

updated on 07-07-2010

OFFICE OF THE
CHIEF SECRETARY
GOVERNMENT OF NAGALAND.



INFORMATION MANUAL

(PUSUANT TO SECTION 4 (1) (b) OF RIGHT TO INFORMATION ACT, 2005)

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.

The Chief Secretary office has two important Cells, one is NGO and the other one is Cabinet Cell.

1. **NGO Branch**: The NGO Branch deals with the following subject matters:
 - (i). Confidential/Top-Secret and any other important matters addressed direct to Chief Secretary.
 - (ii). Files received from various Departments.

2. **Cabinet Cell**: The Cabinet Cell deals mainly with the following subject matters:
 - (i). Appointment, removal and resignation of Ministers and Parliamentary Secretaries.
 - (ii). Allocation of business amongst the Ministers.
 - (iii). Confidential/Top-Secret, policy matters requiring Cabinet decisions.
 - (iv). Arrangement for meetings of the Cabinet/Council of Ministers/Cabinet Sub-Committee.
 - (v). Follow up action on the Cabinet decisions.
 - (vi). Issue of standing orders of Chief Minister/Ministers.

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 paper 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, requisition 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 meeting of the Cabinet and shall prepare a record of the decisions. He shall forward a copy of such record 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 process, 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 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 control:

1. Minute of the Cabinet meeting/ 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 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 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 its officers and employee:

S/No.	Name	Designation	Telephone No.
1.	Shri Lalthara, IAS	Chief Secretary	2270082 (O) 2270076 (O)
2.	Smti. Ningsangla Tali	OSD to CS	2270082 (O)

3.	Shri T. Semy	Dy. Secretary (Cabinet Cell)	2271460 (O)
4.	Smti. Vizovonuo	Section Officer, Cabinet Cell	
5.	Smti. Neizoholie	JSO, Cab. Cell	
6.	Smti. Kezievitunuo	JSO, Cab. Cell	
7.	Smti. Chubala	PA to DS (Cab.)	
8.	Smti. I. Atula	Typist, Cab.Cell	
9.	Smti. Ayimla	Section Officer, NGO Br.	
10	Smti. Panelu Phesao	JSO, NGO Br.	9774416935
11.	Smti. Tiakala	LDA, NGO Br.	9612056219
12.	Smti. Jelly Magh	LDA, NGO Br.	9856189111
13.	Smti. Tiarenla	PA to CS	9856927697
14.	Smti. Vichukhono	Computer Asstt. CSO	9436004708
15.	Shri Along Longkumer	Asstt. Protocol to CS	9856260156
16.	Smti. Yashinungla	Peon, CSO	9862248882
17.	Shri Tsalise Sangtam	Sr. Peon, CSO	
18.	Shri Rokosielie	Sr. Peon, CSO	
19.	Smti. Nzanbeni Jami	Peon, CSO	
20.	Shri V. Longpan	Sr. Peon, NGO Br.	
21.	Shri Viserielie	Sr. Peon, NGO Br.	
22.	Shri Lipokmeren	Peon, NGO Br.	
23.	Shri Longrikaba	Sr. Peon, Cab. Cell	

24.	Shri Vimezhu-o	Peon, Cab. Cell	
25.	Shri Tekameren	Peon, Cab. Cell	

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

S/No.	Name	Designation	Basic Pay as on 1/6/2010	Monthly Gross Pay
1.	Shri Lalthara, IAS	Chief Secretary	Rs.80,000/-	Rs.1,30,000/-
2.	Smti. Ningsangla Tali	OSD to CS	Rs.14,300/-	Rs.32,119/-
3.	Shri T. Semy	Dy. Secretary Cabinet Cell	Rs.14,625/-	Rs.38,528/-
4.	Smti. Vizovonuo	Section Officer, Cabinet Cell	Rs.7,500/-	Rs.20,126/-
5.	Smti. Neizoholie	JSO, Cab. Cell	Rs.7,300/-	Rs.19,044/-
6.	Smti. Kezievitunuo	JSO, Cab. Cell	Rs.5,900/-	Rs.14,172/-
7.	Smti. Chubala	PA to DS(Cab.)	Rs.4,325/-	Rs.11,648/-
8.	Smti. I. Atula	Typist, Cab. Cell	Rs.8,775/-	Rs.23,530/-
9.	Smti. Ayimla	Section Officer, NGO Br.	Rs.7,700/-	Rs.20,082/-
10.	Smti. Panelu Phesao	JSO, NGO Br.	Rs.7300/-	Rs.19,692/-
11.	Smti. Tiakala	LDA, NGO Br.	Rs.3,500/- (Fixed)	Rs.3500/- (fixed)
12.	Smti. Jelly Magh	LDA, NGO Br.	Rs.3,500/- (Fixed)	Rs.3,500/- (Fixed)
13.	Smti. Tiarenla	PA to CS	Rs.5,300/-	Rs.13,929/-
14.	Smti. Vichukhono	Computer Asstt. CSO	Rs.5,600/-	Rs.15,052/-
15.	Shri Along Longkumer	Asstt. Protocol to CS		

16.	Smti. Yashinungla	Peon, CSO	Rs.2605/-	Rs.7116/-
17.	Shri Tsalise Sangtam	Sr. Peon, CSO	Rs.3,660/-	Rs.9940/-
18.	Shri Rokosielie	Sr. Peon, CSO	Rs.4400/-	Rs.12,075/-
19.	Smti. Nzanbeni Jami	Peon, CSO.	Rs,2890/-	Rs.7683/-
20.	Shri V. Longpan	Sr.Peon, NGO Br.	Rs.4100/-	Rs.11,000/-
21.	Shri Viserielie	Sr.Peon, NGO Br.	Rs.2960/-	Rs.8003/-
22.	Shri Lipokmeren	Peon, NGO Br.	Rs.3475	Rs.9379/-
23.	Shri Longrikaba	Sr.Peon, Cab. Cell	Rs.4400/-	Rs.11,915/-
24.	Shri Vimezhu-o	Peon, Cab. Cell	Rs.3410/-	Rs.9265/-
25.	Shri Tekameren	Peon, Cab. Cell	Rs.3540/-	Rs.9552/-

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 control 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 in electronic form.

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. Appellate authority : Shri Lalthara,
Chief Secretary,
Ph. No.2270082 (O)

2. Public Information officer : Smti. Ningsangla,
OSD to Chief Secretary,
Phone No.2270082 (O)

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 Department. The officers and staff of the Chief Secretary office are being appointed and posted by the Deptt. of Personnel & Administrative Reforms and Home Department respectively.