of refreshment for all Officials Meetings of the Heads of Departments.

9. General Supervision of the works and other repairs and renovation works that are taken up by the Housing Department in the Secretariat Complex from time to time.

10. To ensure availability of alternative Power supply from the Generator during Power

 failure in the Secretariat.

**Functions of Pension Cell:**

1. Maintenance of Service Books and ACRs in the respect of all Grade-III and Grade-IV Staff of the Civil Secretariat.

2. Fixation of pay subsequent to regular promotion and up gradation in respect of all Grade-III and Grade-IV Staff.

3. Settlement of pension cases in the respect of all Grade-III and Grade-IV Staff under the Civil Secretariat.

**Functions of Societies Registration Cell:**

The Administrative head of the Registration of Societies Cell is the Home Commissioner, Nagaland, and the Cell functions under the Ex-Officio Registrar of Societies, Nagaland, and Home Department. The branch deals with Registration of Charitable Societies under Registration of Society, Act, 1860, and Rules framed by the State Government from time to time.

**Manual-II**

**Powers and Duties of Officers and employees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Designation** | **Cadre Strength**  |  **Responsibilities** |
| 1. | Prl. Secretary Home | 1 | Home Commissioner is the head of the department who supervise all activities. |
| 2. |  Home Secretary |  | Secretary is a Sub-ordinate officer to the Home Commissioner In the absence of Home Commissioner the Secretary Acts as in charge of the department. |
|  | Joint Secretary | 3 | All files & *daks* are submitted to Joint Secretary for onward submission to higher authorities for approval. |
| 3 | Deputy Secretary | 2 | Deputy Secretary is a Sub-ordinate Officer. |
| 4 | Under Secretary | 6 | Under Secretary is a Sub-Ordinate officer. |
| 5 | Section Officer | 6 | The branch officer who examine & put up to higher authorities all the files and correspondences processed by the branch. |
| 4 | OSD Computer | 1 | All matters relating to Computers |
|  | Sr. Computer Programmer  | 3 | All matters relating to Computers |
| 5 | Computer Librarian | 1 | Works as computer assistant. |
| 6 | Under Secretary | 2 | Under Secretary is a Sub-Ordinate officer. |
| 7 | Section Officer | 9 | To supervise and Co-ordinate all activities of the Branch and its staff. |
| 8 | SO (Ex- Cadre) | 1 | Attached to C.M Office |
| 9 | Jr. Section Officer | 9 | Assist the Branch Superintendent in the absence of Superintendent. |
| 1011 | Jr. Section Officer (Ex-cadre Post) | 1 | Assist the Branch Superintendent in the absence of Superintendent. |
| 12 | Public Relation Officer (PRO) (Ex-cadre Post) | 1 | Attached to C.M. Office |
| 13 | Secretariat Assistant | 13 | They examine and process the papers/cases received by the Branches and maintain files. |
| 14 | UDAs | 63 | Deal with receipt and dispatch of daks. Also examine and process the files if duly assigned by the authorities. |
| 15 | LDAs | 41 | Deal with receipt and dispatch of daks. Also examine and process the files if duly assigned by the authorities |
| 16 | Stenographers | 122 | Act as Private assistant to Officers with whom they are attached. |
| 17 | Typist | 194 | Assisting all typing works |
| 18 | Computer Application Supervisor | 10 | All matters relating to Computers |
| 19 | Sr. Computer Technical Supervisor | 1 | Computer maintenance |
| 20 | Computer Technical Supervisor | 1 | Computer maintenance |
| 21 | Jr. Computer Application Supervisor | 1 | Computer work |
| 22 | Cashier | 1 | To assist the Cashier (Cash Officer). |
| 23 | Account Assistant | 3 | Deal with Accounts and Assist Special Officer Accounts. |
| 24 | Record Supplier | 2 | Maintain old records of importance and supply them as and when sought for. |
| 25 | Type Writer Mechanic | 3 | Repair/maintenance of Type Writer Machine in all the Departments/Branches in the Secretariat. |
| 26 | Telephone Operators | 4 | Repair/maintenance of Telephones in all the Departments/Branches in the Secretariat. |
| 27 | Cash Officer | 1 | Delivery of cash. |
| 28 | Store man/Keeper | 3 | Stores Stationery articles in store room. |
| 29 | Carpenters | 2 | To repair furniture in the Secretariat. |
| 30 | Photostat Mechanic | 1 | Repair/maintenance of Photostat Machines. |
| 31 | Duplicating Mechanic | 0 | Repair/maintenance of Duplicating Machines.  |
| 32 | Dispatch Rider | 2 | Dispatch letters to other Departments |
| 33 | EPBX Mechanic | 1 | These machines are no longer in used therefore, they are assisting to received/dispatch works. |
| 34 | Messenger | 2 | Acts as Messenger to communicate official messages to other Departments. |
| 35 | Sardar | 2 | To supervise Sweepers and Malis. |
| 30 | Jamadars | 16 | To supervise Office Peons. |
| 31 | Duftry | 2 | To look after Duplicating Machine works. |
| 32 | Peons | 427 | Handle Office files in the Branch, Act as assistant to the Officer with whom attached, deliver messages, information and letters. |
| 3334 | Sweepers | 49 | Cleaning work |
| 35 | Mali | 10 | Maintenance/ beautification |
| 36 | Chowkidars | 43 | Office keeping |
|  |  |  |  |

**MANUAL-III**

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

**Activity** **Level of Action** **Time Frame**

Final decision Home Commissioner/Chief Secretary Depending on the Minister/Chief Minister natural/urgency of matter.

 The decision making in respect of Home Department is vested with the Home Commissioner. All papers relating to the establishment matters are generally processed initially at the level of Secretariat Assistant /Junior Section Officer who submits the file to the Branch Section Officer who in turn submit to the Under Secretary-Deputy Secretary-Joint Secretary-Addl. 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 Finance Department & Justice & Law before taking specific decision.

In the matters of sanction, all the proposals are routed through the monitoring cell i.e., the Bill & Cash Branch, Headed by a Special Officer Accounts who maintains the Accounts of the Department.

**Supervision:**

The Home Commissioner supervises Administrative Programmes/Policies for different Branches under the Home Department. The Office Staff are supervised by the Branch Section Officer.

 **Accountability:**

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

**MANUAL-IV**

 **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, the Guidelines, Orders, memorandums, Acts and Rules and Regulation of the State and Central Government as are applicable.

**MANUAL-V**

**The Rules, Regulation, Instruction, Manual and Records held by it or under its control or used by its employees for discharging its functions.**

The Secretariat Administration Branch, Home Departments has framed two (2) of its Service Rule i.e. “The Nagaland Secretariat Subordinate Service Rules 1972 amended up to 2001” and “The Nagaland Secretariat (Civil) Stenographers Rules 1973 amended up to 2002”.

 In addition to the norms set by the Government of Nagaland in Manual of Office Procedures, 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. 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 and Supplementary Rules.
8. General Financial Rules.
9. Procedure in Departmental Enquires.
10. The Nagaland Service (Discipline and Appeal Rules, 1967).
11. Pension Rules.

 **MANUAL-VI**

**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 Document** | **Name of Document** | **Procedure to obtain****Document** | **Held by/Under Control of** |
| 1. | Confidential files | ACR’s, Departmental Enquires, Suspension & Disciplinary Proceedings. |  | Secretary |
| 2. | Report files | Audit Report, Training Report & Monthly expenditure statement. |  | Secretariat Assistant |
| 3. | Establishment files | Personal files, Transfer & Posting, GPF, Pension, Training, Computers, Xerox Machines & Sanction matters |  | Secretariat Assistant |
| 4. | Attendance | Attendance |  | Section Officer |
| 5. |  | Received/Dispatch  |  | LDA (Non Commission) |

**MANUAL-VII**

**The 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.**

There is no state plan and the centrally sponsored schemes for the Secretariat Administration Branch. Hence, consultation, representation by the members of the public in relation to formulation of policy does not arise.

**MANUAL-VIII**

**A Statement of the** **Board, Council, 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 meeting of those boards, Councils, Committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Name of the Committee** | **Purpose** |
| 1. | Departmental Promotion Committee | The Departmental Promotion Committee with Home Secretary as the Chairman is constituted to consider promotion for the Non-Gazetted post in the Secretariat Administration Branch, Home Department. The promotion of officials which in no way relevant for the public. The meetings are not open to the public but the minutes of these meetings are not secret. |
| 2. | Security Measures Committee | Security Committee is constituted periodically with Home Commissioner as the Chairman. The minutes of the Committee are strictly confidential as they relate to the security measures for the Secretariat.  |

**MANUAL-IX**

**A directory of its officers and employees. Home Commissioner,s Office**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Shri. Abhijit Sinha, IAS | Prl. Secy (Home) |  9868275370 (M)0370-2270068 (O). |
| 2 | Shri. Imnalepden | Sr. Grade Stenographer | 9402832999 (M). |
| 3 | Shri. Wobemo Jami | L.D.A. | 9089864213 |
| 4 | Shri. Chewelo Khutso | Steno | 9089255094 |
| 5 | Shri. R. Tsümongo Lotha  | Office Peon | 9402904568 |
| 6 | Shri. Pukito K. Sumi | Office Peon | 8974232537 |
| 7 | Shri. Thungchio Lotha | Office Peon | 9089203979 |
| 8 | Shri. Kekuo | Office Peon | 8974155067 |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Name** | **Designation/Place of Posting** | **Contact No.** |
|  | Shri. Abhijit Sinha, IAS | Prl. Secy (Home) |  9868275370(M) 2270068 (O) |
|  | Shri.Lisechem  | Joint Secretary, **SAB-A Branch** | 9436612567 |
|  | Shri. Neingulie Krome | Under Secy. | 7085190545 |
|  | Smti. Tseweu Luruo | SO | 9436408879 |
|  | Shri. Lokhum | JSO | 9436435453 |
|  | Smti. Kekhrielhounuo | Sr.CTS | 8731971604 |
|  | Shri. Janbenthung Odyuo | S.A. | 8575303277 |
|  | Smti. Watisenla | S.A. | 7005229561 |
|  | Shri. S.N. Enyuh Phom | S.A. | 8119023344 |
|  | Smti. Vezashelu | LDA | 9774229941 |
|  | Smti. Vezovolu  | LDA | 9089300235 |
|  | Smti. Mezalhousienuo Nakhro | LDA | 9436411859 |
|  | Shri. K. Tangjumong | Carpenter | 9862874156 |
|  | Smti. Mhasilenuo | Typist  | 9856463002 |
|  | Shri. Tsupamo | Tele-Operator | 8837405098 |
|  | Shri. Masaba | Peon | 6974507245 |
|  | Shri. Troli | Peon | 8414042318 |
|  | Smti. Epibeni | Peon | 9774929779 |
|  | Shri. Nukshiba Sangtam | Peon | 9366721178 |
|  | Smti. Chinying Phom | Peon | 8730021646 |
|  |  |  |  |
|  |  | **Bill & Cash Branch** |  |
|  |  |  |  |
|  1 | Shri.Khrieliehu Thur | Under Secy. | 9436005470 |
| 2 | Shri.Rukuvil Khanyo | SO (Accounts)  | 9089021779 |
| 3 | Shri.Renphamo Kikon | SO | 9862033896 |
| 4 | Shri.Swetol Sothu | JSO | 9436177247 |
| 5 | Shri. Imtikumzuk | SA | 8119962397 |
| 6 | Shri.Neitho Noudi | Acctt.Asstt. | 9436617834 |
| 7 | Shri.Imli Imsong | UDA | 8014067895 |
| 8 | Shri.M.Zubenthung | Acctt.Asstt. | 9862499906 |
| 9 | Shri.Lisethri | Asstt. Cash Officer | 9402003742 |
| 10 | Smti.Nency Dawman | Sectt.Asstt. | 7005303583 |
| 11 | Smti.Mimi Lumgalang | Sectt.Asstt. | 9615185973 |
| 12 | Smti.Vikali Jimo | CAS | 9436011781 |
| 13 | Smti.Khriezobeiu | CAS | 9436804619 |
| 14 | Smti.Neivolienuo | Typist Sr.Gr. | 9736403313 |
| 15 | Smti.Temsurenla |  CAS |  9436420650 |
| 16 | Smti.Lidzusa | Acctt.Asstt. | 9436210457 |
| 17 | Smti.Dziesenguu | Typist Spl.Gr. | 7005535102 |
| 18 | Smti.Vizopino | O/Peon | 8119852350 |
| 19 | Shri.Delasal Temi | Messenger | 9077759046 |
| 20 | Shri.Neisao Rio | Dispatch Rider | 9383023473 |
| 21 | Shri.Alemtoshi | Messenger | 9436615055 |
| 22 | Shri.Thepfungulie | O/Peon | 9856446700 |
| 23 | Shri.Vizokholie | O/Peon | 9402777807 |
| 24 | Shri.Kahuvi Sumi | O/Peon | 8257872545 |
| 25 | Shri.Aremo | O/Peon | 9862767949 |
| 26. | Shri. David | O/Peon | 7628081859 |
|  |  |  |  |
|  |  | **( Nazarat Branch)** |  |
|  | Shri. Senlo Tep | Dy Secy. | 8787425525 |
|  | Tzudi Nangshikaba | Section Officer | 9856682600 |
|  | Rukutho Lcho | JSO. | 9612845611 |
|  | Shri. Medoseho Sothu | Sr. Comp. Programmer | 9856070213 |
|  | Vitsilie Pienyü | Comp. Programmer | 8119890272 |
|  | Midiliu N. Newmai | Typist | 9436264635 |
|  | K. Saoto Shohe | Storeman | 9615312456 |
|  |  |  |  |
|  | Asangba Jamir | Storeman | 9856240319 |
|  | Theguo Pienyü | Carpenter | 9402047748 |
|  | Rasipra  | Messenger | 9436604281 |
|  | Janak Raj Sharma | Peon | 9436076758 |
|  | Kezha-ü | Peon | 8794895804 |
|  | Kekhrieneizo | Peon | 9862673792 |
|  | Tasangchila | Typist | 9862333611 |
|  | Nungshisangla | Peon | 9089535371 |
|  | Ketoulhouvinuo | Peon |  |
|  |  |  |  |
|  | Shri.H.Chiten Sangtam | Joint Secretary (**Pension Cell)** | 9612374079 |
|  | Shri.T.Zubemo Ovung | Under Secretary  | 9436019876 |
|  | Smti.Florence Sangtam | S.A, Home Deptt. Pension Cell | 9089194495 |
|  | Shri.Meswehe Toso | S.A, Home Deptt. Pension Cell | 8256978725 |
|  | Smti.Asenle Kent | UDA.Home Deptt.Pension Cell | 9615934976 |
|  | Smti.Rokovino Phira | UDA.Home Deptt.Pension Cell | 9856104684 |
|  | Smti.Yisali Lotha | Spl.Grade Typist.Home Deptt.Pension Cell. | 9436298722 |
|  | Smti.Vikheli | Steno Grade-II attached to Jt.Secy .Pension Cell | 9856407139 |
|  | Smti.Tsathrili | Peon(Regular)Home Deptt.Pension Cell. | 8974464215 |
|  | Shri.Chophathung Odyuo | Peon(Fixed),Home Deptt.Pension Cell. | 9077711903 |
|  |  |  |  |
|  |  | (**SAB’B’)** |  |
|  | Smti. Margaret Kerhϋ-o | Deputy Secretary | 9436005513 |
|  | Shri. Khiungtsukiu | Section Officer | 9856581892 |
|  | Shri. Atok Phom | Secretariat Assistant | 9862654622 |
|  | Smti. Y. Tokumla Jangru | Secretariat Assistant | 8974310990 |
|  | Smti. Lily Y. Rochill | Secretariat Assistant | 8787471512 |
|  | Shri. Adi Thupitor | UDA, Home | 9862877144 |
|  | Shri. Suponliba | Asstt. Type Writer  |  |
|  | Smti. Suchanaro | Typist | 9856127896 |
|  | Smti. Imtilemla  | Asst. Typewriter Mechanic | 8014566580 |
|  | Smti. Teikhengo-o Ladu | Peon,  | 9615067078 |
|  | Shri. Abel Chishi | Peon  | 8974271889 |
|  | Smti. Vikepele | Peon |  |
|  |  | **Loan Branch** |  |
| 1 | Smti.Vethikholu | Under Secy. | 9615917234 |
| 2 | Smti. R. Marnenla | Typist Spl. Grade | 7005697354 |
| 3 | Smti. Imtimenla Imchen | UDA | 9856410848 |
| 4 | Smti. Nuvotalu | LDA | 8837076882 |
| 5 | Smti. Moamenla | Typist | 8575582134 |
| 6 | Smti. Arenla Chanchaw | Peon | 9612317092 |
| 7 | Shri. KevizetuoMiari | Peon | 8014707090 |
|  | Shri Vithoyie |  OSD Computer |  |
|  |  |  |  |
|  |  | **(Society Registration )Cell** |  |
|  | Nusieta Rhakho | Joint Secretary | 9436010394 |
|  | Neingulie Krome | Under Secy.  | 7085190545 |
|  | Neirienuo | SO | 9089700998 |
|  | C. Akum Sangtam | SA | 7005801388 |
|  | Ashap Khiamungan | Typist | 9436005759 |
|  | C. Wannau Phom | O/Peon | 9366184491 |
|  | Yanbemo Ngullie | O/Peon | 9089421005 |
|  | Imkumtemsu | LDA | 9856711414 |
|  |  |  |  |
|  |  | **Passport Cell** |  |
|  | S.R Saravanan | Special Secretary Home | 9444801911 |
|  | Sehuyo Puro | Jr. CAS | 9862116717 |
|  | Thungdeno Khuvung | Peon | 8413842152 |
|  |  |  |  |
|  |  | **Supervisor and staffs** |  |
|  | Atei u Sekhose | Supervisor | **943600651** |
|  | Neithonuo | Sardar | **9856711511** |
|  | Imkongtoshi | Jamadar | **9436249185** |
|  | Visanyu | Jamadar | **9856365502** |
|  | Kesuolelie u | Jamadar | **9856490430** |
|  | Ketsovelu | Jamadar | **9856249324** |
|  | Purtoshi | Jamadar | **98562141973** |
|  | Kikruzolie | Jamadar |  |
|  | Neilusolie | Jamadar |  |
|  | Vivo u | Jamadar |  |
|  | Tuozhu u | **MALI REGULAR** | **9383087962** |
|  | Mesi |  -do- | **9612692953** |
|  | Vizobeino |  -do- | **9856882163** |
|  | Avinuo |  -do- | **9856162831** |
|  | Thekrusau |  -do- | **9612966085** |
|  | Neihenuo |  -do- | **9089728255** |
|  | Dzobvunuo |  -do- | **9383309138** |
|  | THEYIEVELU | **SWEEPER REGULAR** | **9089582554** |
|  | VEKULU |  -do- | **9077485437** |
|  | NUKLIANLA | -do- | **8974768731** |
|  | ZAVOLE | -do- | **9774413005** |
|  | ZELHOUKHOLE | -do- | **9383313084** |
|  | TSHETE U | -do- | **9089606399** |
|  | SOYITHILU | -do- | **8732811724** |
|  | NEITUONUO | -do- | **8837298009** |
|  | PUNGOZHULE | -do- | **9383390774** |
|  | LAVOHOLE | -do- | **8575265629** |
|  | NEIHUZO U | -do- | **9383205132** |
|  | VICHADZENUO | -do- | **8794420969** |
|  | VIPHRENUO | -do- | **8794535529** |
|  | ZELUOLIE U | -do- | **8732001831** |
|  | NOKROLU | -do- | **8575831436** |
|  | Y.ATULA | -do- | **9861121611** |
|  | PENJI | -do- | **9612882120** |
|  | JEVIKALI | -do- | **9089562275** |
|  | NEIZOLHOU U | -do- | **9856189941** |
|  | HINYUSHA | -do- | **8413033539** |
|  | ETUNGBENI | -do- | **9862767913** |
|  | P.KATOLI | -do- | **9383236110** |
|  | ZENEITUO U | -do- | **8794821464** |
|  | ZUBENI | -do- | **8729928229** |
|  | SWUNELU | -do- | **9383309181** |
|  | LHOULAVITUO U | -do- | **8794506601** |
|  | VENULU | -do- | **985611538** |
|  | SWEDEZHOLE |  | **872998153** |
|  | VICHA | **CHOWKIDAR REGULAR** | **8794180947** |
|  | ATSU | -do- | **9862109532** |
|  | POVEYI | -do- | **8575815396** |
|  | PELESIELIE | -do- | **9856260284** |
|  | ATHIE | -do- | **8732858047** |
|  | THINUOCHULIE | -do- | **8413824187** |
|  | NEIRIEKHOZO | -do- | **8732041365** |
|  | KUZOTO | -do- | **9378063857** |
|  | KHIELIETUO | -do- | **8974574726** |
|  | KEKHIENGULIE | -do- | **9856300144** |
|  | KHRIETSOVI | -do- | **9856993201** |
|  | MHALELIE | -do- | **9856014961** |
|  | PULEPRA | -do- | **9402831924** |
|  | CIEKROSO | -do- | **8131070589** |
|  | SEVOZOLU | -do- | **9862623763** |
|  | RUDUPRA | -do- | **9366515854** |
|  | NARORENLA | -do- | **8132856745** |
|  | YORUMO | -do- | **9862189915** |
|  | VIRHEL | -do- | **9856899208** |
|  | LANUKUMLA | -do- | **9378066065** |
|  | NEIVOZOLIE | -do- | **8413083682** |
|  | DZIESEBEITUO | -do- | **8794236224** |
|  | NIRMALA | -do- | **9089889391** |
|  | PETENEITUO | -do- | **8257062513** |
|  | KHRIEZONYU | -do- | **7085174524** |
|  | NOTULU | -do- | **9383309079** |
|  | SHANCHOTHUNG | -do- | **8729819113** |
|  | L.MOYITHUNG | -do- | **9402434283** |
|  | BOVISHE | -do- | **9077340164** |
|  | TIMOTHY | -do- | **8837336355** |
|  | THITHSU | -do- | **9862438206** |
|  | KENEIHEZO | -do- | **7085978005** |
|  | VIWE KIN | -do- | **8732006372** |
|  | KIKRUZOLIE | -do- | **9774152285** |
|  | METEVIKHO | -do- | **9856260657** |
|  | W.ABENI LOTHA | **SWEEPER CASUAL** | **9856308184** |
|  | KETHOLENO LCHO | -do- | **9089904328** |
|  | RUOKUOPHRE-U | -do- | **8575192863** |
|  | NEISALIE DZUVICHU | -do- | **9383233954** |
|  | N.SELONGLA SANGTAM | -do- | **8415830904** |
|  | THUPUCHOLU | -do- | **9612378447** |
|  | TEPUCHOLE | -do- | **8837483306** |
|  | TSUTALU | -do- | **7085169115** |
|  | RUOKUONUO | -do- | **9862690647** |
|  | KHRIEZIE U ZATSU | -do- | **9089357377** |
|  | W.AZANO | -do- | **8575553704** |
|  | TENOCHOLE | -do- | **8794493895** |
|  | ASUHE | -do- | **9615031642** |
|  | LUOTUOVI-U | -do- | **9402992741** |
|  | TSOSIENUO CHASE | -do- | **8014857664** |
|  | YHUNGULE KENT | -do- | **9612374839** |
|  | MEYAKUMLA | -do- | **8974872461** |
|  | ZUVETHILU | -do- | **8730949489** |
|  | ZUVOTALU | -do- | **9774826276** |
|  | VAKRALE | -do- | **8837049927** |
|  | ANGORE | -do- | **7641008418** |
|  | LHUTANE | -do- | **8014903143** |
|  | SEYIENGUNUO | -do- | **9089137722** |
|  | KHRIENUO | -do- | **7641837970** |
|  | KEPELHOUBEINUO | -do- | **9856587171** |
|  | VAKRASUNUO | -do- | **9856235469** |
|  | KEREITUO-U | -do- | **7630801393** |
|  | MHALEZHU-U | -do- | **9856967930** |
|  | GHOSHELI | -do- | **9383207398** |
|  | AVOLU MEDEO | -do- | **8575217618** |
|  | KHOTUONUO | -do- | **9402284782** |
|  | VITSONO | -do- | **8787543775** |
|  | DIETHOSENUO | -do- | **9402720345** |
|  | NEIZELHOUNUO | -do- | **8258950560** |
|  | VEYIETSULU | -do- | **8256907743** |
|  | TEMHAO H. | -do- | **9856984660** |
|  | LICHUMI LOTHA | -do- | **9862132067** |
|  | RUTH | -do- | **7085105956** |
|  | ZUTHUNGLO LOTHA | -do- | **8974417325** |
|  | ADI KEMP | -do- | **9366870576** |
|  | MANSHA KONYAK | -do- | **9862483150** |
|  | YASHILA YIMCHUNGER | -do- | **8787699703** |
|  | MEKUHOLE YHOME | -do- | **9612772163** |
|  | ZUBENI OVUNG | -do- | **8014445114** |
|  | KUDUTALU | -do- | **9366218409** |
|  | B.ACHEM PHOM | -do- | **9612767332** |
|  | MHOCHUMI LOTHA | -do- | **7640001863** |
|  | MARTHA | -do- | **8731944998** |
|  | M.ARHONI TUNGOE | **Sweeper Casuals** | **8257849157** |
|  | CHANBENI LOTHA | -do- | **8415836190** |
|  | LOBENI | -do- | **9862414043** |
|  | KEREIVOLU | -do- | **9402783617** |
|  | AHOLI | -do- | **7085652348** |
|  | S.ALEMLA | -do- | **8974822261** |
|  | RHAMONYI | -do- | **9383343441** |
|  | NEIKHOTUO U | -do- | **879451015** |
|  | RHEIZELIE U | -do- | **9862735207** |
|  | HUSATSOLU | -do- | **7085190318** |
|  | VIZASELE | -do- | **8974997200** |
|  | MARTHA | -do- | **961522829** |
|  | KEDUSEZO | **CHOWKIDAR CASUAL** | **9378134409** |
|  | THEYIECHUTUO |  -do- | **9612772163** |
|  | MYINTHUNGO | -do- | **8732007926** |
|  | VIMETHAL | -do- | **9774541696** |
|  | RUPRU-U | -do- | **9774645178** |
|  | KHRIEZOVOTUO | -do- | **7642019891** |
|  | BENDANGMEREN | -do- | **9366786882** |
|  | CHENITHUNG | -do- | **8259905849** |
|  | KHRIEKETHO | -do- | **8131950502** |
|  | VIKETOUKHO | -do- | **8794842014** |
|  | MHONLUMI KIKON | -do- | **9615337976** |

 **MANUAL-X**

**The monthly remuneration received by each of its offices and employees,**

**including the system of compensation as provided in its regulation:**

**= Separate folder**

**MANUAL-XI**

**The budget allocated to each of its agency, indicating the particulars of all plans,proposed expenditure and reports on disbursement made.**

 Plan budget has been allocated to the Secretariat Administration Branch. Therefore, the report on expenditure and disbursement under plan may be treated as ‘Nil’.

 Budget allocation during 2019-2020 (Non-Plan) in respect of various branches are:-

**SAB (A) Branch**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Particular** | **2019-2020****BE in lakhs** | **2019-2020****RE in Lakhs** | **Actual expenditure in Lakhs** |
| 1. | Office expenses | 40.15 | 60.67 | 60.67 |
| 2. | Assistance to Indian Red Cross Society (IRCS) | 18.00 | 18.00 | 18.00 |
| 3. | Grant to National Institute of Public Finance and Policy (NIPFP) | 5.00 | 5.00 | 5.00 |
| 4. | Sports & Welfare | Nil | 2.00 | 2.00 |
| 5. | Printing | Nil | 5.00 | 5.00 |
| 6. | Private Public Partnership  | Nil | Nil | Nil |
| 7 | Nagaland Gandhi Ashram | 3.86 | 3.86 | 3.86 |
| 8. | Budget & Monitoring Cell | 70.00 | 70.00 | 69.98 |
| 9 | Recapitalization of NRB | 0.01 | 28.00 | 28.00 |

**Nazarat Banch**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Budget Estimate (2019-2020)** | **Revised Estimate (2019-2020)** | **Actual Expenditure** |
| 1. | a) Office Expenses – Rs. 143.53 lakhsb) Maintenance - Rs. 75.00 c) Flower Arrangement- 0.00 | a) Rs. 213.53 lakhsb) Rs. 304.50 lakhsc) Rs. 15.61 | a) Rs. 212.53 lakhsb) Rs. 304.50 lakhsc) Rs. 15.61 |

**Bill & Cash Branch**

|  |  |  |  |
| --- | --- | --- | --- |
| 8910 | **2052- General Service****090-Sectt** (a) Salaries(b) Wages(c ) Travel expenses(d) RR & T(e) Motor Vehicles(g) Entertainment(h) District Administration(g) PFMS Cell**2251- Head of Accounts**(a) Salaries(b) Wages(c) Travel expenses(d) Office expenses(e) Motor vehicles**3451-Head of Account**(a) Salaries(b) Wages(c) Travel expenses(d) Office expenses(e) Motor Vehicles | **Budget Estimate****2019-2020 (in lakhs)** 11964.99 190.76 182.10 67.18 128.29 20.00 0.00  5.00  3263.13 10.22 23.25 1.55 0.00  3237.78 26.69 4.65 0.00 3.71 | **Revised Estimate 2019-2020 (in lakhs)** 11210.93 204.00 199.60 67.18 281.64 20.00 0.00  5.00  1404.00 10.22 25.34  2.15  0.00  1096.00 28.45 5.06 0.00  3.71 |

 **MANUAL-XII**

 **The manner of execution of subsidy Programmes, including the Amounts allocated and the details of beneficiaries of such Programmes.**

Secretariat Administration Branch, Home Department does not execute subsidy Programme

**MANUAL-XIII**

**Particulars of recipients of Concessions, permits or authorization granted by it.**

Secretariat Administration Branch, Home Department does not grant any Concessions, Permits or authorization to any part.

**MANUAL-XIV**

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

 Personal Information System Cell has been created under the Secretariat Administration Branch. The detail data of the Secretariat employees are recorded in an electronic system. However, Manual, Acts and Rules are available in the Department in Printed book form.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Information/****Documents** | **Electronic****System** | **Non-****Electronic device** | **Can it be share with****Public** | **Is it available on the website** | **With whom it is held/****available** | **Whom to contact** |
| 1. | Personal Information System | Yes | - | Yes | Yes | P.I.S Cell | OSD Computer |
| 2. | Manual of Office Procedure | No | Yes | Yes | No | Branch | Deputy Secretary |
| 3. | The Nagaland Servant Conduct Rules,1968 | No | Yes | Yes | No | Branch |  -do- |
| 4. | The Nagaland Service (Discipline and Appeal Rules,1967) | No | Yes | Yes | No |  -do- |  -do- |
| 5. | The Nagaland Secretariat Subordinate Service Rules,1972 amended upto 2001 | No | Yes | Yes | No |  -do- |  -do- |
| 6. | The Nagaland Secretariat Civil Stenographers Service Rules,1973 with amendment 2002 | No | Yes | Yes | No |  -do- |  -do- |

**MANUAL-XV**

**The particulars of facilities available to citizens for obtaining information including working hours of a library or reading room, if maintained for public use.**

Secretariat Administration Branch does not have any library or reading rooms meant for public.

**MANUAL-XVI**

**The names, designation and other particulars of the Public Information Officer.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Name | Designation | Designate | Phone No. |
| 1 | Shri Abhijit Sinha, IAS | Prl Secy. (Home) | Appellate Authority |  9868275370 2270069 (O)2270068 (O) |
| 2. | Shri.H. Chiten Sangtam | Joint Secretary (Home) | Public Information Officer | 9612374079 |
| 3 | Shri Neingulie Krome | Under Secretary | APIO SAB-A& B, Bill & Cash, Society Registration, Pension Cell, NAZ Br. Loan Br. | 7085190545 |

**MANUAL-XVII**

**Such other Information as may be prescribed, and thereafter update these Publication every year.**

The Home Department, Secretariat Administration Branch Civil Secretariat is implementing various rules, Acts and Regulations relating to establishment and service matters as per the guide lines prescribed by the Government of India and the State of Nagaland. In case of changes in the Rules, Acts and regulation, the Department up-dates the new guide lines as prescribed by the Government of India and the State Government of Nagaland.