**CHIEF MINISTER’S SECRETARIAT**

NAGALAND : KOHIMA



**Disclosures under Section 4 of RTI Act,2005**

**As on 31st March,2020**

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**Introduction:-**

The “State of Nagaland Act, 1962” was passed by the Parliament on September, 1962. The Act provides for formation of the State of Nagaland as the 16th State of the Indian Union on 1st December, 1963.

The first General Election to the Nagaland Legislative Assembly was held in 1964 and popular State Government was formed on 25.02.1964. Since then, the Chief Minister’s Office was established to facilitate day to day functioning of the Honourable Chief Minister, Council of Ministers and Other Cabinet ranks.

Name of the Office : Chief Minister’s Secretariat, Nagaland Secretariat, Kohima.

Address : Nagaland Civil Secretariat, Kohima. Pin – 797001

Phone Nos. 0370-2270059, 2270097

Office timing : Summer – 9:30am – 4:30pm

Winter – 9:00am – 4:00pm

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**Manual – I : Particulars of Organisation, functions and duties :**

As stated, the functions and duties of the Chief Minister’s Secretariat is to support, supervise and facilitate smooth functioning of the office of the Honourable Chief Minister, Council of Ministers and Other Cabinet Ranks , such as:

1. Preparation of salaries, admissible allowances, T.A/D.A etc.
2. Purchase of Magazines, newspapers for Hon’ble Chief Minister, Council of Ministers, other Cabinet Ranks.
3. Payment of Bills for electricity, water and Telephone etc.
4. Payment of Hospitality and other Entertainment charges.
5. Procurement of furniture and Carpets for Hon’ble Chief Minister, Council of Ministers and other Cabinet Ranks.
6. Procurement of Computers and Peripherals and Stationeries.
7. Maintenance of Stock Register.
8. Arrange for allotment of Government Quarters for Hon’ble Chief Minister, Council of Ministers and Other Cabinet Ranks.

**Functions and Duties of the Chief Minister’s Secretariat:-**

1. General.
2. Store Branch.
3. Accounts Branch.

**(a) General:**

The Chief Minister’s Secretariat (General Branch) coordinates in Quarter allotment for the Honourable Chief Minister, Ministers and other Cabinet Ranks. In case of non-availability of Government quarters, private buildings are taken on rent for housing the Ministers and other Cabinet Ranks. The furnishings of the residential quarters are looked after by the Estate Office under Housing, PWD Department.

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The Chief Minister’s Secretariat also furnishes the office Chambers of the

Chief Minister, Ministers, other Cabinet Ranks. The General Branch deals with all correspondences pertaining to the Office of the Chief Minister, Ministers and other Cabinet ranks .

**(b) Store Branch:**

The Store Branch looks after the material needs of the Council of Ministers, Chairmen, other cabinet ranks etc. After obtaining prior approval from competent authority, the store branch purchases furniture, equipment, stationeries and other materials and distributes the same to the Council of Ministers, Chairmen and other cabinet ranks etc.

The Store Branch also attends day to day requirements of the different offices under Chief Minister’s Office.

**(c) Accounts Branch** : The Accounts Branch deals with preparation of Ministers’ Salaries and allowances entitlement as per “The Nagaland Salaries, Allowances and other facilities of the Chief Minister, Other Ministers, Speaker, Leader of Opposition, Deputy Speaker and other Members of the Nagaland Legislative Assembly and Pension for Ex-Members Act, 2005 (Fifth Amendment) bill, 2016 (as passed by the Legislative Assembly on 14-07-2016)

The Chief Minister/Ministers salaries and allowances are furnished below:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Designation | Pay Per Month | POL p.m. per vehicle | VMA p.m. per vehicle | Hospital p.m. | Total |
| 1. | Chief Minister | Rs. 60,000/- | 30,000/- x 3 vehicles | 15,000/- x 3 vehicles | 15,000/- | Rs.2,10,000/- |
| 2. | Ministers/ Other Cabinet Ranks | Rs. 55,000/- | 25,000/- x 2 vehicles | 15,000/- x 2 vehicles | 10,000/- | Rs.1,45,000/- |

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**OFFICERS AND STAFFS**

1. Shri.Lhoubeilatuo Kire , Additional Chief Secretary to the Chief Minister: He is the AHoD under CMO and CMS. He assists the Chief Minister in dealing with all Official matters.
2. Smti. Olemjungla Aier NCS, Deputy Secretary : She is second-in-command and assists the Additional Chief Secretary to the Chief Minister. All files to be put up to the Additional Chief Secretary to the Chief Minister are routed through the Deputy Secretary, Chief Minister’s Secretariat.

She is also the Public Information Officer (PIO) for the Chief Minister’s Secretariat with regard to RTI.

3. Shri. Kietuo Doulo, Under Secretary : As the middle Officer, his role is to assist Deputy Secretary in discharging official matters and supervise the daily works of all the 3(three) branches of the Chief Minister’s Secretariat.

He is also the Assistant Public Information Officer (APIO) for the Chief

Minister’s Secretariat with regard to RTI.

4. Shri. Khrievituo, Store Officer : He receives and distributes materials, after

obtaining prior approval of competent authority, and on actual receipt of

different equipment, furniture, furnishing materials and stationeries etc. He is the point-man for physical deployment of the above. He also attends to day to day requirements of the different offices mentioned.

5. Shri. Lanuyapang, Senior Accountant : As Senior Accountant he looks after the Accounts Branch of CMS. He is also assigned with the charge of Cashier.

As per entitlement, he prepares salary, TA/DA etc. bills for Chief Minister,

Ministers and other Cabinet Rank.

6. Shri. Vekhrotso Koza, Junior Section Officer : He looks after the matters relating to Good governance, Dashboard, CM Budget Speech,Bills relating to Electricity & vehicles,Assembly matters,RTI,Assembly matters, and Cm Budget Monitoring.

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7. Smti. Vikuozenuo Angami, Junior Section Officer: She assists the Section

Officer in the General Branch in discharging daily routine works. She is

assigned with establishment matters, General correspondences, Newspaper bill, Water bill, Allotment of Quarters and Office Chambers and any other miscellaneous matters of the Chief Minister’s Secretariat.

10. Smti. Mhayani Ovung, Secretariat Assistant : She assists in the recording and filing of the CM Relief Fund, Water bills, Quarters for Grade IV.

11. Shri. Imotemjen Jamir, Secretariat Assistant : He looks after Receipts, Helicopter services and miscellaneous matters.

8. Smti. Temsumongla, UDA : She keeps tab on all files routed through Chief

Secretary belonging to various departments. After action is taken on the files

by the Hon’ble CM, it is then entered into a Register and sent to C.S.

12. Shri. Keneisaho, Typist (Special Grade) : He looks after the typing pool and

presently attached to Deputy Secretary.

13. Shri. Khriesakeso, Storeman : He assists the Store Officer.

14. Shri. Thepfurüya, Office Peon : Attached to General Branch.

15. Shri. Medotseilie, Office Peon : Attached to Joint Secretary.

16. Shri. Ngokonokshang, Office Peon : Attached to Accounts Branch.

17. Shri. Khrietsovilie, Chowkidar : He opens and closes the doors of the CMS.

18. Smti. Chumbeni, Typist: Atttached to General Branch.

19. Smti. Ruuzokhono, Typist : Attached to Accounts Branch.

20. Shri. Dilip Sharma, Driver : Driver CMS.

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21. Shri. Chandra Prasad Sharma, Office Peon : Attached to CM Chamber.

22. Shri. Tanghiu, Office Peon: Attached to CM Chamber.

23. Smti. Alemla, Office Peon : Attached to CM Chamber.

24. Smti. N.Lopyoni Lotha, Office Peon : Attached to Under Secretary.

**Manual III : Procedures followed in the decision making process ; including channels of supervision and accountability.**

The duties and functions of the Officers and staffs of the Chief Minister’s Secretariat are well divided. As per direction of the superior Officers, the Branch initiates the file and is put up in ascending order to the Administrative Head for decision.

Presently, Additional Chief Secretary to Chief Minister who is the Administrative Head is the final authority for office establishment. He puts matters up to the Chief Minister for approval/direction as and when deemed fit.

**Manual – IV : Norms set for discharge of functions.**

For easy disposal of work, the Chief Minister’s Secretariat is broadly divided into 3(Three) sections:

1. General Branch
2. Store Branch
3. Accounts Branch

**(a) General:** The Chief Minister’s Secretariat (General Branch) coordinates in Quarter allotment for the Honourable Chief Minister, Ministers and other Cabinet Ranks. In case of non-availability of Government quarters, private buildings are taken on rent for housing the Ministers and other Cabinet Ranks. The furnishings of the residential quarters are looked after by the Estate Office under Housing, PWD Department.

The Chief Minister’s Secretariat also furnishes the office Chambers of the Chief Minister, Ministers and other Cabinet Ranks. The General Branch deals with all correspondences pertaining to the Office of the Chief Minister, Ministers and other Cabinet Ranks.

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**(b) Store Branch:** The Store Branch looks after the material needs of the Council of Ministers, Chairmen, other cabinet rank,etc. After obtaining prior approval from competent authority, the store branch purchases furniture, equipment, stationeries and other materials and distributes the same to the Council of Ministers, Chairmen, other cabinet rank,etc.

The Store Branch also attends day to day requirements of the different offices under Chief Minister’s Office.

**(c) Accounts Branch** : The Accounts Branch deals with preparation of Ministers’ Salaries and allowances entitlement as per “The Nagaland Salaries, Allowances and other facilities of the Chief Minister, Other Ministers, Speaker, Leader of Opposition, Deputy Speaker, and other Members of the Nagaland Legislative Assembly and Pension for Ex-Members Act, 2005 (Fifth Ammendment) bill, 2016 (as passed by the Legislative Assembly on 14-07-2016)

**Manual –V : Rules, Regulations, instructions, manuals and records, held by it or under its control or used by employees for discharging duties.**

1. Guide on Right to Information Act, 2005 (A DOPT Publication).
2. Manual of Office Procedure, 1969 Nagaland Civil Secretariat (Revised up to 31.03.1989) – P&AR Department, O&M Cell 1990 publication.
3. The Nagaland Services (Discipline and Appeal) Rules, 1967 (Ammended up to September 1976).
4. The Nagaland Government Servants conduct Rules, 1968 (Ammended up to October 1978).
5. Compilation of Important Notifications, Orders, OMs issued by various Departments under Government of Nagaland and Government of India – Compiled by Personnel and Administrative Reforms Department.
6. The Nagaland Code – All volumes.
7. Delegation of Financial and Cognate Power Rules 1964 (As amended).
8. Medical Attendance Rules 1971.
9. All Rules, instructions etc that are issued from time to time.

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**Manual – VI : Statement of categories of document that are held by it or under its control :**

1. Document on RTI.
2. Document and maintain all records of financial transactions.
3. Documents on utilization of yearly budget.

The CMS is in the receipt of various RTI Applications within and outside the state. While receiving RTI applications addressed to the Chief Minister, Nagaland, CMS takes immediate necessary action on the issues relating to CMS and forward the other applications to the concerned departments for necessary action under intimation to Chief Minister’s Secretariat.

The Department maintains proper records of all its financial transactions as per the directive from the Government. For example, we have Bill register, Cash Book, Payment Register and so on for the purpose of Audit. We also maintain monthly expenditure statement head wise and also reconcile with Auditor General Office quarterly and yearly.

**Manual –VII : 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;**

The Chief Minister’s Secretariat facilitates in forwarding/endorsing of public representation/Memorandum that are addressed to the Hon’ble Chief Minister or addressed to any other Minister etc, when deemed fit.

**Manual – VIII : 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 these Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meeting are accessible for the public.**

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At present, since it is not relevant to the Chief Minister’s Secretariat, no such Boards, Councils, Committees or bodies are being constituted.

**Manual IX : Directory of Officers and Employees :**

All Officers are appointed by the P & AR Department on the recommendation of the Nagaland Public Service Commission, a such, P & AR is the Cadre Monitoring Department for Officers of this Secretariat.

For staffs that are appointed by Home Department, they continue to be under the establishment of the Home Department.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.  No. | Name | Designation | Contact No. | E-mail ID (if any) |
| 1 | Shri Lhoubeilatuo Kire | Addl.Chief Secretary |  |  |
| 2 | Smti. Olemjungla Aier | Deputy Secretary | 0370-2270059 |  |
| 3 | Shri. Kietuo Doulo | Under Secretary |  |  |
| 4 | Shri. Khrievituo | Store Officer | 0370-2270058 |  |
| 5 | Shri. Lanuyapang | Senior Accountant |  |  |
| 6 | Shri. Vekhrotso Koza | Jr. Section Officer | 8837429820 |  |
| 7 | Smti. Temsumongla | UDA |  |  |
| 8 | Smti. Vikuozenuo Angami | Jr. Section Officer | 8014564027 |  |
| 10 | Smti. Mhayani Ovung | Secretariat Assistant | 6009035368 |  |
| 11 | Shri. Imotemjen Jamir | Secretariat Assistant | 8787638470 |  |
| 12 | Shri. Keneisaho | Typist (Spl.Gr.) |  |  |
| 13 | Shri. Khriesakeso | Storeman |  |  |
| 14 | Smti. Chumbeni | Typist |  |  |
| 15 | Smti. Rüüzokhonuo | Typist |  |  |
| 16 | Shri. Thepfürüya | Office Peon |  |  |
| 17 | Shri. Medotseilie | Office Peon |  |  |
| 18 | Shri. Ngokonoksang | Office Peon |  |  |
| 19 | Shri. Khrietsovi | Chowkidar |  |  |
| 20 | Shri. Dilip Sharma | Driver |  |  |
| 21 | Shri. Chandra Prasad Sharma | Office Peon |  |  |
| 22 | Shri. S.Tanghiu | Office Peon |  |  |
| 23 | Smti. Alemla | Office Peon |  |  |

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**Manual – X : Monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in its regulations:**

Salaries of all Officers and Staffs of the Chief Minister’s Secretariat are paid through the Special Officer (Accounts), Home Department, Nagaland Civil Secretariat.

Details may kindly be seen in Manual – X Form (at Annexure-A).

**Manual –XI : Budget allocation and Expenditure of Chief Minister’s Secretariat.**

As per the Article 202(3)(a) of the Constitution of India, the Chief Minister’s Secretariat budget is a charged item of the state Budget under Non-Plan. There is no Plan Budget for Chief Minister’s Secretariat.

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**Details of receipt and proposed expenditures under Demand No.3-Council of Ministers for the Financial year 2019-20 are given below:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STATE-NON-PLAN (IN LAKHS)** | | | | |
| **Major Heads, Sub-Major Heads, Minor Heads, Detailed Heads**  **0000-00-000** | **Budget Estimates 2019-20** | | | **Total** |
| **State Plan** | **CSS/CPS** | **Non-Plan** | **(1 to 3)** |
| **1** | **2** | **3** | **4** |
| 2013-Council of Ministers |  |  |  |  |
| 2013-00-101 Salary of Ministers and Ministers of State |  |  |  | 102.60 |
| 2013-00-101-16 Motor vehicles |  |  |  | 131.80 |
| 2013-00-101 : Total |  |  |  | 272.88 |
| 2013-00-104 Entertainment and Hospitality Expenses |  |  |  | 40.00 |
| 2013-00-104 : Total |  |  |  | 40.00 |
|  |  |  |  |  |
| 2013-00-105 Discretionary Grant by Ministers |  |  |  | 100.00 |
| 2013-00-105 : Total |  |  |  | 100.00 |
| 2013-00-108 Travelling expenses |  |  |  | 40.00 |
| 2013-00-108 : Total |  |  |  | 40.00 |
| 2013-00-800 Other expenditure  2013-00-800-(!) Others |  |  |  |  |
| (04) Office expenses |  |  |  | 210.03 |
| (16) Motor vehicles |  |  |  | 69.97 |
| (06) Rent, Rates & Taxes |  |  |  | 55.00 |
| (17) Maintenance |  |  |  | 10.00 |
| (26) Other charges |  |  |  | 545.00 |
| 2013-00-800 (1) : Total |  |  |  | 890.00 |
| 2013-00-800- (2) Grant-in-aid to CM’s Sports Fund |  |  |  | 500.00 |
| 2013-00-800 (2) : Total |  |  |  | 500.00 |
| 2013-00-800 : Total |  |  |  | 1390.00 |
| 2013 : Total |  |  |  | 1842.00 |
| Grand Total : |  |  |  | 1842.00 |

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**Chief Minister’s Sports Fund:-**

The Chief Minister of Nagaland is the President of the Chief Minister’s Sport’s Fund Association of Nagaland. The State Government provides Grant-in-Aid to Chief Minister’s Sports Fund (Non-Plan) which is utilised for purchase of sports goods for National and International players according to the priorities, apart from granting financial assistance for construction of Football grounds, Rostrums etc. it also provides Fund for promotion of sports activities and programmes.

The Chief Minister’s Sports Fund is operated under single Head of account “2013- Council of Ministers, 800-Other Expenditures, 800(2)- Grant-in-aid to Chief Minister’s Sports Fund”. The Budget allotment is drawn in 2(Two) instalments or as and when required by the Chief Minister’s Sport Association in AC Bill and deposited into the CM’s Sports Association Fund in DAC form, placing the Fund at the Association discretion. The expenditure is regularized as and when the Actual Payment Receipts (APRs) are received from the Association/individuals and submitted to Accountant General, Nagaland in the form of D.C.C.Bills.

Discretionary Grants/People’s Present:-

Budget provision under Discretionery Grants/People’s Present are drawn (in AC bills) with the approval of the Honourable Chief Minister of Nagaland in 4(four) instalments and is distributed to all the Council of Ministers/Parliamentary Secretaries to be utilised under their discretions nin different constituencies. Actual Payment Receipts(APR) are submitted to the Accountant General, Nagaland in the form of D.C.C. Bills.

**Manual – XII** the Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes :

Not applicable as there is no subsidy programmes in the Department.

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**Manual –XIII** Particulars of recipients of concessions, permits or authorizations granted by it:

Not applicable.

**Manual – XIV** Details in respect of the information, available to or held by it, reduced in an electronic form:

Information available with us as indicated in Manual-V is yet to be reduced to electronic form.

**Manual – XV** Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

1. RTI disclosures of the Department.
2. Video conferencing facilities.
3. Chief Minister’s interaction with Civil Societies, NGOs, Churches etc. for welfare of the people of Nagaland.

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**Manual – XVI** Names, designation and other particulars of the Public Information Officers.

Appellate Authority:

1. Shri Lhoubeilatuo Kire,

Additional Chief Secretary,

Chief Minister’s Secretariat,

Nagaland : Kohima.

Public Information Officer:

1. Smti. Olemjungla Aier, NCS

Deputy Secretary,

Chief Minister’s Secretariat,

Nagaland : Kohima.

Tel. No. 0370-2270059 (O)

Assistant Public Information Officer:

1. Shri Kietuo Doulo,

Under Secretary,

Chief Minister’s Secretariat,

Nagaland : Kohima.

Ph. 7005090324(M)