

Disclosures Under Sec 4 of Right to Information Act 2005

updated on 03-07-2010

Right to information and obligations of public authorities Sec 4 (1)(b) of RTI Act 2005

Department of Personnel & Administrative Reforms Nagaland :: Kohima (Manual-1)

Particulars of Organisation, Functions and Duties

1.1 Mission / Vision Statement of the public authority

The Department of Personnel & Administrative Reforms aims to achieve excellence in governance and make optimum use of the human resources in Government by:

- (i) Formulating rational personnel management policies for all Departments that will increase efficiency in Government and ensure proper career planning for officers.
- (ii) Laying down procedures, standards and norms in recruitment, regulation of service conditions, postings, transfers, deputations and pension matters and providing advice to Departments on all matters related to public service.
- (iii) Enhancing transparency and accountability in Government and formulating appropriate public grievance redressal policies.
- (iv) Codification and simplification of procedures.
- (v) Combating corruption through preventive and punitive vigilance.
- (vi) Providing quality training and motivation to Government employees by promoting modernization and enhancing skills.
- (vii) Maintenance of Government Records in a systematic manner.

1.2 Duties of the Public Authority

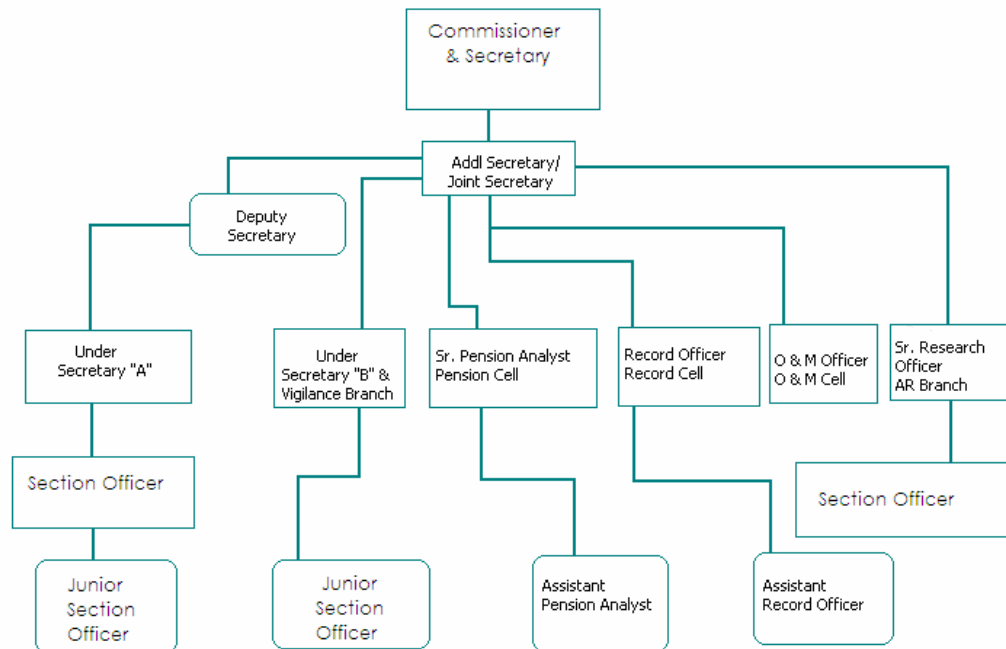
- (a) Policy support and advice to all Departments of the Government of Nagaland on issues of recruitment, appointments, training, promotions, seniority, reservation of backward tribes, deputation, retirement benefits, service rules and other matters relating to personnel management and conditions of service.
- (b) Cadre management of IAS, NCS and NSS officers through the Civil Services Board.
- (c) Implementing and providing advice on administrative reforms pertaining to good governance practices, interpretation and simplification of rules and procedures, redressal of public grievances, record keeping and improvements in organizational structures.
- (d) Policy support to the Nagaland Public Service Commission on matters relating to recruitment, departmental promotions, disciplinary action, reservation in services and other related matters.
- (e) Conducting training programmes for employees at the Administrative Training Institute and institutions outside the State.
- (f) Investigating cases of corruption and fraudulent practices and taking departmental and criminal action against the offenders through the Vigilance Commission and Police.

1.3. List of services being provided by the public authority with a brief write-up on them.

The Department of Personnel and Administrative Reforms is primarily responsible for the Personnel policies of the State Government, Services matters, Training of officials, Administrative Reforms, Pension matters, Vigilance matters, Reservation in Services etc. The Department is the cadre controlling authority for the IAS (Indian Administrative Service), NCS (Nagaland Civil Service) and NSS (Nagaland Secretariat Service). It is also the Administrative Department for the Administrative Training Institute, Vigilance Commission, Nagaland Public Service Commission and the State Information Commission.

1.4 . Organisation Structure of P&AR Department.

ORGANIZATIONAL CHART P & AR DEPARTMENT



1.5 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

In order to help us to provide quality services, we would welcome the following actions from the public.

- (a) Citizens having public grievances should state their grievances clearly and complaints of any nature against Government employees should give full details as well as full particulars of the complainant.

1.6. Mechanism available for monitoring the service delivery and public grievance resolution.

The Secretary-in-charge of the Personnel and Administrative Reforms Department is the Chief Public Grievances Officer for the State of Nagaland. The Joint Secretary/Additional Secretary of the Department is the Public Grievances Officer for the Personnel and Administrative Reforms Department.

1.7 Address of the office:

Personnel and Administrative Reforms Department,
Nagaland Civil Secretariat, Kohima -797004.

Telephone No : (0370) 2270105
(0370) 2270282

1.8 Office Timings:

Summer 9.30 AM to 4.30 PM
Winter 9.00 Am to 4.00 PM

2.1. Please provide details of the powers and duties and employees of the organisation.

As per the Rules of Executive Business, the following powers and duties are vested to the Organisation:-

- (1) The P&AR Department is responsible for seeing that the rules and principles relating to services in general are properly followed.
- (2) The P&AR Department shall be consulted for advice by other Departments in matters relating to framing of service rules and general principles relating to service.
- (3) The clearance of the P&AR Department will be obtained by other Departments in the following matters.
 - (i) Relaxation of service rules,
 - (ii) Relaxation of any general service condition,
 - (iii) Creation and upgradation of posts,
 - (iv) Re-organisation of Departments,
 - (v) Personnel policies,
 - (vi) All policy matters relating to recruitment and promotions,
 - (vii) Prescription of educational qualifications and relaxation of age limits for employment into state services,
 - (viii) All matters relating to recruitment, promotions, service conditions, service rules and regulations and all service relating to IAS, NCS, NSS and Ex-Cadre posts.
 - (ix) Training and career development of officers of AIS and State services,
 - (x) Deputations of officers for training/seminar abroad,
 - (xi) Matters relating to reservation of posts for Backward Tribes,
 - (xii) Constitution of DPC/Selections Boards.

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Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

3.1. Please provide list of rules, regulations, instruction, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name / Title of :

- (i) Compilation of important Government notifications, 2009.
- (ii) Rules of Executive Business Nagaland, 1980.
- (iii) Nagaland Manual of Office Procedure, 2009.
- (iv) Nagaland Services (Discipline & Appeal), Rules, 1967.
- (v) Nagaland Government Servants Conduct Rules, 1968.
- (vi) Nagaland Secretariat Service Rules.
- (vii) Nagaland Civil Service Rules.
- (viii) Role of an Inquiry Officer and Asst. Presenting Officers in Departmental Disciplinary Procedures.
- (ix) Handbook on procedures in Departmental Enquiry.
- (x) List of Appellate Authorities, PIOs and APIOs of various Departments.
- (xi) Nagaland Directorate Ministerial Service Rules, 2006.
- (xii) Annual Administrative Reports.

3.2. From where one can get a copy of rules, regulations, Address:

instructions, manual and records
Nagaland
Kohima

C/o P&AR Department,
Nagaland Civil Secretariat,

Telephone No: (0370)

(0370)
2270282
Fax: (0370) 2270105

E-Mail:

Others:

3.3. Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manual and Records (if any).

- (a) rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (b) actual charge or cost price of a copy if given in larger size paper;
- (c) actual cost or price for samples or models; and
- (d) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- (e) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (f) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

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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

Formulation of Policy

4.1. 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 following format.

No formal provision is available for the public participation in formulating personal policies.

Implementation of Policy

4.2. Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, please provide details of provision in following format.

- No-.

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A statement of the categories of documents that are held by it or under its control.

5.1. Use the format given below to give the information about the official documents.

Also mention the place where the documents are available for e.g at Secretariat level, Directorate level, others (Please mention the level in the place of writing "others")

Sl. No	Category and Name of the document and its introduction in one line	Procedure to obtain document	Held by/ under control of
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1	Compilation of important Government notifications, 2009.	In writing officially to the P&AR Deptt	P&AR Deptt
2	Rules of Executive Business Nagaland, 1980.	-Do-	-Do-
3	Nagaland Manual of Office Procedure, 2009	-Do-	-Do-
4	Nagaland Services (Discipline & Appeal), Rules, 1967.	-Do-	-Do-
5	Nagaland Government Servants Conduct Rules, 1968.	-Do-	-Do-
6	Nagaland Secretariat Service Rules.	-Do-	-Do-
7	Nagaland Civil Service Rules.	-Do-	-Do-
8	Handbook for Presenting Officers.	-Do-	-Do-
9	Handbook for Inquiry Officers	-Do-	-Do-
10	List of Appellate Authorities, PIOs and APIOs of various Departments.	-Do-	-Do-
11	Nagaland Directorate Ministerial Service Rules, 2006.	-Do-	-Do-
12	Annual Administrative Reports.	-Do-	-Do-

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A statement of Boards, Council, Committees and other Bodies constituted as its part.

6.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :

- (i) Civil Service Board to recommend officers of IAS, NCS, NSS and other Senior Officers in the rank of Under Secretary and above.
- (ii) Post Creation and Upgradation Committee.

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The names, designations and other particulars of the Public Information Officers

7.1. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority.

Name of the Public Authority: Personnel and Administrative Reforms Department

APPELATE AUTHORITY

- (i) Joint Secretary
P & AR, Government of Nagaland, Kohima.
Tel. Nos. 0370-2270282 (O)

PUBLIC INFORMATION OFFICERS

- (ii) Shri H. Lungalang, Deputy Secretary, Personnel 'A' Branch).
- (iii) Smti Tainiu, Under Secretary (Personnel 'B' and Vigilance Branch),
- (iv) Shri Nchumbemo Lotha, Senior Research Officer (AR Branch),
- (v) Shri Shashimongba, Senior Pension Analyst (Pension Cell)
- (vi) Shri Kevishu Phucho, O & M Officer (O&M Cell)
- (vii) Shri Vethi Vero, Record Officer (Record Cell),

ASSISTANT PUBLIC INFORMATION OFFICER

- (viii) Smti Ayangla Section Officer (Personnel 'A' Branch).
- (ix) Shri Rongsenlemba Jamir, Public Relation Officer (Personnel 'B' Branch & O&M Cell).
- (x) Shri Pulesoh Khusoh, Asst. Record Officer (Record Cell).

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Procedure followed in Decision Making Process

8.1. What is the procedure followed to take a decision for carious matters? (A reference to Secretariat Manual and Rule of Executive Business Manual, and other rules / regulations etc. can be made)

The P&AR Department is using the Rules/OM issued by the Government of Nagaland from time to time.

8.2. What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

The Department has the following documents as mentioned at Manual 5 above. Decisions are being taken at the level of Chief Minister, Chief Secretary or the Secretary-in-charge of P&AR Department depending on the nature of the case.

8.3. What are the arrangements to communicate the decision to the public?

The Department used to issue the OM/Notifications to the Departments and in all the Heads of Offices. Further, a copy is also sent to the Directorate of I&PR (Publicity Cell attached to the Nagaland Civil Secretariat), for wide publicity through Newspaper.

8.5. Who are the officers at various levels whose opinions are sought for the process of decision making?

Depending on the subject matters the opinion of the Secretary, Law & Justice and Financial Commissioner are sought in addition of the opinions of Administrative Heads of the Department.

8.6. Who is the final authority that wets the decision?

The routine decisions are taken by the Commissioner & Secretary. But the decisions relating to policy matters and other important issues are decided by the Chief Secretary or Chief Minister or the Cabinet as stipulated in the Rules of Executive Business.

8.7. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Subject on which the decision is to be taken	All policy matters
Designation of the officers involved in decision making	Chief Minister, Chief Secretary or the Secretary-in-charge of P&AR Department
Contact information of above mentioned	Secretary-in-charge of P&AR

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Directory of Officers and Employees

9.1. Please provide information in following format a Directory of its officers and employees.

Sl. No.	Name	Designation	Ph. No.		Fax	Email	Address
			Office	Home/Mobile			
1	Shri Temjen Toy	Commr & Secretary	2270105	2245926 9436000096	2270105		P&AR Deptt.
2.	Smti Chubasangla Anar	Joint Secretary	2270282	9436005189			-do-
3.	Shri H. Lungalang	Deputy Secretary		9436000812			-do-
4.	Smti Tainiu	Under Secretary		9436211521			-do-
5.	Shri Shashimongba	Sr. Pension Analyst		9436435035			-do-
6.	Shri Nchumbemo Lotha	Sr. Research Officer		2242170 9436062371			-do-
7.	Shri Kevishu Phucho	O & M Officer		985648021			-do-
8.	Shri Vethi Vero	Record Officer		2225340 9436000480			-do-
9.	Shri Rongsenlemba	Public Relation Officer		9436005149			-do-
10.	Shri Thsatingse Sangtam	Section Officer (Pension)		9856793274			-do-
11.	Smti Ayangla	Section Officer		9436006686			-do-
12.	Shri Pulesoh Khusoh	Asst. Record Officer		9436261978			-do-
13.	Shri Rajusetuo Robert	Asst. Pension Analyst (Pension)		9856259435			
14.	Smti Neisabeino	Jr. Section Officer		9856789093			-do-
15	Smti Rongsenkala	Jr. Section Officer		9856363193			-do-
16	Smti Shilukala	Jr. Section Officer		2242795			
	Shri Vekho Puro	Jr. Section Officer		9863389105			

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The Monthly Remuneration received by each of its Officers and Employees, Including the System of Compensation as provided in Regulations

10.1. Please provide information in following format.

Sl.No	Name	Designation	Basic Pay	Total emoluments
1	Shri Temjen Toy	Commr & Secretary	Rs 53,110/-	Rs 1,14,334/-
2.	Smti Chubasangla Anar	Joint Secretary	Rs 13,875/-	Rs 37,622/-
3.	Shri H. Lungalang	Deputy Secretary (Personnel 'A' Branch)	Rs.12,325/-	Rs.32,718/-
4.	Smti Tainiu	Under Secretary (Vigilance and Personnel 'B' Branch)	Rs.11,950/-	Rs.32,456/-
5.	Shri Shashimongba	Sr. Pension Analyst (Pension)	Rs.12,600/-	Rs.33,247/-
6.	Shri Nchumbemo Lotha	Sr. Research Officer (AR Branch)	Rs.11,950/-	Rs.31,560/-
7.	Shri Kevishu Phucho	O & M Officer (O&M Cell)	Rs.11,625/-	Rs.30,718/-
8.	Shri Vethi Vero	Record Officer (Record Cell)	Rs.10,975/-	Rs.29,031/-
9.	Shri Rongsenlemba	Public Relation Officer (Personnel 'B' Branch and	Rs. 10,000/-	Rs 28,500/-

		O&M Cell)		
10.	Shri Thsatingse Sangtam	Section Officer (Pension)	Rs.9,050/-	Rs.23,585/-
11.	Smti Ayangla	Section Officer (Personnel 'A' Branch)	Rs 8,500/-	Rs 22, 796/-
12.	Shri Pulesoh Khusoh	Asst. Record Officer (Record Cell)	Rs.12,400/-	Rs.32,278/-
13.	Smti Neisabeino	Jr. Section Officer (AR Branch)	Rs.7,300/-	Rs.19,592/-
14.	Smti Rongsenkala	Jr. Section Officer (AR Branch)	Rs.7,300/-	Rs.19,592/-
15	Smti Shilukala	Jr. Section Officer (Personnel 'B' Branch)	Rs.7,300/-	Rs.19,592/-
16	Shri Vekho Puro	Jr. Section Officer (Personnel 'A' Branch)	Rs.6,050/-	Rs.16,254/-
17	Shri Rajusetuo Robert	Asst. Pension Analyst (Pension)	Rs.5,000/-	Rs.13,450/-
18	Shri L. Yemertetba Imchen	Secretariat Asst. (Personnel 'A' Branch)	Rs.5,600/-	Rs. Rs.15,052/-
19	Shri Rabenthung	Secretariat Asst. (AR Branch)	Rs.5,150/-	Rs.13,850/-
20	Smti Mesazonuo	Secretariat Asst (Vigilance Branch)	Rs. 5,000/-	Rs.13,450/-
21	Shri Imtiwapang	Secretariat Asst (Vigilance Branch)	Rs. 5,000/-	Rs.13,450/-
22	Shri Visakhoto	Secretariat Asst (O&M Cell)	Rs. 5,000/-	Rs.13,450/-
23	Smti Apfule	Secretariat Asst (O&M Cell)	Rs. 6,650/-	Rs.17,856/-
24	Shri Neiphrielhou	Secretariat Asst (Record Cell)	Rs.6,800/-	Rs. 18,256/-
25	Smti Khrolou	LDA (Vigilance Branch)	Rs.4,125/-	Rs.11,468/-
26	Smti Nyambeni	LDA (Personnel 'A' Branch)	Rs.	
27	Smti Wonchibeni	LDA (Record Cell)	Rs.4,325/-	Rs.11,648/-
28	Smti Shukti Biswas	Steno (attached to C&S)	Rs.8,000/-	Rs. 21,460/-
29	Smti Thungbeni	Steno (attached to Jt. Secy)	Rs. 4125/-	Rs 11,300/-
30	Smti Marmenla	Typist (Personnel 'A' Branch)	Rs.7,100/-	Rs.19,058/-
31	Smti Kereinuo	Typist (Personnel 'A' Branch)	Rs.6,050/-	Rs.16,254/-
32	Smti Neisele	Typist (AR Branch)	Rs.5,070/-	Rs.13,257/0-
33	Smti Lokyonglo	Typist (AR Branch)	Rs.3,540/-	Rs.9,552/-
34	Smti Tiamenla	Typist (Personnel 'B' Branch)	Rs.8,775/-	Rs.22,957/-
35	Shri Metevil	Typist (Vigilance Branch)	Rs.11,250/-	Rs.30,138/-
36	Smti V. Nei-u	Typist (O&M Cell)	Rs.8,775/-	Rs.23,615/-
37	Smti Kedazole	Typist (Pension Cell)	Rs. 9,050/-	Rs.24,264/-
38	Smti L. Asangla	Typist (Record Cell)	Rs.9,838/-	Rs.26,467
39	Smti Kesuokhrienou	Typist (Record Cell)	Rs.6,500/-	Rs.17,456/-
40	Smti Merry	Typist (Record Cell)	Rs.5,070/-	Rs.13,631/-
41	Shri K. Thingngam	Record Supplier	Rs.4,025/-	Rs.10,848/-
42	Shri Purngangshi	Office Peon (Record Cell)	Rs.3,800/-	Rs.10,306/-
43	Shri Ngotsnyi	Office Peon (Record Cell)	Rs.3,540/-	Rs.9,552/-
44	Shri Spongmeren	Office Peon (Pension Cell)	Rs.3,140/-	Rs.8,544/-
45	Shri Vetatso	Office Peon (O&M Cell)	Rs 3,950/-	Rs 9,700/-

46	Shri Yapiezo	Office Peon (O&M Cell)	Rs 2940/-	Rs 6,900/-
47	Shri Posazo	Office Peon (Personnel 'B' Branch)	Rs.3,660/-	Rs.9,873/-
48	Shri Paulehingbe	Office Peon (Vigilance Branch)	Rs.4,025/-	Rs.10,848/-
49	Shri Kikrozu	Office Peon (Vigilance Branch)	Rs.3,875/-	Rs.10,447/-
50	Shri Yevito Swu	Office Peon (Personnel 'A' Branch)	Rs.3,660/-	Rs.9,933/-
51	Shri Zekutuo	Office Peon (Personnel 'A' Branch)	Rs.2,960/-	Rs.8,003/-
52	Shri Tek Bahadur	Office Peon (Personnel 'A' Branch)	Rs.3,875/-	Rs.10,507/-
53	Shri Zaputo	Office Peon (AR Branch)	Rs.3,280/-	Rs.8,865/-
54	Shri Ghotovi	Office Peon (AR Branch)	Rs.2,605/-	Rs.7,056/-
55	Shri S. Tangieuh Khiam	Office Peon (attached to C&S)	Rs.3,800/-	Rs.10,246/-
56	Shri Nzambemo Lotha	Office Peon (attached to C&S)	Rs.3,345/-	Rs.9,092/-
57	Shri Yongba Phom	Office Peon (attached to C&S)	Rs.3,215/-	Rs.8,745/-

(Manual – 11)
The Budget Allocated to each Agency
(Particulars of all plans, proposed expenditures and reports on
disbursement made)

For Public Authorities responsible for developmental, construction, technical works

11.1. Please provide information about the details of the budget for the different activities under different schemes in the given format

Year _____ :

Sl No	Name of the scheme / Head	Activity	Startin g date of the activity	Planne d end date of the activity	Amount proposed	Amount sanctioned	Amount release d/disbu r- sed (no. of installm ents)	Actual expen -diture for the last year	Responsible officer for the quality and the complete execution of the work
The budget allocation is being controlled by the Home Department (Bill & Cash Branch), Nagaland Civil Secretariat, Kohima.									

For other Public Authorities

Sl No	Head	Proposed Budget	Sanctioned Budget	Amount released/ disbursed (no. of installments)	
The budget allocation is being controlled by the Home Department (Bill & Cash Branch), Nagaland Civil Secretariat, Kohima.					

(Manual 12)
The Manner of Execution of Subsidy Programmes

12.1. Please provide the information as per the following format :

- Name of the Programme / Scheme
- Duration of the programme / Scheme
- Objective of the programme
- Physical and financial targets of the programme (for the last year)
- Eligibility of Beneficiary
- Pre- requisites for the benefit
- Procedures to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application Fee (where applicable)
- Other Fees (where applicable)
- Application (format) where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of attachments (Certificates/ documents)
- Format of attachments
- Where to contact in case of process related complaints
- Details of the available fund (at various levels like district level, block level etc)

Sl No/ Code	Beneficiary Name	Amount of subsidy	Parent/ Guardians	Criteria of selection	Address			
					District	City	Town/ Village	House No.
NIL								

(Manual – 13)
Particulars of Recipients of Concession, permits or Authorisation granted by it

13.1. Please provide the information as per the following format :

- Name of Programme
- Type (Concession / Permits/ Authorisation)
- Objective
- Targets set (for the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession/ Permits/ Authorisation
- Application Fee (where applicable)
- Application format (where applicable)
- List of attachments (Certificates/ documents)
- Format of attachments
- List of beneficiaries ion the format given below

NIL

					Address
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Sl No/ Code	Beneficiary Name	Validity period	Parent/ Guardians	Criteria of selection	Address			
					District	City	Town/ Village	House No.
NIL								

Also provide the following information for concession

- Detail of the benefit given
- Distribution of benefits

(Manual – 14)

Norms set by it for the discharge of its functions

- 14.1 Please provide the details of the Norms/ Standards set by the Department for execution of various activities/ programmes.

The Department does not operate any activities or programmes except dealing with policies and other service matters.

(Manual – 15)

Information available in an electronic form

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

NIL

(Manual – 16)

Particulars of the facilities available to citizens for obtaining information

- 16.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information like

The following information are available in the Department.

- Office Library
- Through Newspaper
- Notice Board
- Inspection of Records in the Office
- System of issuing copies of documents
- Printed Manual Available

(Manual -17)

Other Useful Information

- 17.1. Frequently Asked Questions and their Answers by Public

- 17.2. Related to seeking Information

- The citizens can write their grievances and send it to us.