

## MANUAL-II

### **Section 4 (1) (b) (ii) of Right to Information Act 2005**

Powers and Duties of Officers and Employees  
Directorate of Rural Development,  
Nagaland

#### **B. Details of Duties and Responsibilities of Officers and Employees**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Responsibilities</b>
<b>1</b>	Shri. Metsubo Jamir Director	- Overall Supervision of the Department - Administrative Head, - Giving right direction to the Department, - Framing plan and policy in relation to the Dept. for Govt. approval.
<b>2</b>	Addl. Director	- General Supervision of Works of all Branches. - Drawing & Disbursing Officer (DDO) of the Directorate.

#### **Division - I ADMINISTRATION/ ESTABLISHMENT/ ACCOUNTS/**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
<b>1</b>	Shri Tsukjem Alinger Joint Director	<b><u>Over all supervision/Incharge of Div - I</u></b> 1. General Administration
<b>2</b>	Shri K. Neibou Sekhose	2. Establishment/ Training/ Pensions
<b>3</b>	Shri. Imtimendang Sr. Accounts Officer	3. Stationary 4. Medicine 5. All Accounts matters 6. Budget & Account 7. Audit Replies 8. C & AG/ PAC

Information on Right to Information

Version 04.10

#### **Division - II PLANNING, INDIRA AWAAS YOJANA (IAY) PMGY (HOUSING)**

<b>SL No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
<b>1</b>	Shri. Implimeren Jt. Director	<b><u>Over all supervision/ Incharge of Div - II</u></b> 1. IAY
<b>2</b>	Shri. Tiangro RDO	2. BMGY (Housing) 3. PMGSY 4. Annual Plan/Administrative Report 5. Rural Roads

<b>3</b>	Shri Zeiba Heime RDO	6. Utilization Certificate 7. Reports & Returns 8. Assembly & Parliament Questions/ Replies relating to subjects assigned.
<b>4</b>	Smti Sedevinuo Rio RDO	

**DIVISION – III**

**GRANT-IN-AID/ADDLGRANT-IN-AID/ MCG/  
MICRO FINANCING.**

<b>SL No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
<b>1</b>	Shri Kedizhalhou Yano Jt. Director	<b><u>Over all supervision/ Incharge of Div –III</u></b> 1. Grant-in-Aid 2. Matching Cash Grants 3. Post Office Term Deposit 4. U.C/ Reports & Returns 5. Audit Reports/ Replies 6. Assembly questions etc. related to subject assigned 7. All VDB matters 8. Matters relating to Panchayati Raj 9. Micro Financing (VDBs as Financial Intermediaries)
<b>2</b>	Shri K. Neibou Sekhose Asst. Director	
<b>3</b>	Smti Hisinle Kent RDO	
<b>4</b>	Shri Chumthungo RDO	
<b>5</b>	Smti Phangphe Wangsha RDO	
<b>6</b>	Smti Rachael Himb RDA	

*Information on Right to Information*

*Version 04.10*

**DIVISION - IV**

**SWARANJAYANTI GRAM SWAROZGAR YOJANA  
(SGSY)/ DRDA PROJECT ADMINISTRATION  
SCHEME/ BRGF**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
<b>1</b>	Shri C. Puro Jt. Director	<b><u>Over all supervision/ Incharge of Div – IV</u></b>  1. SGSY & BRGF 2. DRDA Project Administration Scheme 3. Matters related to CAPART 4. Matters related to Banks 5. Audit Reports/ Replies/Utilization Certificates/Assembly/Parliament Questions etc
<b>2</b>	Smti Thungdeno Dy. Director	
<b>3</b>	Shri Matsung Asst. Director	
<b>4</b>	Smti. Toshimongla Asst. Director	
<b>5</b>	Smti Dukhrulu Lohe RDO	
<b>6</b>	Smti Wekro RDO	
<b>7</b>	Smti Thungbeni RDO	

<b>8</b>	Shri Kezevituo RDO	
<b>9</b>	Smti Elisla Ao RDA	

**DIVISION – V**

**NATIONAL RURAL EMPLOYMENT GUARANTEE  
SCHEME (NREGS)/ TPT**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
<b>1</b>	Shri. Keviyetsu Jt. Director	<p><b><u>Over all supervision/ Incharge of Div –V</u></b></p> <ol style="list-style-type: none"> <li>1. All matters relating to NREGA including proposals</li> <li>2. Reports&gt;Returns</li> <li>3. Audit Reports/Replies (NREGA)</li> <li>4. Assembly &amp; Parliament Questions related to SGSY/NREGA</li> <li>5. All matters relating to NREGS including proposals, Report &amp; Returns etc.</li> <li>6. All matters related to Transport</li> </ol>
<b>2</b>	Smti. Neizovonuo Asst. Director	
<b>3</b>	Shri. G. Thong Asst. Director	
<b>4</b>	Shri Samuel Phom	
<b>5</b>	Smti Bendangwatila RDA	
<b>6</b>	Smti. Vizonuo RDA	

*Information on Right to Information*

*Version 04.10*

**DIVISION - VI      **MONITORING/ EVALUATION/ PUBLICITY/  
PUBLICATION/ RTI/ MEETINGS****

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
<b>1</b>	<b>Shri. K. Neibu Sekhose</b> Asst. Director	<ol style="list-style-type: none"> <li>1. Matters relating to Monitoring &amp; Evaluation</li> <li>2. Matters relating to periodical publication of Departmental Activities etc.</li> <li>3. Matters relating to publicity/Radio/ Doordarshan</li> <li>4. Public Grievances</li> <li>5. Conference Matters</li> <li>6. Matters relating to Right to Information Act</li> </ol>
<b>2</b>	Shri Muleto Tunyi RDO	
<b>3</b>	Shri. K. Solo Statistical Officer	
<b>4</b>	Shri. Ekonthung RDA	
<b>5</b>	Smti. Kezhale-ü RDA	

**DIVISION - VII**

**CIVIL WORKS & ENGINEERING WING**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
---------------	-------------------------------	----------------------

<b>1</b>	Er. I. Tiameren Executive Engineer	<b><u>Over all supervision/ Incharge of Div – VII</u></b>  1. Civil works & Engineering Matters under R.D. Programme  2. Scrutiny of Technical Estimates of Village Plan  3. Utilization Certificate
<b>2</b>	Er. Sakumongba Asst. Engineer	
<b>3</b>	Er. Waritsungba Junior Engineer	
<b>4</b>	Er. Melehole S.O. - II	

The officer's in-charge of the Division VI shall act as Public Relation Officer for Doordarshan/AIR.

Monitoring, Evaluation, Publicity & Publication Wing has been set up with a view to monitor various activities of the Department undertaken at different level. If required, conduct spot verification/test and sample checking of the works executed at District, Block and at various level. This wing will act as Information Bank. Data shall be compiled and analyzed for any Evaluation Study and publish periodical publication of the Departmental activities for wide publicity and awareness of the rural people. This wing shall act like a watchdog of the Department's function directly under the control of the Addl. Director and Director.

Information on Right to Information

Version 04.10

**OFFICERS ATTACHED TO OTHER:**

1. Smti. Shoyhunle Nyethong, RDO : Attached to NEPED
2. Shri. Vasu, Steno-I : Attached to Parliamentary Secretary, RD & REPA
3. Shri Theose Sangtam, RDO : Attached to Commissioner & Secretary to the Govt. of Nagaland, RD Department

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
<b>1</b>	Shri. Lanuwabang Registrar	<b>Over all Supervision of Establishment Branch – I, II &amp; III</b>

**A. Establishment Branch – I**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
	Smti. Kikrulhounuo, Superintendent -	<b>Over all supervision of Establishment Branch -I</b>
<b>1</b>	Shri Yangba UDA	i) Creation of post-DRDA/Block
<b>2</b>	Smti. Yabangla UDA	ii) Post Confirmation/ Continuation
<b>3</b>	Smti. Noketole LDA	iii) Permanency
<b>4</b>	Smti. Moasenla LDA	iv) Incumbency list
<b>5</b>	Smti. Neikerhenuo LDA	v) Establishment Return & Casual leave
<b>6</b>	Smti. Neilaü LDA	vi) Gen. & Misc. Correspondences
		vii) All matters relating to Technical posts both Gazetted & Non-Gazetted- All matters relating to Registrar/ Steno-I/ AO/ Superintendent/ OM/ Sr. HA/ JAO, Gazetted Officers.
		viii) All matters relating to Gr-III & Gr-IV

<b>7</b>	Shri Wabang, LDA	ix) Staff under Directorate All matters relating to Gr-III staff under DRDAs/ Blocks x) All matters relating to Gr-IV Staff under DRDAs/ Blocks xi) All matters relating to ANM & Dhai xii) Statistical Wing/ VLW xiii) Training.
----------	---------------------	--

*Information on Right to Information*

*Version 04.10*

**B. Establishment Branch – II**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
Smti. Tosheli, Superintendent- <b>Over all supervision of Establishment Branch - II</b>		
<b>1</b>	Smti. Ayula UDA	i) All matters relating to GS/ MS/ RDA/ Investigator/ Steno.
<b>2</b>	Smti. Arenla UDA	ii) All matters relating to Drivers.

**C. Transport/Stationery Branch – III**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
<b>1</b>	Shri. I. Wati Sr. Accountant	i) All matters relating to Transport.
<b>2</b>	Smti. Atoli UDA	
<b>3</b>	Smti. Khetoli UDA	ii) All matters relating to Stationery/ Maedicine

**D. Account Branch - IV**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
<b>(A) Shri. Chikrosayo, Superintendent</b>		
<b>1</b>	Shri. Mhathung UDA	1. Preparation of Annual Budget/ Expenditure 2. Audit/ P.A.C. 3. Civil works Bills 4. T.A. 5. Matter relating to GPF/ Pension & Bills 6. Preparation of Gazetted Officer pay/ M.R. bills 7. Preparation of Staff pay (Non-Plan) 8. Preparation of Staff pay (Plan) 9. Contingency pay 10. ADA arrear 11. Maintenance of G.P.F statement of Gr-IV (Dte) 12. Submission of monthly Expdr. & Revenue. 13. Medical Re-imburement
<b>2</b>	Smti. Ketsorele UDA	
<b>3</b>	Shri. Walonyü LDA	
<b>4</b>	Smti. Ayingmongla LDA	
<b>5</b>	Shri. Kenezelie LDA	
<b>6</b>	Smti. Tiajungla LDA	

**N.B:** 1. Shri Chikrosayo, Supdt. : Cashier (till permanent Cashier is arranged)  
2. Shri Arjun Poudal, Duftry : To assist Superintendent (Account)

*Information on Right to Information*

*Version 04.10*

**E. Other Assignments**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
<b>1</b>	Shri Wabang LDA	Store, Dimapur.
<b>2</b>	Shri Vizopra LDA	A.G. Duty
<b>3</b>	Shri Keduopu LDA	Attached to Commissioner & Secretary (RD)
<b>4</b>	Smti Ayaphi, Typist	Attached to Joint Director (NREGA)

**F. Receipt & Dispatch**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
<b>1</b>	Smti Kiholi Typist	Shall look after Receipt in addition to her normal duties.
<b>2</b>	Smti Apokla Typist	Shall look after Dispatch in addition to her normal duties.

**G. Stenographers**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned Attached to</b>
<b>1</b>	<b>2</b>	<b>3</b>
1	Shri Sasidharan R Sr. Gr-II	Director
2	Smti Neikehenuo Gr-III	Addl. Director
3	Smti. Rongsenlemla Gr-III	Jt. Director, (Administration)
4	Shri. Moses Gr-III	Jt. Director, GIA
5	Smti L Imngoi Gr-III	Jt. Director, SGSY
6	Smti. Onenmenla Gr-III	Jt. Director, NREGA/ TPT
7	Smti. Alemla Imsong Gr-III	Jt. Director (Planning)

*Information on Right to Information**Version 04.10***G. Drivers**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned Duties/Attached to</b>
1	Mapu	Head Driver
2	Imsurangmok	Director
3	Limatemsu	-do-
4	B.P. Adhikar	-do-
5	Sek hazou	-do-
6	Temjenmeren	-do-
7	Tilak Chetri	Addl. Director
8	Imlitemjen	-do-
9	Ghoshito	Shri Kedizhalhou, Jt. Director
10	Lal Babu Singh	Shri Imlimeren, Jt. Director
11	T.B. Gurung	Shri Keviyetsu, Jt. Director
12	Longkham	-do-

13	Mezhulhou	-do-
14	Aso Angami	Jt. Director Pool Vehicle
15	Moanungsang	Shri C. Puro, Jt. Director
16	Khulu	Smti Imnukshila, Dy. Director
17	Avishe	Er. Tiameren, Executive Engineer
18	Uttam	Shri K. Neibou Sekhose, Asst. Director
19	Limatangit	Smti Neizovonuo, Assistant Director
20	Tsukjemwati	Shri Imtimendang, Sr. A.O
21	Imkumzukba	Shri Lanuwabang, Superintendent
22	Kilangzulu	Shri Sakumongba, Asst. Engineer
23	Moatoshi	Shri Waritsungba, J.E.
24	S.P. Sharma	Attached to BDO Dhansiripar
25	Bendang	Staff Bus
26	Angumsosang	-do-
27	Chandra Singh	Attached to Parliamentary Secretary, RD
28	Biniram Sharma	Attached to Commr. Secy. (RD)
29	Y. Nakong	-do-
30	Avito	Spare
31	Rudulie	Spare

#### H. Peon

SL. No	Name & Designation	Work Assigned Attached to
1	Shri. Vishito	Director
2	Shri. Kika Temjen	-do-
3	Shri. Tialiba	-do-
4	Shri. Masatuba	Addl. Director
5	Shri. Kihoi	Shri. Kedizhalhou, Jt. Director
6	Shri. Kikruto	Shri. Implimeren, Jt. Director
7	Shri. Implimatsung	Shri Keveyietsu, Jt. Director
8	Shri. Ahyulo	Shri. T.C.Vese, Jt. Director
9	Shri. Neilezo	Estt. Branch-III
10	Shri. Limawati	Dak Runner
11	Shri. Dungoi	Attached to NREGA Cell

*Information on Right to Information*

*Version 04.10*

SL. No	Name & Designation	Work Assigned Attached to
12	Shri. Naholi	Attached to Estt. Branch I & II
13	Shri. Khuito	Attached to Accounts Branch
14	Shri. Sepekralie	Treasury/ Bank duty
15	Shri. Marwati	Shri. C. Puro, Jt. Director
16	Shri. Kitoi	Attached to Minister (Power)
17	Shri. Yanithung	Attached to Achum Ngully, Rtd. Commr. Secy, RD
18	Shri. Shrista	Attached to Toshi Aier, Finance Commr.

#### J. Sweeper

SL. No	Name & Designation	Work Assigned
1	Smti. Kaholi	Sweeping & Cleaning of office upstairs

#### K. Night Chowkidar

SL. No	Name & Designation	Work Assigned
1	Shri. Zhieto	Night duty

#### Contingency & Work Allotted

##### L. Peon

SL. No	Name & Designation	Work Assigned
--------	--------------------	---------------

1	Shri. Atobo S. Aye	Attached to Monitoring Cell
2	Shri Simon Seb	Attached to Engineering Branch
3	Ajalie Sazhu	Generator Operator
4	Tinicheba Phom	
5	Y. Yenke Phom	
6	Y. Chongten Phom	

**M. Sweeper**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
1	Smti. Thekhengolu	Sweeping & Cleaning of office downstairs
2	Smti. Chivatalu	-do-
3	Smti. Selhouvonuo	-do-

**N. Mali**

<b>SL. No</b>	<b>Name &amp; Designation</b>	<b>Work Assigned</b>
1	Shri. Menuokhrielie	Responsible for maintenance of Flowers, Plants & Trees in the campus.
2	Shri. Zevizolie	-do-