

**DEPARTMENT OF
PERSONNEL AND ADMINISTRATIVE REFORMS**

ANNUAL ADMINISTRATIVE REPORT FOR 2009-2010.

I. INTRODUCTION:

The Annual Administrative Report covers the period 01-03-2009 to 28-02-2010.

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, Nagaland Public Service Commission and Nagaland Information Commission

The Department is headed by Commissioner & Secretary who is assisted by one Joint Secretary, one Deputy Secretary, one Under Secretary, one Senior Pension Analyst, one Organisation and Method Officer, one Record Officer, one Senior Research Officer, and other supporting staff.

II. SERVICES:

(A) INDIAN ADMINISTRATIVE SERVICE (IAS)

The IAS (Indian Administrative Service) of Nagaland Cadre has an authorised strength of 70. At present out of 70 cadre strength, 49 are direct recruit posts and the remaining 21 are promotional posts. As on 01-03-2010 there are 32 officers in position out of which 14 are on deputation to Central/ State Governments/Public Sector Undertakings.

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

- 1) Shri R.S. Pandey.
- 2) Shri Lalhuma.
- 3) Shri. M. Yanthan.
- 4) Shri. Ayamo Jami.
- 5) Shri K.K. Sema.
- 6) Dr. K. Chubatemjen.

(B) NAGALAND CIVIL SERVICE (NCS)

(1) The Nagaland Civil Service has an authorised strength of 282 out of which 221 officers are in position. At present 12(twelve) NCS officers are under training at ATI, Kohima.

(2) NCS officers were given promotion in the following grades during April 2009-10:

- (a) 2 (two) officers were promoted to Special Selection Grade.
- (b) 7 (seven) officers were promoted to Higher Selection Grade.
- (c) 8 (eight) officer were promoted to Selection Grade.
- (d) 9 (nine) officers were promoted to Senior Grade.
- (e) 9 (nine) officers were promoted to Higher Junior Grade.

3. The following officers died in harness during the period under report.

- (a) Shri O. Issac Jamir, ADC, Longkhim.

(C) NAGALAND SECRETARIAT SERVICE (NSS).

1. The Nagaland Secretariat Service (NSS) has an authorized strength of 637 which consists of Secretariat Assistant (Grade-III, Non-Gazetted) up to the level of Secretary.
2. During the period under report, the following 29 (twenty nine) posts were created for the Nagaland Secretariat Service.
 - (a) Secretary : 1(one) post.
 - (b) Additional Secretary : 2(two) posts.
 - (c) Joint Secretary : 4(four) posts.
 - (d) Deputy Secretary : 4(four) posts.
 - (e) Under Secretary : 8(eight) posts.
 - (f) Section Officer : 10(ten) posts.
3. The following Officers were given Officiating promotion to the next higher post during 2009-2010 as shown below:
 - (a) 1(one) Additional Secretary was promoted to the rank of Secretary
 - (b) 3(three) Joint Secretaries were promoted to the rank of Addl. Secys.
 - (c) 10(ten) Deputy Secretaries were promoted to the rank of Joint Secretaries.
 - (d) 29 (twenty nine) Under Secretaries were promoted to the rank of Dy Secys.
 - (e) 63(sixty three) Section Officers were promoted to the rank of Under Secys.
 - (f) 77(seventy seven) Junior Section officers were promoted to the rank of Section Officers (three officers given proforma promotion).
 - (g) 78 (seventy eight) Secretariat Assistants were promoted to the rank Junior Section Officers. (two officers given proforma promotion).
4. A total number of 53 NSS cadre members retired from service during 2009-2010.

III. ADMINISTRATIVE REFORMS BRANCH :

(A) The AR Branch deals with a variety of issue, including Personnel policy, Service matters, Training matters etc. The P&AR Department Officers had also imparted orientation training on Office Procedure to the officers and staffs of Nagaland House, New Delhi, Kolkata, Guwahati as part of the year of Capacity Building. The trainings for Nagaland House, Shillong will be undertaken in the month of April, 2010.

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

1. Issued Office memo to implement the policy for reservation of post for Backward Tribes effectively.
2. Requisition of all categories of posts and submission of report on vacancies in Government Departments prescribed rules and procedures for making appointments in various categories of posts.
3. Issued notification on Nagaland Retirement from Public Employment (Second Amendment), Act, 2009 (Act No. 7 of 2009) that came into force with effect from 31st October, 2009. All Government Departments were also directed to issue retirement orders in respect of Government employees working under their control, and who are to retire on the strength of the provisions of the above Act.

4. An OM was also issued directing all the Departments to immediately proceed with the recruitment process through open advertisements as per the prescribed service and other relevant recruitment rules. The Departments may also immediately set up Recruitment Boards for recruitment to those posts within their prescribed powers, and also, initiate the process of recruitment in respect of other categories of employees through the NPSC

5. Issued OM that unauthorised appointments made by certain Heads of the Departments on the eve of their retirements without following the prescribed procedure. should be immediately cancelled by the concerned Administrative Heads of Departments, and also criminal prosecution of the guilty officials be taken up by filing an FIR in the Vigilance Commission and all payments of pensionary benefits should be withheld till criminal case is disposed off. State Government have also decided that henceforth, all cases of appointments of Government servants, either against regular posts and on adhoc/fixed/contingency basis against non-existing posts, shall be done only with the prior approval of the Government to be conveyed in writing by the Administrative Head of Department. Any appointment made without prior approval of the Government shall be considered invalid, null and void. Further, all such appointments of work-charged and casual employees without sanctioned posts shall also be done only within the strength approved by the Nagaland Work-Charged and Casual Employees Commission.

6. An OM was also issued that all Departments should ensure that no employee suffers or faces any hindrances in processing their pension papers etc those who were effected by the Nagaland Retirement from Public Employment Act, 2009. All Leave Encashment, GPF etc should be promptly attended to by the Departments.

7. Constitute a Committee to examine and review the procedure for appointment on Compassionate ground for the State Government employees.

8. Issued compilation of important, circulars, office memorandums, notifications issued by various Departments of the Government of Nagaland which is being compiled by the Department of Personnel & Administrative Reforms.

9. Issued Manual of Office Procedure of the Government of Nagaland which is being compiled by the Department of Personnel & Administrative Reforms.

10. Constitute a Committee to review and amend 'The Nagaland Rules of Executive Business, 1980' and 'Nagaland Manual of Office Procedure, 1969' :

11. Issued OM clarifying the counting of contract/adhoc period for retirement of State Government employees.

12. Issued notification prescribing the minimum academic qualifications for direct recruitment to the post LDAs in the District Offices as Graduate in any discipline from a recognized University.

13. Reconstitute the Departmental Recruitment Board for various Departments consisting of the following officers.

- (i) Administrative Head of the concerned Department : Chairman.
- (ii) Representative of the concerned Administrative Department
not below the rank of an Under Secretary : Member.
- (iii) Representative of the P&AR Department
not below the rank of an Under Secretary, or an Officer : Member.
of one Department nominated by P&AR, not below the rank

of Under Secretary.

- (iv) One Senior Officer of the concerned Directorate
not below the rank of Deputy Director : Member.
- (v) Head of the Department concerned : Member Secretary.

14. Issued notification re-structuring the Departments dealing with the subjects of Information Technology, Communication and Technical Education as indicated below.

(i) The Department of Communication presently under Transport Department shall be merged with the Department of Information Technology and it will be named as Department of Information Technology & Communication (IT&C). A separate Demand number will be allotted by the Finance Department for the Department of IT&C.

(ii) Higher Education and Technical Education will function under one Administrative Department to be known as Department of Higher & Technical Education. However, at the Directorate level, both Higher Education and Technical Education will function as independent Directorates. The Technical Education will retain the Demand No. 78.

(iii) The Science & Technology will continue to be a separate Department till further orders.

15. Issued notification of the Directorate Ministerial Staff Service Rules that instead of 40% of vacancies in the cadre of Directorate UDAs, the number is reduced to 25% of vacancies arising in a calendar year, for promotion of eligible District/Sub-Division UDAs.

16. Issued OM for maintenance of roster system for Backward Tribes delegating to the NPSC. In the cases of posts outside the purview of NPSC, the rosters will be maintained by the respective controlling authorities.

17. Issued notification for creation of a separate Right to Information (RTI) Cell within the Personnel and Administrative Reforms Department.

18. Re-constitute the Complaints Committee for the redress of complaints relating to sexual harassment of women employees of the State Government at their work places:

19. Issued OM clarifying the issue of Backward Tribe Certificates to persons from the forward tribes who are married to persons belonging to backward tribes, candidates from a forward tribe transplanted into Backward Tribe by adoption or marriage shall not be eligible to the benefit of acquisition of the status of backward tribe or acquiring backward tribe certificates, by voluntary mobility into these categories.

20. Issued OM clarifying that the Departments' concerned should promote Stenographers and Typists upto Grade-I level personal to them after they passed the prescribed Speed Test conducted by the NPSC, and on completion of the qualifying years prescribed for each grade without sending the proposal to the P&AR Department, Finance Department, Upgradation Committee and the Cabinet.

21. Issued OM relaxing the eligibility for grant of Study-Leave of the State Government employees from the existing 5 (five) years continuous service to 2 (two) years continuous service. This relaxation is subject to the fulfillment of all other existing criteria as stipulated under Rule 50(5) of the Central Civil Services (Leave) Rules, 1972.

22. Issued circular on Nagaland Government Servants (Transfer and Posting) Act, 2009 (Act No.9 of 2009), which was published in the official Gazette.

23. Issued notification re-constituting the Work Charged and Casual Employees Commission consisting of the following:-

- (i) Shri C.J. Ponraj, Principal Secretary (Justice & Law) : Chairman.
- (ii) Shri G. W. Lee, Consultant (Finance) : Member.
- (iii) Engineer-in-Chief (W&H) : Member Secretary.

24. Issued notification for creation of a new Department of New & Renewable Energy (NRE).

25. Issued notification on the terms and conditions of the Chief Information Commissioner and State Information Commissioners under Nagaland Information Commission.

26. Issued Notifications that the existing posts of Typists in all levels of service and office under the State Government, including Nagaland Civil Secretariat, Chief Electoral Officer, State Vigilance Commission, NPSC, Directorate offices, District offices and the Sub-Divisional offices shall be automatically converted to the post of LDA-cum-Computer Assistant with effect from the date of retirement from service or death in harness of the present incumbents.

27. Issued OM that all appointments are to be made strictly in accordance with the existing rules/procedures in force and further urged the Departments to submit proposals for post creation based on justification and requirements and not to accommodate those contract and casuals who are without sanctioned posts.

28. Issued a copy of the Guide on the Right to Information Act, 2005 received from the Government of India, Ministry of Personnel, New Delhi for information of all concerned.

29. Issued OM on some charter of duties for PIOs and APIOs under RTI to all the Departments.

30. Issued OM to implement effectively the RTI Act with particular reference to Section 4, 5, 9 and 25 of the Act.

IV. ORGANISATION & METHOD CELL (O&M):

(1) O & M Cell disposed off **533** files during the period under report relating to Personnel Policy and other Service matters referred to P &AR Department by various Departments.

V. PENSION CELL:

The Pension Cell disposed off the following cases during the period from 1-3-2009 to 28-2-2010 as under.

- (a) 4 (four) IAS Officers retired on superannuation.
- (b) 1(one) NCS (death) case of family pension.
- (c) 1(one) NSS (non-gazetted) (death) case of family pension.
- (d) 22 (twenty two) cases of other Departments family pension and pension cases.
- (e) 23 (twenty three) Invalid pension cases.
- (f) 2(two) cases of Extra-ordinary pension.

VI. ADMINISTRATIVE TRAINING INSTITUTE

1. INTRODUCTION:

The Administrative Training Institute, Kohima is the apex training Institute in the State of Nagaland. It was established in 1972 with the objective of updating and enhancing professional knowledge and skills needed for better performance of individuals and organizations and to promote better understanding of professional requirements and bringing about the right attitudinal orientation.

VISION:

To be the centre of Excellence in training by creating a congenial learning atmosphere leading to wholesome competency.

MISSION STATEMENT:

As the Management Training and Consultancy arm of the Government of Nagaland, our mission is:-

- i. To help the Government Departments tackle their challenging and complex public administration issues, and to enhance the performance. To make a difference in individuals and organization to serve people better.
- ii. To develop ATI into an Institute of Regional importance through building up the knowledge base in core areas of Public Management, Research and Consultancy and Training competencies.

CORE VALUES:

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

- i. Create a culture of continuous learning and change.
- ii. Practised the principles of Management that we preach.
- iii. Always applying our heart to the knowledge and wisdom.
- iv. Strive for leadership in our area of work.

OUR TASKS:

- i. Identification of the training needs of Government Departments in terms of knowledge, skill and attitude that would improve the performance.
- ii. Creation of knowledge base through development of faculties.
- iii. Creation of learning facilities and atmosphere for continuous learning by public executives, faculties and other decision makers.
- iv. Organization of professional training to the civil servants like IAS, NCS, NSS and other departmental executives at the induction level and at the different stages of their service career.

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

ORGANISATION:

The ATI is headed by a Director and assisted by 2(two) Additional Directors, 2(two) Joint Directors, 1(one) Senior Lecturer, 2(two) Lecturers, Research Officer and other supporting staff headed by a Registrar. There are 62 employees consisting of 45 permanent and 6 contract employees.

2. ACHIEVEMENTS DURING 2009-10:

ACTIVITIES:

- i. The Institute imparts one year professional induction training to the newly recruited NCS Officers and 3 months Induction Training to Secretariat Services Foundation Course. A number of Refresher Courses on Accounts and Public Administration for various categories of Government employees are also being conducted at ATI. To meet the challenges posed by Information Technology, the Institute conducts several Computer Courses for various levels of Government servants in the State. The Institute also organizes various training programmes sponsored by HUDCO, DOP & T, DONER, NIDM etc.
- ii. A week long village field visit was introduced for the NCS Foundation training programme during 2006-07 with the objectives to assess the socio-economic-political in rural life, to evolve people-based solutions, to evaluate the working of village level institutions and to study the changes that have occurred in the villages. The Village field visit is proving to be a very effective programme for initiating these young officers on grass root level administration and needs to continue.
- iii. All India Study tour (Bharat Darshan) which started during 2004-05 in the NCS Foundation training with the objectives to expose the young officer trainees to various Ministries, Departments and successful public under takings to familiarize with their working systems and to share experiences with other States counter parts in good governance shall remain to continue.
- iv. A 3 months Secretariat Services Foundation Course for the Office Assistants of the Civil Secretariat was successfully conducted with 32 persons from 11th May to 28th August 2009. A project work was assigned on the implementation of 'Office procedure and Record management' in the Secretariat and Directorates with the objective to gain practical working knowledge which has been a great success and an eye opener for many of the trainees.
- v. Upto date 8(eight) trainings on 'Mass Skill Upgradation Training Programme for Govt. Employees for the Directorates' was taken up for LDA upto Additional Director levels.

- vi. Disaster Management Cell has been set up at ATI from May, 2005 with a full time Faculty Head, two Associate Professors and one Technical Assistant. During 2009-10, out of 27 training programmes on Disaster Management, 24 training programmes have so far been conducted successfully till date.

Community trained by the DM Cell –

Govt. Officials, NGOs, Church Leaders, Village Council Members, Urban Local Bodies, Teachers & Students. Publication of papers – Apart from the normal trainings the Cell has successfully published the following papers, the first 2 in nationally reputed scientific papers and 2 popular publications out of which one (3a) made headlines in all the local dailies on the 28th of August 2009.

1. Evaluation of two unstable sites along NH-150, SE Kohima town (Indian Landslides Vol-2, No.2 Page 27 - 30)
2. Study of Landslides and their suggested solution in Kohima. (2nd National Disaster Congress Publication)
3. Popular Publication –
 - a. Impending Disaster along NH – 61 28 Aug. 2009
 - b. Mt. Hermon School Jubilee Magazine.

Launching of DM Cell Web Site –

The DM Cell web www.dmcnagaland.webs.com designed by Er. N.Moa Longkumer, Associate Professor was launched on the 19th of March 2010.

- vii. Out of 8 training programmes on Financial Rules, Accounts and Pensions, 6 training programmes were successfully conducted covering 135 officials till date.
- viii. All the 4 training programmes on Computer were successfully completed covering 93 officials.
- ix. Under the Government of India assisted “Central Scheme Plan on RTI” the Institute had conducted 4 training programmes on RTI covering 106 participants. Besides, the RTI Act was translated into 12 local dialects and also 500 copies of Handbook on RTI was printed under the scheme.
- x. Besides, 2 training programmes on RTI covering 52 participants were conducted under the sponsorship of DOPT, New Delhi.
- xi. Two programmes on Office Procedures were conducted covering 36 participants.
- xii. A course on “Project Management & Evaluation” was conducted covering 25 officers from various departments.
- xiii. Under the Management programmes, 1 programmes was conducted out of 2 programmes covering 26 participants.
- xiv. During 2009 ATI also conducted training on Women Empowerment, Gender Budgeting in collaboration with the Department of Women Development and Planning.
- xv. A week long in house training for Officers and Faculty of ATI was conducted under the banner of Capacity Building on (3 Gs) “Growing Good to Great” . After this training it has been observed that there is a marked difference in the attitude and vision of the faculties. There is a visible enthusiasm among the core trainers to make a better change.

xvi. For the development of the State premier Training Institute it may be very necessary and essential to include Research and Development as another major activity of the Institute. This will benefit the faculty members in developing new knowledge and ideas for training as well as for the overall development of the State

xvii. A research project on Hazard, Vulnerability & Risk assessment of Kohima Town may be taken up which will include:

- a)Field Work
- b)Laboratory Analyses of both geological & non-geological aspects.
- c) research Associates and Consultancy charges
- d)Acquiring related Literature
- e)Final preparation and Publication.

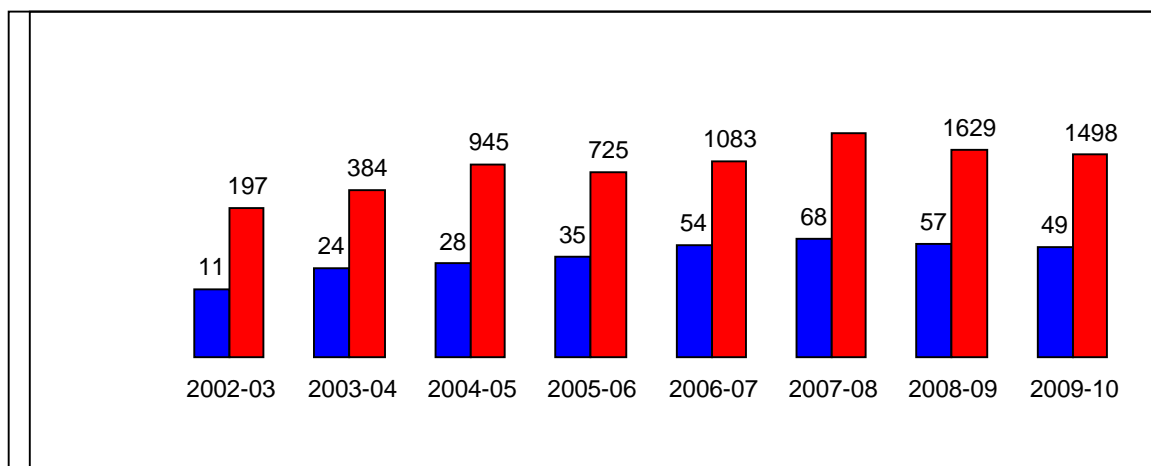
xviii. As mentioned above, the number of training courses conducted by ATI has increased substantially during the last 4 years. At one point of time even upto five training courses are conducted simultaneously putting tremendous strain on the limited resources of ATI. The numbers of training courses conducted during 2006-07 were more than twice the no. of training courses organized in 2005-06. While the no. of training courses has increased many folds during the last few years, the infrastructural facilities have not been increased to match the training requirements.

xix. Besides the training courses conducted by the Institute, the demand for use of ATI facilities by other Govt. Departments and NGOs for conducting their own trainings, workshops, seminars, youth camps etc, has tremendously increased over the last two years. On a few occasions permission was regretted due to limited capacities of the Institute. Hence there is an imperative need to upgrade the physical and infrastructural facilities to increase the intake capacity of both trainings and trainees.

xx. With Gender Budgeting now being an integral part of the State Budget, all Government Departments needs to be sensitized on this subject matter. At present ATI has no faculty for conducting training on these subjects.

It is, therefore, proposed if during 2010-11 separate Cell be created and bringing professional/expert on this subject matter on deputation in the rank of Joint Director from other Department or Organization. This Cell will work in coordination with the Task Force constituted by the Government on “Engendering the State & District Plans”

Achievements



Sl.No	Course Title	Duration	Dates conducted	Male	Female	Participants
A. Foundation Training						
1	Foundation Training for NCS (Probs 2007 batch)	1 year	11 th May 09 to 17 th April 10	7	6	13
B. Accounts Training						
1	39 th Secretariat Services Foundation Course	3 Months	11 th May to 8 th Aug 09	20	14	34
2	Refresher Course on Accounts	2 weeks	12 th to 23 rd Oct 09	21	8	29
C. Mass Skill Upgradation Training Programme for Govt. employees						
1	35 th & 36 th batch MSU	1 Week	18 th to 25 th May 09	9	0	9
2	37 th & 38 th batch MSU	1 Week	13 th to 20 th July 09	8	2	10
3	39 th batch MSU	1 Week	10 th to 17 th Aug 09	15	14	29
4	40 th batch MSU	1 Week	7 th to 14 th Sept 09	13	19	32
5	41 st batch MSU	1 Week	5 th to 12 th Oct 09	12	14	26
6	42 nd batch MSU	1 Week	2 nd to 9 th Nov 09	3	6	9
D Computer Training						
1	Comp. Fundamental and Application	2 Weeks	11 th to 22 nd May 09	6	9	15
E. Disaster Management Trainings						
1	DRM for Kiphire District on School safety.	4	13 th to 16 th April 09	10	9	19
2	DRM for Phek District on School safety.	4	04 th to 07 th May 09	16	10	26
3	Landslide Risk Management	5	11 th to 15 th May 09	12	1	13
4	DRM for Tuensang District on School safety.	4	25 th to 28 th May 09	26	11	37
5	Disaster Psychosocial Care.	3	3 rd to 5 th June 09	6	6	12
6	Environmental issues in Development	3	09 th to 11 th June 09	18	6	24

7	DRM for Mokokchung District on School safety.	4	16 th to 19 th June 09	19	4	23
8	DRM for Wokha District on School safety.	4	29 th June to 2 nd July 09	17	3	20
9	EHM for NGOs & Health Workers	5	6 th to 10 th July 09	23	12	35
10	EHM for LDA/UDA	5	13 th to 17 th July 09	19	8	27
11	DRM for Kohima District on School Safety.	4	21 st to 24 th July 09	16	4	20
12	DRM for Dimapur District on School safety.	4	3 rd to 6 th Aug. 09	17	4	21
13	DRM for Peren District on School safety.	4	18 th to 21 st Aug. 09	15	7	22
14	Basic and Intermediate Course on ICS	5	24 th to 28 th Aug. 09	16	13	29
15	DRM for Mon District on School safety.	4	1 st to 4 th Sept. 09	21	6	27
16	Orientation Programme for Nodal Officers	3	7 th to 12 th Sept. 09	8	3	11
17	Seminar on DRM at Tetso College	2	11 th to 12 th Oct 09	42	13	55
18	Building Codes and Design for ULBs and Town Planning, Engineers	5	14 th to 18 th Sept.09	21	7	28
19	DRM for Zunheboto District on School safety.	4	22 nd to 25 th Sept. 2009	19	5	24
20	Community Based DRM at Jakhama, Kohima District.	3	7 th to 9 th Oct. 09	27	14	41
21	DRM training programme for Teachers on School safety in Longleng District.	4	13 th to 16 th Oct. 09	16	4	20
22	Environmental issues in Development	3	20 th to 22 nd Oct. 09	11	5	16
23	Non-Structural Mitigation	2	8 th to 9 th Dec. 09	27	8	35
24	Disaster Risk Management Programme for NGOs	3	17 th to 19 Jan. 10	25	7	32

F. DOPT Sponsored Programme						
1	Accounting Procedure (DOPT)	3 days	14 th to 16 th July 09	21	16	37
2	Financial Rules and Accounting Procedure (DOPT)	1 week	24 th to 28 th Aug 09	15	11	26
3	Financial Rules and Accounting matters (DOPT)	1 week	14 th to 18 th Sept. 09	32	12	44
4	Pension and Retirement Benefit (DOPT)	3 days	25 th to 27 th Nov 09	18	10	28
5	Computer Fund and Application (DOPT)	2 weeks	6 th to 17 th July 09	8	23	31
6	Computer Fund and Application (DOPT)	2 weeks	17 th to 28 th Aug 09	15	4	19
7	Project Management and Evaluation (DOPT)	1 week	7 th to 11 th Sept. 09	22	3	25
8	Data analysis using MS-Excel (DOPT)	3 days	16 th to 18 th Sept. 09	13	15	28
9	Office procedure	3 days	13 th to 15 th May 09	3	13	16
10	RTI	3 days	10 th to 12 th June 09	15	10	25
11	Office procedure	3 days	17 th to 19 th June 09	11	9	20
12	RTI	3 days	29 th to 31 st July 09	18	9	27
G. Centrally Plan Scheme on RTI						
1	RTI	3 days	27 th to 29 th May 09	20	4	24
2	RTI	3 days	24 th to 26 th June 09	21	9	30
3	RTI	3 days	23 rd to 25 th Sept.09	28	5	33
4	RTI	3 days	21 st to 23 rd Oct 09	2	17	19
H. Good Governance/Management						
1	Departmental Enquiries and Conduct rules	2 days	18 th to 19 th Aug 09	23	3	26
I. Special Additional Training programme						
1	Gender Budgeting	2 days	12 th to 13 th May 09	94	25	119
2	Training on Etiquettes	2 days	6 th to 7 th 09	12	10	22
3	Training on ICS	5 days	17 th to 21 st Aug 09	14	15	29
4	Role of Panchayat in Disaster Management	5 days	21 st to 25 th July 09	43	4	47
Total				1028	470	1498

No of training conducted	Average No. of participants per training	Gender ratio			Male –Female Average Attendance		
		Male Trainees	Female Trainees	Total	Male	Female	Total
54	27.7%	1028	470	1498	68.6%	31.4%	100%

3. Eleventh Five Year Plan (2007-2012):

An outlay of *Rs. 1280.00 lakhs* is allocated to the Administrative Training Institute during the Eleventh Five Year Plan which covers the period from 2007 to 2012. Considering all factors that are necessary for strengthening and improving the institutional growth, ATI had planned to utilize *Rs. 442.00 lakhs* under Revenue Section to meet all administrative and training needs and *Rs. 838.00 lakhs* under Capital Section for creation of infrastructural facilities for the new complex.

Out of the Revised Annual outlay of Rs 213.59 lakhs during 2010-2011, Rs. 128.40 lakhs is under Revenue Section, and Rs. 85.19 lakhs is under Capital Section.

A. Revenue Section:

With increasing number of training programmes being conducted, more administrative expenses under Revenue section has become inevitable to meet the administrative needs. Therefore, fund provision under Revenue section has been enhanced as indicated in the Annexure. The details of expenditure proposed during 2010-11 are shown below:-

- i. We proposed to appoint a Consultant in Law and Gender Budgeting and 3 nos. of drivers on contract for which Rs. 3.40 lakhs has been earmarked.
- ii. To meet the expenditure of the NCS probationers for All India Study Tour (Bharat Darshan) and 4 months District Attachment for which an amount of Rs.8.50 Lakhs is proposed.
- iii. To equip the library, furnishing of the hostel by procuring materials such as blankets, halogen heaters, geysers, TV, curtains, bed sheets, bed covers, overhead tankers, water pumps, deep freezer, aqua guard, etc., furnishing of auditorium and VIP lounge, furnishing of dining hall and hostel kitchen, normal training expenses for conduct of various training programmes including stationery requirements for which an amount of Rs.40 lakhs has been earmarked.
- iv. 7 (seven) vehicles have been condemned during 2008-09, and two more are being proposed this year. As a result the institute faces with acute shortage of vehicles for performing duties like lifting and dropping of guest faculties and officers coming from within and outside of the state, problems faced by the participants of various courses in transportation with the increase in the number of training programmes and to attach to the entitled officers. An amount of Rs. 30 Lakhs has been provided for replacement of the condemned vehicles.
- v. An amount of Rs. 2 Lakhs has been earmarked for meeting expenditure pertaining to rent, taxes & rates.
- vi. For procuring IT related consumable goods to meet the daily demands of the ongoing training programmes an amount of Rs. 4 Lakhs is provided.
- vii. To equip the advanced computer lab with adequate number of computer sets and Xerox machine to meet the requirement of trainees and to procure a machine for

performing publication works of materials and producing quarterly journal of the institute and, an amount of Rs. 6.50 Lakhs is provided under Machineries and Equipments.

- viii. Apart from works taken up under Capital Section, renovation works of the Departmental quarters are also taken up by the institute. The machineries/equipments such as PC/Printers & Xerox machines etc needs daily maintenance since it is used through out the year for trainings. An amount of Rs. 15.00 lakhs is being earmarked for this purpose under maintenance.
- ix. To purchase the minimum required of Books for the Library, Journals and other related expenditure an amount of Rs. 5.40 lakhs is provided under publication.
- x. With increase of the training programmes engaging guest faculties from various departments, the payment of honorarium is mounting up. To meet such expenditure an amount of Rs. 5 lakhs is earmarked. For the year 2009-10 Rs. 1.00 lakh only was allocated under Plan for honorarium whereas upto November 2009, the Institute has spent more than Rs. 90,000/- just on honorarium and we have training schedule upto March-2010. It may also be mentioned that since Government has ban drawal under honorarium it is very difficult for the institute to claim this proposal with the Treasury however since we engage resource persons and guest faculties we have to use the word Honararium for their fees. It is therefore requested that a special reference to this effect may be mentioned when Budget is allocated.
- xi. For Disaster Management & for Research Project on hazard vulnerability & Risk Management in Kohima Town it is projected to earmarked Rs. 12 lakhs.

B. Capital Section:

The following works are proposed to be taken up during 2010-11.

(Rs. in lakhs)		
Sl. No.	Name of works	Budget provision for 2010-11
1	Furnishing and Upgradation of ATI Hostel, furnishing of Class Rooms, Library rooms etc.(new conference hall being constructed)	21.51
2	Repairing of sanitary fittings and water supply line to the Hostel building and external water supply connection from main water reservoir to all staff Qtrs. at ATI Complex, Kohima.	2.96
3	Construction of the remaining boundary wall on Satellite station side.	4.55
4	Construction of 3 (three) summer house (Machung) at ATI Complex, Kohima. (ongoing)	3.17
5	Rain water harvesting on the 2 nd floor of faculty block	10.24
6	Construction of VIP Guest House	36.07
7	Construction of side drain and bricks wall fencing (ongoing)	2.00
8	Electrification to all the remaining staff quarters	4.69
Total:		85.19

VII. STATE VIGILANCE COMMISSION:

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 extends to matters top which executive powers of the State Government extends in relating to investigation and enquiries into the alleged malpractices, corruption and misconduct of public servants.

The Vigilance Commission is empowered to enquire into or to investigate into complaints of corruption, misconduct and misdemeanours on the party of the public servants as also cases where the public servants exercises or refrain from exercising his powers for improposes. The creation of the State Vigilance Commission however does not restrict in any manner the responsibility of the various Disciplinary Authorities.

The Government of Nagaland by a Notification NO.CON-248/75 (Pt) dated 12.06.2007, the Director of Vigilance & Anti Corruption Nagaland to be the Officer-in-Charge of Vigilance Police Station for the whole State of Nagaland with Headquarters at Kohima vide Notification dated 21.08.1999 is re-designated as Director & DIGP, Vigilance & Anti Corruption, Nagaland.

The Government of Nagaland by a Notification No. LAW/Act-18/87dated 23.03.2007, the Tribunal for Disciplinary Proceedings in the Vigilance Commission, Nagaland as the Special Judge within the jurisdiction of the State of Nagaland.

Achievement Report of Directorate of Vigilance and Anti-Corruption during March 2009 to February, 2010.

R.C.-2-2009 - Report on appointment of Teachers under the Directorate of School Education Nagaland with effect from 2002-2009.

1. Incumbency list of Teachers	=6140 teachers
2. Total no. of Teachers	= 5056 teachers
3. Genuine Teachers	=2805 teachers
4. Bogus Teachers	=1156 teachers
5. Doubtful Teachers	= 1095 teachers
6. Teachers absent (not reported)	=1084 teachers
7. Double appointment (against same post)	=14cases
8. Appointment in two Department	= 1 No.
9. Suspected fake educational certificates	= 609

Financial Implication:-

Salary savings per annum approximately Rs. 2,419 lakhs(say-Twenty four cores per year) @ Rs.9000 pm x 12 months x 2240 Teachers =Rs. 2419 Lakhs (approximate)

• CASES UNDER INVESTIGATION.

A.VIG-1/2008 - Under Investigation.

A.VIG-4/2008 - AG offices unable to trace out the documents in respect of Mr. Shamngal (case under investigation).

A.VIG-5/2008 - Under Investigation.

A.VIG-6/2008 - Under Investigation.

A.VIG-8/2008 - Under Investigation.

- R.C.4/2008** - Under Investigation.
- R.C.-5/2008** - Under Investigation
- R.C.-6/2008** - Under Investigation
- R.C.-7/2008** - Under Investigation
- A.VIG-1/2009** - Under Investigation.
- A.VIG-2/2009** - Under Investigation.
- A.VIG-3/2009** - Under Investigation.
- R.C.-6/2009** - Under Investigation
- R.C.-7/2009** - Under Investigation
- R.C.4/2009** - Under Investigation.

- **TRAIL STAGE**

- R.C.5/2009** - Under Trail at Additional District & Session Judge, Kohima.

- **CONVICTED CASES.**

- R.C.-1/2009** - One lady UGT under DIS Tuensang was convicted and terminated from service for possession of fake HSLC documents.
- R.C.-3/2009** - The accused has been convicted and terminated from service.
- R.C.-9/2009** - One P/T under DIS Tuensang was convicted and terminated from service for possession of fake HSLC documents.
- R.C.-10/2009** - Another P/T under DIS Tuensang was convicted and terminated from service for possession of fake HSLC documents.
- R.C.-11/2009** - The accused has been convicted and terminated from service.
- R.C.-12/2009** - The accused has been convicted and terminated from service.

- **CLOSED CASES**

- A.VIG-3/2008 - Case closed on 5/8/2008 (dropped after enquiry due to lack of sufficient evidence).

- **AWARD**

No. E-VIG-15/85 _ 1(one) DSP of Vigilance & Anti-Corruption has been awarded Governor's Commendation Certificate on the occasion of the Republic Day, 2010 for his meritorious service as the officer has timely investigated.

- **TRAININGS**

Three Inspectors of Vigilance & Anti-Corruption has been deputed to undergo 36th Police Basic Course at NEPA, Umsaw, Meghalaya commencing from February, 2010.

Report on cases pending under Trail with Tribunal Wing for Disciplinary proceedings for the period of March, 2009 to February 2010.

1. TRIBUNAL FOR DISCIPLINARY PROCEEDINGS:

The Disciplinary Proceedings are drawn against the delinquent Government Servant, this wing enquired into the case and submitted its findings to the Disciplinary Authority. Despite circulation issued by the P & AR Department to appoint T.D.P. as the enquiry Officer, the respond from the Disciplinary Authorities seem to be not very encouraging.

TRL-2/2009 - Violation of Nagaland Govt. Servants Conduct Rules.

TRL-3/2009 - Contravened the rules under Rule 4(1) (i),(ii) and (iii) of the Nagaland Government Servants Conduct Rules 1968.

TRL-4/2009 - Censure of the officer after recoveries made through Challan.

TRL-5/2009 - One Executive Engineer PWD, Mokokchung. The inquiry finds that the charged officer is guilty of :

- (i) Violation of laid down financial and administrative norms.
- (ii) Accepting Rs 20.00 lakhs from the Contractor for self gratification.

The Officer is charged which is contravened under Rule 4(1) (i),(ii) and (iii) of the Nagaland Government Servants Conduct Rules 1968.

TRL-8/2009 - Discharged from liabilities.

TRL-9/2009 - Recommended for punishment under the Nagaland Service Conduct Rules 1968.

TRL-10/2009 - Recommended for punishment under the Nagaland Service Conduct Rules 1968.

R.C.-1/2009 - The accused person a UGT from DIS, Tuensang has admitted that she was in possession of fake certificates and pleaded guilty under Section 193 IPC. The Hon'ble Court convicted the accused person to undergo imprisonment from rising of the sun till setting of the sun and also pay a fine of Rs 1000/- only. The Department vide letter No. ED/CON/231-A/09 dated 18/12/2009 terminated the service of the accused person.

- R.C.-3/2009** - The accused person admitted that she was in possession of fake certificates and pleaded guilty under Section 193 IPC. The Hon'ble Court convicted the accused person to undergo imprisonment from rising of the sun till setting of the sun and also pay a fine of Rs 1000/- only. The Department vide letter No. ED/CON/231-A/09 dated 18/12/2009 terminated the service of the accused person.
- R.C.-9/2009** - The accused person admitted that she was in possession of fake certificates and pleaded guilty under Section 193 IPC. The Hon'ble Court convicted the accused person to undergo imprisonment from rising of the sun till setting of the sun and also pay a fine of Rs 1000/- only. The Department vide letter No. ED/CON/231-A/09 dated 18/12/2009 terminated the service of the accused person who was serving as a Primary Teacher under DIS, Tuensang.
- R.C.-10/2009** - The accused person admitted that she was in possession of fake certificates and pleaded guilty under Section 193 IPC. The Hon'ble Court convicted the accused person to undergo imprisonment from rising of the sun till setting of the sun and also pay a fine of Rs 1000/- only. The Department vide letter No. ED/CON/231-A/09 dated 18/12/2009 terminated the service of the accused person who is also from DIS, Tuensang.
- R.C.-11/2009** - The accused person admitted that she was in possession of fake certificates and pleaded guilty under Section 193 IPC. The Hon'ble Court convicted the accused person to undergo imprisonment from rising of the sun till setting of the sun and also pay a fine of Rs 1000/- only. The Department vide letter No. ED/CON/231-A/09 dated 18/12/2009 terminated the service of the accused person.
- R.C.-12/2009** - The accused person admitted that she was in possession of fake certificates and pleaded guilty under Section 193 IPC. The Hon'ble Court convicted the accused person to undergo imprisonment from rising of the sun till setting of the sun and also pay a fine of Rs 1000/- only. The Department vide letter No. ED/CON/231-A/09 dated 18/12/2009 terminated the service of the accused person.
- R.C.1/(8) 2001** - This case relates to fraudulent drawals of House Bulding Advance by the accused persons. The Hon'ble Court ruled that charges under Section 468 which is the principle charge is not sustainable. There are serious infirmities in the evidence of the prosecution to bring out a case under Section 120/471/418/420 IPC against the accused. The accused persons are acquitted.

PENDING:-

- TRL-2/2008** - Under Trail.
- TRL-3/2008** - Under Trail.
- TRL-2/2009** - Under Trail.
- TRL-6/2009** - Under Trail.
- TRL-7/2009** - Under Trail.
- TRL-8/2009** - Under Trail.
- TRL-9/2009** - Under Trail.
- TRL-10/2009** - Under Trail.
- R.C.-13/2009** - Under Trail.

VIII. NAGALAND PUBLIC SERVICE COMMISSION.

During the year 2009-2010, the Chairman, Members and Secretary of the Commission's were as follows:

1. Dr. V. Hokuto Zhimomi : Chairman.
2. Shri. Keron Janger : Member-I.
3. Dr. (Mrs) Kilemsungla : Member-II.
4. Shri. Tsumongo Lotha : Member-III.
5. Shri Kuhupoyo Puro : Member-IV
6. Mrs. Dellirose M. Sakhrie : Secretary.

1. The following posts were advertised and recruitment process is underway.

(a) NCS & Allied Services 2009-2010

- (i) EAC : 12 posts.
- (ii) DSP : 10 posts.
- (iii) Assistant Election Officer : 2 posts.
- (iv) Secretariat Assistant : 21 posts.
- (v) Assistant jailor : 2 posts.
- (vi) Inspector of Taxes : 2 posts.

Total 49 posts

2. During the period under report, the recruitment for various posts were held and result declared given below:-

Sl No	Name of Departments	Name of the post	No of Candidates recommended
1.	Home Department, Police.	Medical Officer	2
2	Health & Family Welfare	Medical Officer	13
3	Health & Family Welfare	Junior Dental Surgeon	4
4	Works & Housing	SDO (Civil)	7
5	Works & Housing	Junior Engineer (Civil)	7
6	Power	SDO (Elect)	2
7	Power	Junior Engineer (Elect)	2
8	Power	System Analyst	1
9	PHE	Junior Engineer (Civil)	2
10	NST	Junior Engineer (Civil)	1
11	Geology & Mining	Junior Drilling Engineer	1
12	Urban Development	Draughtsman	2
13	Art & Culture	Art Curator	1
14	Labour & Employment	Electronic Mechanic	1
15	Labour & Employment	IT &ESM	2
16	Labour & Employment	COPA	1
17	Planning & Co-ordination	Senior Analyst (GIS &RS)	1
18	Planning & Co-ordination	Analyst (GIS &RS)	3
19	Planning & Co-ordination	GIS Assistant	3
Total			56

3. The written examination for 113 posts of Post Graduate Subject Teachers (PGST) in different subjects has been conducted and result awaited.

4. The Departmental Examination for IAS and NCS Officers were held during the under report as given below:-

Sl. No	Name of the papers/subjects	Number of officers applied	Number of officers appeared	Number of officer passed
1	Law part-I (a) First paper (without books)	12	12	11
2	(b) Second paper (with books)	8	8	6
3	Law Part-II	7	7	6
4	Accounts with books	3	3	3
5	Dialect	Nil	Nil	Nil
Total		30	30	26

5. The Departmental Examination for Taxation Service were held during the under report as given below:-

Sl. No	Name of the papers/subjects	Number of officers applied	Number of officers appeared	Number of officer passed
1	General & Mercantile Law (with books)	6	5	3
2	Sales Tax	6	5	Nil
3	Other Taxation Law	6	5	Nil
4	Accounts and Office Procedure (without books)	6	6	6
5	Book keeping & General Commercial Knowledge	6	5	5
6	Hindi	6	5	5
7	Dialect	3	5	5

6. The Departmental Promotion Committee was held for the following Departments.

- (i) Urban Development.
- (ii) Tourism
- (iii) NCS.
- (iv) Higher Education.
- (v) Land Revenue.
- (iv) Taxation.
- (vii) State Lotteries.
- (viii) Works & Housing.
- (ix) Vety & Animal Husbandry.

7. The new Office of the NPSC is under construction at an estimated cost of Rs 7,68,65,000/- only. Official handing/taking over of the new building will be completed by March, 2010