

# **INFORMATION HANDBOOK**

[In pursuance of Chapter II, Section 4(1) (b) of the  
Right to Information Act, 2005]

**ADMINISTRATIVE TRAINING INSTITUTE,  
KOHIMA.**

**(A PUBLIC AUTHORITY AS DEFINED UNDER SECTION 2(h) OF THE  
RTI ACT, 2005)**

**(First released in July, 2006  
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June, 2009 and last updated in July, 2009)**

**Administrative Training Institute**

**Kimho, Kohima**

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# Right to Information

## Manual – I.

### (Particulars of Organisation, Functions and Duties)

#### Functions and Activities of the Administrative Training Institute, Kohima.

##### **Introduction**

Administrative Training Institute is the apex training Institute in the State and consultancy arm of the Government of Nagaland. Established in 1972, the Institute aspires to identify the training needs of all categories of government servants, design appropriate training programmes and impart training effectively to the civil servants in the State.

##### **Our Objectives:**

- i. To keep updating and enhancing professional knowledge and skills needed for better performance of individuals and organisations;
- ii. To promote better understanding of professional requirements; and
- iii. To bring about the right attitudinal orientation.

##### **Our mission:**

- i) To help the Government Departments tackle their challenging and complex public administration issues with a view to make continuous improvement in their performance;
- ii) To develop ATI into a Regional Institute of Excellence through building up the knowledge base in core areas of public administration, management, research and consultancy and training competencies.

##### **Our Core Values:**

We believe in the following core values while carrying out our mission:

- Create a culture of continuous learning and change.
- Practise the principles of management that we preach.
- Always applying our heart to the knowledge and wisdom.
- Strive for leadership in our area of work.

##### **Our Tasks:**

- 1) Identification of the training needs of Government Departments in terms of knowledge, skill and attitude that would improve the performance.
- 2) Creation of knowledge base through development of faculties.
- 3) Creation of learning facilities and atmosphere for continuous learning;
- 4) Organisation of professional training to the officers of AIS, NCS, NSS and other departmental executives at the induction level and at the different stages of service career.
- 5) Continuous evaluation of the training programmes by the trainees, user departments and ATI faculties with a view to evolve relevant training content, pedagogy and programmes.

- 6) Undertaking project works and consultancy services to various Government Departments by the faculty members and other agencies involved in developmental activities.
- 7) Generation of internal resources through optimal use of existing infrastructure available with the ATI.
- 8) Institution Building through internal systems, processes and innovations and collaboration with other training and learning institutions.

### **Our Activities:**

#### **a) Training:**

The Institute imparts training to the newly recruited officers of the Nagaland Civil Service in the form of Foundation Course of one year duration and 3 months Secretariat Foundation Course for the newly recruited LDAs/UDAs. The Institute also conducts various in-service training programmes, refresher courses, seminars and workshops for different categories and levels of Government servants. The Institute also conducts training programmes sponsored by HUDCO, DOPT, DONER and NIDM. In continuation of the 'Mass Skill Upgradation Training Programme for Government Employees' in the Civil Secretariat during 2004, the Institute had started similar programme for officers of the Directorates during 2007 and is still continuing.

Besides imparting training, the Institute undertakes activities related to training like:-

- *To conduct Training Need Analysis*
- *To design training programmes.*
- *To prepare, update training materials.*
- *To internally validate the training course to improve training.*
- *To continuously update the methodology of training to make it cost effective*
- *To adhere to the concept of Systematic Approach to Training.*
- *To conduct courses sponsored by Government of India.*

#### **b) Research & Development Cell (R&D):**

The Cell undertakes various research and evaluation for effective improvement and management of programmes and to develop new and better concepts. It maintains all the training materials for easier production and distribution to the participants as and when required. The Institute publishes monthly newsletter on a wide range of subject areas for wider dissemination of information and knowledge. Reports and publications are sent to the Government of Nagaland from time to time.

#### **c) Disaster Management Cell:**

A Disaster Management Cell (DMC) has been setup in 2005 for organizing all trainings related to Disaster Management. The Cell is headed by a Faculty Head, who is assisted by two Associate Professors and one Technical Assistant. The Institute in collaboration with the Home Department has been conducting a number of various courses both at the State and district levels, with faculty and financial supports from the UNDP and NIDM.

#### **d) RTI Cell:**

With the implementation of the UNDP-GoI (i.e Department of Personnel and Training) assisted project on "Capacity Building for access to information", a Right to Information Cell

(RTI Cell) was set up in the Institute in 2007 headed by the Director and assisted by Nodal Officer (of the project) with the following objectives:-

- Development of the capacity of government officials to meet citizen's information needs for improved service delivery;
- Establishment of an institutional mechanism for improvement of government-citizen interface.
- Development of awareness and capacity in citizens with regard to their right to seek information, and
- Facilitating research, documentation, communication and advocacy.

The project activities are undertaken as per the project guidelines developed by the National Implementing Agency (Centre for Good Governance, Hyderabad and YASHADA, Pune).

The project was implemented in two identified districts of Dimapur & Mokokchung.

All RTI trainings and other activities are being undertaken by this Cell.

Also, on similar line with the project, the DoPT is implementing a Centrally Sponsored Scheme for effective implementation of the RTI Act for a period of 24 months.

**e) Others:**

The Institute publishes Training Calendar every year and is widely circulated within and outside the state. All the courses conducted presently are free of charges. The Calendar can be downloaded from the Institute's website.

**f) Conduct of Suitability Test.**

The Government of Nagaland has entrusted the ATI to conduct **Suitability Test** for regularization of contract/ad hoc appointees of various departments. And such test/interviews are conducted with a representative of ATI.

**g) Conduct of NCS Departmental Exam.**

Starting from 2008-09, the Government of Nagaland has entrusted the ATI for the conduct of Nagaland Civil Service (Probationers' Final Examination). After the completion of the one year training at ATI, exam is conducted for the NCS(Probationers). Any such NCS officer who do not pass this exam shall not be eligible for promotion.

**Faculty:**

ATI, Kohima has its own team of permanent, professional and experienced trainers in various fields like Management, Public Administration, Accounts, financial management, Computers, Disaster Management, behavioural sciences and economics. Subject experts and guest faculties are also invited from within and outside the State from time to time.

The faculty members are constantly upgrading the course contents and designing various courses as per the user requirements, based on feedbacks received from previous courses and as per the latest policies and trends of the government. They also explore into new and different areas of importance and keep updated with the changing policies, trends and technologies.

**Facilities:**

Located in the idyllic surroundings, the Institute presents a perfect picture of serenity suitable for learning. It has the state of the art modern training facilities comprising of auditorium hall, conference halls, lecture rooms, syndicate rooms and computer labs equipped with excellent audio and visual equipments. One feels that this is just the ideal place for the pursuit of excellence.

**a) Sports and Recreation:**

Synthesizing the concept of a healthy mind in a healthy body, the Institute provides different games like badminton, carom, table tennis, yoga, martial arts and music.

**b) Library:**

The Library has about 5,000 volumes consisting of various books on varied subjects. Besides, journals, magazines and other publications are also subscribed. More volumes of books on various disciplines are proposed to be added to the library during the current financial year. The Library is being computerised for easy access and prompt service.

**c) Computer Centre:**

The Institute has two state-of-the-art computer labs – one with 26 computers and the other with 15 computers each powered by a 10 KVA online and a 5 KVA offline UPS. The Institute has HP-Compaq, Acer & Laptop computers with printers of Laser, Deskjet and Dot Matrix types, scanners, LCD Projectors, OHPs, and Slide projectors. Also a mini computer lab with 5 computers are housed in the Hostel Block. A 16 MW diesel generator is available for uninterrupted power supply. The center plays a vital role in improving the managerial efficiency through trainings with latest technologies and systems based approaches in management training.

All the computers in the Institute, both in the labs and office chambers are equipped with the latest software tools needed for office productivity. All the computers in the Administrative Block, Training Block, and Hostel Block of the Institute are connected through LAN and Internet connectivity through VSAT. The Training Block houses the Lecture halls, Conference Halls, Library and computer lab. The Institute has its presence on the web at [www.atingl.nic.in](http://www.atingl.nic.in).

The Institute is among the first State training institutes in the country which is interconnected to other training institutes in the country through a MPLS-VPN (Virtual Private Network) under the e-networking project of the GoI (Department of Personnel and Training) during 2008-09.

The objectives of the e-Networking project of training institutions are:-

- Ensure Sharing of teaching learning material amongst the State training institutes;
- Encourage lifelong learning habits among officers;
- Reduce course-related administrative burden on the faculty; and
- One common domain having a repository of all sharable teaching learning material.

### **The Hostel Block:**

The Institute has well laid and well furnished Hostel facility to cater to the needs of the trainees with the following rooms:-

- VIP Lounge
- TV Room
- Suites: 2
- Single rooms: 12
- Double rooms: 10
- Triple rooms: 8
- Kitchen and Dining Room with a capacity of more than 30 persons.
- An Auditorium, popularly known as '*Imagine Nagaland Hall*' with a seating capacity of 250 to 300 persons.

*The infrastructural facilities of the Institute are also given on hire to other departments/organizations and NGOs at prescribed rates.*

### **Milestones of ATI, Kohima.**

- 1972 – Year of establishment. Initially under the Home Department with an office in the Zonal Council Hall. The Institute started its maiden training on 2<sup>nd</sup> April, 1972 on Foundation Course for NCS for 3 months with 1 EAC and 4 C.Os. Besides, Foundation Course for IAS cadres allotted to State and Foundation Course for SAFC(3 months) were also conducted. The Institute then was manned by a Principal, Vice Principal, UDA-cum-Accountant, LDA and a Typist.
- 1974 – Became independent from Home Department.  
Shifted to a private rented house in D-Block.
- 1975 – Shifted from the rented house in D-Block to Officers' Club Building in Officers' Hill.
- 1976 – The nomenclature of Principal was changed to Director.  
Shri. N. Roy from AG Office deputed to conduct trainings.
- 1980 – Shri. S. Mohandas, Lecturer(Law) became the first to be appointed on a regular basis which was selected through a Committee. All posts were manned by deputationists,
- 1983 – Additional Director appointed
- 1984 – New ATI Complex in the present site was planned and land acquired.
- 1994 – NCS Training enhanced to 6 months from 3 months.
- 1996 – Computer training started with the help of NIC.
- 1997 – NCS training further enhanced to 1 year with the revised training schedule.
- 2000 – Abolished Stenography & Typing Trainings.  
- Special crash computer programs organized to NCS and NSS Officers in pursuant of the declaration made by the State Govt. 2000 as the '*Year of Computer Literacy*'.  
- Organised a Seminar-cum-Workshop on "*Transparent & Accountable Administration*" at Zonal Council Hall from 13-16 November, 2000. Published "*Transparent & Accountable Administration*"  
- "*Motivational Training for Policy Makers in Nagaland – Blue Print for Success*" conducted by Shiv Khera from 27-29 Nov. 2000 at Hotel Japfü.
- 2001 – Shifted from Officers' Hill to the New Complex which was inaugurated by Shri. L.K Advani, Hon'ble Union Home Minister.  
- Imagine Nagaland Workshops. Outcome: Key recommendations

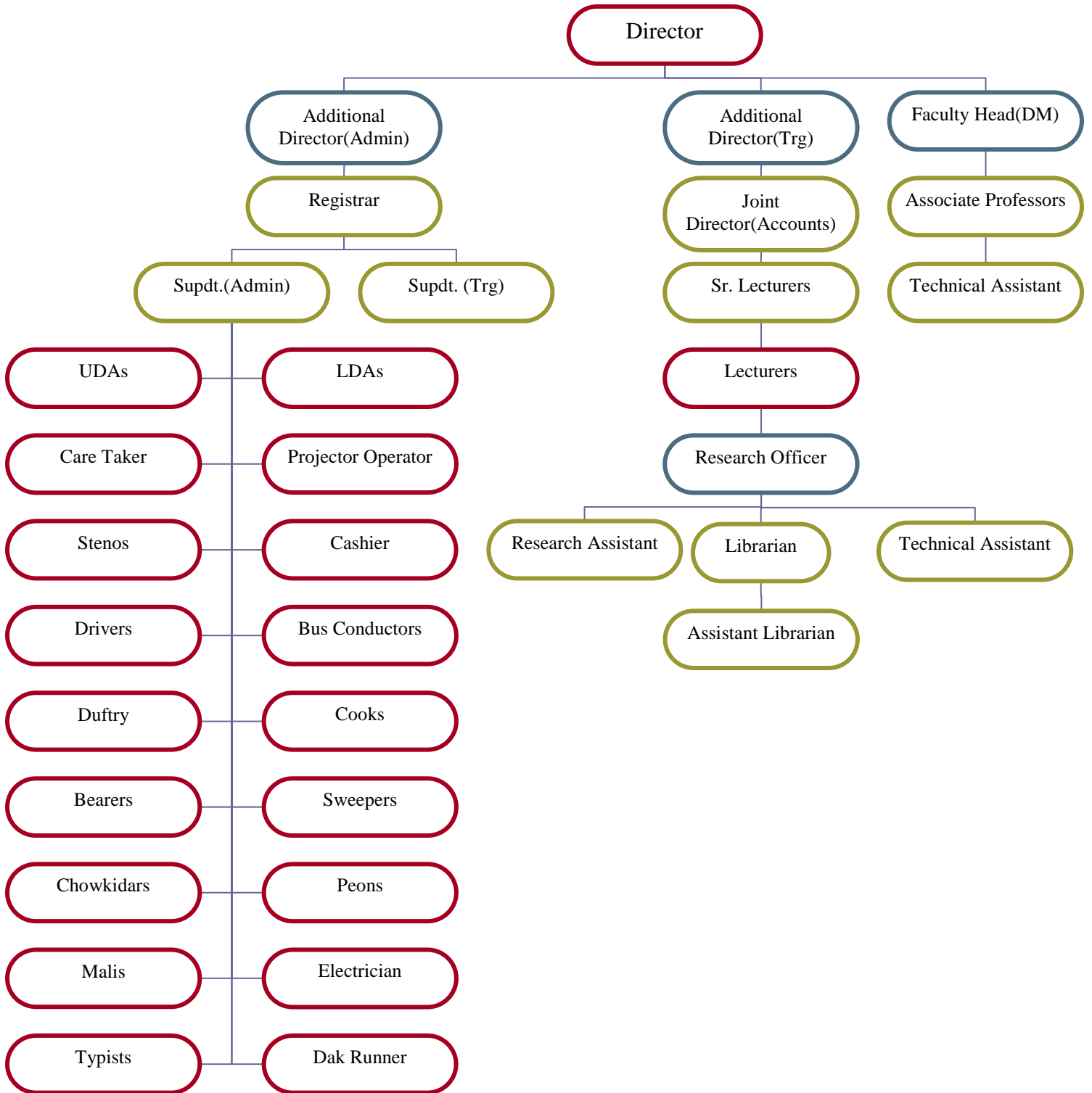
- MoU signed with UNICEF to transform ATI into a regional *Centre of Excellence* in public management.
  - The 3 months part-time of SAFC became full-time starting with the 32<sup>nd</sup> Batch.
- 2002 – For the first time in the history of the Institute, the Annual Training Calendar 2002-03 was published on the internet at <http://nagaland.nic.in>
- Good Governance Workshops: Needs Assessment (15-20 April 2002) 4 Districts identified: Kohima, Mokokchung, Phek, Tuensang. (5 workshops in each districts conducted)
- 2004 - Launched by the Hon'ble Chief Minister of Nagaland on 16<sup>th</sup> June the Institute for the very first time had conducted '*Mass Skill Upgradation Training Programme for Government Employees*' from 16<sup>th</sup> June to 30<sup>th</sup> September 2004 for the Secretariat staff and officers. Under this programme 468 employees from LDAs to Additional Secretaries in the Civil Secretariat were given training on office procedure, management and computer basics in 22 batches.
- All India Tours by ATI Officers and faculty members;
  - ATI made its' presence on the web (<http://www.atingl.nic.in>)
  - New computer lab setup with LAN and Internet facilities through dial-up from BSNL.
- 2005 – For the very first time in the State, a 2-day workshop on ethical values in administration was conducted for all the DCs and SPs of the State.
- One day retreat for HoDs organized.
  - Supposed to start *Mass Skill Upgradation Programme for Government Employees*' for the Directorates but could not materialized.
  - Syllabus for NCS(Prob.) reviewed and restructured;
  - Organised Bharat Darshan for the NCS (Probationers);
  - VSAT installed with assistance from the Ministry of Information & Broadcasting.
  - Disaster Management Cell (DMC) was setup;
  - Research & Development Cell was setup;
- 2006 – Two RTI trainings conducted covering 122 participants for the very first time after enactment of the RTI Act, 2005.
- Project Planning & Management conducted with support from the Ministry of Statistics & Programme Implementation, New Delhi covering 69 participants.
- 2007: A module on RTI included in all training courses.  
A module on Records Management included in all RTI Trainings.
- 2008: A UNDP-GoI project on 'Capacity building for access to information' being implemented.
- The Institute get connected to all State Training Institutes and the LBSNAA, Mussorie through VPN(Virtual Private Network) for resource sharing.

## **ORGANISATIONAL STRUCTURE**

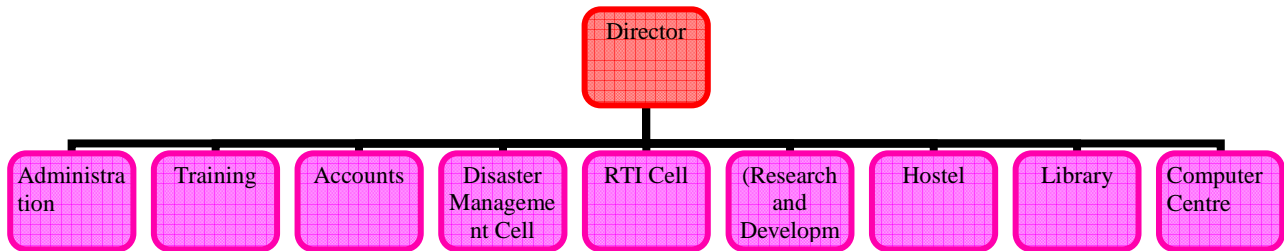
The Administrative Training Institute is a Government institution, under the administrative control of the Department of Personnel & Administrative Reforms, Government of Nagaland. It also maintains a close link with the Department of Personnel & Training, Govt. of India.

The Institute is headed by a Director who is a senior Officer from All India Service Cadre. The Director is assisted by two Additional Directors, one Faculty Head, one Joint Director, three Sr. Lecturers (Deputy Director rank), one Lecturer, two Associate Professors, one Registrar, two Superintendents, one Librarian, One Research Officer and a number of supporting staff.

For conduct of trainings, officers of Additional Directors and Joint Directors ranks are designated as Course Director. The Course Directors are assisted by Course Coordinators who are Sr. Lecturers and Lecturers rank. In any training course, there is a Course Director and a Course Coordinator.



**Functional Structure:**



**METHODOLOGY:**

The trainings are conducted through lecture sessions, group discussions, panel discussions, case studies, film shows, field visits, role play, exercises, group activities, workshops, seminars etc.

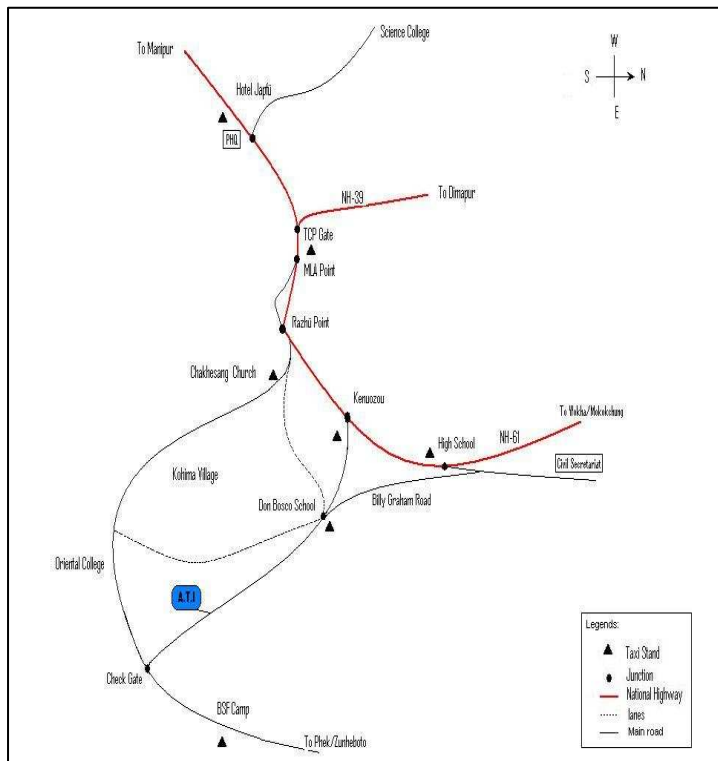
**Location:**

ATI is located at *Kimho* in the outer area of the capital city Kohima. It is about 7 kms from the main town and about 5 kms from the Nagaland Civil Secretariat.

The Institute stands below Kohima Village or popularly known as *Bara Bosti*, claimed to be the second biggest village in Asia. It has a peaceful and perfect environment for learning.

The Institute can be reached by taxi by two different routes – from Kitsubozou (earlier known as Choto Bosti) and the other from Kenuozou or Tin Pati. Taxis are available near the Chakhesang Church, Kitsubozou and at Kenuozou. Taxis coming from the Chakhesang Church, Kitsubozou will stop at check gate below ATI and taxis coming from Kenuozou will stop at Don Bosco School. And further taxis can be hired from Don Bosco School. The Institute can be reached from Don Bosco School on foot which takes about 15 minutes.

The Institute has also staff bus which starts from Leirie at 09:15 AM, halting at S.P Point(PR Hill junction), Chandmari junction, Old NST Bus stand, Kezieke, Kenuozou and finally reaches ATI at 10:00 AM. The Staff bus leaves the Institute at 4:00 PM.



The nearest airport and Railway station is Dimapur which is about 74 kms from Kohima. Taxis and buses are easily available between Kohima and Dimapur.

**Address:**

Administrative Training Institute,  
Kimho,  
Kohima,  
Nagaland – 797003.

**Tel:**

Director: (0370) 2280066(O)  
Additional Director(Admin): (0370) 2280649(O)  
Additional Director(Trg): (0370) 2280063(O)  
Faculty Head (DM) : (0370) 2280065(O)  
EPBAX: (0370) 2280068(O)  
Fax: (0370)2280067 (O)  
e-mail: kohimati@yahoo.com, dirati-nagl@mail.nagaland.nic.in,  
website: www.atingl.nic.in

**Office Timings:**

Summer: 9:30 AM to 4:30 PM  
Winter: 9:00 AM to 4:00 PM

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## Manual –II

### (Powers and Duties of Officers and Employees)

**Details of powers and responsibilities of Class-I Gazetted Officers are as follows:-**

Sl. No	Name and Designation	Responsibilities
1	Shri. Mhathung Kithan, IAS Director	Overall Supervision of ATI Administrative Head of the Institution. General Administration & Direction Giving right direction to the Institution, Framing plan and policy in relation to ATI for Govt. approval. <ul style="list-style-type: none"> <li>i. Administrative, establishment, personnel &amp; service matters</li> <li>ii. Training of IAS, IFS &amp; allied service officers</li> <li>iii. DOPT sponsored programmes</li> <li>iv. Budget, Annual Plan &amp; Works Programme</li> </ul> Preparation of all allocation of funds Frame policy and plan annual activity Coordinate with Govt. of Nagaland & GOI for general matters. Proposal & sanctions of fund releases.
2	Smti. Lithrongla G. Chishi, NCS Additional Director (Admn)	Assisting in the General supervision of ATI Training of NCS Refresher courses for NCS officers
3	Shri. Mhalezothie Khezhe, Additional Director (Trg)	<ul style="list-style-type: none"> <li>i. Training and related matters</li> <li>ii. Preparation of training programmes</li> <li>iii. HUDCO sponsored programmes</li> <li>iv. Library &amp; library books</li> <li>v. Conduct of suitability tests.</li> <li>vi. Communitisation programmes</li> <li>vii. Any other works assigned by the Director.</li> </ul> <b>First Appellate Authority</b> (with effect from June 2009)
4	Shri. L. Youdang Jamir Sr. Lecturer (PA)	<ul style="list-style-type: none"> <li>i. Course Coordinator in all training programmes on:- <ul style="list-style-type: none"> <li>a. Public Administration</li> <li>b. Other topics of public importance</li> </ul> </li> <li>ii. Training of IAS, IPS &amp; IFS probationers</li> <li>iii. Mass Skill Upgradation training programmes for Directorates and districts.</li> <li>iv. Any other training or duty may be assigned by higher authority.</li> </ul> <b>Public Information Officer(PIO) of ATI.</b>
5	Shri. Leto Savino Sr. Lecturer (M)	<ul style="list-style-type: none"> <li>i. Course Coordinator of Common foundation training courses for NCS &amp; other gazetted officers</li> <li>ii. Induction training courses for NCS officers</li> </ul>

		<ul style="list-style-type: none"> <li>iii. HUDCO training programmes</li> <li>iv. Any other training or duty may be assigned by higher authority.</li> </ul>
6	Er. Worhonthung Ezung Sr. Lecturer(Computer)	<ul style="list-style-type: none"> <li>i. Course Coordinator of all training programmes on computer</li> <li>ii. Computerization &amp; IT programmes of ATI</li> <li>iii. To give technical opinion in the procurement of computer, peripherals &amp; IT equipments</li> <li>iv. Conduct of DOPT sponsored programmes</li> <li>v. Development of specific training modules, manuals &amp; standard work norms for faculty members.</li> <li>vi. Formulation of Service Rules.</li> <li>vii. Training on RTI Act.</li> <li>viii. State Nodal Officer for UNDP assisted project on 'Capacity building for access to information.</li> <li>ix. To assist Joint Director(Accounts)/DDO in the preparation of budget and Annual Plans.</li> <li>x. Nodal Officer for DONER sponsored District Training at cutting-edge level.</li> <li>xi. Nodal Officer for e-networking project.</li> <li>xii. Nodal Officer for DFID project on 'Capacity building for poverty reduction'.</li> <li>xiii. Incharge of all IT equipments.</li> <li>xiv. Any other training or duty may be assigned by higher authority.</li> </ul> <p><b>Assistant Public Information Officer(APIO)</b></p>
7	Smti. Kaholi Sema, Lecturer(Accounts)	<ul style="list-style-type: none"> <li>i. Course Coordinator in all training programmes on accounts</li> <li>ii. Course Coordinator of Secretariat Foundation Course</li> <li>iii. Assist Shri. K. Semy, Course Director in accounts training;</li> <li>iv. Any other training or duty may be assigned by higher authority.</li> </ul>
8	Shri. Luveto Sema, Registrar	<ul style="list-style-type: none"> <li>i. Memo of distribution of works</li> <li>ii. All establishment matters including Government Rules &amp; Regulations, presenting officer of disciplinary proceeding.</li> <li>iii. Maintenance of daily attendance</li> <li>iv. Retirement, death-cum-gratuity &amp; pension cases;</li> <li>v. General Provident Fund matters;</li> <li>vi. Motor vehicles and related matters including Checking of Log Books of all vehicles and Issue of fuel for pool vehicles, staff buses and water tanker.</li> <li>vii. Controlling officer of drivers &amp; helpers of pool vehicles &amp; buses;</li> </ul>

		viii. Any other duty may be assigned by higher authority.
9	Shri. Metevil Naleo Superintendent(Estd.) & Nodal Officer	<ul style="list-style-type: none"> <li>i. Budget Estimates &amp; Revised Estimates</li> <li>ii. Reconciliation of accounts, audit objections &amp; reports;</li> <li>iii. Stores, furniture &amp; equipments</li> <li>iv. Works Programmes;</li> <li>v. Allotment of Staff quarters</li> <li>vi. Discipline &amp; punctuality in attendance of Grade III &amp; IV staff.</li> <li>vii. Training of dealing assistants</li> <li>viii. <b>Nodal Officer</b> for pursuing cases in the Secretariat.</li> <li>ix. Any other duty may be assigned by higher authority.</li> <li>x. Material for Governor's Address, Assembly Questions etc.</li> <li>xi. Audit Objection and reconciliation</li> </ul>
10	Smti. S. Seno Superintendent(Trg.)	<ul style="list-style-type: none"> <li>i) All training related activities.</li> <li>ii) Training of faculties outside the State</li> <li>iii) Arrangement of spot payment of honorarium</li> <li>iv) Consolidation &amp; preparation of honorarium bills.</li> <li>v) Arrangement &amp; preparation of refreshment bills</li> <li>vi) Detailment of staff for performing different duties during training.</li> <li>vii) Arrangement and co-ordination of all other training activities.</li> <li>viii) Maintenance of File Index Register.</li> <li>ix) <b>Nodal Officer</b> for pursuing cases in the office of the Accountant General.</li> <li>x) Any other duty assigned by higher authority.</li> </ul> <p>Pension matters for Officers &amp; Staff, G.P.F Advance (both officers and staff) etc. and other miscellaneous works directed from time to time.</p>

**Disaster Management Cell:**

1	Shri. Kewachu Semy, Faculty Head(DM) & DDO	<ul style="list-style-type: none"> <li>i. Course Director in all Accounts related trainings</li> <li>ii. Course Director of Secretariat Foundation Course</li> <li>iii. Course Director in all trainings on Disaster Management</li> <li>iv. Responsibility of DDO,</li> <li>v. Preparation of budget</li> <li>vi. Settlement of audit paras &amp; objections/PAC</li> <li>vii. All matters relating to Finance and Accounts.</li> <li>iii. Any other duty may be assigned by higher authority.</li> </ul> <p>As the Faculty Head in Disaster Management, he will provide leadership to the Centre and will undertake all required activities viz. Research, Training, Documentation, Database etc. He is also responsible for creating Public Awareness and</p>
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		Capacity building, Govt. and Non-Govt. partnership and providing all required expertise & assistance to the State Govt. in the field of Disaster Management. He should actively liaise with the State Home Department, DM Division, Govt. of India, NIDM and DONER agencies.
2	Er. N. Moa Longkumer Associate Professor (Disaster Management)	<ul style="list-style-type: none"> <li>i. Same as duties of Er. Worhonthung Ezung, Sr. Lecturer(Computer) in the matters of computer &amp; IT activities;</li> <li>ii. To assist Faculty Head (DM) in the conduct of training on Disaster Management;</li> <li>iii. Any other training or duty may be assigned by higher authority.</li> <li>iv. Secretary for monthly meetings of ATI employees.</li> </ul>
3	Dr. Hovithal N. Sothu, Associate Professor (Disaster Management)	Coordinate and conduct Disaster Management training programmes.
4	Shri. Yatilo Semy, Technical Assistant	<ul style="list-style-type: none"> <li>i. Assisting the officers in imparting disaster training.</li> <li>ii. Maintenance of Computer hardware &amp; software under the Cell.</li> <li>iii. Maintenance of Stock Register for IT equipments purchased under the Cell.</li> <li>iv. All matters relating to Audio-visual operating works.</li> <li>v. Any other duty that may be assigned to him by higher authority.</li> </ul>

**Research and Development Cell:**

1	Dr. S. Rongsen Lkr. Research Officer	<ul style="list-style-type: none"> <li>i. Preparation of Annual Administrative &amp; Statistical reports;</li> <li>ii. Evaluation of training programmes;</li> <li>iii. Compilation &amp; preparation of training materials;</li> <li>iv. Maintenance of training records;</li> <li>v. Preparation of mark sheets &amp; certificates;</li> <li>vi. Research &amp; Development of training programmes</li> <li>vii. Publication of newsletters</li> <li>viii. Incharge of the Hostel maintenance including water supply.</li> <li>ix. To coordinate with different training Course Coordinators, Welfare Fund Managers, Caretaker, Cooks and Bearers for making necessary arrangement for preparation and serving of refreshment to the participants.</li> <li>x. To ascertain total number of participants who are likely to attend different training courses during the week and assess the approximate amount of money required for purchase of food items.</li> </ul>
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		<ul style="list-style-type: none"> <li>xi. To place requisition for release of fund for purchase of articles and preparation of refreshment to the welfare fund managers.</li> <li>xii. To discuss with the cooks and assess the quality of food articles that are required for preparation of meals for every batch of training course/ participants.</li> <li>xiii. To oversee the purchase of food articles and keep watch on the stock of articles purchased for preparation of refreshments.</li> <li>xiv. To keep watch on the leftovers and ensure that nothing is wasted.</li> <li>xv. To ensure that the quality of refreshment is maintained and that food items are prepared under hygienic conditions.</li> <li>xvi. To ensure that meals are prepared and served on time.</li> <li>xvii. To ensure that accounts of the advances taken from the welfare fund managers are maintained by the cooks and are submitted by the cooks at the end of the week or after every training course.</li> <li>xviii. To ensure that bills for the meals are prepared accurately and submitted at the end of every training course/week.</li> <li>xix. Any other training or duty may be assigned by higher authority.</li> </ul> <p>The Research Officer is responsible for Documentation, creation of Database etc. and the programming needs of ATI. Annual Report preparation and related matters, Publications and printing works,</p>
2	Shri. Moatemjem Longchar, Research Assistant	<ul style="list-style-type: none"> <li>i) Executive Assistant to Research Officer.</li> <li>ii) Maintenance of training files concerning Research Officer.</li> <li>iii) Assistance in the conduct of training activities</li> <li>iv) Any other duty that may be assigned to him by higher authority.</li> </ul>

**Library:**

1	Dr. W. Alem Longchar Librarian	<ul style="list-style-type: none"> <li>i. Custodian of all library books;</li> <li>ii. Systematic arrangement &amp; indexing of library books;</li> <li>iii. Procurement of books, periodicals &amp; Newspapers;</li> <li>iv. Entry of all new procured books into stock register;</li> <li>v. All bills pertaining to library books;</li> <li>vi. Computerization of the library;</li> <li>vii. Any other duty that may be assigned to him by higher authority.</li> </ul>
2	Km. Neitho-ü Rutsa,	i) General assistance to Librarian in the maintenance of the

	Asstt. Librarian	<p>library.</p> <ul style="list-style-type: none"> <li>ii) Maintenance of stock registers for library books.</li> <li>iii) Maintenance of records of books issued &amp; their timely return.</li> <li>iv) Correspondences relating to library.</li> <li>v) Acting as librarian during the absence of the librarian.</li> <li>vi) Executive assistant to Jt. Director (Accounts).</li> <li>vii) Any other duty that may be assigned to her by higher authority.</li> </ul> <p>Responsible for effective readers' services, display of documents, books arrangements, shelving of books, daily maintenance of library, cleanliness, Cataloging of books and assist in Computerization of library and membership works.</p>
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**List of Stenos and their allotted duties:**

1	Smti. Menuovo-ii Steno Gr. I (P.S. to Director)	<ul style="list-style-type: none"> <li>i) Attached to Director</li> <li>ii) Maintenance of all official confidential matters &amp; ACRs of officers of ATI.</li> <li>iii) Assistance to any other officer as and when required.</li> <li>iv) Assistance to any other officer during conduct of training programmes.</li> <li>v) Any other duty that may be assigned to her by higher authority.</li> </ul>
2	Smti. Panyangmongla, Steno Gr-II P.A. to Addl. Director(Admn)	<ul style="list-style-type: none"> <li>i. Attached to Additional Director (Admn)</li> <li>ii. Assistance to any other officer as and when required.</li> <li>iii. Assistance to any other officer during conduct of training programmes.</li> <li>iv. Any other duty that may be assigned to her by higher authority.</li> </ul>
3	Shri. Mezhuzolie Yisie, Steno Gr-III P.A. to Addl. Director(Trg)	<ul style="list-style-type: none"> <li>i) Attached to Additional Director (Trg).</li> <li>ii) Assistance to any other officer as and when required.</li> <li>iii) Assistance to any other officer during conduct of training programmes.</li> <li>iv) Any other duty that may be assigned to him by higher authority.</li> </ul>
4	Smti. Mejenmenla, Steno Gr-II P.A to Faculty Head(DM)	<ul style="list-style-type: none"> <li>i) Attached to Faculty Head, Disaster Management Cell.</li> <li>ii) Assistance to any other officer as and when required.</li> <li>iii) Assistance to any other officer during conduct of training programmes.</li> <li>iv) Any other duty that may be assigned to him by higher authority</li> </ul>
5	Shri. Angukato, Steno Gr-III P.A to Sr. Lecturer (PA)	<ul style="list-style-type: none"> <li>i) Attached to Sr. Lecturer (PA)</li> <li>ii) Assistance to any other officer as and when required.</li> <li>iii) Assistance to any other officer during conduct of training programmes.</li> <li>iv) Any other duty that may be assigned to him by higher</li> </ul>

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**Duties and responsibilities of Grade III staff.**

1	Smti. Mekuhole, UDA	<ul style="list-style-type: none"> <li>i) All matters relating to stationeries</li> <li>ii) Procurement and purchase of stationery articles.</li> <li>iii) Maintenance of stock register.</li> <li>iv) All matters relating to electricity and water.</li> <li>v) All matters relating to telephone connections &amp; bills.</li> <li>vi) Typewriting machines &amp; maintenance of their history sheets.</li> <li>vii) Disposal of unserviceable articles</li> <li>viii) Any other duty that may be assigned to her by higher authority.</li> </ul>
2	Shri. Thochwi Semy, Cashier - Accountant	<ul style="list-style-type: none"> <li>i) Maintenance of cash book, bill register and related documents.</li> <li>ii) Preparation of all bills</li> <li>iii) Submission of bills to treasury</li> <li>iv) Collection and disbursement of cash.</li> <li>v) Preparation of monthly expenditure statement</li> <li>vi) Preparation of department budget.</li> <li>vii) Reconciliation of accounts with treasury and the Accountant</li> <li>viii) General and submission of report to the Finance Department before the 12<sup>th</sup> of every month.</li> <li>ix) Any other duty that may be assigned to him by higher authority.</li> <li>x) Audit objection and reconciliation.</li> <li>xi) Permanent Advance Register and other ledger books.</li> </ul>
3	Shri. Visezo Zao, Projector Operator	<ul style="list-style-type: none"> <li>i) Operation of overhead projector, slides projector, Xerox machines etc.</li> <li>ii) Printing of training materials &amp; office papers.</li> <li>iii) Maintenance of files, stock register and history sheets in respect of equipment under his charge.</li> <li>iv) Executive assistant to Lecturers (Computer)</li> <li>v) Any other duty that may be assigned to him by higher authority.</li> </ul>
4	Smti. Videni, LDA	<ul style="list-style-type: none"> <li>i) All establishment matters</li> <li>ii) Maintenance of register of permanent and temporary posts.</li> <li>iii) Maintenance of personal files of gazetted officers and all other staff.</li> <li>iv) Recruitment, appointment and promotion of grade III and IV staff.</li> <li>v) Maintenance of the service books of grade III &amp; IV staff.</li> </ul>

		<ul style="list-style-type: none"> <li>vi) All matters relating to casual, contingency paid and work charged employees</li> <li>vii) All matters relating to group insurance scheme, 1988.</li> <li>viii) Maintenance of ACRs of non-gazetted staff.</li> <li>ix) Pension cases.</li> <li>x) Disciplinary, punishment and appeal cases</li> <li>xi) Maintenance of ruling and guard files of important circulars &amp; instructions concerning establishment.</li> <li>xii) Any other duty that may be assigned to her by higher authority.</li> </ul>
5	Smti. Neino, Typist	<ul style="list-style-type: none"> <li>i) All typing works of Administrative Training Institute establishment</li> <li>ii) Any other duty that may be assigned to her by higher authority.</li> </ul>
6	Shri. Zubenthung, Typist	<ul style="list-style-type: none"> <li>i) Executive assistant to Sr. Lecturer (M).</li> <li>ii) Any other duty that may be assigned to him by higher authority.</li> </ul>
7	Smti. Temsüjungla, Care Taker	<ul style="list-style-type: none"> <li>i) In charge of mess and hostel</li> <li>ii) Maintenance of mess accounts</li> <li>iii) Maintenance of stock registers and inventory of all items in the kitchen, dining hall and hostel rooms.</li> <li>iv) Upkeep and cleanliness of mess, hostel, training center, administrative block &amp; compound of the institute.</li> <li>v) Supervision of the works of sweepers.</li> <li>vi) Executive assistant to officer in-charge of Hostel.</li> <li>vii) Controlling officer of cooks, bearers and malis.</li> <li>viii) Any other duty that may be assigned to her by higher authority.</li> </ul> <p>Allotment of hostel rooms, upkeep Supervision of all Hostel works and Services, Supervision of the welfare of the trainee officers who reside in the hostel. Maintenance &amp; cleaning of ATI buildings, hostel and gardens. Regular Contingency Bills, demand for Fund and Monthly ceiling.</p>
8	Smti. Moasangla, Receptionist	<ul style="list-style-type: none"> <li>i) Duty as receptionist during training programmes.</li> <li>ii) Registration of participants.</li> <li>iii) Assisting faculty members in the conduct of training programme.</li> <li>iv) Attending to the needs of training and trainees.</li> <li>v) Arrangement of training functions</li> <li>vi) Supply of course materials to trainees</li> <li>vii) Assistance in the office during non-training days.</li> <li>viii) Any other duty that may be assigned to her by higher authority.</li> </ul>

9	Shri. Kethoneizo Rutsa, LDA	<ul style="list-style-type: none"> <li>i) Assistant to Accountant in the preparation of bills and other duties.</li> <li>ii) Any other duty that may be assigned to him by higher authority.</li> </ul> <p>Any other works related to the salary and wages and T.A. Bill etc as and when necessary.</p>
10	Shri. Yamongthung, LDA	<ul style="list-style-type: none"> <li>i) All receipts and dispatches</li> <li>ii) Placement of all receipts in the 'Dak tray' on the superintendent's table as and when received.</li> <li>iii) Submission of files to concerned officers and receipts in dak pads for perusal at dak stage.</li> <li>iv) Entry of all receipts in the Receipts Register.</li> <li>v) Maintenance of Diary register, movement of files in the register and register of files for record.</li> <li>vi) Prompt issue of all postal and local communications</li> <li>vii) Maintenance of service stamps record.</li> <li>viii) Maintenance of bills relating to transport and vehicles.</li> <li>ix) Ensuring maintenance of log books by drivers of pool vehicles and buses.</li> <li>x) Any other duty that may be assigned to him by higher authority.</li> </ul>
11	Shri. Vikuolie Houzha, Technical Assistant	<ul style="list-style-type: none"> <li>i) Technical Assistant to Computer Lecturers.</li> <li>ii) Maintenance of Computer hardware &amp; software.</li> <li>iii) Assistance in the use of LCD projector and PA system</li> <li>iv) Assisting lecturers in imparting computer training.</li> <li>v) Maintenance of files relating to computer as may be required by the controlling officers.</li> <li>vi) Any other duty that may be assigned to him by higher authority.</li> <li>vii) Maintenance of Stock Register for IT equipments</li> <li>viii) Maintenance of Store for equipments</li> <li>ix) All matters relating to Audio-visual operating works.</li> </ul>

**List of Grade-IV and their allotted duties:**

1	Shri. Vikedu, Duftry	<ul style="list-style-type: none"> <li>i) Performance of treasury duties.</li> <li>ii) Collection of documents from treasury office.</li> <li>iii) Attached to Registrar &amp; Superintendent.</li> <li>iv) Any other duty that may be assigned to him by higher authority.</li> </ul>
2	Smti. Rükhiesie-ü, Mali	Responsible for maintenance of flowers, plants and trees in the campus.
3	Shri. Neitseizolie, Mali	Responsible for maintenance of flowers, plants and trees in the campus.

4	Shri. Ratan Saha, Electrician	To attend to all electrical, generator and water supply works. He will also assist the cooks in the preparation of Indian vegetarian meals for guests.
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**List of Cooks and their allotted duties:**

1	Shri. Makum	Overall in charge of cooking during training period & preparation of refreshment.
2	Smti. Vikhwehole	

**List of Bearers and their allotted duties:**

1	Smti. Kevilakie-ü	To assist both the cooks in the preparation of meals and serve meals to the officers/staff of ATI, trainees in the class rooms and guests in the Hostel rooms.
2	Shri. Lhoulebezo	
3	Smti. Ghotoli	

**List of Peons and their allotted duties:**

1	Shri. Kehokhel	Attend to Addl. Director (Trg), Faculty Head, Sr. Lecturer (M)
2	Shri. Pelhouseso	Attend to Director
3	Shri. Merithung	Attend to Addl. Director(Admn)
4	Miss. Vipeivonuo	Attend to Registrar/Supdt. Establishment Branch
5	Shri. Tinutemsu	Dak runner/Establishment

**List of Sweepers and their allotted duties:**

1	Smti. Eranbeni	To look after training block and keep water available in all the toilets.
2	Smti. Dieliengu-u	Sweeping and cleaning of the administrative block, dusting of all tables cleaning all the rooms, tables of officers' and ensuring availability of water in all the toilets.
3	Smti. Vizosieno	To look after the hostel, kitchen, dining hall, all hostel rooms of ground floor of hostel and keep water readily available in all the hostel rooms.
4	Shri. Achol	To look after the Imagine Nagaland Hall, all rooms of the 1 <sup>st</sup> floor of the hostel and see that water is available in all the toilets and also to assist staff at Sl. No. 23, 24 and 25 in case of necessity

**List of Chowkidars and their allotted duties:**

1	Shri. Ruokuolazo Solo	Day & night chowkidar in monthly rotation. Day chowkidar will attend to office works.
2	Shri. Seketoulie Khezhe	

**List of drivers & Handyman and their allotted duties:**

Sl. No.	Name of Drivers	Vehicle No. & Type of Vehicle	Officers to whom attached
1.	Shri. Tepukruvil	NL-10/5400 (Hyundai Accent)	Director
2.	Shri. Tinu Imsong	NL-10/5581 (Bolero)	Additional Director(Admn)
3.	Shri. Hotsol	NL-10/4901(Bolero) NL-10/4023(Bolero) (donated by UNICEF)	Additional Director(Trg)
4.	Shri. Kruvil	NL-10/2956(Maruti Van)	Pool vehicle

5.	Shri. Sanu Bahadur	NL-10/2952 (Gypsy) and NL-10/5466 (Bolero)	Faculty Head(DM) & DDO
6.		NL-10/2954 (Maruti Van)	Sr. Lecturer (M)
7.		NL-10/2957 (Maruti Van)	Sr. Lecturer (PA)
8.		NL-10/2953 (Maruti Van)	Superintendent(A) & Nodal Officer
9.	Shri. Visül Angami	NL-11/0946 (Bus)	Staff Bus
10.	Shri. Lanusangba	Handyman	Staff Bus
11.	Shri. Neingulie Sote	NL-11/1361 (Tourister)	Staff Bus (Mini)
12.	Shri. Ahoto Aye	NL-11/1535	Water Tanker
13.	Shri. Vizosielie	Handyman	Water Tanker
14.	Shri. Tinutemsu	NL-10/4024 (Scooter)	Dak Runner
15.		NL-10/7049 (Maruti Van)	Pool Vehicle
16.		NL-11/7050 (Tata Wringer)	Pool Vehicle

## Manual –III

### (Procedure followed in the decision making process, including channels of supervision and accountability)

The final decision making for all matters is vested with the Director. Files relating to administrative matters other than conduct of training are generally processed initially at the level of LDAs/UDAs, who submit the files to Superintendent/Registrar, who in turn submit the file to Additional Directors/Joint Director. The Additional Directors submit the files to the Director for final orders. The day to day affairs are generally dealt with by the Additional Directors and dispose at his level. Matters having financial implications are endorsed to the D.D.O, who is also the Faculty Head (DM) and Joint Director(Accounts).

Matters relating to conduct of the training courses are put up by the concerned Course Coordinators to the Course Directors. The Course Directors are generally Additional Directors and Joint Director. The Course Directors submit the files to the Director for final decision.

Matters which require Govt. approval/sanction etc. are sent with approval of the Director to the Govt.

<b>Activity</b>	<b>Description</b>	<b>Decision-making Process</b>	<b>Designation of Final Decision-</b>
Preparation of Training Calendar	The main activity of the Institute is training. Training courses to be conducted in a calendar year are published in the Training Calendar.	Every faculty submits proposed trainings to be conducted during the year to the Director by December. Meeting of officers are held and decide on the trainings to be conducted. Feedbacks from the trainees and the need of the government are taken into account.	Director
Conduct of training courses	Organising and conducting training programmes.	Course Coordinators initiate files and put up to the Course Directors. Courses are designed by the respective Course Coordinators basing on the need and feedback. Invitation of nominations are sent out to various departments. Once nominations are accepted and guest faculties confirmed, the courses are conducted.	Director and Course Directors

Invitation /calling of Nomination		Draft Nominations are put up by respective Course Coordinators to Course Directors at least 2 months in advance.  Approval of the Course Directors.	Course Directors
Sending out of nominations		Once draft Nominations are finalized, the letters are sent out through the Dak Runner to various departments or Offices etc.	Course Coordinator
Acceptance of nominations	Nominations received from the departments are scrutinized.	Course Coordinator examine as per the invitation of nomination letters.	Course Directors or Course Coordinator
Inviting/hiring of resource persons	Guest faculties are also invited for taking sessions wherein there is no expertise in the Institute.	Course Coordinators suggest and recommend names.  Approval of Director or Course Director	Director or Course Director
Monitoring & Feedback	Feedback in the form of questionnaire is distributed to the participants at the end of every training. Feedback is used to assess the impact of any training.	After the conduct of training, Feedbacks are evaluated by the R&D Cell. The Course Coordinator put up to Course Director for implementing any changes.  A copy is also sent to P&AR Deptt. for information.	Director or Course Director
Undertaking Improvements	The Director & Course Director leads the entire ATI Team towards attaining its set objectives as per the Training Calendar and Work Plan. Quality of works and outputs is always foremost in the minds of ATI staff and there is a constant endeavour to improve	Fine tune recommendations from feedbacks to make them more acceptable and practical for implementation.	Director & Course Director.

Implementation/ Delivery of Service/ Utilization of Funds	Every Course Coordinator is responsible to submit Training Reports, Expenditure and Utilisation Certificate (if any)	Approval of Director or Course Director	Director or Course Director
Approval of training expenditure	Expenditure incurred during trainings includes Stationeries, refreshments, honorarium to guest faculties, Xeroxing of notes, POL for picking/dropping of guest faculties etc.	After conduct of courses all course coordinators put up expenses to respective Director through the Course Directors for approval.  Approved expenses are sent to the DDO for sending proposals to the Govt.	Director
Approval of other expenditure	Any purchases, repairs, replacement, civil works, rent, taxes, maintenance etc.	Officers or Dealing Assistants puts up details to concerned officers.  Approval of Director.  Approved expenses are sent to the DDO for sending proposals to the Govt.	Director
Release of funds	Sanction accorded by the Government for payment.	Once Govt. sanction is received, concerned Officers put up the files to the DDO for approval for release of payments.  The DDO puts up the matter to the Director.  Once approved by the Director, DDO and Cashier make the payments.	Director
Sanctioning of advances, GPF, POL, etc		After scrutiny of applications and other relevant documents, concerned staff/officer puts up for approval.	Director
Sanctioning of leave	Employees of ATI desiring to apply or avail of any kind of leave.	Applications are sent to the Director for approval.	Director

Budgeting	The Annual Plan document is prepared every year, which shows the financial allocations by the Government of Nagaland. The Annual Plan document gives the details of allocations Head wise and all expenditure ought to be incurred within the allocated budget for each Head of Account. Broadly, the Annual Plan consists of Revenue and Capital Sections.	The DDO with assistance of the Officers are formulated based on the previous years' performance and Government of Nagaland instructions/guidelines.  Approval of Budget is put up to the Director.  Any amendments to the Annual Plan may be given by the Director, if required.	Director
Annual Report	Annual Administrative Report	Reports and records of all training during the year are given by the Research & Development Cell of the Institute.  After compilation the draft report is put up for approval	Director
Auditing	Audit of Annual Accounts	Auditors are sent by AG Office.  Approval and Adoption of Audit Report  Forward to Director by DDO	Director
Maintenance of the Hostel	Repairs, water supply, purchases, contracts etc for upkeep of the complex.	Associate Professor(DM) who is also the incharge of the maintenance and the hostel initiates the matter/file.  Approval of the Additional Director(A) and/or Director.	Additional Director(A)
Catering	Providing of refreshments to the participants	Estimate is taken from the Cook and lump sum advance is given to him for arranging and preparing refreshments.	Concerned Course Coordinators

Allotment of hostel rooms	hostel rooms allotted to NCS(probationers) and participants of various trainings	Request taken from the trainee officers/participants.  Caretaker and Chowkidar furnish status of rooms to concerned Course Coordinators.	Concerned Course Coordinators
Lending/hiring out of infrastructure facilities to other Govt. departments, NGOs, private parties etc.	ATI infrastructure facilities are being given out to other Govt. departments, NGOs, private parties etc. on payment for conducting workshops, seminars, meetings, conference etc.	Applications received from other Govt. departments, NGOs, private parties etc. are initiated by the Officer incharge of hostel depending on the status of such facilities. Approval of higher authority.	Director or Addl. Director (Admn)
Providing of information under RTI		Applications under the RTI are received by PIO or APIO. PIO may take assistance of other officers or staff.  PIO release information after receiving the cost of information from the applicant.	PIO
Submission of Annual Report on RTI to State Information Commission.		Information under RTI for the year is prepared and put up. Approval of Director. After approval the information is sent to the State Information Commission.	Director

**Supervision:** The Director supervises the works of the Course Directors. The Course Directors supervise the works of the Course Coordinators under them. The office staff are supervised by the Registrar and Superintendents. In the absence of the Director, Additional Director (Admin) takes the charge of the Director.

**Accountability:** Staff are accountable to officers under whom they are attached. The Course Coordinators are accountable to the Course Directors. All Officers, faculties and staff are accountable to the Director for timely disposal of the works allotted to them.

## Manual –IV

### (The norms set by it for the discharge of its functions)

The norms set by it for discharge of its functions.

Officers from Joint Director level and above act as Course Director; whereas other officers act as Course Coordinators.

From the level of Research Officer and above, excluding Registrar and Superintendents all officers act as faculty in their concerned field. Their duties and responsibilities are as follows:

1. *Design and conduct courses in their respective field.*
2. *Conduct Training Needs Analysis for other Govt. Departments.*
3. *Liaisoning with Departments for design and conduct of training.*
4. *Acquiring professional competency in the area of Specialisation.*
5. *Developing training materials.*
6. *Conduct of Seminar/Workshop*

#### **Faculty Norms:**

- (i) Each Course Director and Course Coordinator has to conduct to the best effort the trainings mentioned in the Annual Training Calendar.
- (ii) Each Course Director should be available in the Inaugural and Valediction functions in all training programmes.
- (iii) Each faculty is to develop handouts/reading materials relating to courses conducted by them.
- (iv) Each faculty should prepare at least one case study in a year.

For more details, refer to '**Job Chart for Course Directors, Course Coordinators, Research Officer etc.**' (available in Office and website)

#### **Staff Norms:**

The Registrar's main function will be general supervision and control of the office staff including Grade- III and IV staff and all matters concerning discipline. He will remain in-charge of the establishment section dealing with appointment, leave, promotion etc. He will exercise control over such general matters are stationery, stores, furniture, stamp, typing, dispatching and recording. He will also distribute dak to different branches and to such other important and confidential work as may be entrusted to him. He will also be responsible for maintenance of service records, supervision and control of contingent expenditure.

The Superintendent will remain in-charge of a branch of group or section with a list of allotted subjects and a number of Assistants under him. He will submit notes and drafts of himself and his Assistants as supervised or corrected by him, direct to the

Director or any other Gazetted officer, under the matter. He will also distribute work among the Assistants, guide and train them and remain solely responsible for the work dealt with in his branch/ group/section.

The dealing Assistants will promptly put up the papers marked to them to the branch officer/ Head of the deptt. through the Superintendent and Registrar.

**Quality Norms:**

- (i) Training courses should be conducted with the best faculties and facilities available.
  - (ii) Participatory method should be used in training courses.
  - (iii) In addition to knowledge, skills of participants should also be developed by conducting exercises, project works and other participatory methods.
  - (iv) Courses are to be conducted as per time schedule.
  - (v) Course Director's report should be submitted within a month from the date of completion of course.
  - (vi) Course expenditure should be finalised within 15 days of completion of course.
  - (vii) Feedbacks are taken from each of the participants in all training courses and the Weighted Average are calculated on a four point Scale as:-
    - From 0.00 to 1.00 = Fair
    - Above 1.00 to 2.00 = Good
    - Above 2.00 to 3.00 = Very Good
    - Above 3.00 to 4.00 = Excellent
- a) Any Guest Faculty scoring Weighted Average below 2.00 are not invited again.
  - b) Officers of ATI scoring Weighted Average below 2.50 are encouraged to attend trainings so as to improve his/her performance within a period of one year. Still, if no improvement is observed then the details are recorded in his/her ACR.

Each Course Coordinator shall start inviting for nomination to a particular course at least 1 to 2 months in advance. Normally, acceptance of nomination closes 10 days before the commencement of the Course. If sufficient number of participants is not received, the course is postponed. The normal/ideal number of participants in a course is 30.

Officers of ATI involved in training activities are encouraged to attend at least 1 training outside the State. However, the maximum number of trainings is limited to 5 in a year.

For more details, please refer to '**Work Norms for faculty.**' (available in Office and website)

## Manual –V

(The Rules, regulation, instruction, Manuals and Records held by it or under its control or used by its employees for discharging its functions)

Administrative Training Institute does not have any specific Acts and Rules under its control or administered by it. The Institute normally follows the instructions, rules and regulations and the instructions issued thereof by the administrative departments including Department of Personnel & Administrative Reforms and Department of Personal and Training (DOPT), Govt. of India. etc. in the area of Service matters, Finance & Accounts, Information Technology. Apart from these general rules and regulations like the General Financial rules (GFR), Leave rules, rules on advance for Government servant, Delegation of Financial powers, Nagaland Services Conduct rules etc, the ministry has set of rules and act which provide frame work for the decision making process.

Sl. No.	Name of the Acts, Rules, regulations, Instructions, Manual and Records.	Type of Document	Brief gist of the document	From where one can get a copy (Name/Phone No./fax/ e-mail/address etc.)	Fee charged by the deptt. for a copy of rules, regulations, instructions, manual & records, (if any) OR the price in case of priced publications
1	National Training Policy	Policy		Addl. Director (Trg)	Price as per Xerox copy.
2	State Training Policy	Policy	Aims at defining the vision, objectives, training coverage and frame work, implementation mechanism and the thrust areas for developing human	<ul style="list-style-type: none"> <li>• Website</li> <li>• Addl. Director (Trg)</li> </ul>	Free

			resource.		
3	Manual of Office Procedure	Manual	Contains A to Z of Office Procedure viz. Noting, Drafting, Communicati ng, Record keeping, office management and various other topics on modern office routines.	Librarian	Price as fixed.
4	Training Calendar	Annual Action Plan	Contains the training courses to be conducted during a year.	<ul style="list-style-type: none"> <li>• Website and</li> <li>• ATI officers</li> </ul>	Free
5	IT Policy	Policy		Sr. Lecturer (C)	Price as per xerox copy.
6	DoPT(Deptt. of Personnel & Training, New Delhi) Guidelines for conduct of sponsored courses	Guidelines	Standards and criteria for conduct of DoPT sponsored courses at ATIs.	Sr. Lecturer (C)	Price as per xerox copy.
7	SAT (Systematic Approach to Training)	Guidelines	Methodology for conduct of training courses.	Research Officer	Price as per Xerox copy
8	RTI Act, 2005	Act		<ul style="list-style-type: none"> <li>• Website</li> <li>• Sr. Lecturer (C)</li> <li>• Research Officer</li> </ul>	Price as per Xerox copy
9	Disaster Management Act, 2005	Act		<ul style="list-style-type: none"> <li>• Website</li> <li>• DMC</li> </ul>	Price as per Xerox copy
10	Guidelines for conduct of Disaster Management programmes	Guidelines issued by NIDM		Disaster Management Cell (DMC)	Price as per Xerox copy
11	Work Norms	regulations	Describes the minimum standards to	<ul style="list-style-type: none"> <li>• Website</li> <li>• Sr. Lecturer (C)</li> </ul>	Price as per Xerox copy

			achieve by faculty. This norm is a measure of performance for the faculties.		
12	Work Distribution	Rules	Lists the duties and responsibilities of all the officer and staff.	Registrar	Price as per xerox copy.
13	Job Chart for Course Directors, Course Coordinators, Research Officer etc.	Notification	Describes the detail job description for faculties.	Research Officer	Price as per xerox copy.
14	IT empanelment	Notification		Sr. Lecturer(Computer)	Price as per xerox copy.
15	Website guidelines	guidelines		<ul style="list-style-type: none"> <li>• Website</li> <li>• Sr. Lecturer(Computer)</li> </ul>	Price as per xerox copy.
16	Email management guidelines	guidelines		<ul style="list-style-type: none"> <li>• Website</li> <li>• Sr. Lecturer(Computer)</li> </ul>	Price as per xerox copy.
17	Delegation of Financial Power Rules.	Rules		<ul style="list-style-type: none"> <li>• DDO</li> <li>• Librarian</li> </ul>	Price as per xerox copy.
18	Fundamental Rules and Subsidiary Rules	Rules		<ul style="list-style-type: none"> <li>• DDO</li> <li>• Librarian</li> </ul>	Price as per xerox copy.
19	Traveling Allowances Rules	Rules		<ul style="list-style-type: none"> <li>• DDO</li> <li>• Librarian</li> </ul>	Price as per xerox copy.
20	Nagaland Financial Rules	Rules		<ul style="list-style-type: none"> <li>• DDO</li> <li>• Librarian</li> </ul>	Price as per xerox copy.
21	Treasury Rules	Rules		Librarian	Price as per xerox copy.
22	Medical Attendance Rules	Rules		Librarian	Price as per xerox copy.
23	General Provident Fund Rules.	Rules		Librarian	Price as per xerox copy.
24	Nagaland Civil Services (Conduct) Rules	Rules		Librarian	Price as per xerox copy.
25	Discipline and Appeal Rules 1967	Rules		<ul style="list-style-type: none"> <li>• DDO</li> <li>• Librarian</li> </ul>	Price as per xerox copy.

26	Nagaland Assured Career Progress guidelines	guidelines		Registrar	Price as per xerox copy.
27	Pension Rules	Rules		<ul style="list-style-type: none"> <li>• DDO</li> <li>• Librarian</li> </ul>	Price as per xerox copy.
28	Rules of Executive Business	Rules		Librarian	Price as per xerox copy.
29	Five year Plan/Annual Plan	Plan	Budget allocations under different Heads of Account	DDO	Price as per xerox copy.
30	Various Notifications/ Circulars/ Orders etc.	Rules		Registrar	Price as per xerox copy.
31	Nagaland Directorate /Ministerial Service Rules 2006	Rules		Registrar	
32	Matters relating to construction and Works programme	Civil Works		Supdt. (Admin)	

## Manual –VI

(A statement of categories of document that are held by it or under its control)

**Standard guidelines for categorization of documents as stipulated by government from time to time are being followed.**

Sl. No.	Nature/Category of the document	Name of the document	Procedure to obtain the document	Held by / under control of
1	Policy - Training	National Training Policy	Apply for hard copy	Addl. Director (Trg)
2	Policy – Training	State Training Policy.	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Apply for hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Addl. Director (Trg)</li> </ul>
3	Annual Action Plan	Training Calendar	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Request for hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Website and</li> <li>• ATI officers</li> </ul>
4	Norms	Work Norms	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Apply for hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Sr. Lecturer(Computer)</li> </ul>
5	Notification	Job Chart for faculties	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Apply for hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Research Officer</li> <li>• Website</li> </ul>
6	Manual	Manual of Office Procedure	Apply for CD	<ul style="list-style-type: none"> <li>• Librarian</li> <li>• Sr. Lecturer(Computer)</li> </ul>
7	Policy – IT	IT Policy	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Apply for hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Sr. Lecturer (C)</li> <li>• Department of IT</li> </ul>
8	Policy –IT	E-governance Plan for Nagaland	Apply for hard copy	<ul style="list-style-type: none"> <li>• Sr. Lecturer(Comp)</li> </ul>

				uter)
9	Notification – IT	IT empanelment	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Apply for hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Sr. Lecturer(Computer)</li> </ul>
10	Guideline – IT	Website guidelines	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Apply for hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Sr. Lecturer(Computer)</li> </ul>
11	Guideline – IT	Email management guidelines	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Apply for hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Sr. Lecturer(Computer)</li> </ul>
12	Act	RTI Act, 2005	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Apply for hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Sr. Lecturer (C)</li> <li>• Research Officer</li> </ul>
13	Report Files	Annual Report to State Information Commission	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Apply for hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Sr. Lecturer(Computer)</li> </ul>
14	Act	RTI Act (in local dialects)	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Apply for hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Sr. Lecturer(Computer)</li> </ul>
15	Notes	RTI Citizen’s Guides (in English and local dialects)	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Apply for hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Sr. Lecturer(Computer)</li> </ul>
16	Manual	Proactive Disclosure under the RTI Act, 2005.	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Apply for hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Sr. Lecturer(Computer)</li> </ul>
17	Act	Disaster Management Act, 2005	<ul style="list-style-type: none"> <li>• Download softcopy from Website.</li> <li>• Apply for hard</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• DMC</li> </ul>

			copy	
18	Notes and Handouts	Training Modules.	Apply for Soft and hard copies	Respective Course Coordinators and Research Officer
19	Rules	NCS Probationer Final Exam Regulations, 2008.	Apply for hard copy	Sr. Lecturer (M) & Course Coordinator for NCS
20	Rules	Service Rules (Draft only)	Xerox copy only	Addl. Director(Trg)
21	Training	Correspondences received from other Training Institutes	Apply for hard copy	Supdt. (Trg)
22	Report Files	Training reports and feedbacks	Apply for hard copy	Research Officer
23	Establishment Matters	Matters Related to Training	Apply for hard copy	Concerned Course Coordinators
24	Administrative Files	Office Orders and Work Allocation Orders	Apply for hard copy	Registrar
25	Administrative Files	Incumbency List	Apply for soft & hard copies	Superintendent
26	Administrative Files	appointments of employees	Apply for hard copy	Registrar
27	Administrative Files	Administrative Correspondence with Higher Authorities	Apply for hard copy	Registrar
28	Administrative Files	Memos Issued and Related Correspondence	Apply for hard copy	Registrar
29	Administrative Files	Memos Received and Related Correspondence	Apply for hard copy	Registrar
30	Administrative Files	Administrative Circulars/Instructions	Apply for hard copy	Registrar
31	Administrative Files	Materials for inclusion in the Speeches of Governor, Chief Minister, Finance Minister etc.	Apply for hard copy	Research Officer
32	Administrative Files	Annual Administrative Reports	Apply for hard copy	Research Officer
33	Administrative files	Map of ATI Complex	Xerox copy only	<ul style="list-style-type: none"> <li>• Research Officer</li> <li>• Superintendent</li> </ul>

34	Administrative Files	Purchase of Land for ATI, Sale Deed	Xerox copy only	Superintendent
35	Administrative Files	Promotion, transfer and posting of officers	Apply for hard copy	Registrar
36	Administrative Files	Requisitioning of posts to NPSC for recruitment.	Apply for hard copy	Registrar
37	Administrative Files	Purchase, maintenance and allotment of vehicles.	Apply for hard copy	Registrar
38	Administrative Files	Allotment of staff quarters	Apply for hard copy	Registrar
39	Administrative Files	Guidelines/Circulars/ Govt. Orders	Apply for hard copy	Registrar
40	Administrative Files	Matters relating to construction and Works programme	Apply for hard copy	Supdt. (Admin)
41	Establishment matters	All kinds of Leave matters	Apply for hard copy	Registrar
42	Establishment matters	Stock Registers	Inspection or Xerox copy only	UDA
43	Establishment matters	IT Stock Register	Inspection or Xerox copy only	Technical Assistant
44	Establishment matters	Despatch Register	Inspection or Xerox copy only	LDA
45	Establishment matters	Issue Register	Inspection or Xerox copy only	LDA
46	Establishment matters	Messenger book	Inspection or Xerox copy only	LDA
47	Establishment matters	Telephone Register	Inspection or Xerox copy only	UDA
48	Establishment matters	Log Books of Government Vehicles	Inspection or Xerox copy only	Registrar
49	Establishment matters	Postage & Stamps account register	Inspection or Xerox copy only	LDA
50	Establishment matters	Attendance Registers	Inspection or Xerox copy only	Registrar
51	Establishment matters	Casual Leave Register	Inspection or Xerox copy only	Registrar
52	Establishment matters	File Index Register	Inspection or Xerox copy only	UDA
53	Establishment matters	File Movement Registers	Inspection or Xerox copy only	Concerned officers
54	Establishment matters	Printing & Stationery		UDA

55	Administrative Files	Purchase & repairs of Office Equipments like computers, xerox, training aids etc.	Inspection or Xerox copy only	Sr. Lecturer(Computer)
56	Establishment Matters	House Keeping /Record Maintenance	Inspection or Xerox copy only	Registrar
57	Establishment Matters	Office Up-keep, repair & maintenance	Inspection or Xerox copy only	Registrar
58	Establishment Matters	Matters Related To Infrastructure	Inspection or Xerox copy only	Superintendent
59	Establishment Matters	Matters Related to Computers	Inspection or Xerox copy only	Sr. Lecturer(Computer)
60	Establishment Matters	Vehicle Maintenance & POL	Inspection or Xerox copy only	Registrar
61	Establishment Matters	Matters Related to Official Tours		Superintendent
62	Establishment Matters	Matters Related to Official Tours in relation to attending training/ meetings etc. outside the State		Concerned officers
63	Establishment Matters	Personnel Files of employees		UDA
64	Establishment Matters	Office Furniture	Inspection or Xerox copy only	Registrar
65	Establishment Matters	AMC of Equipments	Inspection or Xerox copy only	Sr. Lecturer(Computer)
66	Confidential Folders	Information sent by investigation wing and other agencies		Registrar
67	Confidential Folders	Information sought by other agencies		Registrar
68	Confidential Folders	Vigilance Matters/Disciplinary Proceedings		Registrar
69	Confidential Folders	Confidential Communication with Higher Authorities		Registrar
70	Confidential Folders	Confidential Communication with Lower Authorities		Registrar
71	Confidential Folders	Annual Confidential Reports		PS to Director UDA
72	Confidential Folders	Setting of question papers for exams		Concerned Course Coordinators

73	Confidential Folders	Evaluation of Answer scripts		Concerned Course Coordinators
74	Accounts	Cash Books	Xerox copy only	Cashier
75	Accounts	Budget /Annual Plans		DDO
76	Accounts	Demands for Grants		DDO
77	Accounts	Register of Advances	Inspection or Xerox copy only	Cashier
78	Accounts	Pay Bill Register	Inspection or Xerox copy only	Cashier
79	Accounts	TA Register	Inspection or Xerox copy only	Cashier
80	Accounts	LTC Register	Inspection or Xerox copy only	Cashier
81	Accounts	Contingent Register	Inspection or Xerox copy only	Cashier
82	Accounts	Sanction Orders		Cashier
83	Accounts	Bill Register	Inspection or Xerox copy only	Cashier
84	Accounts	Expenditure Control Register	Inspection or Xerox copy only	Cashier
85	Accounts	sanctioning of GPF		DDO
86	Accounts	GIS Register	Inspection or Xerox copy only	Cashier
87	Accounts	Undisbursement Register	Inspection or Xerox copy only	Cashier
88	Accounts	Cheque Register	Inspection or Xerox copy only	Cashier
89	Accounts	Monthly Expenditure Statement	Xerox copy only	DDO
90	Accounts	Audit Report and PAC correspondence	Xerox copy only	DDO
91	Accounts	Legal Fees/ Bank Charges		Cashier
92	Accounts	Loans to staff		Cashier
93	Accounts	General Charges		Cashier
94	Library	Register of books received in library	Inspection or Xerox copy only	Librarian
95	Library records	Books & Periodicals	Inspection & only for lending.	Librarian
96	Library records	Register of books issued	Inspection and Xerox copy only	Librarian
97	Library records	Check card of News Papers, magazines, periodicals etc.	Inspection and Xerox copy only	Librarian
98	Rules	Delegation of Financial	Xerox copy	• DDO

		Power Rules		• Librarian
99	Rules	Nagaland Financial Ru	Xerox copy only	• DDO • Librarian
100	Rules	Nagaland Directorate Ministerial Service Rules 2006	Xerox copy	Registrar
101	Rules	Fundamental Rules and Subsidiary Rules	Xerox copy	• DDO • Librarian
102	Rules	TA/DA Rules	Xerox copy	• DDO • Librarian
103	Rules	Medical Attendance Rules	Xerox copy	• DDO • Librarian
104	Rules	Treasury Rules	Xerox copy	• DDO • Librarian
105	Rules	General Provident Fund Rules.	Xerox copy	• DDO • Librarian
106	Rules	Nagaland Civil Services (Conduct) Rules	Xerox copy	• DDO • Librarian
107	Rules	Discipline and Appeal Rules 1967	Xerox copy	• DDO • Librarian
108	Rules	Pension Rules	Xerox copy	• DDO • Librarian
109	Rules	Nagaland Assured Career Progress guidelines	Xerox copy	Registrar
110	Rules	Rules of Executive Business	Xerox copy	• Registrar • Librarian

## **Manual –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)

Administrative Training Institute is basically a training Institute providing training to Govt. Servants. There is no occasion for consultation with or direct interface with the Public or representation by the members of the public in relation to the affairs of the Institute.

Further, policies formulated by the Department of Personnel and Training (DOPT) with regard to training and the Government of Nagaland are followed/implemented by this Institute. Whenever there is any need, necessary consultation with the Training Division of DoPT is resorted to.

Moreover, when there is a need felt by different client organizations for specific training programme, consultation is made with the client organisation or even the public for designing the programme.

## **Manual –VIII**

(A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or etc.)

The Administrative Training Institute, Kohima does not have any permanent Council, Committees or other Bodies. As and when the need arises, particularly for matters relating to purchase, inventory verification, Internal Audit, DPC etc., a Committee is constituted by the Director for such specific purposes.

<b>Name of Board, Council, Committee, etc.</b>	<b>Composition</b>	<b>Powers &amp; Functions</b>	<b>Whether its Meetings open to Public/ minutes of its Meetings accessible for Public</b>
NIL	N/A	N/A	N/A

# Manual –IX

(A Directory of its officers and employees)

Sl. No.	Name	Designation	Cadre	Phone	e-mail Address
1	Shri. Mhathung Kithan	Director	IAS	2280066(O)	
2	Smti. Lithrongla G. Chishi	Additional Director (Admn)	NCS	2280649(O)	
3	Shri. Mhalezothie Khezhe	Additional Director (Trg)	deputed from SCERT as Lecturer and now absorbed.	2290177(R) 2280063(O) 9436062170	mkhezhe@yahoo.co.in
4	Shri. Kewachu Semy	Faculty Head (DM)	Initially recruited through NPSC as Jr. Lecturer and upgraded upto Joint Director(Ac counts). Deputed from Joint Director(Ac counts)	2260087(R) 2280065(O) 9436010580	<a href="mailto:k_semy@yahoo.co.in">k_semy@yahoo.co.in</a>
5	[Vacant]	Joint Director(Accounts)			
6	[Vacant]	Joint Director(Admin)			
7	Shri. L. Youdang Jamir	Sr. Lecturer (P&A)	On Contract and now regularized.	2280123(R)	youdangjamir@yahoo.co.in
8	Shri. Leto Savino	Sr. Lecturer (M)	deputed from SCERT and now absorbed.	2280484(R) 9436062688	letosavino@yahoo.co.in
9	Shri. Luveto Sema	Registrar			lvetoshohe@yahoo.co.in
10	Shri. Metevil Naleo	Superintendent		2224714(R)	metevil_naleo@yahoo.co.in

11	Smti. S. Seno	Superintendent(Trg )		2242387(R)	
12	Er. Worhonthung Ezung	Sr. Lecturer (Computer)	Direct recruit through NPSC	2280481(R)	wezung@yahoo.com
13	Er. N. Moa Longkumer	Associate Professor(DM)	deputed from Lecturer (Comp)	2280655(R) 9436018199	moawrites@hotmail.com
14	[Vacant]	Lecturer (Comp)			
15	Dr. Hovithal N. Sothu	Associate Professor(DM)	deputed from Lecturer, Kohima Science College, Jotsoma.	2280934(O) 2243633(R)	<a href="mailto:athaprof@gmail.com">athaprof@gmail.com</a>
16	Smti. Kaholi Sema	Lecturer (Acct)	Direct recruit through NPSC	2280522(R) 9436016847	<a href="mailto:kahoachumi@yahoo.com">kahoachumi@yahoo.com</a>
17	Dr. W. Alem Longchar	Librarian	Direct recruit through NPSC	9856843113	
18	Smti. Menuovo-ü	Steno Gr. I P.S. to Director	On Contract and now regularized	2291041(R)	
19	Dr. S. Rongsen Lkr.	Research Officer	On Contract and now absorbed	2280707(R)	<a href="mailto:rongsen@yahoo.com">rongsen@yahoo.com</a>
20	Smti. Mekuhole	UDA		2221529(R)	
21	Shri. Thochwi Semy	Accountant-Cashier		2291522(R)	
22	Shri. Visezo Zao	Project Operator		2224085(R)	
23	Smti. Panyangmongla	Steno Gr. II (Provisional officiating)		2280584(R) 9436071659	among_imchen@yahoo.co.in
24	Smti. Majemenla	Steno Gr. II		9436000205	
25	Smti. Videnö	LDA			
26	Smti. Neino	Typist		2280577(R)	
27	Shri. Zubenthung	Typist			
28	Shri. Moatemjem	Research Asstt.		2244994(R)	
29	Smti. Temsüjungla	Care taker		2243187(R) 9856787424	

30	Km. Neitho-ü Rutsa	Asst. Librarian		2280345(R)	
31	Shri. Yatilo Semy	Technical Assistant, DMC		9856262448	yatisem@gmail.com
32	Smti. Moasangla	Receptionist			
33	Shri. Visül	Driver			
34	Shri. Kruvil	Driver			
35	Shri. Hotstol	Driver			
36	Shri. Ahoto Aye	Driver		2280832(R) 9856773981	
37	Shri. Tinu Imsong	Driver			
38	Shri. Tepukruvil	Driver			
39	Km. Vipeivonuo	Peon			
40	Km. Kevilakie-ü	Bearer			
41	Shri. Seketoulie Khezhie	Chowkidar		2223309	
42	Shri. Rokolazo	Chowkidar			
43	Shri. Vikedu	Duftry			
44	Shri. Makum	Cook			
45	Shri. Kehokhel	Peon			
46	Shri. Pelhouseso	Peon			
47	Shri. Merithung	Peon			
48	Smti. Vikhwehole	Cook			
49	Smti. Dieliengu-ü	Sweeper			
50	Smti. Eranbeni	Sweeper			
51	Smti. Rükhesei-ü	Mali			
<b>Contingency Employees</b>					
52	Shri. Yamongthung	LDA			
53	Shri. Kethoneizo Rutsa	LDA			
54	Shri. Angukato	Steno Gr-III			
55	Shri. Mezhüzolie Yisie	Steno Gr. III		2290562(R)	
56	Shri. Vikuolie Houzha	Technical Assistant		2260462(R) 2260104(R) 9436404370	
57	Shri. Ratan Saha	Electrician			
58	Shri. Sanu Bahadur	Driver			
59	Shri. Neingulie Sote	Driver			
60	Smti. Keneibeno	Sweeper			
61	Shri. Achol	Sweeper		9856014951	
62	Smti. Vizoseino	Sweeper			
63	Shri. Lanusangba	Conductor			
64	Shri. Vizoseilie	Conductor			
65	Shri. Lhouleibiezo	Bearer			
66	Smti. Ghotoli	Bearer			
67	Shri. Neitsizolie	Mali			
68	Shri. Tinutemsu	Dak Runner			

## Manual –X

(The monthly remuneration received by each of its officers and employees including the system of compensation)

Monthly remuneration received by officers & employees of ATI for the month of **April, 2009**.

Sl.no	Name	Designation	Basic Pay	Net Amount (after deductions)
1	Shri. Mhathung Kithan, IAS	Director	(salary not drawn from ATI)	
Scale of Pay: Rs. 14,300 – 400 - 18,300/-				
2	Smti. Lithrongla G. Chishi, NCS	Additional Director (Admn)	16,300.00	37,463.00
3	Shri. Mhalezothie Khezhie	Additional Director (Trg)	16,300.00	36,688.00
Scale of Pay: Rs. 12,000 – 375 - 16500/-				
4	[Vacant]	Joint Director(Admin)		
5	[Vacant]	Joint Director(Accounts)		
Scale of Pay: Rs. 10,000 – 325 – 15,200/-				
6	Shri. L. Youdang Jamir	Sr. Lecturer (PA)	13,900.00	29,421.00
7	Shri. Leto Savino	Sr. Lecturer (M)	13,250.00	24,920.00
8	Shri. Worhonthung Ezung	Sr. Lecturer (Comp)	11,300.00	24,515.00
Scale of Pay: Rs. 8500 – 275 – 11800 – 300 – 14200/-				
9	Shri. Luveto Sema	Registrar	13,600.00	27,649.00
10	Smti. Kaholi Sema	Lecturer (Accounts)	9,600.00	20,088.00
11	[Vacant]	Lecturer (Comp)		
12	Smti. Menuovo-ü	Steno Gr. I P.S. to Director	9,600.00	20,808.00
Scale of Pay: Rs. 8000 – 275 – 13500/-				
13	Shri. Metevil Naleo	Superintendent	11,300.00	16,763.00
14	Smti. S. Seno	Superintendent(Trg)	8,825.00	18,861.00
15	Dr. S. Rongsen Lkr.	Research Officer	9,925.00	21,240.00
Scale of Pay: Rs. 6000 – 175 – 7750 – 200 - 9750/-				
16	Dr. A. Alem W. Longchar	Librarian	6500.00	14,867.00
Scale of Pay: Rs. 5000 – 150 – 8000/-				
17	Smti. Pangyangmongla	Steno Gr. II	5,600.00	11,408.00
18	Smti. Majemenla	Steno Gr. II	5,000.00	10,150.00
Scale of Pay: Rs. 4500 – 125 – 7000/-				
19	Smti. Mekuhole	UDA	6,500.00	13,375.00

20	Smti. Videnó	LDA	5,250.00	11,394.00
21	Shri. Thochwi Semy	Accountant	6,375.00	13,777.00
22	Shri. Visezo Zao	Project Operator	6,625.00	13,674.00
23	Shri. Moatemjem	Research Asstt.	6,250.00	13,779.00
24	Smti. Temsüjungla	Care taker	5,625.00	12,289.00
25	Km. Neitho-ü Rutsa	Asst. Librarian	5,375.00	10,692.00
Scale of Pay: Rs. 4000 – 100 – 6000/-				
26	Shri. Visül	Driver	5,300.00	12,023.00
27	Shri. Kruvil	Driver	5,300.00	10,523.00
28	Shri. Hotstol	Driver	5,000.00	11,307.00
29	Shri. Ahoto Aye	Driver	4,300.00	9,274.00
30	Shri. Tinu Imsong	Driver	4,300.00	9,666.00
31	Shri. Tepukruvil	Driver	4,200.00	6,927.00
Scale of Pay: Rs. 3200 – 85 – 4900/-				
32	Smti. Moasangla	Receptionist	3,540.00	7,317.00
Scale of Pay: Rs. 3050 – 75 – 3950 – 80 - 4500/-				
33	Smti. Neino	Typist	4,590.00	9,847.00
34	Shri. Zubenthung	Typist	4,350.00	8,650.00
Scale of Pay: Rs. 2610 – 60 – 3150 – 65 - 3450/-				
35	Shri. Vikedu	Duftry	4,175.00	9,490.00
36	Shri. Kehokhel	Peon	3,730.00	8,033.00
37	Shri. Makum	Cook	3,730.00	7,888.00
Scale of Pay: Rs. 2550 – 55 – 2660 – 60 - 3200/-				
38	Shri. Rokolazo	Chowkidar	2,840.00	6,323.00
39	Shri. Merithung	Peon	3,215.00	7,178.00
40	Smti. Rükhesei-ü	Mali	2,840.00	6,323.00
41	Smti. Vipeivonuo	Peon	2,720.00	5,977.00
42	Smti. Kevilakie-ü	Bearer	2,720.00	5,673.00
43	Smti. Eranbeni	Sweeper	2,605.00	5,508.00
44	Shri. Pelhouseso	Peon	3,730.00	7,593.00
45	Smti. Vikhwehole	Cook	3,215.00	7,205.00
46	Smti. Dieliengu-ü	Sweeper	3,280.00	6,814.00
47	Smti. Seketoulie Khezhié	Chowkidar	2,660.00	5,535.00
<b>Contingency Employees (Fixed pay)</b>				
48	Shri. Kethoneizo Rutsa	LDA	3,500.00	
49	Shri. Yamongthung	LDA	3,500.00	
50	Shri. Angukato	Steno Grade III	3,500.00	
51	Shri. Mezhüzolie Yisie	Steno Grade III	3,500.00	
52	Shri. Vikuolie Houzha	Technical Assistant	3,500.00	
53	Shri. Ratan Saha	Electrician	3,500.00	
54	Shri. Sanu Bahadur	Driver	3,000.00	
55	Shri. Neingulie Sote	Driver	3,000.00	
56	Smti. Ghotoli	Bearer	1,350.00	
57	Shri. Achol	Sweeper	1,350.00	
58	Smti. Vizoseino	Sweeper	1,350.00	

60	Shri. Lanusangba	Conductor	1,350.00	
61	Shri. Vizoseilie	Conductor	1,350.00	
62	Smti. Keneileno	Sweeper	1,350.00	
63	Shri. Neitsizolie	Mali	1,350.00	
64	Shri. Lhouleibiezo	Bearer	1,350.00	
65	Shri. Tinutemsu	Dak Runner	1,350.00	

### Disaster Management Cell

The Salaries of the following officers under the DMC are being paid from the National Institute of Disaster Management (NIDM), Ministry of Home Affairs, New Delhi.

Sl. No.	Name	Designation	Basic Pay	Net Amount (after deductions)
Scale of Pay: Rs. 14,300 – 400 - 18,300/-				
1	Shri. Kewachu Semy	Faculty Head	17,300.00	
Scale of Pay: Rs. 10,000 – 325 – 15,200/-				
2	Dr. Hovithal N. Sothu	Associate Professor	11,625.00	22,539.00
3	Shri. N. Moa Longkumer	Associate Professor	10,325.00	21,764.00
Scale of Pay: Rs. 4125 - 100 – 4725 – 125 - 6475/-				
4	Shri. Yatilo Semy	Technical Assistant	4325.00	10,416.00

**The salaries of the NCS (Probationers) are also paid from the ATI Budget during their one year training at ATI.**

# Manual –XI

(The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made)

## Five Year Plans

(Rs. in lakhs)

10 <sup>th</sup> Plan (2002-07) - Annual Plans Allocation					
	2002-03	2003-04	2004-05	2005-06	2006-07
Revenue	75.00	75.00	75.00	95.00	90.00
Capital	0.00	0.00	0.00	55.00	20.00
<b>Total</b>	<b>75.00</b>	<b>75.00</b>	<b>75.00</b>	<b>150.00</b>	<b>110.00</b>

## Annual Plan 2007-08

Sl. No	Major Heads/Minor Heads of Development	Eleventh Plan 2007-12 Projected Outlay (at 2006-07 prices)	Annual Plan 2007-08		Annual Plan 2008-09 Approved Outlay
			Agreed Outlay	Actual Expenditure	
0	1	2	3	4	5
<b>A. Revenue Section</b>					
	<b><u>2070-OAS, 003-Trg, 003(1) ATI</u></b>				
1	Salaries	----	----	----	----
2	Wages	----	----	----	----
3	T. A	25.00	7.00	6.86	7.00
4	Office Expenses	202.00	25.00	25.00	25.00
5	Motor Vehicles	58.00	12.00	12.87	14.00
6	Rent, Rates & taxes	16.00	2.00	1.64	2.00
7	Materials & supplies	18.00	2.00	1.98	1.00
8	Machineries, Equipments, tools & plants	30.00	4.00	3.99	4.00
9	Maintenance	51.00	8.00	7.47	7.00
10	Publications	22.00	2.00	1.98	2.00
11	Stipend & honorarium	20.00	3.00	2.99	5.00
	<b>TOTAL(Revenue) :</b>	<b>442.00</b>	<b>65.00</b>	<b>64.78</b>	<b>67.00</b>
<b>Capital Section</b>			55.00	55.00	165.00
4059-60-051 – Construction					
	<b>TOTAL(Capital) :</b>		<b>55.00</b>	<b>55.00</b>	<b>165.00</b>
	<b>GRAND TOTAL:</b>		<b>120.00</b>	<b>119.78</b>	<b>232.00</b>

**Statement showing the Final Expenditure Figure for the year 2007 - 2008 in respect of Demand No.30- Administrative Training Institute, Kohima.**

Major Heads 2070	Actual Allotment		Actual Expenditure		Non-Plan	Plan
	Non-Plan	Plan	Non-Plan	Plan	Saving (-) Excess(+)	Saving (-) Excess(+)
<b>003 - Training</b>						
<b>003 (1) ATI</b>						
Salaries	100,32,000.00		91,83,705.00		848,295.00	
Office Expenses	525,000.00	2,500,000.00	396,449.00	2,499,831.00	128,551.00	
Motor Vehicle	160,000.00	1,200,000.00	160,000.00	1,287,772.00		87,772.00-
Maintenance		800,000.00		746,500.00		53,500.00
Material Supply		200,000.00		197,527.00		2,473.00
Machinery & Equipment	270,000.00	400,000.00	269,975.00	399,360.00	25.00	640.00
Honorarium	337,000.00	300,000.00	336,661.00	298,686.00	339.00	1,314.00
Traveling Expenses	800,000.00	700,000.00	799,564.00	685,541.00	436.00	14,459.00
Publication	30,000.00	200,000.00	29,874.00	197,905.00	126.00	2,095.00
Rent, Rate & taxes	50,000.00	200,000.00	41,119.00	163,806.00	8,881.00	36,194.00
<b>Total under Revenue Section</b>	<b>12,204,000.00</b>	<b>6,500,000.00</b>	<b>11,217,347.00</b>	<b>6,476,928.00</b>	<b>986,653.00</b>	<b>(-) 23,072</b>
<b>Capital Section</b>						
4059 - Capital outlay						
Public works		5,500,000.00		5,500,000.00		
	<b>12,204,000.00</b>	<b>12,000,000.00</b>	<b>11,217,347.00</b>	<b>11,976,928.00</b>	<b>986,653.00</b>	<b>(-) 23,072</b>

Date of Submission: 31<sup>st</sup> March, 2008

DDO Signature

**Demand No. 30 - ATI**  
**ANNUAL PLAN (2009-10) – PROPOSED OUTLAYS(From State Budget)**

(Rs. in Lakhs)

SL. No.	Major Heads/Minor Heads of Development	Eleventh Plan 2007-12 Projected Outlay (at 2006-07 prices)	Annual Plan 2008-09		Annual Plan 2009-10 Proposed Outlay
			Agreed Outlay	Anticipated Expenditure	
0	1	2	3	4	5
<b><u>Revenue Section</u></b>					
	<b><u>2070-OAS, 003-Trg, 003(1) ATI</u></b>				
1	Salaries	----	----	----	----
2	Wages	----	----	----	----
3	T. A	25.00	7.00	7.00	7.00
4	Office Expenses	202.00	17.00	17.00	30.00
5	Motor Vehicles	58.00	9.00	9.00	28.00
6	Rent, Rates & taxes	16.00	2.00	2.00	1.00
7	Materials & supplies	18.00	1.00	1.00	0.00
8	Machineries, Equipments, tools & plants	30.00	2.00	2.00	6.00
9	Maintenance	51.00	7.00	7.00	10.00
10	Publications	22.00	2.00	2.00	4.00
11	Stipend & honorarium	20.00	3.00	3.00	1.00
	<b><u>2070 – Other Administrative Services</u></b>				
	<b><u>004 - Disaster Management Cell, ATI</u></b>				
1	Salaries	----	----	----	----
2	T. A	----	----	----	2.00
3	Office Expenses	----	----	----	8.00
4	Motor Vehicles	----	----	----	1.00
5	Rent, Rates & taxes	----	----	----	----
6	Materials & supplies	----	----	----	----
7	Machineries, Equipments, tools & plants	----	----	----	----
8	Maintenance	----	----	----	----
9	Publications	----	----	----	----
10	Stipend & honorarium	----	----	----	----
	<b>TOTAL(Revenue) :</b>	<b>442.00</b>	<b>50.00</b>	<b>50.00</b>	<b>98.00</b>
<b><u>Capital Section</u></b>					
	4059- Capital Outlay Public Works				
	4059-60 Other Buildings				
	4059-60-051 – Construction				

	<b>4059-60-051(20) Non-functional buildings</b>				
	For clearing pending bills of Late Joseph Jasokie				40.00
	<b><u>4059-60-051(30) Renovation &amp; upgradation</u></b>				
1	Re-Construction of collapsed boundary wall behind the ATI garage at Kohima.	6.49	-----	-----	6.49
	<b><u>4059-60-051(31) ATI Complex</u></b>				
1	Construction of RCC Retaining Wall in front of Hostel Building.	27.66	5.66	5.66	4.00
2	Construction of protection wall F/side of Type IV qtrs. 2 Nos.	9.76	2.85	2.85	0.41
3	Construction of protection wall: frontside of the main approach road and back side of Type -IV quarters - 2Nos.	29.07	15.07	15.07	6.00
4	Providing compound soiling and CC pavement for Type-V quarters - 2 Nos. and Type-IV quarters- 2 Nos.	10.85	7.79	7.79	2.08
5	Construction of protection wall with drainage from ATI complex to Satellite Station.	5.00	5.00	5.00	0.94
6	Additional Work for construction of RCC Retaining wall below type-V qtrs. 2 Nos. (phase II)	17.00	10.00	10.00	7.00
7	Construction of the remaining boundary wall on Satellite R. Station side.	38.95	10.33	10.33	15.08
8	Construction of 3 Nos. of Machang at ATI Complex, Kohima.	12.00	-----	-----	12.00
9	Construction of drainage with concrete pavement on the front side of phase I Residential Type -V (2 Nos.)	6.67	6.67	6.67	0.00
10	Exterior painting of faculty Hostel block and administrative block.	9.50	3.50	3.50	0.00
11	Renovation of staff quarters.	11.57	7.57	7.57	0.00
12	Retaining wall with RCC Columns and beams for Type V quarters 2 Nos. at ATI Complex.	14.27	7.56	7.56	0.00
	<b>TOTAL (Capital):</b>	<b>198.79</b>	<b>82.00</b>	<b>82.00</b>	<b>94.00</b>
	<b>Total(Revenue + Capital)</b>	<b>640.79</b>	<b>132.00</b>	<b>132.00</b>	<b>192.00</b>
<b>B.</b>	<b><u>Special Plan Assistance</u></b>				
1	Construction of Second floor of the ATI Faculty building at Kohima.	96.00	60.00	60.00	0.00
2	Construction of canteen at ATI complex Kohima.	40.00	40.00	40.00	0.00

3	Construction of V.I.P Guest House at A.T.I Complex Kohima.	114.28	-----	-----	0.00
	<b>Total(SPA)</b>	<b>250.28</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>
	<b>GRAND TOTAL:</b>	<b>891.07</b>	<b>232.00</b>	<b>232.00</b>	<b>192.00</b>

**Statement showing the Final Expenditure Figure for the year 2008 - 2009 in respect of Demand No.30- Administrative Training Institute, Kohima.**

Major Heads 2070	Actual Allotment		Actual Expenditure		Non-Plan	Plan
	Non-Plan	Plan	Non-Plan	Plan	Saving (-)	Saving (-)
<b>003 - Training</b>					<b>Excess(+)</b>	<b>Excess(+)</b>
<b>003 (1) ATI</b>						
Salaries	112,42,000		99,86,643		12,55,357(-)	
Wages	4,94,000		5,15,050		21,050(+)	
Traveling Expenses	8,00,000	7,00,000	8,04,515	6,99,678	4,515(+)	322 (-)
Office Expenses	5,25,000	17,00,000	5,23,493	19,38,596	1,507(-)	2,38,596(+)
Motor Vehicle	2,00,000	9,00,000	1,85,000	8,87,832	15,000(-)	12,168(-)
Rent, Rate & taxes	50,000	2,00,000	49,253	67,957	747(-)	1,32,043(-)
Maintenance	....	7,00,000	...	6,97,500	....	2,500(-)
Material Supply	....	1,00,000	...	80,834	....	19,166(-)
Machinery & Equipment	2,85,000	2,00,000	2,68,065	...	16,935(-)	2,00,000(-)
Publication	40,000	2,00,000	....	1,99,367	40,000(-)	633(-)
Stipend/Honorarium	4,00,000	3,00,000	3,99,532	29,025	468(-)	2,70,975(-)
<b>Total Under Revenue Section</b>	<b>140,36,000</b>	<b>50,00,000</b>	<b>127,31,551</b>	<b>46,00,789</b>	<b>13,04,449(-)</b>	<b>3,99,211(-)</b>
<b>Capital Section</b>						
4059 - Capital outlay Public work		82,00,000		82,00,000		....
4059 - Capital outlay Public work under SPA		100,00,000		100,00,000		....
Under CSS		9,14,000		9,14,000		....
<b>Total under Capital Section</b>		<b>191,14,000</b>		<b>191,14,000</b>		<b>....</b>
<b>Grand Total</b>	<b>140,36,000</b>	<b>241,14,000</b>	<b>127,31,551</b>	<b>237,14,789</b>	<b>13,04,449(-)</b>	<b>3,99,211(-)</b>

Date of Submission... 31st March 2009

DDO Signature.

**Note:** - Saving under **plan** is due to missing of certain proposals.

## **Manual –XII**

(The Manner of execution of subsidy Programme, including the amounts allocated and the details of beneficiaries of such programs)

Nil. ATI does not execute any subsidy programmes.

## **Manual –XIII**

(The particulars of recipient of concessions, permits or authorization granted by it)

Administrative Training Institute being a training institute, there are no recipients of concessions, permits or authorization.

## **Manual –XIV**

(The details in respect of the information, available to or held by it, reduced in an electronic form)

Sl. No.	Information/Activities for which data is available in electronic form	Can it be shared with the public?	Is it available on the website or is being used as back end database?	With whom it is held/available?	Whom to contact.
1	Manuals of Office Procedure	Yes	No	Sr. Lecturer(Computer)	Sr. Lecturer(Computer)
2	Right to Information Act, 2005	Yes	Yes	Sr. Lecturer(Computer)	Sr. Lecturer(Computer)
3	Voluntary Disclosures under the RTI Act	Yes	Yes	Sr. Lecturer(Computer)	Sr. Lecturer(Computer)
4	Disaster Management	Yes	Yes	Faculty Head	Faculty Head

	Act				
5	Pay roll of employees	Yes	No	Cashier	Cashier
6	Modules of various trainings courses	Yes	No	Research Officer	Research Officer
7	Newsletter	Yes	No	Research Officer	Research Officer
8	List of Library Books	Yes	No	Librarian	Librarian
9	State Training Policy	Yes	Yes	Sr. Lecturer(Computer)	Sr. Lecturer(Computer)
10	Email management guidelines	Yes	Yes	Sr. Lecturer(Computer)	Sr. Lecturer(Computer)
11	Web guidelines	Yes	Yes	Sr. Lecturer(Computer)	Sr. Lecturer(Computer)
12	Faculty Work Norms	Yes	Yes	Sr. Lecturer(Computer)	Sr. Lecturer(Computer)
13	Details of Training Courses conducted	Yes	No	Research Officer	Research Officer
14	Job Chart for Faculties	Yes	Yes	Research Officer	Research Officer
15	Training Calendar	Yes	Yes	Addl. Director(Trg)	Addl. Director(Trg)
16	Five year Plan/Annual Plan	Yes	Yes	DDO	DDO
17	Annual Report to State Information Commission	Yes	No	Sr. Lecturer(Computer)	Sr. Lecturer(Computer)
18	Incumbency List	Yes	No	DDO	DDO
19	Annual Administrative Reports	Yes	No	Research Officer	Research Officer
20	Monthly Expenditure Statement	Yes	No	DDO	DDO
21	Various Office Orders, Circulars, Correspondences etc.	Yes	No	Officers	Registrar
22	Directory of employees	Yes	Yes	Registrar	Registrar

Following information are available in electronic form. Some of them are placed in the website of ATI (<http://www.atingl.nic.in> )

## Manual –XV

(The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use)

Sl. No.	Facility Available	Nature of information available	Working hours
1	Information Desk	Training schedules	All working days. (09:30 AM to 3:00 PM)
2	Office Library	Books, journals, magazines, newspapers, CDs etc.	All working days. (10:00 AM to 4:00 PM)
3	Notice Board	Notices, Circulars, Course Schedules etc.	24 X 7
4	Website	Brief information about the Institute, activities, Training calendar etc.	24 X 7
5	Printed Manual	Books, journals, magazines, course materials etc.	All working days. (10:00 AM to 4:00 PM)
6	Inspection of Records in the office	On any matter except the exempted categories under the Act.	All working days. (10:00 AM to 4:00 PM)
7	System of issuing of copies of documents	Xerox copies, soft copies	All working days. (10:00 AM to 4:00 PM)
8	Computers	Information in electronic format, CDs etc.	All working days. (10:00 AM to 4:00 PM)

### **A Brief Note on the Library of Administrative Training Institute, Kohima:**

#### **1. PERSONS ENTITLED:**

The Following Persons are entitled to use the Library:

- i) Officers and Staff of Administrative Training Institute.
- ii) Guest Faculty Members.
- iii) Participants of different training programmes.
- iv) All State Governments Officer working in Nagaland on the recommendation of their heads of department and on payment of security money(refundable).

#### **2. OPENING HOURS:**

To ensure the effective and better Library services to all the categories of library users it is decided to keep open the ATI Library from 10.30 AM to 3:00 PM on all working days.

### 3. FACILITIES PROVIDED BY THE LIBRARY:

- i) Lending of Books.
- ii) Xeroxing Facilities (on payment)
- iii) Audio- Visual Facilities, Internet Facilities.(proposed)
- iv) Facilities of the existing collection of books in the library covers almost all the major fields such as Literature, Science, Technology, Environment, Engineering, Law, Management, Computer Science, Social Science, and Public Administration including Governments rules, regulation and Acts etc.

The following reading materials are also available:

- v) Periodicals, Journals and News Papers facilities.
- vi) Reference Books: Encyclopedia, Dictionaries, and Hand Books.
- vii) Special collection of books on Nagaland and North Eastern Region.

### 4. CONTACT PERSON

**Dr. W. Alem Longchar, Librarian, ATI.**

## Manual –XVI

(The names, designation and other particulars of the Public Information Officer)

**Name of the Public Authority : Administrative Training Institute**

**a) Departmental Appellate Authority(DAA)**

Sl.No.	Name	Designation	STD Code	Phone No			Email	Address
				Office	Home	Mobile		
1*	Shri. M. Khezhe	Additional Director (Trg)	0370	2280063 & 2280068 Extn. 105	2290177	9436062170		SBI, Chedema Branch, Choto Basti

(\* with effect from June 2009)

**b) Public Information Officer(s) (PIO)**

Sl. No.	Name	Designation	STD Code	Phone No			Email	Address
				Office	Home	Mobile		
1	Shri. L. Youdang Jamir	Sr. Lecturer(PA)	0370	2280068 Extn. 118	2280123		youdangjamir@yahoo.co.in	ATI Complex, Kohima – 797003

**c) Assistant Public Information Officer(s) (APIO)**

Sl. No.	Name	Designation	STD Code	Phone No			Email	Address
				Office	Home	Mobile		
1	Shri. Worhonthung Ezung	Sr. Lecturer (Computer)	0370	2280068 Extn. 112	2280481	943624 1448	wetzung@yahoo.com	ATI Complex, Kohima 797003

## **Manual –XVII**

(Such other information as may be prescribed)

**A. Related to seeking Information:** *(downloadable from website)*

1. Tips for writing a RTI application [by Er. W. Ezung]
2. Fee Structure
3. Appeal procedures
4. A must for PIOs and APIOs. [Extracted from Handbook for PIOs etc. by Er. W. Ezung]
5. RTI in local dialects (Angami, Ao, Lotha and Sema)
6. A pamphlet on Citizen's Guide to RTI. [by Er. W. Ezung] and translated into Angami, Ao, Lotha and Sema.
7. Directory of PIOs, APIOs and Appellate Authorities in Nagaland [by Er. W. Ezung]
8. RTI and role of Media
9. RTI and role of NGOs, CSOs etc.

**B. Related to Training:** *(downloadable from website)*

1. Training Calendar for year 2009-2010.
  - a. Name of Training Programmes
  - b. Time period for training programmes
  - c. Level of participants
  - d. Objectives of training
  - e. Names and addresses of Course Directors and Course Coordinators.
2. Staff Bus facilities for trainees and staff:

Sl. No.	Staff Bus Stoppage	Time
1	Lerie	09:00 AM
2	P. R. Hill	09:10 AM
3	PWD Junction	09:15 AM
4	Ao Church (Old MLA Hostel)	09:20 AM
5	Western Book Depot, Old NST	09:25 AM
6	Tin Pati (Kenuozou)	09:35 AM
7	ATI, Kimho(above BSF Camp)	09:55 AM

Departure from ATI is at 04:00 PM.

**C. Related to issue of certificate, NOC etc.**

1. Name & description of the certificates and NOCs: *ATI awards participation certificates to all the participants on all training courses.*
2. Eligibility for applying: *Should have minimum of 80% above of attendance.*
3. Contact information for applying: *Respective Course Coordinators.*
4. Application fee (if any): *Nil*
5. Procedure of application: *N/A*
6. Normal time taken for issuance of certificate: *On the last day of every training courses during the valedictory function.*

**D. Annual Reports to State Information Commission. (downloadable from website)**

1. 2005-06,
2. 2006-07,
3. 2007-08,
4. 2008-09,

**E. Projects being implemented in the Institute.**

- Disaster Management Training Programmes assisted by NIDM and UNDP
- HUDCO sponsored Training Programmes
- DoPT Sponsored Training Programmes
- Capacity Building for access to information (CBAI)
- Centrally Sponsored Scheme on the effective implementation of the RTI Act.
- Capacity Building for Poverty Reduction(CBPR)
- Intensive Training
- eNetworking of State Training Institutes.
- Upgradation of A.T.I. Complex to increase capacity of intake of trainees and quality of training under NLCPR.

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*Developed by: Er. Worhonthung Ezung, ATI, Kohima.*