

NAGALAND INDUSTRIAL RAW MATERIALS & SUPPLY CORPORATION LTD.  
( A Govt. of Nagaland Undertaking )  
DIMAPUR : NAGALAND

**MANUAL – 1: Particulars of the Organisation, Functions and Duties**

1. Introduction : Public Sector Undertaking
2. Name of the Organisation : Nagaland Industrial Raw Materials & Supply Corporation Ltd., Dimapur, Nagaland.
3. Mission/Vision Statement : Govt. Business Agency
4. Objectives : To generate revenue out of business
5. Activities/functions of the Organisation : Supply of scarce raw materials to SSI Units in the State and export State produce to Govt. Organisations outside the State.
6. Organisational Structure : Govt. of Nagaland Undertaking
7. Address of the Organisation : NIRMISC Ltd., P.O.Box No.316, New Industrial Estate, Diphu Road. Dimapur – 797 112, Nagaland
8. Office Timings : 9.00 AM to 4.00 PM

**MANUAL – II: Powers and duties of Officers and Employees.**

A. Details of Powers and Duties of Officers:

Sl. No.	Name & Designation	Powers				Duties
		Adm.	Financial	Statutory	Others	
1.	Shri. Sovetso Vero, MD	Adm	Financial	Statutory	Others	Approval Authority
2.	Shri. P.Y.Anghring, GM	Adm.	-	-	Others	Supervisory
3.	Shri.Aowati Jamir,Mgr(C)	-	-	-	Commerce	Supervisory
4.	Shri. Shiwoto Caty, Asstt.Manager	-	-	-	Commerce	Supervisory
5.	Shri. Gautam Sharma, A.O	-	Financial	Statutory	-	Supervisory
6.	Smt. Moala Lkr, P.A	-	-	-	stenography	Attached to M.D.

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B. Duties and responsibilities of Grade-III staff:

Sl.No.	Name of Designation	Duty allotment
1.	Shri. N.Meren aier, H.A.	Overall supervision and controlling of staff and movement of files.
2.	Smt. T.Amongla Imsong, Acctt.	All Accounts matter attached to Accounts Officer
3.	Shri. B.B. Chakraborty, UDA	Payment and Receipt, maintenance of Cash Book & Ledger.
4.	Smt. Watitla Alinger, UDA	Vehicle maintenance
5.	Smt. M.Asangla Ao, UDA	Look after establishment attached to H.A
6.	Smt. Rachel Rentta, Steno –II	All Computer works in connection CA Yard.
7.	Shri. T.Yongdang , S.K. II	Materials delivery to customer through weight bridge
8.	Shri. Lepsu chang, LDA	Attached to Commercial Manager & S.K. in CA Yard
9.	Shri. Imliangshi, LDA	Attached to Commercial Manager.
10.	Smt. Shilumenla, Typist	All typing works /Receipt and Despatch
11.	Smt. Ghutoli Sema, Typist	- do -

C. List of drivers and their allotted duties:

Sl.No.	Name of Drivers	Vehicle No.	Officer to whom attached
1.	Shri. Ibotombi Singh	NL-10-5181	Attached to Managing Director
2.	Shri. P.K. Singh	NL-10-5180	Attached to General Manager
3.	Shri. Chosemong Sangtam	-	Attached to SAIL Business Operations
4.	Shri. Shyamlal Singh Yadav	-	- do -

**MANUAL – III: The procedure followed in decision making process including channels of supervision and accountability.**

In a narrative form, the stages through which procedure for decision making for each proposal may be shown in the format below.

Sl. No.	Activity	Level of Action	Time Frame
1.	Policy & Decision	Board of Directors	Through Quarterly Meetings
2.	Organisational/Administrative Decision	Management	As per nature of assignment
3.	Business Affairs	Management	As per nature of assignment

Besides, other details may also be given.

- **Administrative Decision** – Industries & Commerce(Sponsorship) Department
- **Financial Decision** - Industries & Commerce Department
- **Channel of Supervision** - Director of Industries & Commerce
- **Accountability** - Management of the Corporation

**What are the arrangements to communicate the decisions to the public ?**

- Through Office Notifications and Press Media

**With whom/authority the final decision lies ?**

- Government of Nagaland

**MANUAL – IV: The norms set for discharge of functions.**

Please provide the details of the norms/ standards set by the department for execution of various activities.

Types of norms :

- **Norms for officers** – As per charter of duties assigned to all concerned
- **Staff Norms** - As above
- **Quality Norms** - Expeditious disposal of works
- **Monitoring & Evaluation norms** – Timely supervision of works by concern Sectional Officers for prompt actions
- **Others** - N.A.

Sl.No.	Activity	Time Frame/Norms	Remarks
1.	Company/Corporation Affairs	As per schedule of Company norms	As per laid down rules
2.	Administrative Affairs	As per nature of assignment	
3.	Business Affairs	As per demand & prospect	
4.	Accounts	As per norms of account	

**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.**

Please provide list of rules, regulations, instructions, manual and records, held by public authority.

Sl.No	Name of the Acts, Rules regulations, Instructions Manual Records etc.	Type of Document	Brief gist of the document	From where one can get a copy (Name/Phone No./fax/e-mail/address etc.)	Fee charged by the deptt. for a copy of rules regulations instructions manual & records, (if any) OR the price in case of priced publications.
1.	Memorandum & Articles of Association of the Corporation.	Booklet	Informations of Company Organisational set-up, rules & regulations, etc.	NIRMSC Ltd. Ph.224503 Fax-225403 New Industrial Estate, Dimapur	Not for sale

**MANUAL – VI: A statement of the categories of documents that are held by it or under its control.**

Sl.No.	Name/nature/Category of the document	Name of the document & its introduction in one line	Procedure to obtain the document	Held by under control of
1.	SAIL iron & steel materials	Descriptions and prevailing price list	Open circulation and Office Notice Board	1. SAIL Br. Office, Dmr 2.NIRMSC Ltd

**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 administration.**

Formulation of Policy : Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies. If there is, please provide details of such policy in the following format.

- Not Applicable

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**MANUAL – VIII: A statement of boards, council, committees and other bodies 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.**

**Please provide information on boards, councils committees and other bodies related to the public authority in the following format:**

1. Name and address of the Affiliated Body : Board of Directors of NIRMSC Ltd.  
Dimapur, Nagaland
2. Type of Affiliated Body : Board
3. Brief introduction of the Affiliated Body : The Govt. of Nagaland constituted the Board of Directors of NIRMSC Ltd. after it fully took over the Corporation during January, 1978.
4. Role of the Affiliated Body: Advisory/Policy decision
5. Structure and Member Composition : 7(seven) Members
6. Head of the Body : Chairman of the Board
7. Address of main office and its Branches : Registered Office: NIRMSC Ltd.,  
New Industrial Estate,  
Diphu Road, Dimapur-797 112
8. Frequency of meetings : Quarterly
8. Whether meetings open to Public : Meetings are not open to public
10. Whether minutes Accessible to public : Minutes are not open to public

**MANUAL – IX: A directory of its officers and employees.**

- Details shown in attached Annexure-I

MANUAL – IX : A DIRECTORY OF ITS OFFICERS AND EMPLOYEES.

Sl. No.	Name	Designation	Edu. Quali- fication	Date of Birth	Date of Joining into Service	STD Code	Phone Nos.			Fax	Email	Address
							Office	Home	Mobile			
1.	Shri. Sovetso Veo	M.D	B.A	01/03/56	24/10/78	03862	225403	225354	9436267387	225403	Nil	Walford, Dimapur
2.	Shri. P.Y. Anghring	G.M	B.A	01/03/58	17/05/83	03862	231551	224592	9436012756	225403	Nil	Nagarjan (B) Dimapur
3.	Shri. Gautam Sharma	A.O	M.Com	15/01/70	01/11/04				9856051225			Rajbari, Central Point
4.	Shri. Aowati Jamir	Manager(Comm.)	M.B.A	01/02/61	04/06/87				9856050085			Lingrijan, Dimapur
5.	Shri. Shiwoto Caty	Asstt. Mgr.	B.A	18/02/64	09/05/91				9856950052			Duncan Basti, Dimapur
6.	Smt. Moala Longkumer	P.A. to M.D.	B.A	21/08/67	14/01/88	03862		226061	9436425698			Island Colony, Dimapur
7.	Shri. N.Meren Aier	H.A	P.U. Com.	01/03/59	01/11/80			228929	9436002685			Lingrijan, Dimapur
8.	Smt. T. Amongla Imsong	Accountant	P.U. Arts	01/03/64	30/03/83				9436019387			DC Court Area, Dimapur
9.	Smt. Watila Alinger	U.D.A	U/Matric	13/01/60	01/09/73							Notun Bosti, Dimapur
10.	Smt. M.Asangla Ao	U.D.A	Matriculate	05/10/62	15/06/81							Lingrijan, Dimapur
11.	Shri. B.B. Chakraborty	U.D.A	-do.	20/11/56	18/05/81	03862		235346				Kalibari Road, Dimapur
12.	Shri. Yongdang Longchar	S.K. Gr-II	-do-	14/09/65	05/09/80				9436600326			Island Colony,Dimapur
13.	Smt. Rachel Rentta	Steno/Typist	-do-	02/08/70	21/06/93	03862		232759	9436826544			Full Nagarjan, Dimapur
14.	Shri. Lepsu chang	L.D.A	-do-	01/05/74	30/06/2000				9863432145			P.W.D. Colony, Dimapur
15.	Shri. Imliangshi Ao	L.D.A	-do-	09/01/66	01/01/81							Mohon Basti,K.A. Assam
16.	Smt. Shilumenla	Typist	U/Matric	01/01/68	03/02/87				9862125904			Nepali Kashiram, Dimapur
17.	Smt. Ghutoli Sema	Typist	-do-	10/03/71	06/05/88				9436266125			Thahekhu, Dimapur
18.	Shri.Imsutemejen	Duftry	Class- X	21/06/60	01/04/81				9436266125			Doba Goan, Dimapur
19.	Shri. Shyamlal Singh Yadev	Driver	CL-VIII	01/03/61	14/11/85				9436200044			Lomidhi Colony, Dmr.
20.	Shri.Shri. P.K. Singh	-do-	Cl-VIII	14/11/67	16/05/90				9856251075			DC Court Area, Dimapur
21.	Shri.Ibotombi Singh	-do-	Matriculate	23/05/70	01/04/93				9862251661			Kher Mahal, Dimapur
22.	Shri. Chosemong Sangtam	-do-	Cl-VIII	06/07/74	13/03/90				9436213244			DC Court Area, Dimapur
23.	Shri. L.Moba Konyak	O/Peon	Cl-VI	16/02/70	14/08/85				9436429135			River Belt Colony, Dmr.
24.	Shri. L.Temjen	-do-	U/Matric	25/10/60	20/11/85				9856802546			Half Nagarjan, Dimapur
25.	Shri. Inakhe Kits	-do-	Cl-IX	01/02/70	01/07/88							PWD Colony, Dimapur
26.	Shri. Thsapise Sangtam	-do-	Cl-X	28/05/63	20/02/90							PWD Colony, Dimapur
27.	Shri. Kechingkum Chang	-do-	Cl-VII	10/03/73	01/04/92				9436267720			NIRMSC Office Premises

28.	Shri. Imkongwapang	-do-	CI-VIII	05/09/69	08/07/93							-do-
29.	Shri. Provu Prasad	-do-	CI-V	07/02/60	01/05/78				9863079436			-do-
30.	Shri.Shurhongoyo Tunyi	Chowkidar	Matriculate	27/11/76	24/09/03				9862758851			Walford, Dimapur
31.	Smt. Merenkala	Sweeper	CI-V	03/04/54	01/07/86				9862157421			Mohon Basti, K.A.(Assam)

**MANUAL – X: The monthly Remuneration received by each of its officers and employees including the System of compensation as provided in Regulations.**

Please provide the information in following format:

Sl.No.	Name	Designation	Monthly Basic pay as on 31.01.08	Compensatory allowance	Monthly Gross Pay
1	2	3	4	5	6
1.	Shri.Sovetso Vero	M.D.	Rs.15,750	Nil	Rs.35,592.00
2.	“ P.Y.Anghring	G.M.	Rs.14,225	“	Rs.32,254.00
3.	“ Aowati Jamir	Mgr.(Com)	Rs.13,000	“	Rs.28,570.00
4.	“ Gautam Sharma	A.O.	Rs. 6,000 (Fixed)	“	Rs. 6,000.00
5.	“ Shiwoto Caty	Asstt.Mgr.	Rs. 9,100	“	Rs.20,030.00
6.	Smt.Moala Longkr	P.A.	Rs.10,425	“	Rs.22,932.00
7.	Shri.N.Meren Aier	H.A.	Rs. 8,150	“	Rs.17,948.00
8.	Smt. T.Amongla	Acctt.	Rs. 6,425	“	Rs.14,172.00
9.	“ Watila Alinger	UDA	Rs. 5,975	“	Rs.13,186.00
10.	Shri.B.B.Chakraborty	UDA	Rs. 6,100	“	Rs.13,660.00
11.	Smt.M.Asangla Ao	UDA	Rs. 6,100	“	Rs.13,460.00
12.	Shri.T.Yongdang	SK	Rs. 6,225	“	Rs.13,734.00
13.	Smt.Rachel Rentta		Rs. 4,625	“	Rs.10,230.00
14.	Smt.Shilumenla		Rs. 4,590	“	Rs.10,152.00
15.	Smt.T.Ghutoli Sema	LDA/Typst	Rs.4,590	“	Rs.10,152.00
16.	Shri.Lepsu Chang	LDA	Rs.3,600	“	Rs. 7,984.00
17.	Shri.Imliangshi	LDA	Rs.4,510	“	Rs. 9,977.00
18.	Shri.Imsutemjen	Duftry	Rs.4,400	“	Rs. 9,796.00
19.	Shri.Shymal S.Yadav	Driver	Rs.5,100	“	Rs.11,270.00
20.	Shri.Pronob K.Singh	Driver	Rs.4,175	“	Rs. 9,244.00
21.	Shri.Ibotombi Singh	Driver	Rs.3,875	“	Rs. 8,587.00
22.	Shri.Chosemong	Driver	Rs.3,745	“	Rs. 8,302.00
23.	Shri.Provo Prasad	Peon	Rs.4,250	“	Rs. 9,468.00
24.	Shri.L.Moba Konyak	Peon	Rs.4,175	“	Rs. 9,304.00
25.	Shri.L.Temjen	Peon	Rs.4,175	“	Rs. 9,304.00
26.	Shri.Inakhe Kits	Peon	Rs.3,800	“	Rs. 8,482.00
27.	Sri.Thsapise Sangtam	Peon	Rs.3,595	“	Rs. 8,034.00
28.	Sri.Kechingkum	Peon	Rs.3,525	“	Rs. 7,820.00

29.	Shri.Imkongwapang	Peon	Rs.3,460	“	Rs. 7,678.00
30.	Shri.Shurhongoyo	Chowkidar	Rs.2,780	“	Rs. 6,189.00
31.	Smt.Merengkala	Sweeper	Rs.3,875	“	Rs. 8,647.00

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- 7 -

**MANUAL – XI: The Budget Allocated to each Agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.**

- The budget allotted by the Government during 2008-09 amounting to Rs.55.00 lakh as Grant-in-aid limited to meet salary expenses of the Corporation.

**MANUAL – XII: The Manner of execution of Subsidy Programmes.**

Please provide the information as per the following format:

- Not Applicable

**MANUAL – XIII: Particulars of recipients of concessions permits or authorizations granted by it.**

Please provide the information as per the following format.

- Not Applicable

**MANUAL – XIV: Details of Information available in electronic format**

Please provide the details of the information related to the various schemes which are available in the electronic format.

- Not Applicable

**MANUAL – XV: Particulars of the facilities available to citizens for obtaining information**

Sl.No.	Facility Available	Nature of Information available	Working Hours
1.	Information Counter	Particulars of SAIL iron & steel materials and its prevailing price list	9.00 AM – 4.00 PM
2.	Notice Board		
3.	System of issuing of copies of documents		

**MANUAL – XVI: The names, designations and other particulars of the Public Information Officers.**

Please provide contact information about Public Information Officers, Assistant Information Officers and departmental Appellate Authority of the public authority in the following format.

**Name of the Public Authority:** NIRMSC Ltd., Dimapur, Nagaland

**a) Departmental Appellate Authority(DAA)**

Sl. No.	Name	Designation	STD Code	Phone No.			Email	Address
1.	Shri.Sovetso Vero	M.D.	03862	225403	225354	9436267387	-	Walford, Dimapur

**b) Public Information Officer(s) (PIO)**

Sl. No.	Name	Designation	STD Code	Phone No.			Email	Address
1.	Shri.P.Y.Anghring	G.M..	03862	225403	224592	9436012756	-	Half Nagarjan Dimapur

**c) Assistant Public Information Officers(s) (APIO)**

Sl. No.	Name	Designation	STD Code	Phone No.			Email	Address
1.	Shri.Aowati Jamir	Mgr (Com).	03862	225403		9856050085	-	Lingrijan Dimapur

**MANUAL – XVII: Such other information as may be prescribed and thereafter updated every year.**

- Not Applicable

( SOVETSO VERO )  
Managing Director  
NIRMSC Ltd.,  
Dimapur : Nagaland