

1.2a Secretariat: The Department is under the Minister-in-charge of Finance. The Additional Chief Secretary Finance Commissioner is the administrative head of the department. He is assisted by Secretary, OSD (Revenue), Deputy Secretary and Under Secretary.

1.2b Directorate: The Commissioner of Taxes is the Head of the Department in the Directorate. He exercises overall control and supervision of the entire tax administration. The Commissioner is assisted by two Addl. Commissioner of Taxes and two Deputy Commissioner of Taxes. Besides, the following officers and staffs assist the commissioners to carry out the day to day activities at the Directorate

Sl No	Designation	Strength	Remarks
1	Registrar	1	
2	Computer Engineer	1	
3	Office Superintendent	1	
4	Sr.Accountant/Assistant Superintendent	1	
5	Steno Grade-I	1	
6	Steno Grade –III	3	
7	U.D.A	5	
8	L.D.A	5	
9	Data Analyst	1	
10	Typist	3	
11	Duffry	1	
12	Driver	6	
13	Office peon	9	
14	Sweeper	1	
15	Chowkider	1	
16	Sweeper	1	Fixed

1.2c Mobile Squad: Mobile Squad is called the Intelligence Wing of the department. It is attached at the Directorate. Its jurisdiction extends to the entire State. It is headed by Assistant Commissioner of Taxes. He coordinates and supervises the activities of the officers and staffs of the Mobile. It remains strict vigil over the business activities of the traders to prevent tax evasion. It also conducts search and seizures and also investigates cases of tax evasion on assignment by Commissioner as well as on its own initiatives and report to the Commissioner. The Mobile Squad functions directly under the supervision and control of the Commissioner of Taxes.

1.2d Zonal Offices: The entire State is divided into three Zones for smooth and efficient tax administration. Each Zone is headed by Assistant Commissioner of Taxes. Following is the jurisdiction of the Zonal Assistant Commissioner of Taxes

Sl no	Name of the Zone	Jurisdictions	Remarks
1	Dimapur Zone	Dimapur, Mon & Peren Districts	Dimapur is divided into four Wards, each headed by a Superintendent of Taxes
2	Kohima Zone	Kohima, Phek and Wokha Districts	Kohima is divided into two ward, each headed by a Superintendent of Taxes
3	Mokokchung Zone	Mokokchung, Kiphire, Longleng, Tuensang and Zunheboto Districts	Mokokchung is divided into two Wards, each headed by a Superintendent of Taxes

1.2e District Tax Office: All the District Tax offices functions under the supervisions of the Zonal Assistant Commissioner of Taxes. The District tax office is headed by Superintendent of Taxes. Dealers register their business and file tax returns in the District Tax office. Tax is directly deposited in the respective Government Head of Account by the tax payer through the District Treasury Office.

1.2f Nagaland Taxation Check Gates: The department has erected four Check Gates at the strategic entry points namely Zubza and Tsutapela at Kohima and Mokokchung respectively and Dillia Road and New Field Gate at Dimapur with a view to prevent evasion of tax. This Check Gates monitors the movement of goods both inflow and outflow of taxable goods through the State. The Nagaland Taxation Check Gates at Dilia Road and Golohat Road, Dimapur functions under the control of the Assistant Commissioner of Taxes, Mobile Squad. The Zubza and The Tsutapela Check Gates functions under the direct control and supervisions of Assistant Commissioner of Taxes, Kohima and Mokokchung Zones respectively

1.3 Works/Branches assigned to the Officers & Staffs

Sl.No	Name and Designation	Works Assigned	Remark
1	Shri.M Patton, IAS, Commissioner of Taxes	General and Revenue	
2	Shri. K. Chuba, Additional Commissioner of Taxes	General	All matters relating to General administration
3	Shri. Y Mhathung Murry, Additional Commissioner of Taxes(II)	Revenue	All matter relating to Revenue Administration
4	Shri. Khotsemo Patton, Deputy Commissioner of Taxes	General Branch	
5	Vacant	Revenue Branch	
6	Shri. Imlisanen, Computer Engineer	Computer cell & Nodal Officer for Computerization	All matter relating to computerization- VCMS, TINXSYS Department's Websites and M.M.P.

General Branch shall include:

1. Establishment
2. Accounts /DDO
3. External Audit and PAC
4. Legal (General)
5. Office Inspection
6. Statistics
7. Stationary and Library
8. Training
9. Assembly and Parliament questionnaire
10. PIO & RTI Act, 2005
11. Vigilance
12. Annual Administrative report

Revenue Branch shall include:

1. Revenue Target Fixation
2. Internal Audit
3. Legal (Revenue)
4. TDS.
5. Monthly Progress Report
6. Assessments and Collections
7. Refund , Appeals
8. Vigilance (Mobile Squid)
9. Computerization
10. CST
11. GST &EC Meetings

Sl.	Name and Disignation	Branches Assigned
-----	----------------------	-------------------

No		
7	Shri Zelhou Angami, Registrar	Looking after branches of establishment, revenue, legal branch, stationery, computerization, audit, General and supervising of all branches.
8	Shri Dichulo, Office Superintendent	Looking after branches and preparation of expenditure, budget, accounts, transportation, GPF, pension etc.
9	Smti Imtisungla, Assistant Office Supdt.	Preparation of expenditure,budget,accounts,transportation,GPF ,statutory forms C,P, & F,VAT-23&VAT-24
10	Vacant	PA to Commissioner of Taxes
12	Shri T.Chujang, UDA	1. Revenue Budget & Collection. 2. Supervision of Zonal Administration. 3. MPR/12 th & 13 th Finance Commission 4. Submission of reports return to Govt. including administrative reports/ Governor/Finance Minister speech. 5. Deduction at Source commodity wise collection.
13	Smti Apokla, UDA Smti Asangla, UDA	1. All Taxation matters including amendment of law & updating of law/orders. 2. Scrutiny of assessment, appeal & revision orders.
14	Smti Limala, UDA Shri Rongpang, Steno. Grade-III	1. Inspection/Internal & External Audit. PAC 2. Certificate cases. 3. Intelligence/Vigilance/Allegation & Complaint. 4. Mater relating to Mobile Squad & Check post. 5. . Receipt & Dispatch
15	Shri Joy kuty,Steno Grade –III Smti Tokheli , Steno Grade –III	Execute any assigned duties given by the department
16	Shri Tokhushumo, UDA (Cashier)	1. Transport 2. Preparation of Bills & handling of cash.
17	Smti Lanula, LDA Km Aosenla, LDA Shri. Vingulie Mepfhuo LDA	1. All service matters including pension 2. Appointment/transfer & posting 3. All leave cases 4. Matter relating to awards/records disciplinary action 5. Allotment/acquisition of land/ construction of office building and residential building.
18	Shri Epeu, LDA Kumari. Flora Patton LDA(Contract)	1.Statistics 2.Election matters 3. Training/Departmental examination 4.Public Relation & Co-operation with other Department 5.Liasion with Central & other State Government 6.All misc. matter of General nature
19	Shri Zasivilie, Analyst	1.In addition to Computer works 2.Stationery & Furniture 3.Non-Statutory Forms/Postal Service & Stamps 4.Library & Computerisation
20	Smti Lichumbeni ,Computer Operator (Fixed)	Computer works.
21	Km. Bamzeu, Typist	Receipt & Dispatch
22	Smti Bendangla, Typist Km. Vitoungu-u, Typist	Typing works
23	Shri Sashiyongdong. Driver	Attached to Officer
24	Shri. Kirielle Driver	Attached to Officer
25	Shri Pranab Driver	Attached to Officer
26	Shri Solomon Driver	Attached to Officer
28	Driver Vacant	Vacant

29	Shri Asakho Shri Kedutso Shri Tsito Shri Imnetchujang Smti Zubeni Shri Alemwati Shri Tongpanglepden Shri Lenkhomong Shri Artong Kumari. Lily	Office Peon ----do---- ----do---- ----do---- ----do---- ----do---- ----do---- ----do---- ----do---- ----do----
30	Smti Bhuwari	Sweeper
31	Shri Chumchano	Sweeper
32	Shri Meyesunep	Chowkidar
	Asstt. Commisioner of Taxes, Dimapur Zone, Dimapur	
33	Shri Tokhevi Sema Asstt. Commissioner of Taxes	Certificate officer, Appellate authority, Assessing officer DDO and PIO under RTI Act, 2005
34	Shri Shanchow, Supdt. of Taxes	Assessing Officer and Assessing officer
35	Shri C. Lima Imsong, Supdt. of Taxes	Assessing Officer and Assessing officer
36	Smti Areni Patton, Supdt. of Taxes	Assessing Officer and Assessing officer
37	Smti Orenponi ,Supdt of Taxes	Assessing Officer and Assessing officer
38	Shri Mughato, Sr Inspector of Taxes	Field Duties
39	Smti Tokatoli Sohe, Sr. Inspector of Taxes	Field Duties
40	Shri Toshi Yimchunger, Sr. Inspector of Taxes	Field Duties
41	Shri P.Muchu, Inspector of Taxes	Field Duties
42	Shri Ngawang Konyak, Inspector of Taxes	Field Duties
43	Shri, YChingtuk Phom, Inspector of Taxes	Field Duties
44	Smti Abeni Lotha Inspector of Taxes	Field Duties
45	Shri.Zulutemsu Inspector of Taxes	Field Duties,
46	Shri, Lhousanyu Ziekhru. Inspector of Taxes	Field Duties
47	Shri Pekuovotuo Angami Inspector of Taxes (Contract)	Field Duties
48	Shri Jackson Patton Inspector of Taxes (Contract)	Field Duties
49	Shri K.M. Odyuo, Sr.H/A	Establishment, Statutory Form, Stationery and any other not allotted to other staff.
	WARD-A	
50	Shri Kikatemsu, UDA	VAT/CST/Pet.Tax/P.Tax/Registration/A.Tax
51	Shri Moaliba, LDA	VAT/CST/Pet.Tax/P.Tax
52	Smti Mero, LDA	VAT/Computer/CST/P.Tax/A.Tax
53	Smti Yapangla,	VAT/Computer/CST/P.Tax
	WARD-B	
54	Shri Zulutemba, UDA	VAT/CST/Pet.Tax/P.Tax/Registration/A.Tax
55	Smti Menangla, UDA	VAT/CST//P.Tax/NAT
56	Shri Repaliba, LDA	VAT/CST/P.Tax/NAT/A.Tax
57	Shri Lanu, LDA	VAT/Computer/CST/P.Tax
	WARD-C	
58	Shri Abel, UDA	VAT/CST/P.Tax/Registration
59	Shri I.Maken, UDA	VAT/CST//P.Tax/Pet.Tax
60	Smti Themneiting, LDA	VAT/CST/P.Tax/NAT/A.Tax
	WARD-D	
61	Shri Chuba, UDA	VAT/CST/Pet.Tax/P.Tax/Registration

62	Shri Nzabemo, LDA	VAT/CST//P.Tax
63	Smti D.Apokla, LDA	VAT/CST/P.Tax/Computer
64	Shri Keneisetuo, LDA	VAT/Computer/CST/P.Tax
65	Smti Achila, LDA	Prof.Tax/Unregistered dealer
	General	
67	Shri Bimomo, LDA	Treasury Advice List
68	Shri Nchumbemo, LDA	P.Tax, Govt. Department
69	Shri Jeangie, LDA	Receipt & Dispatch
70	Vacant, LDA	Typing
71	Smti S.Arepla, Typist	Typing/Computer Operator
72	Smti Tozheli, Typist	Typing
73	Smti Paunam Meru, LDA	Against Peren attached to Ward-C
74	Shri Bendangtoshi, LDA	VAT
75	Shri Tongpang, LDA	Budget & Accounts
76	Shri. Nchayimo Driver Shri Wati LKR Driver Shri Prem Bahadur Driver Shri. Pauzen Driver Shri. Nechanlo Driver	Attached to Officer --do-- --do---- --do-- --do--
77	Shri Nribemo	Office Peon
78	Shri.R.Darong	Office Peon
79	Shri Khonsao	Office Peon
80	Shri I.Atuba	Office Peon
81	Shri Requedew	Office Peon
82	Shri Abemo	Office Peon
83	Shri Ruduoovi	Office Peon
84	Smt. Sangbun	Office Peon
85	Shri Kedosetuo	Office Peon
86	Smt.Chubayangla	Office Peon
87	Shri Imlitoshi	Chowkidar
88	Shri Moamonger	Mali
89	Shri Phyobenthung	Sweeper
	Asstt. Commisioner of Taxes, Kohima Zone, Kohima	
90	Shri Ramziu. Asstt. Commissioner of Taxes	Certificate officer, Appellate authority, Assessing officer DDO and PIO under RTI Act, 2005
91	Smti Kilangnaro, Supdt. of Taxes	Assessing Officer and Registering Officer
92	Smti Nitoli, Supdt. of Taxes	Assessing Officer and Registering Officer
93	Smti Nyanbeni Humtsoe, Inspector of Taxes	Field Duties
94	Shri Bendangchuba, Inspector of Taxes	Field Duties
95	Shri H. Hangsingh, Inspector of Taxes	Field Duties
96	Shri Keyichithube , Inspector of Taxes	Field Duties
97	Km Velule Inspector of Taxes	Attached to Deputy Chairman Planning
98	Smti. Medohulu H/A	Establishment general Correspondence under various Acts, MPR/Audit Matters etc.
99	Shri Gwangbeu, UDA	Matters relating to all Accounts, maintenance of IV Grade staff GPF
100	Smti Mhonchumi UDA	Attached to Supdt. of Taxes Ward-B. All Acts under VAT, CST, P/Tax of registered dealers starting alphabetical A to J of the Ward.
101	Smti K.Merenla Temsu, LDA	Attached to Supdt. of Taxes Ward-A. All Acts under VAT, CST, P/Tax of registered dealers starting alphabetical K to Q of the Ward.
102	Smti Thejazelh-u, LDA	Attached to Supdt. of Taxes Wrad-B. All Act a mentioned in Sl.No.12 & 13 starting from (R to Z) of the Ward.

103	Smti L.Ayangla, UDA	Attached to Supdt. of Taxes Ward-A. All Acts under VAT, CST, P/Tax of registered dealers starting from (A to J) of the Ward.
104	Smti Ajiliu, LDA	Attached to Supdt. of Taxes Ward-A. All Acts as mentioned in Sl.No.16 starting from (K to Q) of the Ward.
105	Smti Neibanuo, LDA	Attached to Supdt. of Taxes Ward-A. All Acts as mentioned in Sl.No.16 & 17 starting from (R to Z) of the Ward.
106	Smti Mhouchumi, UDA	Attached to Deputy Speaker.
107	Smti N.Atula, LDA	Matters relating to unregistered under P/Tax, Banks, Directorate, Central Offices and Secretariat.
108	Shri Mhaseyi, LDA	Matters relating to D.T.S. and Check-Post.
109	Smti Pfuchukhau, LDA-cum-Computer Operator	Matters relating to all works under computer
110	Shri Kevikhrietuo, LDA-cum-Computer Operator	Matters relating to all works under computer
111	Km Wewule Thopi LDA-cum-Computer Operator	Matters relating to all works under computer
112	Smti Neilhou-u, Typist	Matters relating to all receipt and typing.
113	Smti Medosenuo, Typist	Matters relating to all issue/dispatch and typing
114	Shri Khumbemo Driver	Attached to Officer
115	Shri Kiyekha Driver	Attached to Officer
116	Ehusu	Office Peon
117	Kevizelie	Office Peon
118	Lhiwepre	Office Peon
119	Vinoho	Office Peon
120	Vacant	Office Peon
121	Kevilhouu	Sweeper
122	Nzano	Sweeper
123	Kekhrieneizo	Chowkidar
124	Zevilhulie	Peon (Contract)

	Assistant Commissioner of Taxes, Mokochung Zone, Mokochung	
125	Shri P. Demo, Asst Commr of Taxes	Certificate officer, Appellate authority, Assessing officer DDO and PIO under RTI Act, 2005
226	Shri Imosong Imsong Supdt. of Taxes	Assessing Officer and Registering officer
127	Shri L.Shechong, Supdt. of Taxes	Assessing Officer and Registering officer
128	Shri Vekhozo Dozo, Inspector of Taxes	Field Duties
129	Shri Jimyang Imlong Inspector of Taxes	Field Duties
130	Km Chubanaro Inspector of Taxes	Field Duties
131	Shri Merenchuba Inspector of Taxes	Field Duties
132	Smti Alula, H/A	Establishment matter, office stationeries & records. Issue of Statutory Forms and maintenance of its record. Preparation of MPR
133	Smti Rongsenbenla UDA	Sale tax files alphabet from A-M under CST, VAT, Prof. Tax, New registration, arrear and appeal cases under Ward-A.
134	Shri Takuangba, UDA	Sale tax files from A-M under CST, VAT, New registration under Ward-B Maintenance of Tsutapela Check post records.
135	UDAVacant	Sale tax files alphabet from N-Z under Ward-B. Deduction at source, arrear and appeal cases.
136	Shri. Kikatamsu LDA	Sale tax files from N-Z. Maintenance of MPR. Deduction at source under Ward-A.
137	Shri Alem, LDA Shri Robert Heto, LDA-Cum-Computer-Operator	Accounts matter, preparation of budget estimate, monthly expenditure and maintaining treasury advice list.
138	Smti Akala, LDA	Maintenance of record under Prof. Tax both Govt. and private employees and certificate cases.

139	Smti Wabangmenla, LDA	Receipt and Issue.
140	Shri Sashimeren Driver	Attached to Officer
141	Shri. Moameren Driver	Attached to Officer
142	Smti Kevilhoulou-u, Typist	Typing.
143	Shri Metemkaba	Office Peon
144	Shri Noktenchiba	Office Peon
145	Shri Chuba	Office Peon
146	Smti Sashimongla	Office Peon
147	Shri Keweko	Office Peon
148	Smti Imlirenla	Sweeper
149	Shri Temjensowa	Chowkider
Asstt. Commissioner of Taxes (MS), Dimapur		
150	Vacant, Asstt. Commissioner of Taxes (MS)	Appellate authority, Assessing officer and PIO under RTI Act, 2005
151	Shri Wochamo Odyuo Supdt. of Taxes	Assessing Officer
152	Shri Aowati, Inspector of Taxes	Field Duties
153	ShriManjit Konyak, Inspector of Taxes	Field Duties
154	Shri Atener Aier, Inspector of Taxes	Field Duties
156	Vacant Inspector of Taxes	Field Duties
157	Shri H.Singsong, UDA	Establishment, General correspondences & others. Supervision of staff daily attendance & reporting
159	Imnangla, UDA	Compilation of Inspectors reports, matter relating to trial cases.
150	John Lotha, LDA	Typing, receipt & dispatch, enter the gate pass of good vehicles in the register
151	Imtinochetla, LDA	Checkpoint duty on monthly rotation basis, enter the consignment details and submit Gate pass issued at Checkpost in the system.
152	Khampei, LDA	Checkpoint duty on monthly rotation basis, enter the consignment received from checkposts at Dimapur in the dealer-wise good movement register.
153	Gloria Yanthan, LDA	Checkpoint duty on monthly rotation basis, enter the consignment details and submit Gate pass issued at Checkpost in the system.
154	Imtisenla, LDA	Checkpoint duty on monthly rotation basis, enter the consignment received from the Checkpost at Dimapur in the dealer wise goods movement register.
155	Satminthung LDA	Checkpoint duty on monthly rotation basis, enter the consignment details & submit gate pass issued at Checkpost in the system.
156	Kinmenthing, LDA	Enter the consignment received from Checkposts at Dimapur in the dealer-wise good movement register.
157	Chumbeni, LDA	Enter the consignment received from Checkposts at Dimapur in the dealer-wise good movement register.
158	Shri Kevilhulie Driver	Attached to Officer
159	Shri Tsanthungo Driver	Attached to Officer
160	Shri Jasper Driver	Attached to Officer
161	Shri Hutovi	Checker
162	Shri Moa	Checker
163	Shri Hetovi	Checker
164	Shri Arenjenba	Checker
165	Shri Z.Vikato	Checker
166	Shri Rangteitung	Checker
167	Shri Shenpa	Checker
168	Shri Nikheto	Checker
169	Shri K.Tochi	Checker
170	Shri Langlem	Checker
171	Shri Meren	Checker
172	Shri Lima	Checker
173	Shri R.Odyuo	Checker
174	Smti Hotoli	Checker

175	Shri Anato	Checker
176	Shri M.Sentiyanger	Checker
178	Shri Velato	Checker
179	Shri Aman Konyak	Checker
180	Shri Imtiyanger	Checker
181	Shri Pongsan Jamir	Checker
182	Shri Jangkhokam	Checker
183	Shri Mhasilhousier	Checker
184	Shri Tewete	Checker
185	Shri Nevizokho Kense	Checker
186	Shri Atoi Sema	Peon Check Gate.
187	Shri Wochamo	Peon Check Gate.
188	Shri Akheto	Peon
189	Shri Imnasashi	Peon

	Supdt. of Taxes, Tuensang	
190	Km. Lirila Sangtam, Superintendent of Taxes	Assessing Officer, Registering officer, DDO and PIO under the RTI Act, 2005
191	Shri Thomas Wilson C. Yichunger	Field Duties
192	Vacant, Inspector of Taxes	Field Duties
193	Shri Temsummeren, H/A	1.All Corospondence 2.Establishment matters 3.Statutory & Non-statutory Forms 4.Audit Objections 5.MPR & Treasury Advice List, Deduction at Source & All Official works not allotted to any other assistants.
194	UDA Vacant	Looking after all dealer files outside Tuensang town. Daily collection registers under all Acts.

195	Shri L.Imrichuba, UDA	Accounts matter, Budget estimate and monthly expenditure statement. Holding and looking after the dealer files from alphabet A-M. Preparation of MPR, arrear and revenue. Deduction at source. New registration cases under VAT Act 2005. Maintained Declaration Forms received from the Check gates. He also is taking the charge duty of Head Assistant in addition to his normal duties.
196	Shri T.E.Kisume, LDA	Maintaining dealer files from Alphabet N-Z under all Acts. Certificate cases.
197	Shri. C. Sulim, Driver	Atteched to Officer
198	Shri T.Imtichuba	Office Peon
199	Shri O.Longshem	Office Peon
200	Shri M.Beso	Office Peon
201	Shri Y.Jongliu	Office Peon
202	Shri I.Moba	Office Peon
203	Shri C.Khoni	Office Peon
204	Shri Yingeri	Office Peon

	Supdt. of Taxes, Mon	
205	Smti Margaret Sentila, Superintendent of Taxes	Assessing Officer, Registering officer, DDO and PIO under RTI Act, 2005
206	Shri Lokyonlo Ovung. HA	Establishment, general correspondence ,records of arrear in revenue in assessment, statutory form. He supervises working of all the assistants
207	Km. Maipo Wallim Inspector of Taxes (Contract)	Field Duties
208	Shri Tsalito Sangtam, UDA	Accounts, maintenance of all records and files of all registered dealers.
209	Shri Henloi Phom, LDA	Maintenance of records and files and correspondence under P/Tax of Govt. Deptt and MPR and others.
210	Shri R.Temjen, LDA	Maintenance of records of files of Treasury advice list under all Acts and correspondence relating to collection of revenue.

211	Smti Ajungla, LDA	Maintenance of records and files of registered dealers under all Acts and attach to Tsalito, UDA
212	Smti Linyu Konyak, Typist	Typing, issue, Receipts.
213	Shri. Vichunu Shizo Driver	Attached to Officer
214	Shri Mampiu	Office Peon
215	Shri Mailo	Office Peon
216	Shri Longtha	Office Peon
217	Shri Pongshem	Sweeper
	Shri Heyim	Chowkidar
218	Supdt. of Taxes, Wokha	
219	Smti. Chevetshu Nyuthe Superintendent of Taxes	Assessing officer, Registering officer, DDO and PIO under RTI Act, 2005
220	Shri. M. Yarenthang Yanthan I.T.	Field Duties
221	Km. Deziesephrenuo IT (Contract)	Field Duties
222	Shri Renbomo Humtsoe, H/A	(a) Establishment (b) General correspondences (c) MPR (d) Stationery & Furniture (e) Security deposit (f) Treasury Audit list (g) Computerization (h) Records of arrear in revenue and assessment (i) Correspondence under all Acts (j) Statutory forms (k) Audit matters and other works not allotted to others (l) He should supervise the working of all the Assistant
223	Shri Kitao Ovung, UDA	(a) Accounts matter: (a) Maintenance of cash book and cash amount (b) GPF Account in respect of III & IV Grade Staff (c) Budget estimate and fund allotment (d) TA and TE (e) Medical Re-imburement (f) Annual repairing of motor vehicle (g) Electric (h) Telephone (i) Service stamp (j) House building loan advance and Recovery (k) Any other loan relating to staff (l) Petroleum and gas Act '67
224	Shri L.Ashio Murry, LDA	(a) Maintenance of records of registered dealers under VAT (b) CST (c) Maintenance of records under NPTC and E Act'67 (d) Unregistered dealers (e) Maintenance of lumpsum tax paid by the dealers (f) maintenance of records of Control and Assessment registered (g) Maintenance of registration cancelled under VAT and NST and CST Act 2005 and 1967 and 1956 (h) Deduction of tax at source (i) Issue of Clearance Certificate (j) New registration dealers (k) Trial cases (l) Amusement and Entertainment tax Act '65
225	Shri Orenthung Tungoe, Typist	(a) Typing works (b) Receipt and Dispatch etc.
226	Shri. Nnio Lotha Driver	Attached to Officer
227	Vacant	Office Peon
228	Smti Lobeni Lotha	Sweeper
	Ezanim Ngullie	Office Peon
229	Smti Zareni Lotha	Chowkidar
230	Supdt. of Taxes, Phek	
231	Smti Imtilemla, Supdt. of Taxes	Assessing Officer, Assessing officer, DDO and PIO under RTI Act, 2005
232	Smti Remasangla I.T.	Field Duties
233	Km. Sunny Lea IT (Contract)	Field Duties
234	Shri Mhathung Lotha, HA	Establishment, general correspondence, records of arrear in revenue in assessment, statutory form. He supervises working of all the assistants
235	Vacant UDA	Taxation matter
236	Shri Anungba LDA	Account Matters
237	Smti. Zutsolo-u Typist	Typing works
238	Shri Kope Driver	Attached to Officer
239	Shri. Kekhwengulo	Office Peon
240	Shri Vengota	Office Peon
	Shri Kedutsolhi	Chowkidar
241	Shri Neipeu	Sweeper
242	Supdt. of Taxes, Zunheboto	
243	Shri Paotingmang Superintendent of Taxes	Assessing Officer, Registering officer, DDO and under RTI Act, 2005
244	Shri Pushutho. Inspector of Taxes	Field Duties

245	Smti Viholi Awomi, H/A	1. All correspondence. 2. Establishment matters 3. Statutory and Non-Statutory Forms 4. Audit Objections 5. MPR and Treasury advice list, Deduction at Source and all official works not allotted to any other assistants.
246	Shri Yenito Zhimomi, UDA	1. All files relating to old cases under NST and Pur.Tax 2. All dealers files under VAT, CST, Pet.Tax & Registered and Unregistered Prof. Tax 3. Budget and Accounts.
247	Smti Gwachu, Typist	Receipt and Dispatch and Typing.
248	Shri. Orenthang Driver	Attachad to Officer
249	Shri Hotoshe, O/Peon	Attached to office for manual works
250	Shri Kakheho, O/Peon	(1) Dak runner of Main Police side of Old Town, Mokokchung Road to Khuwoboto (2) Bank and Treasury duty
251	Shri Kughaho, O/Peon	Dak runner of Main Police side of Kohima Road upto POC
252	Shri Shehovi, Chowkidar	Watchman of office for both day and night
253	Smti Vitoli, Sweeper	Attached to office manual works.

Name of the drivers attached to officers:

SI No	Name & Designation	Vehicle No	Type of vehicle	Driver attached to officer
1	Shri M. Patton, Commissioner of Taxes	NL-10-7516	Bolero	Shri Solomon Shri Prem Bahadur
2	Mr. K.Chuba, ,Addl Commissioner of Taxes	NL-10-6958	Bolero	Shri Sashiyondang
3	Mr. Y.Mhathung Murry, Addl.Commissioner of Taxes	NL-10-3516	Gypsy King	Shri Jasper Imsong
4	Mr.Khotsemo Patton, Deputy Commissioner of Taxes	NL-10-5649	Bolero	Shri Tsanthungo
5	Mr. Zelhou, Registrar	NL-10-4277	Omni Van	Shri Kevilhoulie
6	Shri Tokhevi Sema, Assist. Commissioner of Taxes	NL-10-4283	Omni Van	Shri Kerielie
7	Shri Wochamo Odyuo, Supdt of Taxes	NL-10-4276	Omni Van	Shri Orenthung Tsopoe
8	Smti Kilang Naro, Supdt of Taxes	NL-10-4909	Omni Van	Shri Kiyekha
9	Smti Imtilemla, Supdt of Taxes	NL-10-3597	Omni Van	Shri Suresh Thapa
10	Shri Ramziu, Assist. Commissioner of Taxes	NL-10-4411	Omni Van	Shri Nchanoyimo
11	Shri Shanchow , Supdt of Taxes	NL-10-3901	Omni Van	Shri Sashimeren
12	Shri C. Lima Imsong, Supdt of Taxes	NL-10-4291	Omni Van	Shri Khumbemo
13	Shri L Shechong, Supdt of Taxes	NL-10-4416	Omni Van	Shri Pranab Phonglo
14	Shri,Ashi Khieya OSD	NL-10-6924	Bolero	Shri M.B. Nath
15	Shri Poatingmang Supdt of Taxes	NL-10- 4411	Omni Van	Shri Orenthung Tsopoe

16	Shri Ngulho Angami Rtd. Addl C.T	NL-10-5306	Gypsy King	Pranab Phonglo
17	Shri. Yihomo Yanthang Rtd. ACT	NL-10-6187	Gypsy King	Shri Nchanlo Kemp
18	Shri. W.Y Kithan Rtd. ACT	NL-10-3451	Omni Van	Shri. Moameren
19	Shri. Wizabo Rtd. DCT	NL-10-4418	Omni Van	Shri Pauzen
20	Shri. Lt.P. Chadi Sr.ST	NL-10-4278	Omni Van	Shri Wati Longkumer
21	Shri Rentsanlung Rtd. ST	NL-10-3926	Gypsy King	Shri C.Sulem.
22	Shri. Heikim Rtd. ST	NL-10-4902	Omni Van	Shri. Suresh Thapa

1.4 FUNCTIONS AND DUTIES:

The department functions are quasi-judicial in nature. The department administers and functions in accordance with the following taxation laws enforced in the State.

- i. The Nagaland (Sales of Petroleum & petroleum products including Motor spirit and Lubricants) Taxation Act, 1967;
- ii. The Nagaland Professions Trades, Calling and Employment Taxation Act, 1968 and Rules made thereunder;
- iii. The Nagaland Amusement tax Act, 1965 and Rules made thereunder;
- iv. The Nagaland value Added Tax Act, 2005 and Rules made thereunder;
- v. The Central Tax Act, 1956 and Rules made thereunder

It ensures registration, payment of tax and filing of tax return by all liable dealers. The department conducts scrutiny of the tax return filed by the dealers. It also conducts audit assessment on the basis of parameters set under the tax laws. Normal and show cause notices are issued to the dealers depending on the nature of the case to ensure tax compliance by all concern. The department also keeps strict vigil over the entire business activities of the tax payers and takes remedial measures under the tax laws and prevents evasion and avoidance of tax by unscrupulous tax payers. It also extends tax assistance to the tax payer in matters of registration, filing of tax return etc to comply with the provisions of the tax laws. The department also compiles the sales tax revenue deposited by the tax payers and submits collection statement to the government at regular interval.