

**GOVERNMENT OF NAGALAND
DEPARTMENT OF PARLIAMENTARY AFFAIRS**

PARLI/MISC/1-3/2001

Dated Kohima, the 24th June 2010.

RTI DISCLOSURE UNDER SECTION 4(1) (b)

1. THE PARTICULARS OF ITS ORGANISATION, FUNCTION AND DUTIES;

The matters relating to Parliamentary Affairs of the Government of Nagaland were being dealt with by the Department of Law and Justice till October, 1985. The All India Whips Conferences organized by the Union Ministry of Parliamentary Affairs recommended to all State Government to set up a separate Department of Parliamentary Affairs in the States for effective interfacing between various Government Departments and the Legislators. Owing to the recommendation a separate Department of Parliamentary Affairs was created in Nagaland in November, 1985 through Notification No.AR-4/2/82 dated the 15th Oct, 1985.

ADDRESS OF THE OFFICE:

**Department of Parliamentary Affairs
Nagaland Civil Secretariat,
Kohima-797004.
Telephone No : (0370)2271336.**

OFFICE TIMINGS:

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

(ii) THE POWERS AND DUTIES OF IS OFFICERS AND EMPLOYEES.

Officers & Staffs		
Sl No.	Name & Designation	Work Assign
1.	N. BEJAMIN NEWMAI SECRETARY	(I) Admn. Head (ii) Policy matters/ general administration (iii) Orders/Sanctions/Approvals (iv) Confidential & Disciplinary matters. (v) ACRs etc....

2.	-Do-	<ul style="list-style-type: none"> (i) Control/Supervision of the Branch (ii) Reporting Officers of ACRs of the Staff. (iii) To assist Secretary.
3.	T.KHUVILI SEMA SECTION OFFICER	<ul style="list-style-type: none"> (i) Implementation of Government Assurance. (ii) Correspondence with the Government of India. (iii) Implementation of different report of the Committee on Subordinate Legislation. (iv) PUC/Assurance/Business of the House in regard to NLA.
4.	T.KHUVILI SEMA SECTION OFFICER	<ul style="list-style-type: none"> (i) All Departments in the Nagaland Service Rules. (ii) Establish matters of Parliamentary Affairs Department. (iii) Annual Administrative Reports (iv) The State Act/Central Act and Central rules in Nagaland.
5.	1.T. KHUVILI SEMA SECTION OFFICER 2. AKHROLE JUNIOR SECTION OFFICER	<ul style="list-style-type: none"> (i) Salaries & Facilities of MLAs Ministers/ Parliamentary consultative committee. (ii) Youth Parliamentary Competition. (iii) Inter College Parliamentary Quiz competition. (iv) All matters relating to Nagaland Legislative Assembly.
6.	1.THEKRUVIU SECTT. ASSISTANT 2.LHOGOLI ...DO...	<p>Attached to Research Cell.</p> <p>All Diaries</p> <p>All Dispatches</p>
7.	PENTSSOLO STENO	Attached to Secy.

8.	1.CHONGPONGLA 2.IMTISUNGLA 3.SUPENLA	TYPIST DO... Attached to research cell
9.	1.NEISALIE 2.YANBEMO 3.AVOLE	Dak DO... DO... DO...

(iii) THE PRODUCERE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

All Official correspondences from the Ministry, NGOs, and other Departments are received by the Secretary and endorsed to the branch after entering in the proper receipt and dispatch registers.

All important matters relating to policy, financial implication and decision are put up to the Minister in- charge through the Secretary as per normal producer.

(iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

Any rule/orders/notification issued by the government from time to time are followed.

(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, regulation, instruction, manuals and records as given by the Government are followed.

(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;

NONE

(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;

NONE

(viii) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND THE OTHER BODIES CONSISTING OF TWO OR MORE PERSON CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVCE,

AND AS TO WEATHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;

NONE

(ix). A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

SL. NO	NAME	DESIGNATION	Ph.No		Mobile	E-Mail
			Office	Res		
1.	N.BENJAMIN NEWMAI	SECRETARY	2271336		9436061197	
2.		UNDERSECRETARY				
3.	T.KHUVILI SEMA	SECTION OFFICER (1)			9436400241	
4.	AKHROLE	JUNIOR SECTION OFFICER			902029965	
5.	THEKRUVIU0	SECTT.ASST.				
6.	LHOGHOLI	--DO--				
7.	PENTSSOLO	STENO			9856071364	
8.	CHONGPONGA	TYPIST			9856153630	
9.	IMTISUNGLA	--DO--		2228942	9856132167	
10.	SUPENLA	--DO--				
11.	NEISALIE	PEON			9436811296	
12.	YANBEMO	--DO--				
13.	NEILAKUOLIE					
14.	AVOLE	-DO-			9856513575	

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;

Sl.No	Name of the Officer/Staff	Designation	Basic Pay -	Salary
1.	N.Benjamin Newmai	Secretary	19,900/-	51,741
2.	T.Khuvili Sema	Section Officer	7,900/-	20751
3.	Akhrole	Junior Section Officer	6,350/-	17054
4.	Thekruviu	Sectt Asst	6650/-	17856
5.	Logholi	Sectt Asst	6650/-	17856
6.	Chopongla	Typist Gr I	6200/-	16189
7.	Neilakolie	Dufftry	4590/-	12362
8.	Yanbemo Ngullie	Peon	3875/-	10447
9.	Neisalie	Peon	3410/-	9265
10.	Avolie	Peon	2550/-	6908
11.	Pentssolo	Stenographer (fixed)	3500/-	
12.	Imtisungla	Typist (fixed)	3000/-	
13.	Supenla	Typist (fixed)	3000/-	

(xi) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE;

The Budget Allocation for the Year 2008-09 was Rs.4 lakhs Non-Plan and under Plan Rs. 55.00 and for the year 2009-10. was Rs.4.00 lakhs under **non-plan** and **Rs.63** lakhs under the **plan**. The funds have been utilized during the current year, for organizing Youth Parliament Competition, Parliamentary Quiz in all Districts and at State level. Officially sponsored visit of Member of Legislative Assembly to places of interest. Organisation of Orientation Courses for MLAs/Teachers and strengthened establishment of Research cell cum Library with addition of books as under:-

Expenditure in theyear 2008-09

1. Research Cell cum Library	Rs.22,50000/-
2. Parliamentary Study Tour	Rs. 14,98701/-
3. District Parliamentary Quiz and Youth Parliament Competition	Rs. 695871/-
4. Youth Parliament and State Level Parliamentary Quiz	Rs. 579719/-
5. Youth Parliamentary Expedition,	Rs. 875709/-

Total Rs 5900000/-

Expenditure in theyear 2009-10

1. Research Cell cum Library	Rs.2500000/-
2. District Parliamentary Quiz	Rs.600000/-
3. Orientation Programme	Rs.887956
4. Youth Parliament and State Level Parliamentary Quiz	Rs.827888/-
6. Parliamentary Conferences	Rs.272117/-
7. Parliamentary Study Tour	Rs.612044/-
8. Youth Parliamentary Expedition	Rs.10,00000/-

Total Rs 6700005/- = Rs. 6700000/-

(xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME, INCLUDING THE AMOUNTS ALLOCATES AND THE DETAILS OF THE BENIFICARIES OF SUCH PROGAMME;

No subsidy progammes

(xiii) PARTICULARS OF RECIPIENTS OF CONCESSION, PREMITS OR AUTHORIZATIONS GRANTED BY IT;

---N.A---

(xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FROM;

NONE

(xv) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF THE LIBRARY OR THE READING ROOM, IF MAINTAIN FOR THE PUBLIC USE;

The Department Parliamentary Affairs has a Research Cell-cum-Library located on the first floor of the State Library, Kohima, which is operational on all working days from 11am to 4pm where reading facilities can be availed. This can be checked through govt. Website. Nagaland.nic.in.

(xvi) THE NAMES, DESIGNATIONS AND OTHER PARTICULAR OF THE PUBLIC INFORMATION OFFICERS;

(a) APPELATE AUTHORITY.

Shri. N. Benjamin Newmai. Secretary. Tel. NO. (0370) 2271336.(0)

(b) PUBLIC INFORMATION OFFICER

NIL

(c) ASSISTANT PUBLIC INFORMATION OFFICER.

Smti.T.KHUVILI SEMA Section Officer. Mob.9436400241.

(xvi) HE PARTICULARS OF FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF THE LIBRARY OR THE READING ROOM, IF MAINTAIN FOR THE PUBLIC USE;

The Department of Parliamentary Affairs has a Research- Cell-cum-Library, located on the first floor of the State Library, Kohima, which is operational on all working days from 11am to 4pm where reading facilities can be availed by the public. This can be checked through Govt. website Nagaland.nic.in.com.

(xvii) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THERAFTER UPDATED THESE PUBLICATION EVERY YEAR