DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

ANNUAL ADMINISTRATIVE REPORT FOR 2005-2006.

I. INTRODUCTION:

The Annual Administrative Report covers the period 01-03-2005 to 28-02-2006.

The Department of Personnel and Administrative Reforms is primarily responsible for the Personnel policies of the State Government, Services matters, Training of officials, Administrative Reforms, Pension matters, Vigilance matters, Reservation in Services etc. The Department is the cadre controlling authority for the IAS (Indian Administrative Service), NCS (Nagaland Civil Service) and NSS (Nagaland Secretariat Service). It is also the Administrative Department for the Administrative Training Institute, Vigilance Commission and Nagaland Public Service Commission.

The Department is headed by Additional Chief Secretary who is assisted by one Additional Secretary, Two Deputy Secretaries, one Senior Analyst, one Senior Pension Analyst, one Record Officer, one Senior Research Officer, one O&M Officer and other supporting staff.

II. SERVICES:

(A) INDIAN ADMINISTRATIVE SERVICE (IAS)

The IAS (Indian Administrative Service) of Nagaland Cadre has been proposed to increased the authorise strength from 64 to 70. At present out of 64 cadre strength, 45 are direct recruit posts and the remaining 19 are promotional posts. As on 01-01-2005 there are 50 officers are in position out of which 12 are on deputation to Central/ State Governments/ Public Sector Undertakings.

The following IAS Officers retired from service during the period under report:

1) Shri. P. Talitemjen Ao

2) Shri. E.T. Sunup

3) Shri. V.Sekhose

4) Shri. Hetovi Sema.

(B) <u>NAGALAND CIVIL SERVICE (NCS)</u>

(1) The Nagaland Civil Service has an authorised strength of 268 (240 officers are in position and 26 vacancies are there in the Junior Grade). At present 16 (sixteen) NCS officers have completed their training at ATI, Kohima and their posting will be given in due course of time. Appointments have been issued to 9 (nine) NCS officers on the recommendations of the NPSC and their training will start at ATI, Kohima in the month of April, 2006.

NCS (Nagaland Civil Services) officers were given promotion in the following grades during 2005-2006

- (a) 4 (four) officers were promoted to Special Selection Grade.
- (b) 4 (four) officers were promoted to Higher Selection Grade.
- (c) 1 (one) officer were promoted to Selection Grade.
- (d) 3 (three) officers were promoted to Senior Grade.
- (e) 5 (five) officers were promoted to Junior Grade (Higher Scale).

One officer in the Senior Grade was given officiating promotion against deputation vacancy of Shri R.K. Verma on deputation to LEAD.

3. The following officers retired from service during the period under report.

- i) Shri Lanuteka, Additional Secretary.
- ii) Shri, Imkongtemsu Ao, Deputy Commissioner.

(C) <u>NAGALAND SECRETARIAT SERVICE (NSS)</u>

(1) Nagaland Secretariat Service (NSS) has an authorised strength of 194. There were 10 (ten) numbers of vacancies in various grades, which have already been filled up by promotion.

(2) The following NSS officers retired from service on attaining the age of superannuation:-

- (a) Shri, Y. Sanchu, Additional Secretary.
- (b) Shri Mapumongba, Joint Secretary.
- (c) Shri T. Alemyanger, Joint Secretary.
- (d) Shri K. Mawungthei, Joint Secretary.
- (e) Shri, Khrievi Metha, Deputy Secretary.
- (f) Shri N. Kaping, Deputy Secretary.
- (g) Shri Suyo Chakhesang, Deputy Secretary.
- (h) Shri J.U. Ahmed, Deputy Secretary.
- (i) Smti L. Limsong, Deputy Secretary.
- (j) Shri Nthio Ngully, Under Secretary.
- (k) Smti M.K. Akala, Under Secretray.
- (l) Shri, L. Haokip, Under Secretary.
- (m) Smti Purangla, Under Secretary.
- (n) Smti T. Kachari, Under Secretary.
- (o) Smti M.Temsula, Under Secretary.
- (p) Smti I. Supongla, Under Secretary.
- (q) Smti N. Miasalhou, Superintendent.
- (r) Shri Vihozhe Sumi, Superintendent.
- (s) Shri B.S. Gogoi, Assistant Superintendent.

(3) The following NSS officers were promoted to the next higher posts during 2005-2006 as shown below: -

- i) 1(one) Additional Secretary was promoted to the rank of Secretary.
- ii) 2(two) Joint Secretaries were promoted to the rank of Additional Secretary.
- iii) 3(three) Deputy Secretaries were promoted to the rank of Joint Secretary.
- iv) 5(five) Under Secretaries were promoted to the rank of Deputy Secretary.
- v) 8 (eight) Superintendents were promoted to the rank of Under Secretary.
- vi) 10(ten) Assistant Superintendents were promoted to the rank of Superintendent.
- vii) 10 (ten) UDAs were promoted to the rank of Assistant Superintendent.

III. <u>ADMINISTRATIVE REFORMS BRANCH :</u>

(1) The AR Branch deals with a variety of issue, including Personnel policy, Service matters, training matters etc. The Reservation Cell in the branch deals exclusively with the policy of reservation in employment under the State Government including 33% reservation for the Backward Tribes of the State.

During the period under report, AR Branch issued the following instructions/ guidelines:

(ii) Issued Office Memorandum on ban on overstay of government employees beyond the date of superannuation.

(iii) Constituted a Committee under the chairmanship of Additional Chief Secretary (P&AR) to examine the Departments which are overstaffed or have surplus manpower and recommend measures to be adopted to re-deploy them to other Departments which have acute shortage of staff by retraining, capacity building exercises etc.

(iv) Constituted a Committee to review the existing policy on reservation of 33% of posts for the Backward Tribes in Nagaland.

(v) Issued Office Memorandum enforcing the Right to Information Act, 2005 in Nagaland.

(vi) Issued notification on the Nagaland State Right to Information Act (Regulation of Fee and Cost) Rules, 2005 in Nagaland.

(vii) Issued notification on the Nagaland State Right to Information Act (Appeal Procedure) Rules, 2005 in Nagaland.

(a) O & M Cell of the Branch disposed off 383 files relating to Personnel Policy and other Service matters referred to P & AR Department by various Departments.

IV. <u>OTHERS:</u>

(1) <u>PENSION CELL:</u>

The Pension Cell disposed off the following cases during the period from 1-3-2004 to 28-2-2005 as under.

<u>Sl.No</u> 1.	<u>Cadre</u> IAS	<u>Status</u> (i) Secretary	<u>Type of Pension</u> Superannuation	<u>Remarks</u> - 1 (one)
2.	NCS	 (i) Secretary (ii)Additional Secretary (iii)ADC (iv)SDO (C) (v) EAC 	Superannuation Superannuation Superannuation Family Pension Family Pension	- 1 (one). - 1 (one). - 1 (one) - 1 (one). - 1 (one).
3.	NSS	 (i) Secretary (ii) Joint Secretary (iii)Deputy Secretary (iv)Under Secretary (v) Under Secretary (vi)Superintendent (vii)Superintendent (viii)Asst. Superintendent 	Superannuation Superannuation Superannuation Family Pension Superannuation Family Pension Superannuation	 - 1 (one). - 2 (two). - 2 (two). - 7 (seven). - 1 (one). - 1 (one). - 2 (two). - 2 (two).
4.]	Ex-Cadre	(i) Secretary (ii)Deputy Transport Officer	Superannuation Superannuation	- 1 (one). - 1 (one).

Total -26 (twenty six)

V. ADMINISTRATIVE TRAINING INSTITUTE.

The Administrative Training Institute is presently headed by a Director and two Additional Directors The other staffing pattern and regular officers of the Institute at present consists of one Joint Director, two Senior Lecturers, three Lecturers, one Research officer, one Assistant Director (Library) and other supporting Ministerial staff headed by a Registrar and Two Superintendent.

<u>A. Training</u>

1. During the year 16 EAC Probationers of 2004 Batch are undergoing one year residential Induction & Foundational Course. For the first time, the probationers were sent out on Army attachment in Sikkim, all India study tour to New Delhi, Mussoorie, Hyderabad, Goa, Kerala, Chennai and Kolkata from 30-10-2005 to 18-01-2006.

2. The Institute has conducted a 3 days training course on "Ethical Values & Systematic Management in Administration for DCs & SPs" from 7th to 8th February, 2005 with 21 participants. Renowned resource persons were brought in from Bangalore and Chennai for the course.

3. One week training course on "Direct Training Skills" was conducted with 13 participants from different departments.

4. 3 months "Secretariat Assistant Course" was conducted from 18th may to 16th August, 2005 with 28 participants.

5. A one week training course on "Office Procedure" was conducted for newly recruited LDA & UDA of various departments from 4th to 8th July, 2005 with 37 participants.

6. A 3 days Workshop on E-Governance was conducted for Senior & Middle level officers by the ATI form 4th to 6th July, 2005 with 9 participants.

7. "Effective Revenue Management in Administration" was conducted for lower level NCS officers by the ATI from 6th to 10th July, 2005 with 12 participants.

8. "Pension & Retirement Benefit" training was conducted from 9th to 11th August, 2005 with 39 participants.

9. A one week training course on "Training of Trainers" was conducted from 1st to 5th August, 2005 with 38 participants.

10. A two weeks Refresher course for Accountants in the District offices was conducted in the ATI from 19^{th} to 30^{th} September, 2005 with 27 participants from different districts.

11. Training on "Solid Waste Management" was conducted for Local Self Government representatives and Municipal elected Members from 27th to 30th September, 2005 with 33 participants from different district.

12. A one day Disaster Risk Management Programme for Media persons and NGOs was conducted in the ATI on 27th September, 2005 with 37 participants.

13. A 3 days training on Disaster Management for District Nodal Officers was conducted from 29th September to 1st October, 2005.

14. A one day Seminar of State Nodal Officers on DRMP was conducted from 3rd October, 2005 with 28 participants.

15. One week training on "Financial Rules for DDOs was conducted from 14th to 19th November, 2005 with 13 participants.

16. Training on "Disaster Risk Management" was conducted from 5th to 6th December, 2005 with 13 participants.

17. An orientation course for Public Information Officers & Assistant Public Information Officers under Right to Information Act, 2005 was conducted from 15th to 17th February, 2006 with 76 participants.

B. Computer Training : Computer training is being given the utmost importance for all categories of government employees and during the year, the following Basic Computer and Fundamental Application training were conducted:-

(i) Computer training for HUDCO from 15th to 19th February, 2005 with 14 participants.
(ii)Computer training for EAC Probationers from 10th to 31st March, 2005.

(iii)Computer Fundamental Application from 16th may to 21st May, 2005 with 8 participants.

(iv) Computerized ILP for DC staff was conducted from 25th to 27th July, 2005.

(v) Making Effective Presentation to 8 different departments from 10th and 11th November, 2005.

C. Mass Skill Upgradation Training Programmes for Govt. Employees (TOTs)

Training of Trainers on Mass Skill Upgradation for the officers and staff of the Directorates was conducted in 3 phase during the year with 39 participants.

VI. <u>VIGILANCE COMMISSION</u>

The State Vigilance Commission was set up in 1975 by a Resolution of the Government of Nagaland. The jurisdiction and the powers of the State Vigilance Commission extend to matters to which the executive power of the State Government extends in relation to investigation and inquiries into alleged malpractices, corruption and misconduct of public servants.

The Vigilance Commission is empowered to inquire into or to investigate into complaints of corruption, misconduct and misdemeanors on the part of the public servants as also cases where the public servants exercise or refrain from the State Vigilance Commission, however, does not restrict in any manner the responsibility of the various Disciplinary Authorities.

Shri P.Talitemjen Ao, IAS, Chief Secretary to the Government of Nagaland is also the Vigilance Commissioner, Nagaland.

The Vigilance Commissioner has under him the following Wings:

1. Administrative Wing	: Headed by Secretary, Vigilance Commission.
2. Tribunal Wing	: Headed by Tribunal for Disciplinary Proceedings.
3. Investigation Wing	: Headed by D.I.G. (Vigilance and Anti-Corruption).
4. Technical Wing	: Headed by Executive Engineer (Tech).

The Directorate of Vigilance & Anti-Corruption, a wing of the State Vigilance Commission have been declared the Police station for the whole State of Nagaland under Criminal Procedure Code, the D.I.G. (Vigilance and Anti-Corruption) is designated as the O.C. of the Vigilance Police Station with headquarters at Kohima. The Government of Nagaland by a Notification dated 21st August'1999 has empowered the D.I.G (Vigilance and Anti-Corruption) and his subordinate officers of the Investigation Wing of the State Vigilance Commission to function as Police Officers with jurisdiction to investigate into the offences specified below:-

(i) All offences under P.C. Act, 1988.

(ii) Section 406 to 409 IPC and 417 to 420 IPC.

(iii) Section 471 to 477 IPC.

(iv) All offences under the Assam Maintenance of Public Order, Act.

(v) All offences under the Official Secrets Acts, 1923.

(vi) Attempt, abetment and conspiracies of offences in items 1 to 5 above whosoever committed.

(vii) Any other particular offences or offences that may be specified by the State Government.

PHYSICAL ACHIEVEMENT.

The activities undertaken during 2005 by the Department Zone-wise is as follows:

.S.P. (N.E) VIGILANCE & ANTI-CORRUPTION, KOHIMA.

1. <u>NO. E.VIG-8/93</u>

Draft article of charge, statement of imputation of misconduct, list of documents and witnesses in respect of the undermentioned officers were forwarded to the concerned Disciplinary Authority for Departmental enquiry and the total involved was Rs 3,85,860/-

- (i) The then SDO (Civil), Wokha.
- (ii) The then one Assistant Engineer (CAWD), Kohima.

2. <u>NO. E.VIG-1/2003</u>

Draft article of charge, statement of imputation of misconduct, list of documents and witnesses in respect of Shri Selichem Sangtam, Supervisor in the office of DEO, Tuensang was forwarded to the Director of School Education (Disciplinary Authority) for Departmental Enquiry. The total amount involved was Rs 1,980/-

3. <u>NO. E.VIG-25/92</u>

Recommendation for issue of Administrative warning was forwarded to the Chief Engineer, Police Engineering Project, Nagaland, Kohima in respect of Shri Moyalepden Ao, the then J.E at 3rd Bn NAP, Police Engineering Project, Tuensang. The total amount involved was Rs 22,950/- despite the said amount was recovered and deposited into the Government Treasury after the investigation was started vide letter No. A.VIG-25/92 dated 16/12/2005.

4. <u>NO. R.C-3/2004</u>

Sanction for prosecution against the following 5(five) officers of the A.G's office, Nagaland, Kohima have been received vide order No. Sr. DAG/A&E/Misc/Corres-2004-2005/260 dated 03-05-2005 in relating to settlement of 31 (thirty one) bogus pensioners cases for a total amount of Rs 73,56,984/- in connivance with unknown criminal elements but prevented to draw the said amount due to timely detection by the SIT of Vigilance Commission in the month of June, 2004. Draft articles of charge, statement of imputation of misconduct, lists of documents and witnesses were forwarded to the D.C (J) & Special Judge, Dimapur for trial in the Court of Law vide letter No. R.C-3/2004 dated 29/06/2005, 06/11/2005 and 09/01/2006.

(i) Senior Accounts Officer	- 1(one).
(ii)Assistant Accounts Officer	- 1(one).
(iii)Senior Accountant	- 1(one).
(iv)Accountant	- 1(one).
(v) Clerk-Typist	- 1(one)

S.P.(S.W.) VIGILANCE & ANTI-CORRUPTION, KOHIMA.

Article of chargers for initiating Departmental proceedings has been framed against the following government servants has been forwarded to the Disciplinary Authority as under:-

$\frac{\text{VPS CHIIII. Case No. RCC. 1/2000}}{\text{COMMUNICASE NO. RCC. 1/2000}}$						
	<u>Amount</u>	<u>Sr.T.O</u>	T.O	Sub.T.O	<u>Sr. Acct</u> .	Jr.Acct
(i)Kohima Treasury (North)	Rs 20,52,665/-	- 1	Nil	2	1	2
(ii)Baghty Sub. Treasury	Rs 23,34,797/-	- Nil	Nil	Nil	Nil	1
(iii) Zunheboto Treasury	Rs 55,83,331/-	- Nil	1	1	1	1
(iv) Mokokchung Treasury	<u>Rs 87,56,026/-</u>	- Nil	Nil	Nil	2	1
	Rs 1,87,26,819	9/- 1	1	3	4	5

II. VPS Crmnl. Case No. RCC.2/2004

Charge Sheet submitted to the Court of Special Judge, Dimapur against 6 A.G. staffs and 14 fictitious pensioners for attempting to draw fraudulent pension amounting to Rs 45,55,479/-

(i) Senior Accounts Officer	- 1(one).
(ii)Assistant Accounts Officer	- 1(one).
(iii)Senior Accountant	- 3(three).
(iv)Accountant	<u>- 1(one).</u>
	6 (six)
Private persons = 14	
Government servants $= 6$	
20	

III. VPS Crmnl. Case No. RCC.4/2004

Article of charges and statement of imputations has been forwarded for initiating Disciplinary proceedings for attempting to pass reconstructed service books of police personnel's as genuine with intent to claim false pensionery benefits by the following:-

(i) S.P - 1(one) (ii) C/N -1(one)2(two)

IV. VPS Crmnl. Case No. RCC.2/2005

This relates to the NPSC scam, where bribery and other malpractices were alleged. The following were charge sheeted in the Court of the Special Judge, Dimapur within the time frame allotted by the Government.

(i) Deputy Secretary, NPSC	- 1(one).
(ii) Executive Engineer, Planni	ng - 1(one).
(iii)CDPO	- 1(one).
(iv)LDA	- 1(one).
(v)C/N (HG)	- 1(one).
(vi)Private person	- 3(three).
	8(Eight)

Article of charges for initiating Departmental proceedings for another 3 Government servants, Secretary, NPSC, Controller of Exam, NPSC and I UDA, NPSC has been submitted over and above the 5 Government servants who have already been charge sheeted.

V. VPS Crmnl. Case No. RCC.6/2004

Attempt to bribe a public servant.

Charge sheeted submitted to Court of Special Judge, Dimapur against one Development Officer, KVIB.

VI. <u>VP</u>	<u>S Case No. A-5/2002</u>	
An IAS off	icer in the rank of Secretary	- 1(one).
C.O, R.D		- 1(one).

Misuse of official position. Article of charges forwarded for Departmental Enquiry.

- (a) Article of charges forwarded for Departmental proceedings= 33 Govt. servants.
- (b) Charge sheeted submitted in the Court of the Special Judge, Dimapur=17 persons

Total charges framed = 50

CASE POSITION UNDER TDP

CRIMINAL CASES

- Pending(1) G.R. 62/98
 - (2) G.R.360/2000.
 - (3) G.R. 424/2000
 - (4) G.R.422/2000
 - (5) G.R.41/1998.
 - (6) G.R.606/2000

Disposed (1) G.R. 15/98

(2) G.R.280/200 (on appeal under H.C)

DISCIPLINARY PROCEEDINGS

Pending (1) TRL-1/2004. (2) TRL-1/2005

Disposed (1) TRL-2/2003. (2) TRL-2/2004. (3) TRL-1/2003. (4) TRL-1/2003.

ELECTION CASES

Pending (1) EP/1/2004. (2) EP/3/2004 (3) EP/4/2004.

Disposed (1) EP/2/2004.

VII. NAGALAND PUBLIC SERVICE COMMISSION.

1. During the year 2005-2006, the Chairman, Members and Secretary to the Commission were as follows:-

1.	Shri K.M Chadha, IAS (retd)	: Chairman.
2.	Dr. V. Hukuto Zhimomi	: Member.
3.	Shri Kevisiezolie. Souhu, Member	: Member.
4.	Dr. Shwesubu Kemp, Member	: Member.
5.	Shri K. Nzimongo Ngullie till 21-12-2005	: Secretary.
6.	Shri S. Among Ao from 22-12-2005 till date	: Secretary.

II. During the period under report the following posts were advertised and selections have been made and the lists of selected candidates have been sent to the Department concerned.

- (1) 3 (three) posts of Lecturer in Physics.
- (2) 3 (three) posts of Lecturer in Chemistry.
- (3) 2 (two) posts of Lecturer in Botany.
- (4) 2 (two) posts of Lecturer in Zoology.
- (5) 2 (two) posts of Lecturer in Political Science.
- (6) 8 (eight) posts of Lecturer in Mathematics.
- (7) 6 (six) posts of Lecturer in English.
- (8) 5 (five) posts of Lecturer in Education.
- (9) 8 (eight) posts of Lecturer in Science.
- (10) 3 (three) posts of Lecturer in Psychology.

- (11) 3 (three) posts of Lecturer in Social Science.
- (12) 1 (post) of Statistician.
- (13) 1 (one) post of Technician.
- (14) 1 (one) post of Teacher in Work Experience.
- (15) 2 (two) posts of Training-cum-Research Assistant.
- (16) 25 (twenty five) posts of Graduate Teachers in Hindi.
- (17) 190 (one hundred ninety) posts of Under Graduate Teachers in Hindi.
- (18) 1 (one) post of Lecturer in Statistics.
- (19) 3 (three) posts of Lecturer in Computer Science.
- (20) 1 (one) posts of Lecturer in Electronics & Communication Engineering.
- (21) 2 (two) posts of Lecturer in Computer Engineering.
- (22) 1 (one) post of Lecturer in Information Technology.
- (23) 1 (one) post of Medical Officer (Ayurveda).
- (24) 10 (ten) posts of Agriculture Inspector.
- (25) 9 (nine) posts of EAC.
- (26) 4 (four) posts of DSP.
- (27) 1 (one) post of Inspector of Excise.
- (28) 10 (ten) posts of Inspector of Taxes.
- (29) 5 (five) posts of CDPO.
- (30) 16 (sixteen) posts of Junior Divisional Accountant.
- (31) 3 (three) posts of Inspector of Statistics.
- (32) 8 (eight) posts of UDA.
- (33) 22 (twenty two) posts of Supervisor.
- (34) 1 (one) post of Technical Assistant.
- (35) 2 (two) posts of Assistant Surgeon under Home Department of Police.
- (36) 10 (two) posts of Assistant Surgeon under Health & Family Welfare Department.
- (37) 6 (six) posts of SDO (Civil) under Works & Housing Department.
- (38) 9 (nine) posts of SDO (Electrical) under Power Department.
- (39) 1 (one) post of SDO (Civil).
- (40) 7 (seven) posts of Junior Engineer (Electrical) under Power Department.
- (41) 6 (six) posts of Junior Engineer (Civil).
- (42) 1 (one) post of Assistant Geologist.
- (43) 1 (one) post of Assistant Drilling Engineer.
- (44) 1 (one) post of Presenting Officer under Vigilance Commission.
- (45) 1 (one) post of Curator.
- (46) 1 (one) post of Education Assistant.
- (47) 4 (four) posts of System Analyst.
- (48) 3 (three) posts of Junior Engineer.
- (49) 1 (one) post of Ranger.
- (50) 1 (one) post of Junior Soil Conservation Officer.
- (51) 1 (one) post of Fruit Technological Assistant.
- (52) 2 (two) posts of Motor Vehicle Inspector.

III. The following Departmental Examinations has been conducted by the Commission under report.

- (1) IAS/NCS officers.
- (2) Nagaland Taxation Service.
- (3) Treasuries & Accounts (Sub-Treasury Officer/Junior Accounts Officer).
- (4) Speed Test and Short hand for Stenographers Grade-I & Grade-II Senior and Junior.

IV. The Departmental Promotion Committee meetings for promotion of officers in respect of the following Departments were held in the Commission's office.

- (1) Social Welfare & Women Development.
- (2) Vigilance Commission.
- (3) SCERT.
- (4) Health & Family Welfare.
- (5) School Education.
- (6) Works & Housing.
- (7) Justice & law.
- (8) Village Guard.
- (9) Geology & Mining.
- (10) Power.
- (11) NPSC.
- (12) NCS/NSS.
- (13) Land Revenue.
- (14) Election.
- (15) Irrigation & Flood Control.
- (16) Treasuries & Accounts.
- (17) Horticulture.
- (18) Fisheries.
- (19) Higher Education.
- (20) Medical.

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- (21) Art & Culture.
- (22) Economics & Statistics.

V. The NPSC Office Building is under construction at an estimated cost of Rs 617.10 lakhs near the New Secretariat Complex.