

## MANUAL-II

### POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES ON THE DIRECTORATE OF SCHOOL EDUCATION:

Sl.No	Name & Designation	Duties Assigned
1	Nipusilie Angami Director.	<ul style="list-style-type: none"><li>• Over all Administrative Incharge as HOD.</li><li>• All powers delegated under Delegation of Financial &amp; Cognate Power Rules.</li><li>• All confidential, Secret matters not assigned to officers.</li></ul>
2	N.Khevito Zhimo Addl. Director.	<ul style="list-style-type: none"><li>• Elementary Education.</li><li>• Scholarship/ Transport.</li><li>• Interview &amp; Regularization of (UGT/GT) Teachers.</li><li>• All India Survey.</li><li>• Coordination with SCERT /UNICEF /EQUIP /CCRT /NIERE.</li><li>• Women Education/Training.</li><li>• Seniority of G.T, Supervisors (AE).</li><li>• Text Book Production.</li><li>• Matter relating to language policy / SIS.</li></ul>
3	K.J.Lohe. Jt.Director.	<ul style="list-style-type: none"><li>• SSA.</li><li>• Nodal Officer Sainik School Punglwa.</li></ul>
4	P. Vese. Jt.Director.	<ul style="list-style-type: none"><li>• Higher Secondary/Secondary</li><li>• Planning/CSS/Scholarship/All India Survey.</li><li>• Academic, Evaluation &amp; Monitoring.</li><li>• Development</li><li>• Matters relating to Pvt. Schools.</li><li>• Matters relating to NEC Schemes.</li><li>• Nodal Officer Directorate Building.</li><li>• Academic, Evaluation &amp; Monitoring.</li><li>.</li></ul>
5	B. Tingshem. Jt.Director.	<ul style="list-style-type: none"><li>• Administration &amp; Establishment</li><li>• Elementary/PET/Science Education</li><li>• Mid-Day Meal Scheme.</li><li>• Land encroachment.</li><li>• Legal matters/NFTW/Transport.</li><li>• Reservation Policy ST/SC Special Education Schemes.</li><li>• Seniority/ Civil list officers &amp; Ministerial staff.</li><li>• Sports and other curricular activities.</li></ul>
6	Lecho Krocha. Dy.Director.	<ul style="list-style-type: none"><li>• D.D.O.(Drawing &amp; Disbursing Officer).</li><li>• Adult Education.</li><li>• Asstt. Education Survey Officer.</li></ul>
7	K. Shaiza.	<ul style="list-style-type: none"><li>• Education Technology.</li></ul>

	Dy. Director. <i>Officer-in-charge ET Cell.</i>	<ul style="list-style-type: none"> <li>• Liaison with AIR, Doordarshan.</li> </ul>
8	Phutoli Jamir. Dy. Director.	<ul style="list-style-type: none"> <li>• Science Education/ Secondary/Elementary Mokokchung.</li> <li>• Confirmation of Post.</li> <li>• Seniority / Civil list officers &amp; Ministerial Staff.</li> <li>• Nodal Officers Mokokchung (Communitisation)</li> </ul>
9	Khehoni Zhimo. Dy. Director.	<ul style="list-style-type: none"> <li>• Administration &amp; Establishment.</li> <li>• Elementary Dimapur.</li> <li>• All Inquires, Vigilance, Police case</li> <li>• Confidentials</li> <li>• Nodal Officers to Finance Dept.</li> </ul>
10	P.M.Jami. Sr.A.O.	<ul style="list-style-type: none"> <li>• All matter specified in charter of duties of A.O issued by the Finance Department.</li> <li>• Pension &amp; GPF.</li> <li>• All Audit matters of the Department, PAC &amp; CAG etc.</li> <li>• Preparation &amp; control of Budget.</li> <li>• Monitoring of expenditure under Plan &amp; Non-Plan.</li> <li>• Matters regarding Financial Rules.</li> </ul>
11	Limawabang. System Analyst.	<ul style="list-style-type: none"> <li>• Education Technology.</li> <li>• EMIS &amp; Maintenance of computer equipments.</li> <li>• Data base on manpower of the department.</li> <li>• Matters regarding Computers, training of personal.</li> <li>• Monitoring, Evaluation &amp; Record keeping.</li> </ul>
12	Dr. Chuba Dy. Director.	<ul style="list-style-type: none"> <li>• I.E.D.C/Health Programme</li> <li>• Matters regarding Medical Advance &amp; Re-imburement.</li> </ul>
13	Kelhousezhü. Registrar.	<ul style="list-style-type: none"> <li>• Establishment/Administration.</li> <li>• GSS.</li> <li>• Parliament &amp; Assembly matters.</li> <li>• All other works not assigned to Superintendents..</li> </ul>
14	Pollen Tep. Dy. Director.	<ul style="list-style-type: none"> <li>• Agri. Education/ Development.</li> <li>• Eco / Environmental Club etc.</li> <li>• Public grievances/complaint through media.</li> <li>• SIS/ Seniority list of G/Ts &amp; SIS.</li> <li>• Disaster Management.</li> </ul>
15	Kewhechilo Khape. Asstt. Director.	<ul style="list-style-type: none"> <li>• Elementary Phek./Nodal Officer Phek(Commt)/Text book</li> <li>• Secondary Phek.</li> </ul>
16	Zaputuo. Asstt. Director.	<ul style="list-style-type: none"> <li>• Elementry/Secondary Tuensang/P.E.T/Nodal Officer TSG(Commt).</li> <li>• Sports and other curricular activities.</li> <li>• Land encroachment / Transport.</li> </ul>
17	T.David Humtsoe. Asstt. Director.	<ul style="list-style-type: none"> <li>• Scouts &amp; Guide/NCC, Youth Parliamentary related matters</li> <li>• Elementary Wokha/Nodal officer Wokha(Commt).</li> </ul>
18	Kekusho Dy. Director.	<ul style="list-style-type: none"> <li>• Higher Secondary/ Vocational Education.</li> <li>• Monitoring/Evaluation &amp; Academic / Higher Secondary.</li> <li>• All Legal &amp; Confidential matters/ Scholarships.</li> </ul>

		<ul style="list-style-type: none"> <li>• Planning/CSS.</li> </ul>
19	Pekhoü Sakhrie. Asstt. Director.	<ul style="list-style-type: none"> <li>• Elementary/ Secondary Kohima/Nodal officers Kohima (Commt).</li> <li>• Mid day Meal</li> </ul>
20	Lolenla Imchen . Asstt. Director	<ul style="list-style-type: none"> <li>• Distance/Open Education.</li> </ul>
21	Nukshilepba. Asstt. Director.	<ul style="list-style-type: none"> <li>• Elementary Mon/Nodal Officer Mon (Commt).</li> <li>• Secondary Mon.</li> <li>• Incharge Communitisation.</li> </ul>
22	Vikiho. Asstt. Director.	<ul style="list-style-type: none"> <li>• Secondary Zunheboto.</li> <li>• Elementary Zunheboto /Nodal Officer Zunheboto(Commt).</li> <li>• Reservation Policy, SC/ST, Special Education Programme.</li> </ul>
23	Senthang. Asstt. Director.	<ul style="list-style-type: none"> <li>• Elementary Kiphire. Nodal Officer Kiphire(Commt)</li> <li>• Interview &amp; Regularisation of (UGT/GT) Teachers.</li> </ul>
24	Imti Chang. Jr.A.O	<ul style="list-style-type: none"> <li>• To assist Sr. AO in all accounts matters.</li> </ul>
25	Neilasäü. Steno Gr-I	<ul style="list-style-type: none"> <li>• PA to Director.</li> <li>• To assist Director in all official confidential matters.</li> <li>• Maintenance of ACR's (Gazetted Officers).</li> </ul>
26	Asonuo Ndang. OSD.	<ul style="list-style-type: none"> <li>Elementary Peren. Nodal Officer Peren(Commt)</li> <li>• Secondary Peren.</li> <li>• Officers Meetings VIP'S visit refreshment etc.</li> </ul>
27	Neituoselie. Secretary BEE.	<ul style="list-style-type: none"> <li>• NFTW.</li> <li>• Collection of data Teachers/Students/PSP.</li> <li>• Secondary Longleng/NBSE Matters.</li> </ul>
28	Arenjenba. OSD.	<ul style="list-style-type: none"> <li>• Hindi Education.</li> <li>• Elementary Longleng/ Nodal Officers Longleng(Commt).</li> <li>• PIO(Incharge DSE).</li> </ul>
29	Neisebei-ü. OSD Evaluation.	<ul style="list-style-type: none"> <li>• Monitoring Evaluation of Secondary/Elementary.</li> <li>• Officer's meeting. VIP's visit refreshment etc.</li> </ul>
30	Vizokhonuo. Research Officer.	<ul style="list-style-type: none"> <li>• Planning.</li> <li>• NUEPA (training).</li> <li>• Kendra Navodaya Vidhayala / IGNOU/V.G.C.O/ Youth Parliament.</li> <li>• Collection of data on teachers etc.</li> <li>• Management on expenditure on Finance Commission.</li> </ul>
31	Kilemsüngla. Special Officer (Women)	<ul style="list-style-type: none"> <li>• Women Education.</li> <li>• Early Child Care.</li> <li>• Secondary Wokha.</li> </ul>
32	Chubanungsang. T.O.	<ul style="list-style-type: none"> <li>• All training matters.</li> </ul>
33	Paukathing. HM attached to DSE.	<ul style="list-style-type: none"> <li>• Confirmation of post.Continuation of temporary Post</li> <li>• Secondary Dimapur/Regularisation of G/T/ NREGA</li> </ul>
34	M. Medom. Superintendent.	<ul style="list-style-type: none"> <li>• Scholarship /RIMC/Sainik School.</li> <li>• Higher Secondary / Dev/Science Education.</li> <li>• Secondary/Youth Parliament &amp; Vocational Guidance counseling.</li> </ul>

35	N. Solo. Superintendent.	<ul style="list-style-type: none"> <li>• GSS/ HSS/TPT.</li> <li>• Hindi.</li> </ul>
36	Imnameren Ao. Superintendent.	<ul style="list-style-type: none"> <li>• Elementary.</li> </ul>
37	Viwhuonuo. Superintendent.	<ul style="list-style-type: none"> <li>• Elementary.</li> <li>• Textbook.</li> </ul>
38	Keduolhoulie. Superintendent.	<ul style="list-style-type: none"> <li>• Administration &amp; Establishment.</li> </ul>
39	Neitso Noudi. Superintendent.	<ul style="list-style-type: none"> <li>• Health/ Physical/ I.E.D.C/ E.T/Women Education.</li> </ul>
40	Sovizelhau. Asstt.Research Officer	<ul style="list-style-type: none"> <li>• Planning.</li> <li>• State Education Commission/Committees.</li> <li>• Maintenance of list of Govt. &amp; Private Schools.</li> </ul>
41	Khriesano Nagi. Planning Officer.	<ul style="list-style-type: none"> <li>• Planning.</li> <li>• State Education Commission/Committees.</li> <li>• Maintenance of list of Govt. &amp; Private Schools.</li> </ul>
42	Neisathienuo. Script Writer.	<ul style="list-style-type: none"> <li>• To assist Dy. Director E.T.Cell.</li> </ul>
43	Dziesetuonuo Mepfhüo. PCSW.	<ul style="list-style-type: none"> <li>• To assist Dy. Director E.T.Cell.</li> </ul>
44	Kikatamba. E.O.	<ul style="list-style-type: none"> <li>• Section Incharge (Legal &amp; Confidential matters).</li> </ul>
45	Temjenmenla. E.O	<ul style="list-style-type: none"> <li>• To assist Jt. Director, Academic, Evaluation and Monitoring.</li> </ul>
46	Imtitula. E.O.	<ul style="list-style-type: none"> <li>• To assist Jt.Director, Academic, Evaluation and Monitoring.</li> </ul>
47	Sazolie. E.O.	<ul style="list-style-type: none"> <li>• To assist Jt. Director Academic, Evaluation and Monitoring.</li> </ul>
48	Ngulieneinuo Rutsa. E.O.	<ul style="list-style-type: none"> <li>• To assist Jt. Director Academic, Evaluation and Monitoring.</li> </ul>
49	Temsutola. Compiler.	<ul style="list-style-type: none"> <li>• To assist Jt. Director, Academic, Evaluation &amp; Monitoring.</li> </ul>
		<ul style="list-style-type: none"> <li>•</li> </ul>
50	R. Ekonthung Lotha. E.O.	<ul style="list-style-type: none"> <li>• To assist Deputy Director (Adult Education).</li> </ul>
51	T. Vero. Special Officer.	<ul style="list-style-type: none"> <li>• To assist Dy. Director (IEDC).</li> </ul>
		<ul style="list-style-type: none"> <li>•</li> </ul>
52	Vizheto Sema. LO Sumi.	<ul style="list-style-type: none"> <li>• Respective Language matters assigned for Textbooks.</li> </ul>
53	Pangersenla. L.O. Ao	<ul style="list-style-type: none"> <li>• Respective Language matters assigned for Textbooks.</li> </ul>
54	C. Yongong Konyak. L.O. Konyak	<ul style="list-style-type: none"> <li>• Respective Language matters assigned for Textbooks.</li> </ul>
55	Temsula Statiscal Officer	All duties assigned as per office order NO.ED/EST/B-10/93-94 dated 18 <sup>th</sup> july 2001

		To coordinate with officer in charge of monitoring & Evaluation.
56	R. Pusa. L.O. Angami.	• Respective Language matters assigned for Textbooks.
57	Nchumbemo. L.O. Lotha.	• Respective Language matters assigned for Textbooks.
58	Dikha Chakhesang. L.O. Chakhesang.	• Respective Language matters assigned for Textbooks.
59	Paulungning. L.O. Zeliang	• Respective Language matters assigned for Textbooks.
60	Haokam Singsit. L.O. Kuki.	• Incharge Text Book.
61	Sherhinle Keppen. L.O. Rengma.	• Respective Language matters assigned for Textbooks.
62	C. Tsalongse. L.O. Sangtam.	• Respective Language matters assigned for Textbooks.
63	Bauong. L.O. Phom.	• Respective Language matters assigned for Textbooks.
64	H.Lam Khiamaingam L.O. Khiamaingam.	• Respective Language matters assigned for Textbooks.
65	Mangyanba. L.O. Chang.	• Respective Language matters assigned for Textbooks.
66	Zerusie Nyusou. L.O. Pochury.	• Respective Language matters assigned for Textbooks.
67	Amongba. L.O. Yimchungrü.	• Respective Language matters assigned for Textbooks.
68	Zakienei. L.O. Hindi.	• Respective Language matters assigned for Textbooks.
69	Pusazo Venyo. Sr.Artist-cum-Designer.	• Attached to Textbook section.

SL.NO	Name & Designation	SECTION	DUTIES OF EMPLOYERS
1	Smti Shilukala V/ Accountant	Establishment	Apptt. of Ministerial Staff for Mokokchung, Tuensang, Mon, Zunheboto, Wokha
2	Smti.Mhovinuo UDA	Establishment	P/F of Gazetted Officers
3	Smti. Neinuo UDA	Establishment	Apptt. of Ministerial Staff for Phek, Kohima, Dimapur, Peren.
4	Smti. Khriezomenuo UDA	Establishment	Apptt. of Ministerial Staff for Directorate of School Education.
5	Smti Neisezou UDA	Establishment	Apptt. of Contingency for Mon, Zunheboto, Mokokchung

6	Shri Mhaliehoulie LDA	Establishment	Apptt. of Contingency for Kohima, Dimapur, Phek, Wokha & Tour approval.
7	Shri Shikato LDA	Establishment	Maintenance of Service Book for ministerial Staff of DSE
8	Smti.Chothalu G/T	Establishment	DDO Power & Incumbency List
9	Smti. Toshimongla LDA	Establishment	Personal Files of Officers of DSE & Field Officers
10	Shri. Zungkum LDA	Establishment	Lok Sabha
11	Shri. Swedevikho	Establishment	Attached to Joint Director (Admn)
12	Smti. Rhinole	Establishment	Typist
13	Shri.G. Vilho V/Accountant	Elementary	Apptt/Transfer under DIS Zunheboto/ Aghunato & SIS
14	Smti. Lucy Krocha UDA	Elementary	Apptt/Transfer under DIS Phek/ Chazouba & Pfutsero
15	Shri. Shurhosieli UDA	Elementary	Apptt/Transfer under DIS Dimapur
16	Smti. Nangjenkala LDA	Elementary	Apptt/Transfer under DIS Mokokchung & Changtongya
17	Smti. Neizoleu LDA	Elementary	Apptt /Transfer under DIS Mon & Aboi
18	Smti.Chubasangla LDA	Elementary	Apptt/Transfer under DIS Tuensang, Noklak & Kiphire
19	Shri. Shiluba LDA	Elementary	Apptt/Transfer under DIS Longleng & Shamator.
20	Shri. Bohoto S.A	Elementary	Apptt/Transfer under DIS Mangkolemba, Nuiland & Pughoboto
21	Shri. Paulen Research Asstt	Elementary	Apptt/transfer under DIS Wokha & Peren
22	Smti. Neiphrezonuo LDA	Elementary	Apptt/Transfer under DIS Meluri
23	Smti.Tongchingsangla LDA	Elementary	Receipt & Dispatch
24	Smti. Lhouvizou Typist	Elementary	Typist
25	Smti. Takula Typist	Elementary	Typist
26	Smti Dzuvinuo V/Accountant	Hindi Education	Apptt/Transfer of Hindi Teacher for Dimapur, Kohima, Tuensang, Phek
27	Smti. K.Ajungla	Hindi Education	Apptt/Transfer of Hindi Teacher for

	LDA		Mokokchung & Wokha
28	Smti. Kayili LDA	Hindi Education	Appt/Transfer of Hindi Teacher for Mon, Zunheboto, Kiphire & Peren
29	Smti. Mughali Typist	Hindi Education	Typist
30	Smti. Ruuviu UDA	Secondary	Appt/Transfer under DEO Zunheboto
31	Smti. Khriezotuoouo	Secondary	Appt/Transfer under DEO Kohima & Dimapur
32	Smti. Ngulieneiü UDA	Secondary	Service confirmation
33	Smti. Neilanuo UDA	Secondary	Appt/Transfer under DEO Mokokchung & Mon
34	Smti. Hitsangla Yim. LDA	Secondary	Appt/Transfer under DEO Tuensang & Wokha
35	Smti. Temjentola UDA	Secondary	Appt/Transfer under DEO Phek
36	Shri. Jangsemba LDA	RTI Cell	Right To Information Act'2005
37	Smti. Atsungla Typist	Secondary	Typist
38	Smti. Yangerla UDA	Scholarship	Matter relating Stipend/Scholarship under DEO, Headmaster, RIMC, CEAF, Sainik School Imphal.
39	Shri. Balie LDA	Scholarship	Matter relating Stipend/Scholarship under all DIS
40	Smti. Razouneiü Typist	Scholarship	Typist
41	Shri. Therire Vero S/Educator	I.E.D	
42	Shri. Seno Khape S/Educator	I.E.D	
43	Shri. Yekiyi S/K	I.E.D	Store Keeper
44	Smti. Bendangmenla LDA	Health/Physical Education	AIDS/CCRT/SERT
45	Smti. Amenla LDA	Health/Physical Education	Appt/Transfer of PET & Sport Activities
46	Shri. Tsachosing	Health/Physical Education	
47	Smti. Imyudangla LDA	Monitoring/Evaluation	
48	Smti. Lily LDA (Contg)	Monitoring/Evaluation	
49	Shri. Nungsang Jamir Agri-Instructor	Monitoring/Evaluation	

50	Smti. Lhosheli Typist	Monitoring/Evaluation	
51	Shri Hudeyi Dozo UDA	Adult Education	Adult Education
52	Smti. Amenla S.T.C	Adult Education	
53	Shri. Meyasisie	Adult Education	Artist
54	Smti. Lhoulievinuo UDA	Development	Change of School Nomenclature
55	Smti Kabenla UDA	Development	Recognition/ Upgradation of Private School
56	Shri. Khriengulie	Development	Store Keeper
57	Shri. Imsu UDA	Transport	All Matter Relating to Driver
58	Smti. Lhoulebi Asstt.Librarian	Transport	
59	Shri. Sakuyuden LDA	GSS	All Matter Relating M/R to GHSS Bills
60	Shri. Razoukhoyi LDA	GSS	M/R Account Board
61	Smti. Kewepfulo M/T	GSS	Dispatch & Received
62	Shri. Hoshito	GSS	Store Keeper
63	Shri. Methasu	GSS	D/Mech
64	Smti. Toshila	GSS	Typist
65	Shri. Neilalhoutuo	GSS	Peon to act as Store Keeper
66	Smti. Sentina LDA	Women Education	Correspondence/Miscellaneous
67	Shri. Sazo LDA	Women Education	Sanction Matters relating Women Education
68	Smti. Khroweü	Women Education	Matter Relating with Training
69	Smti. Joyce Typist	Women Education	Typist
70	Smti. Khilrisenuo B.A LLB G/T	Legal Section	Court Cases pertaining to Peren, Phek& Kiphire and Assist to E.O when required
71	Smti. Sentijungla	Legal Section	Receipt & Dispatch and assist to

	UG/T		E.O
72	Shri.Opanglepden G/T	Legal Section	Suspension& Re-instatement pertaining to all District/Condonation of Overage for Zbto, Phek, Dmp, Mkg
73	Shri. Jinger UG/T	Legal Section	ACR/Age Condonation for Tuensang, Mon, Kohima, Mokokchung, Zunheboto & Longleng
74	Smti.Yongkumla G/T	Legal Section	ACR/Age Condonation for Tuensang, Mon, Kohima, Mokokchung, Zunheboto & Longleng
75	Shri. Achenpong B.A LLB G/T	Legal Section	Court Cases pertaining to Zunheboto, Mon& Tuensang
76	Smti. Netounuo H/T	Legal Section	Computer Typist
77	Shri. Khrozülo UDA	Training Section	Relating B.Ed/DIET Training for Phek, Tuensang, Wokha, Longleng & Kiphire
78	Smti.M.Asangla UDA	Training Section	
79	Smti. Rokotono G/T	Training Section	Relating B.Ed/DIET Training for Kohima, Dimapur, Zunheboto.
80	Smti. Alemla G/T	Training Section	Relating B.Ed/DIET Training for Mokokchung & Mon
81	Smti. A.Kendang UDA	Science Education	
82	Shri Khrielakuo LDA	Science Education	
83	Smti. Kikasangla UDA	Text Book Production	
84	Smti. Senlitsula LDA	Text Book Production	
85	Shri. Siesalie	Text Book Production	Store Keeper
86	Smti. T.Thong UDA	E.T Cell	
87	Shri.Akumzulu LDA	Receipt& Dispatch	
88	Shri. Kekhrielhounyü M/T	Receipt& Dispatch	
89	Shri. Medovilhou T/Mech	Receipt& Dispatch	
90	Shri. Mesetsozü	Planning Section	

	Planning Asstt		
91	Shri. Temjenangnen Planning Asstt	Planning Section	
92	Shri. Temjennungsang LDA	Planning Section	
93	Smti. Narola Typist	Planning Section	Typist
94	Smti. Jongshijila Supervisor	Agri Base Section	
95	Smti. Pelezovonuo Statistic Asstt	Agri Base Section	
96	Shri. Deepak LDA	Communitisation/Mid day meal	
97	Shri. Vibasetuo LDA	Communitisation/Mid day meal	
98	Smti. Yabuü UDA	Higher Secondary	All Personal Files of PGT & Apptt/ Transfer for GHSS Kohima, Dimapur, Wokha
99	Shri Vinito UDA	Higher Secondary	Apptt/Transfer of teachers for GHSS Phek, Mokokchung, Tseminyu, Chazouba, Bhandari & Extension of service for all Adhoc Teachers
100	Shri.Khekiho UDA	Higher Secondary	Apptt/Transfer of teachers for GHSS Zunheboto, Mon, Tuensang, Jalukie, Nuiland, Noklak.
101	Smti. Lemdonglemla Typist	Higher Secondary	Typist
102	Shri. Zulukaba LDA	Attached to Director	
103	Shri. Rukuo Venyo LDA	Attached to Director	

**Accounts Section/ G.P.F & Budget Section:**

**1. Shri Vilakielie, Senior Accountant.**

- a) Audit Correspondences for Directorate and Sub-Ordinate Establishment
- b) PAC,C&AG Report
- c) Anti-Stagnation and Granting of Higher Scales
- d) ROP/IPS correspondence
- e) Reconciliation of Dept expenditure with AG

**2. Shri Mechulho, Visiting Accountant.**

Nodal Officer and in-charge of the Pension Section, in addition he shall look after the Pension Cases of the following District.

- a) Mokokchung District

- b) Phek District
- c) Peren District

**3. Smti. Arenla, Visiting Accountant.**

- a) Medical Re-imburement claims and advances.
- b) GPF Final Settlement cases of Kohima, Phek and Peren District
- c) Correspondence on TA/DA
- d) Leave Encashment of Kohima, Phek and Peren District

**4. Shri. Viechuhu, UDA**

- a) Cashier
- b) Treasury Duty for Drawal of Bills
- c) Reconciliation of Monthly Drawal figures with the Treasury.

**5. Shri Thepfuzhalie, UDA.**

Pensions Cases of the following Districts.

- a) Kohima
- b) Tuensang
- c) Mon
- d) Kiphire

**6. Shri Tokhoho, UDA.**

- a) Budget Correspondence
- b) Nodal Officer of GPF Final and correspondence thereof with the AG and compilation of GPF Final
- c) Checking of all arrears claims.

**7. Smti. Dziesetuonuo UDA.**

- a) GPF N/R for Kohima & Peren District
- b) GPF Final Settlement Cases of Zunheboto District.

**8. Smti. Tokheli, UDA.**

- a) GPF N/R Correspondence of Mokokchung, Tuensang.
- b) Leave Encashment of Zunheboto and Longleng District.

**9. Smti. Lungya UDA (Dist)**

- a) Checking of Arrear Bills for counter signature
- b) Preparation of Leave Encashment Bills.

**10. Shri.Lhokuto LDA.**

- a) Pension Section Correspondence in respect of Wokha, Dimapur, Zunheboto, & Longleng District.
- b) GIS Correspondence.
- c) Preparation of CB Bills.

**11. Shri. Longtsubo LDA.**

- a) ACP Correspondence
- b) Grade IV GPF N/R for both District and Directorate.
- c) Maintenance of Grade IV GPF of Directorate Staff

- d) Correspondence on Final Payment of GPF Grade IV.
- e) IPS Checking.

**12. Shri Imkongnochet LDA**

- a) Assistant Cashier
- b) GPF N/R Directorate
- c) Gazettes pay Bill.

**13. Shri. Pithungo Tsanglao LDA**

- a) Final GPF Correspondence of Wokha, Tuensang, Kiphire & Dimapur District.
- b) Compiation of Expenditure figures for Sub-ordinate Establishment
- c) L.E Correspondence of Wokha, Tuensang, Kiphire Dimapur & Mon.

**14. Smti Pongmai LDA**

- a) Preparation of Pay Bills and other Accounts' work as and when required

**15. Smti Toshimenla LDA**

- b) Voluntary Retirement /Invalid
- c) Reconstruction of Service Book
- d) GPF N/R Dimapur & Mon

**16. Shri.Obed Computer Operator**

- a) GPF N/R for Wokha & Zunheboto
- b) Compiation of GPF N/R Authentications.

**17. Shri. Kuvesho G/T**

- a) GPF Annual Statement
- b) Correspondence of Loans & Advances.

**18. Smti. Medopulu ABP.**

- a) GPF N/R of Phek, Kiphire & Longleng
- b) Leave Encashment of Mokokchung District.
- c) Final GPF Correspondence of Mokokchung & Longleng District.

**19. Smti. Marlila Typist.**

- a) Pension
- b) GPF Final
- c) M/R Audit

**20. Smti Elang Phom Typist**

- a) GPF N/R Sanctions & GIS
- b) Anti-Stagnation, Loans & Advances

**21. Smti. Rotoli Steno**

- a) Maintenance of file movement in and out Records
- b) Typing of important official letters required to be directly Dispose from Sr.A.O

**LIST OF THE GRADE IV STAFF AND THEIR WORK ASSIGNMENT.**

Sl. No		Name/ Designation	Name/ Designation of Officer/ Section attached	Room No
1	i	Smti. Asonla, Peon	Nipusilie Angami, Director (HoD)	1,2,3
	ii	Shri. Nor Bahadur, Peon	-do-	-do-
2	i	Shri. Padam Pani, Duftry	Addl. Director	44 & 45
	ii	Shri. Kepelhoulie, Peon	-do-	-do-
3	i	Shri. Khekuto, Peon	N. Khevito Sema, Addl. Director	13
	ii	Shri. Viliebezo, Peon	-do-	-do-
4	i	Shri. Pezavituo, Peon	M.D (SSA)	28
5	i	Shri. Keneingulie, Peon	K.J Lohe, Jt. Director	28
6	i	Shri. Jagarnath, Duftry	B. Tingshem, Jt. Director	46
7	i	Shri. Khrieketouzo, Peon	Lecho Krocha, Dy. Dir/Health/EID/Adult	50, 51, 52 & 53
8	i	Shri. Nguluolie, Peon	P. Vese, Jt. Director	47
9	i	Shri. Bachilal, Contg. Peon	Limatushi, Dy. Director HSS/ Sr. AO/ Asono, OSD/ Jr. AO	15, 16 & 17
10	i	Shri. Hitlal, Peon	A.D/ TPT/GSS Section	10 & 26
11	i	Shri. Rishiram, Record Keeper	P.M. Jami, Sr AO/ Pension Section	29 & 30
12	i	Shri. Bhubaneshwar, Peon	K. Shaiza, Dy. Dir(E.T. Cell)/ Lima Aier S/A/ Neisathienuo, S/W/ Dziesekuonuo Mepfu-o PCSW	TBP 1 <sup>st</sup> Floor
13	i	Smti. Neilavonuo, peon	K. Vizo, Reg./ Hetoshe ADE/ Computer Section	4, 5,& 37
14	i	Shri. Chabeilie, Peon	Phutoli Jamir, Dy. Dir/ Neituoselie, Secy BEE/ Evaluation Officers'	24
15	i	Shri. Gwatilo, Handyman	OSD/ ADE/ T.O	32, 33 & 34
16	i	Shri. Sobounuo, Peon	Legal/ Scholarship/ Planning Section	6, 36 & 38
17	i	Smti. Taliyangla, Peon	ADMN/ Receipt Section	30, 38 & 39
18	i	Shri. Mhomo, Peon	Accounts/ Dev. Section	8
19	i	Kiyasetuo-ü, Peon	Secondary/Hindi Section	11 & 25
20	i	Shri. Menuophrelie, Peon	Pekhou Sakhrie, ADE/EL.Section	18,19 & 20
21	i	Shri. Kruvilie, Handyman	TBP top floor	
22	i	Smti. Ghosheli, Peon	TBP 2 <sup>nd</sup> floor, East-ward, West-ward	
23	i	Shri. Sheebu, Peon	Treasury Duty	
24	i	Shri. Rovizolie	Dak Runner	
25	i	Shri. Gevolie, Peon	Office Entrance Gate duty	
26	i	Shri. Dapra, Peon	Handyman(attached to truck driver)	
27	i	Shri. Alemtemsü, B/Conductor	(Attached to Bus driver)	
28	i	Shri. Medovi, Driver	Main Gate duty	
	ii	Shri. Putsonyü, Duftry	-do-	
29	i	Shri. Niresh, D/ Chowkidar	Main Office	
30	i	Shri. Hem Bahadur, N/Chowkidar	Main Office	
31	i	Shri. Kekhrievituo, D/Chowkidar	Text Book	
32	i	Shri. Thejao, N/ Chowkidar	TBP Section	

33	i	Shri. Ramlal, Chowkidar	Garage	
34	i	Shri. Neivor, Peon	Teacher rest house	
35	i	Smti. Keduolhouneiü, Cook	Teacher rest house	
36	i	Smti. Khriebouü, Cook	Teacher rest house	

**LIST AND WORK ASSIGNMENT OF SWEEPER.**

Sl. No		Name/Designation	Officers'/ Section	Room No
1	i	Smti. Mezhuvinuo, Contg	Directorate & P.A/ Reg/ ADE/ Planning etc.	1 to 6
2	i	Shri. Vechosayi, Mali	ADE(HSS)/ Acctt/Confi/Receipt/ TPT/GSS etc.	7 to 10, 38, 39 & 40.
3	i	Smti. Vilelieü	SE/GPF/Jt.Dir & P.A/ DDE/OSD/ Jr. A.O etc	11 to 17
4	i	Smti. Luozekhonuo	ADE/EL/E.O/ ADE/ Secy.BEE/ Hindi Edn. etc.	18 to 25
5	i	Smti. Neichunuo, Contg	Dy.Dir/ Jt. Dir/ M.D/ Pension/ Sr. AO/ ADMN	26 to 30
6	i	Smti. Viliebeinuo, Contg	DEV/ADE/ADE/T.O/Legal/Com/School etc.	31 to 38
7	i	Smti. Akobou, Contg	Addl. Dir (H)/ ADE/DD/DD/Health/Adult etc.	44 to 47 & Ground floor
8	i	Smti. Xutoli, Contg	E.T.Cell/ System Analyst/ PCSW/ IED Section etc.	
9	i	Smti. Ketuolhouvi-ü, Contg	TBP top Floor	
10	i	Smti. Zhetoli, Contg	TBP second floor	
11	i	Smti. Neinuo, Mali	Outside step/ Conference hall/ plantation of flower within office compound	
12	i	Smti. Neinuo, Mali	Outside office premises	
13	i	Smti. Mengunuo, Mali		
14	i	Smti. Petekhrienuo, Sweeper		

**LIST OF THE VEHICLES AND DRIVERS ALLOTTED TO THE OFFICERS**

Sl. No	Name Of Officer	Designation/ District	Name Of Driver	Vehicle No	Type of Vehicle
1	NIEPUSALIE ANGAMI	DIRECTOR	VIHEKO	NL-10 5350	SCORPIO
2	ANGAU	JOINT SECY.	THEJAVITUO	NL-10 5766	SCORPIO
3	Z. BANUO	PRINCIPAL SECY.	TAKUSASHI	NL-10 5461	BOLERO
4	N.KHEVITO	AddL.DIRECTOR	PEJEI	NL-10 4467	BOLERO
5	TINGSHEM	Jt.DIRECTOR	APANG AO	NL-10 5764	BOLERO
6	JOHN LOHE	Jt.DIRECTOR	NEIPETSO	NL-10 3573	BOLERO
7	PETELHOUVIU	Jt.DIRECTOR	LIMAYANGER	NL-10 5964	BOLERO
8	ZAPUTUO	Asstt. DIRECTOR	KEDOUSATUO	NL-10 4782	INVADER
9	LECHO	Dy.DIRECTOR	KEVIREIZETUO	NL-10 0089	GYPSY
10	P.M. JAMI	Sr.Accounts Officer	SHIKHAVI	NL-10 4041	VERSA
11	KELUONGUU	Dy.DIRECTOR	KHRIEPHREZOLIE	NL-10 3461	VAN
12	PHUTOLI	Dy.DIRECTOR	TIKARAM	NL-10 3534	VAN
13	PELEZOTUO	S.D.O(ELECTRICAL)	NOKDANG CHANG	NL-10 2324	GYPSY
14	TALI	S.D.O KOHIMA	DEBU GIRI	NL-10 2924	GYPSY
15	POOL/DSE KOHIMA			NL-10 4042	GYPSY
16	NIEPUSALIE ANGAMI	DIRECTOR	ZENEISALIE	NL-10 4638	BOLERO
17	KELHOUSEZHU	REGISTRAR		NL-10 2327	VAN
18	VIKEPELHOU	D.E.O KOHIMA	TSATHIYI	NL-10 3982	GYPSY
19	P.CHUBA	EX.MINISTER	AYEN CHANG	NL-10 3230	GYPSY
20	OFF-ROAD	DSE GARAGE		NL-10 2984	VAN
21	NUNGSHILEMBA	Asstt. DIRECTOR	HAKIKHE	NL-10 4781	INVADER
22	POOL	POOL	KIHOKHE	NL-11 1474	BUS
23	POOL	POOL	UKUOLIE	NL-11 0174	TATA
24	POOL	POOL	NUNGSHIKUMZUK	NL-11 0748	Mini Truck
25	T.M. Govt.High School	KOHIMA	J.K. SINGH	NL-11 0198	BUS
26	PHEK GOVT HSS	PHEK	KEVISELIE	NL-11 0142	BUS
27	DIS	DIS DIMAPUR	AKANGTEMSU	NL-10 2983	VAN
28	DIS	DIS KOHIMA	MEDOVITUO	NL-10 2315	GYPSY
29	DIS	DIS TSEMINYU		NL-10 2326	GYPSY
30	DIS	DIS CHIEPHOBOZOU		NL-10 5693	VAN
31	DIS	DIS NIULAND	MITHI CHANDRA	NL-10 5692	VAN
32	DIS	DIS PEREN		NL-10 4619	INVADER
33	DIS	DIS CHAZOUBA	BEL BAHADUR	NL-10 2310	GYPSY
34	DIS	DIS PFUTSERO		NL-10 2325	GYPSY
35	DIS	DIS PHEK		NL-10 2334	GYPSY
36	DIS	DIS PUGHUBOTO		NL-10 3229	GYPSY
37	DIS	DIS AGHUNATO	MICHEAL SEMA	NL-10 2333	GYPSY
38	DIS	DIS ABOI	PHONYIE KONYAK	NL-10 3227	GYPSY
39	DIS	DIS BHANDARI	DEPJAN	NL-10 4617	INVADER
40	DIS	DIS WOKHA		NL-10 0117	GYPSY
41	DIS	DIS MOKOKCHUNG	MARTOBA AO	NL-10 4621	INVADER
42	DIS	DIS NOKLAK		NL-10 2469	GYPSY
43	DIS	DIS MANGKOLEMBA	TEKATOBA AO	NL-10 4615	INVADER
44	DIS	DIS LONGLENG	LAILA SHARMA	NL-10 4618	INVADER
45	DIS	DIS KIPHIRE	LERISHE STM.	NL-10 3228	GYPSY
46	DIS	DIS TUENSANG	PIUM	NL-10 2985	GYPSY
47	DIS	DIS SHAMATOR	YOCHACHEN	NL-10 3224	GYPSY
48	DIS	DIS MELURI	D.B THAPA	NL-10 4620	INVADER
49	DIS	DIS CHANGTONGYA	WATIMEREN	NL-10 3226	GYPSY
50	DIS	DIS MON	JACOB KONYAK	NL-10 4616	INVADER
51	DIS	DIS TOBU		NL-10 5750	BOLERO
52	DIS	DIS ZUNHEBOTO	KOHOVI SEMA	NL-10 3225	GYPSY
53	DEO	DEO KOHIMA	IMLIYANGBA	NL-10 4015	Mahindra

					Jeep
54	DEO	DEO PHEK	CHUBAWATI	NL-10 4016	Mahindra Jeep
55	DEO	DEO TUENSANG	LEMSICHABA	NL-10 4017	Mahindra Jeep
56	DEO	DEO ZUNHEBOTO	LUHOVI SEMA	NL-10 4018	Mahindra Jeep
57	DEO	DEO WOKHA	YAMPUUO	NL-10 4019	Deisel Jeep
58	DEO	DEO DIMAPUR	TEMSUJONGBA	NL-10 4020	Deisel Jeep
59	DEO	DEO MOKOKCHUNG	NUNGSHIKABA	NL-10 4021	Deisel Jeep
60	DEO	DEO MON	JAYANTA SINGH	NL-10 3560	Deisel Jeep