**OFFICE OF THE**

**CHIEF SECRETARY**

**GOVERNMENT OF NAGALAND**

 

INFORMATION MANUAL

*(PURSUANT TO SECTION 4(1)(B) OF RIGHT TO INFORMATION ACT, 2005)*

Updated on 01 - 06 -2020

**OFFICE OF THE CHIEF SECRETARY**

**NAGALAND**

**Manual I**: **The particulars of its organization, functions and duties.**

 Name & address of the office:-

 Office of the Chief Secretary,

 Government of Nagaland,

 Nagaland Civil Secretariat,

 Kohima -797004,

 Nagaland.

 The Chief Secretary’s Office has two important Cells, one is the CSO and the other is the Cabinet Cell.

1. **CSO:** The CSO deals with the following subject matters:-
2. Confidential/Top-Secret and any other important matters addressed directly to Chief Secretary.
3. Files received from various Departments.
4. Supervision and coordination of the functioning of all Departments.
5. **Cabinet Cell**: The Cabinet Cell deals mainly with the following subject matters:-
6. Appointment, removal and resignation of Ministers and Parliamentary Secretaries/Advisors.
7. Allocation of business among the Ministers.
8. Distribution of business of the Government among Departments of the Secretariat.
9. Confidential/Top Secret, policy matters requiring Cabinet decisions.
10. Arrangement for meeting of the Cabinet/ Council of Ministers/ Cabinet Sub-Committees.
11. Recording and follow-up action on the Cabinet decisions.
12. Issue of standing orders of the Chief minister/Ministers*.*
13. Scrutiny of Cabinet Memoranda.

**Manual II: The powers and duties:-**

1. All papers relating to any matter that may have to be submitted to the Cabinet or to the Chief Minister, shall be submitted through the Chief Secretary who will then forward the same with his comments, if any.
2. The Chief Secretary also may, on the orders of the Chief Minister or of any Minister or of his own motion, ask to see papers relating to any case in any Department and any such request by him shall be complied with by the Secretary of the Department concerned.
3. The Chief Secretary may, after examination of any case, requisitioned by him on his motion or on the orders of any Minister, submit it for orders of the Minister-in-charge.
4. The Chief Secretary being the Cabinet Secretary, shall attend the meetings of the Cabinet and shall prepare a record of the decisions. He shall forward a copy of such records after approval by the Chief Minister or by any other Minister presiding, to the Chief Minister, the other Cabinet Ministers and the Governor. The copies of the record of decision in relevant cases shall also be communicated to the Secretary of the Department concerned for follow up action.
5. The Chief Secretary/ Cabinet Secretary’s Office shall maintain the record of the Cabinet decisions. The records of decision shall be kept in running folder in chronological order.

**Manual III: The procedure followed in the decision making process, including channels of supervision and accountability:-**

In all the decision making processes, be it administration, financial or any other policy matters, the Chief Secretary is the final decision making authority.

**Manual IV: The norms set by it for the discharge of its functions:-**

The norms followed by the Chief Secretary’s Office in all official matters are nothing different but the same as practiced by any other Government Departments.

**Manual V: The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:-**

The rules, regulations, procedures and norms under which the Chief Secretary’s Office discharges its functions have been enumerated in the compiled manual of office procedures.

**Manual VI: A statement of the categories of documents that are held by it or under its control:-**

1. Minutes of the Cabinet meetings/ Cabinet decisions.
2. Any other administrative orders/ documents.

**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:-**

The Office of the Chief Secretary will forward any representation received by it to the Secretary of the concerned Department, dealing with the subject.

**Manual VIII: A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted asits 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 the public:-**

No such boards, committees or bodies except the Council of Ministers exist. However, the minutes of the meetings of the Cabinet/Council of Ministers are not accessible to the public, until and unless it is notified by the Department concerned.

**Manual IX: A directory of the officers and employees:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | ***Name*** | ***Designation*** | ***Telephone No.*** |
| 1 | Temjen Toy, IAS | Chief Secretary | 2270082(O)2270076(O)Email address: csngl@nic.inFax: 2270057 |
| 2 | C. Khanyang Imlong | Deputy Secretary | 9436001352 |
| 3 | Nikhuli Phucho | P. P.S to C.S | 9436607607 |
| 4 | Megoseno | P.S to C.S | 7005871576 |
| 5 | P. Inaka Sema | DDMO | 9436273850 |
| 6 | Vichukhono | Computer Programmer | 9436004708 |
| 7 | Along Longkumer | Sr. Data Analyst Statistics (DAS) | 8014805527 |
| 8 | Nikenla | UDA | 8732816716 |
| 9 | Eakbal Hussain | Peon | 9436667307 |
| 10 | Yashinungla | Peon | 9862248882 |
| 11 | Satemyanger | Peon | 9366563713 |
| 12 | Vishnu Sunar | Peon | 9436207854 |
| 13 | TsaliseSangtam | Peon | 7630993727 |
| 14 | Pfuzotalu Chuzho | Caretaker | 9615848858 |
| **Chief Secretary’s Office (CSO)** |
| 1 | Atosheli | Under Secretary | 9436011362 |
| 2 | Gwazenlo Chung  | Junior Section officer | 9856038346 |
| 3 | Tsusola T. Yimchunger | Secretariat Assistant | 9366076905 |
| 4 | Kenlumyizoilie | Secretariat Assistant | 9436440333 |
| 5 | Neisalie | Peon | 7085406227 |
| 6 | Lipokmeren | Peon | 9366325548 |
| 7 | Peletuo | Peon | 9862078859 |
| **Cabinet Cell** |
| 1 | Nchumbemo | Addl. Secretary | 9436062371 |
| 2 | I. Tongpanglong | Deputy Secretary | 8794739909 |
| 3 | T. Chubala | Stenographer | 9366043973 |
| 4 | Y. Ebou Mosa | Secretariat Assistant | 9862678249 |
| 5 | Lichanbemo | Peon | 9856294496 |
| 6 | Amenla | Peon | 9615938572 |

**Manual X: The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation:-**

Enclosed in a separate sheet.

**Manual XI: The budget allocation to each of its officers and employees, including the system of compensation as provided in its regulations**:-

There is no separate budget allocation for the officers and employees of the Chief Secretary’s Office. The entire establishment and administrative expenses are being controlled by the Bill & Cash Branch of the Home Department.

**Manual XII: The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-**

 No such programmes.

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

 NIL

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

NIL (There is no such information.)

**Manual XV: 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:-**

No such facilities available.

**Manual XVI: The names, designations and other particulars of the Public**

**Information Officers:-**

1. First Appellate Authority : Shri C. Khanyang Imlong,

Deputy Secretary, CSO

1. Public Information Officer (PIO): Smt. Atosheli

 Under Secretary, CSO

1. Asst. Public Inf. Officer (APIO) : Smt. Tsusola T. Yimchunger

Secretariat Assistant, CSO

**Manual XVII: Such other information as may be prescribed; and thereafter update these publications every year:-**

As stated above, the Chief Secretary is the Head of all the Administrative Departments and Heads of Departments. The officers and staff of the Chief Secretary’s Office are being appointed and posted by the Department of Personnel & Administrative Reforms and Home Department respectively.