

**DEPARTMENT OF
PERSONNEL AND ADMINISTRATIVE REFORMS**

ANNUAL ADMINISTRATIVE REPORT FOR 2010-2011

I. INTRODUCTION:

The Annual Administrative Report covers the period 01-03-2010 to 28-02-2011.

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 two Joint Secretary, one Deputy Secretary, one Under Secretary, one Senior Pension Analyst, one Organisation and Method Officer, one Record Officer, one Senior Research Officer, one Public Relation 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 01-03-2011 there are 37 officers in position out of which 12 are on deputation/study leave to Central/ State Governments/Public Sector Undertakings.

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

- (a) Shri T. Limsong.

The following IAS Officer expired in harness during the period under report.

- (a) Shri Achum Ngully, Commissioner & Secretary.

(B) NAGALAND CIVIL SERVICE (NCS)

(1) The Nagaland Civil Service has an authorised strength of 340 out of which 214 officers are in position. At present 10(ten) NCS officers are under training at ATI, Kohima.

(2) During the period under report, the following 45 (forty five) posts were created for the Nagaland Civil Service.

- | | |
|------------------------------|--------------------|
| (a) Commissioner & Secretary | : 2 (two) posts. |
| (b) Secretary | : 4 (four) posts. |
| (c) Additional Secretary | : 4 (four) posts. |
| (d) Joint Secretary | : 10 (ten) posts. |
| (d) Deputy Secretary/ADC | : 7 (seven) posts. |
| (e) Under Secretary/SDO(C) | : 10 (ten) posts. |
| (f) EAC | : 10 (ten) posts. |

- (3) NCS officers were given promotion in the following grades during the period 2010-11:
- (a) 2 (two) officers were promoted to Super Time Grade.
 - (b) 9 (two) officers were promoted to Special Selection Grade of which 2 (two) were inducted into IAS.
 - (c) 10 (ten) officers were promoted to Higher Selection Grade.
 - (d) 22 (twenty two) officer were promoted to Selection Grade.
 - (e) 31 (thirty one) officers were promoted to Senior Grade.
 - (f) 40 (forty) officers were promoted to Higher Junior Grade.
3. The following officers died in harness during the period under report.
- (a) Shri Kughato Chishi, Joint Secretary, Home.
 - (b) Shro Nongothung Lotha, SDO(C).
 - (c) Shri Miasalhou, Additional Secretary, Labour & Employment.

(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 officiating promotions of the following officers were regularized.
- (a) Secretary : 1(one).
 - (b) Additional Secretary : 3 (three).
 - (c) Joint Secretary : 10 (ten).
 - (d) Deputy Secretary : 29 (twenty nine).
 - (e) Under Secretary : 63 (sixty three).
 - (f) Section Officer : 77 (seventy seven).
 - (g) Junior Section Officer : 77 (seventy seven).
3. During the period under report, regular promotions were given to the following officers:
- (a) Additional Secretary : 07
 - (b) Joint Secretary : 13
 - (c) Deputy Secretary : 10
 - (d) Under Secretary : 04
 - (e) Section Officer : 03
4. Proforma promotion were given to 2 (two) officers.
5. The following Ex-cadre posts were filled up:
- (a) PRO
 - (b) Cash Officer
 - (c) Jr. Pension Analyst
 - (d) Sr. Accountant (CM Secretariat)
6. 16 (Sixteen) officials retired from service during the period.

III. ADMINISTRATIVE REFORMS BRANCH:

(A) The AR Branch deals with a variety of issue, including Personnel policy, Service matters, Training matters etc. During the period, the Department conducted a common recruitment exam for the posts of LDA-cum-Computer Assistants for various Directorates and Districts.

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

1. A Notification was issued that the existing practice of granting incentives, by way of advance increments as stipulated under the relevant Service Rules/UGC norms will be applicable to the Government employees who acquire higher qualifications by availing study leave.
2. An OM was issued relaxing the educational qualifications for 2 years for all the Backward Tribes for direct recruitment to the post of LDA-cum-Computer Assistants in the Directorate and Districts offices.
3. Gazette notification for implementation of the Nagaland Government Servants (Transfer and Posting) Act. 2009 (Act No.9 of 2009), was issued.

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

(I) O & M Cell disposed off **489** 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 deals with various pension issues of IAS/NCS/NSS officers including the clearance of Invalid pension/clarification & objection of the Accountant General office etc. The Pension Cell disposed off the following cases during the period from 1-3-2010 to 28-2-2011 as under.

1. (a) 3(three) NCS officers retired on superannuation.
(b) 2(two) death case (family pension).
2. 54(fifty four) NSS officers and staffs retired.
3. 33 (thirty three) cases of Invalid pension from various departments were cleared & conveyed approval.
4. 34(thirty four) cases were cleared and 20 (twenty) cases are under examination.

VI. ADMINISTRATIVE TRAINING INSTITUTE

1. INTRODUCTION:

Administrative Training Institute (ATI) is the apex training Institute in the State. Established in 1972, the Institute aspires to identify the training needs of all categories of Government employees 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:

ATI's mission is to help the Government Departments tackle their challenging and complex public administration issues with a view to make continuous improvement in their performance, to develop ATI into a Regional Institute of Excellence through building up the knowledge base in core areas of public administration, management, research, 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) Practiced the principles of Management that we preach;
- (iii) Always applying our heart to the knowledge and wisdom; and
- (iv) Strive for leadership in our areas of work.

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:

ATI is headed by a Director and assisted by Additional Director, two Joint Directors, one Senior Lecturer, one Deputy Director (Research) three Lecturers, two Librarians and other supporting staff headed by Registrar and one Superintendent. There are 62 employees consisting of 45 permanent and 17 Contract employees.

2. ACHIEVEMENTS DURING 2010-11:

ACTIVITIES:

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 Govt. 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 Govt. servants in the State. The Institute also organizes various training programmes sponsored by HUDCO, DOP & T, NIDM etc.

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. During the year 2009-10 NCS Probationers 2008 Batch divided into three groups and visited Tesen Village, Lilen Village and Dungki Village under Peren district.

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 undertakings to familiarize with their working systems and to share experiences with other States counterparts in good governance shall remain to continue. During the year 2010-11, eleven (11) NCS probationers of 2008 batch were given institutional training from 11th May 2009 to 28th May 2010, district attachment from 5th September, 2009 to 5th January, 2010, All India Study Tour from 4th March, to 12th April, 2010 covering Kolkata, Mysore-Bangalore, Chennai, Kerala Mumbai, Rajasthan and New Delhi and Army Attachment in Tawang from 19th April to 3rd May, 2010. The objective of the study tour was to expose the NCS probationers to important ministries and organisation of the central govt., different Institutes and state governments to broaden their outlook and enable them to become effective administrators. During the study tour, the probationers were given specific areas of study like computerized management of Land Records in Karnataka, Wasteland Comprehensive Conservation Project, Tourism Development Corporation, Health tourism and Backwaters in Kerala, E-Registration of Simplified and Transparent administration of Registration and interaction with Secretary of Personnel and Administration Reform, Administrative setup of Tamil Nadu, and Management, parliamentary studies and working of a few important key ministries in Delhi.

For the first time common induction training for 10 NCS, 16 NPS and 1 Assistant Election Officer (AEO) was successfully conducted from December, 2010 to January, 2011. Two induction programmes of 3 months Secretariat Services Foundation Course for the Secretariat Assistants of the Civil Secretariat was successfully conducted with 53 persons. Project work was assigned on the implementation of 'Right to Information Act, 2005 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. They were also sent 10 days each Civil Secretariat and district attachment in order to familiarize with their working systems.

8 (eight) trainings on 'Mass Skill Upgradation Training Programme for Govt. Employees for the Directorates' was taken up for LDA up to Additional Director levels.

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 20010-11, 19 training programmes have so far been conducted successfully. Community trained by the DM Cell include Govt. Officials, NGOs, Church Leaders, Village Council Members, Urban Local bodies, Teachers & Students. Three DOPT sponsored training programmes on Financial Rules, Accounting procedure and Pensions, were successfully conducted covering 91 officials till date.

Two DOPT sponsored and one State training programmes on computer were successfully completed covering 74 officials.

Under the DOPT sponsored training programmes on RTI, the Institute had conducted 5 training programmes on RTI covering 157 participants.

Three training programmes on Office Procedures, one DOPT sponsored and two State sponsored were conducted covering 77 participants.

Three training programmes on IT related E-Governance-Enabling effective Government through Information communication Technology (ICT) in collaboration with IT department were conducted for Nodal officers in various departments covering 107 participants.

A one day seminar on “Mahatma Gandhi’s Concept of Religion” was conducted for college and School students 360 participants attended from various colleges and students. The prominent resource persons were drawn from various fields like Shri Niketo Iralu from Civil society, Dr. Arenla Gandhian Study Nagaland University, Shri James Swu Administrator, Dr. Pangernungba Lecturer CTC, Dr. Venusa Tinyi, joint secretary, Naga Overseas Association U.S.

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.

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

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

The Government of Nagaland by a Notification NO.CON-248/75 (Pt) dated 12.06.2007, designated 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, he 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, designated the Tribunal for Disciplinary Proceedings in the Vigilance Commission, Nagaland as Special Judge within the jurisdiction of the State of Nagaland.

Achievement Report of Directorate of Vigilance and Anti-Corruption during March 2010 to February, 2011.

Case No. Conviction & Penalties imposed and cases finalized

A.VIG

1. A.VIG-10/1993 -Excess drawal of G.P.F. under DIS Zunheboto against 29 (twenty nine) Govt. servants recovered Rs. 2.72 lakhs and deposited through Treasury Challan.
2. A.VIG-5/2006 - Disciplinary action recommended against one pharmacist of Medical Department for lodging false complaint. Medical Department has placed him under suspension.
3. A.VIG-5/2008 - Discrepancies in the past service of 1 (one) Sr. A.O. office of A.G, Kohima. Case dropped due to lack of material evidence.
4. A.VIG-1/2009 - Complaint against 1 (one) Trade Instructor under Employment & Craftsmen Training Department for illegal appointment. Prima facie case established. Advice sent to govt. for termination of service.
5. A.VIG-3/2009 - Censure recommended against 1 (one) Demonstrator (Sericulture) for attempting the use of fake HSLC Certificate in her Service Book.
6. A.VIG-7/2010 - Complaint against 1 (one) Clerk under Assam Rifles Training Centre and School Dimapur for possession of fake educational certificate. Prima facie case established.

B.VIG

7. B.VIG-2/2005 - Complaint against Director, SCERT Department. Closed, due to lack of material evidence.
8. B.VIG-3/2005 - Allegation against Registrar, Social Welfare Department for manipulation of date of birth in the Service book, allegation not substantiated.
9. B.VIG-3/2009 - Fraudulent drawal of Rs. 41,000 and Rs. 90,000 under FDA fund by 1 (one) Forest Range Officer, Tuli, Forest Department. Money recovered. Recommended for Departmental proceedings.
10. B.VIG-3/2010 - Allegation against Registrar, Nagaland State Transport for misuse of Govt. Vehicle allegation proved false.

R.C

- 11.R.C-3/2010 - Suspected forged signature of appointing authority in appointment order of Gr.-IV 6 (employees) under Health & Family Welfare Department.
12. R.C.-6/2010 - Alleged misuse of fund under NREGS and BRFG. Recovered Rs. 3,27,290. Services of VDB Secretary and Village Council Chairman has been terminated.

13. R.C.-15/2010 - Fraudulent drawal of T.A, by I (one) School Headmaster & 1 (one) LDA of G.H.S. Kiphire. Recovered Rs. 9.52. lakhs and deposited through Treasury Challan.

Under Trial

1. R.C. -4/2009 - Under trial in the ADC(J) Court, against 7 (seven) Government servants in Education Department for possession of fake educational certificate.
2. R.C.-6/2009 - Under trial in the ADC(J) Court, against 3 (three) Government servants in Education Department for possession of fake educational certificates.
3. R.C.-14/2009 - Under trail in the Court of the Addl. Distrcit & Session Judge & Special Judge (Vigilance), for double appointment as (i) S.K. Supply Deptt. (ii) Primary Teacher under Education Deptt.
4. R.C.-/2000 - Under Trial in the Addl. District & Session Judge Kohima, for fraudulent drawal of arrear pension, death & retirement gratuity, commuted value of pension and excess drawal of arrear pension.
5. R.C.-2/2005 - Under trial in the District & Session Judge, Dimapur, for bribery case in NPSC
6. R.C.-4/2006 - Under Trial in the Addl. District & Session judge, Kohima for payment of bogus gratuity claim under pfutsero, Sub-Treasury.
7. R.C.-5/2009 - Under Trial in the Addl. District & Session Judge, Kohima for embezzlement of Government Revenue of Rs 1,23,96,416/-by 1(one) former H/A-Cum-Cashier in the office of Regional Transport Office, Kohima during 31-0303 to 25-07-07.
8. R.C.-1/2010 - Under trial in the Court of the Addl. District & Session Judge & Special Judge (Vigilance) for possession of fake educational Certificates of (1) one Supervisor, Sericulture department.

Under Investigation

Case No.

Nature of Complaint

A.VIG

1. A. VIG.-6/2000 - Complaint against 1 (one) EE, PHED, Tuensang for misappropriation of Govt. money.
2. A.VIG.-72004 - Misuse of Government money by 1 (one) DWO. Wokha.
3. A. VIG-2/2005 - Fraudulent drawal of traveling allowances by 1 (one) General Manager, DIC Wokha.
4. A.VIG-4/2007 - Fraudulent drawal of G.P.F. final payment in r/o 1 (one) OSD, Education Department.

5. A. VIG-6/2008 -Complaint against 1 (one) P/T under Department of School Education for possession of fake PU certificate.
6. A. VIG-2/2009 - Complaint against 1 (one) officer and 1 (one) Headmaster and School Education Department for misuse of grant in aids for School.
7. A.VIG-1/2010 - Complaint against misappropriation of fund under NREGS, Rural Development Department.
8. A.VIG-3/2010 - Complaint against 2 (two) P/T under School Education Department for possession of fake educational certificate.
9. A.VIG.-6/2010 - Illegal withdrawal of G.P.F. without the knowledge of the account holder.

B.VIG

- 10.B.VIG-5/1997 - Misuse of Government funds by R.D. Department.
- 11.B.VIG-1/2010 - Complaint against 1 (one) Primary Teacher for procuring fake certificates and getting into Government service.

R.C.

12. R.C.-1/2006/ - Complaint against 1 (one) P/T & 1 (one) Carpentry Instructor under Education Department for forging signature of the appointing authority.
13. R.C.-6/2007 - Complaint against chairman, Secretary & Chief Advisor under PHED department for illegal deduction of 45% from DA/ADA Arrear of the retirees VRS (I&II).
14. R.C.-4/2008 - Complaint against 1 (one) P/T for fraudulent drawal of GPF amounting of Rs. 1,27,734.
15. R.C.-5/208 - Complaint against 3 (three) LDAs & 1 (one) FM for possession of fake educational certificates.
- 16.R.C. -6/2008 - Non-supply of Dist. Quota of SKO under Kiphire District by 1(one) Manager, Kiphire Oil Agency.
17. R.C -2/2009 - Bogus Appointment of Teachers under the Directorate of School Education Nagaland with effect from 2002-2009 as on 21st February 2011.

1. Genuine Teachers	=3019
2. Bogus Teachers	
(i) Confirmed Forged signatures	= 483
(ii) Confirmed fake Educational Certificates	= 242
(iii) Other illegal appointments	<u>= 791</u>
Total	=1516

3. Doubtful appointment of Teachers referred to Govt. for decision = 515.
4. Awaiting confirmation =6
5. Absent teachers referred to SVC (Special Verification Committee)

(i) 84 (eighty four) teachers found in possession of fake educational certificate have been terminated from service.

Financial Implication:-

(ii)Rs. 52,51,89,846+79,27,326=Rs.53,31,17,172/- lakhs was drawn fraudulently as salaries by the Bogus Teachers.

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|-----------------|--|
| 18.R.C.-2/2010 | - Complaint against 2 (two) ANM/FHW under Health & Family Welfare Department for possession of fake certificate. |
| 19.R.C.-4/2010 | - Misappropriation of public fund for construction of Wangti-Longkho road amounting Rs,47.50 Lakhs by 1(one) Contractor. |
| 20. R.C-5/2010 | - Fraudulently drawal of fund for construction of PWD Rental & PWD Staff Housing complex. |
| 21.R>C-7/2010 | - Complaint against 4 (four) employees under DC Office, Zunheboto for possession of fake educational certificate & tampering of date of birth. |
| 22.R.C.8/2010 | - Short receipt of mid-day meal under DIS Aghunato amounting Rs. 31.21 kakhs by 1(one) contractor. |
| 23.R.C.-9/2010 | - Misappropriation of food grains meant for APL & BPL beneficiaries. |
| 24.R.C.-10/2010 | - Misappropriation of funds meant for Tsutsung MI Project under Mokokchung. |
| 25.R.C.-11/2010 | - Diversion of Arms & Ammunition in Police Department. |
| 26.R.C.-12/2010 | - Irregular parking of money at Bank & Payment made on fictitious measurements. |
| 27.R.C.-13/2010 | - Complaint against 1 (one) District Tuberculosis Officer, Zunheboto, for fraudulent drawal of money amounting Rs, 14.97 lakhs by presenting fictitious bill. Recovered Rs.13 lakhs from District Tuberculosis Officer, Zunheboto. |
| 28.R.C.-14/2010 | - Complaint against 1 (one) Head Master under GHS Baghty for fraudulent drawal of traveling allowances amounting Rs.15.52 lakhs. |
| 29.R.C.-14/2010 | - Diversion of Scheme fund under Development Authority of Nagaland. |
| 30.R.C.-17/2010 | - Complaint against 1 (one) UDA, EAC office Asuto, Zunheboto for tampering of date of birth in HSLC Admission Card. |
| 31.R.C.-18/2010 | - Manipulation of fund for Samaritan Mission International Amounting to \$3000 by Additional Development Commissioner & 4 (four) staffs. |

- 32.R.C.-19/2010 - Complaint against 2 (two) teachers for double Govt. service with the same names.
- 33.R.C.-20/2010 - Complaint against 1 (one) E.E (H) for appointment of work-charge employee despite Govt. ban on such appointments.
- 34.R.C.-21/2010 - Complaint against 9 (nine) grade-IV staff under Medical Department for suspected forged appointment.
- 35.R.C.-22/2010 - Complaint against 1 (one) teacher for possession of fake educational certificate.
- 36.R.C.-1/2011 - Allegation against the Project Director DRDA, BRO, RD Block Longleng VDB Secy. & Village Council Chairman of Yangching Village under Longleng district for alleged mis-appropriation of MNREGA & BRGF fund against Yangching Village.

DISCIPLINARY PROCEEDINGS CASES PENDING IN TDP'S COURT

Sl.No.	Case No	Delinquent Person	Remark
1.	TRL-2/2007	LDA, Vigilance	Argument
2.	TRL-3/2007	A.S.I., Vigilance	Argument
3.	TRL-4/2007	E.E. Planning	Preliminary gearing
4	TRL-2/2008	D.I.S. Longleng	Evidence Stage
5.	TRL-3/2008	Dy.S.P. Vigilance	Evidence Stage
6.	TRL-7/2008	P.C.C.F.	Evidence Stage
7	TRL-1/2009	Medical Officer, Wokha	Preliminary hearing
8.	TRL-6/2009	Deputy Secretary, NPSC	Hearing Stage.
9.	TRL-2/2010	LDA, Social Welfare	Evidence
10.	Zimma Appl,-1/2010	E.E. (R&B) Mokokchung	Disposed off on 26.11.2010.

Table of complaints registered in the Vigilance P.S. against Govt. Department. w.e.f. March , 2010 to February 2011.

Sl. No.	Name of the Department	No. of cases Registered	Under Trial	Finalised	No. of persons convicted/ penalised	Under Investigation
1	Power	1		1-penalised	1 person	Nil
2.	School Education	16	2 cases against 10 persons	1-penalised	(ATR) 84 +2=86 persons	13
3.	A.G	1		1-dropped		Nil
4.	Social Welfare	2		1-dropped		1
5.	Higher & Technical,	1		1-dropped		Nil

6	Employment & Craftsman Training	1		1-penalised	1 Person	Nil
7	Rural Development	4		1-penalised	2 persons	3
8	Nagaland State Transport	1		1-dropped		Nil
9	Health & Family Welfare	5		2-penalised	7 persons	3
10	Sericulture	2	1 case against 1 person	1-penalised	1 person	Nil
11	ARTC& S, Dimapur	1		1-penalised	1person	Nil
12	PHED	2				2
13	Industries & Commerce	2				2
14	Food & Civil Supply	3	1 case against 1 person			2
15	Forest	1		1-penalised	1 person	Nil
16	D.C Office, Zunheboto	1				1
17	EAC office, Asuto,Zunheboto	1				1
18	Planning & Coordination	1				1
19	PWD (H)	2				2
20	PWD(R&B)	1				1
21	Irrigation & FC	1				1
22	Police	1				1
23	Urban Development	1				1
24	Development Authority of Nagaland	1				1
25	Treasuries & Accounts	1	1			
26	NPSC	1	1			
27	Sub-Treasury Office, Pfutsero, Phek	1	1			
28	Transport Commission	1	1			
29	TDP's Court, Vigilance Commission (Trial stage)		10 (Brought forward from 2010)			
Total =		57	8+10	13+8=21	100	36

1. Departments.	= 28
2. No. of cases Registered	= 57
3. Under Trial including cases brought forward from previous year	= 8+10
4. Finalised	= 13+8 (under Trial)=21
5. No.of Persons convicted/ penalized	= 100
6. Under Investigation	= 36.

VIII. NAGALAND PUBLIC SERVICE COMMISSION

1. The Nagaland Public Service Commission was set up in 1965 with a composition of one Chairman and two Members. The composition was revised in 1985 by addition of one more Member. In 2007 the strength of members of the Commission was increased to 4 (four). During the period under report (1st March 2010 to 28th February 2011), the Commission functioned with composite strength of 1(one) Chairman and 4 (four) Members.

The incumbents during the period are:

- (i) Dr V.Hokuto Zhimomi, Chairman
- (ii) Shri Keron Janger, Member
- (iii) Dr (Mrs) P.Kilemsungla, Member
- (iv) Shri Tsumongo Lotha, Member
- (v) Shri Kùhùpoyo Puroh, Member

During the period under report Smti Dellirose M. Sakhrie is posted as Secretary NPSC w.e.f. 05.06.2007 till date.

1. STAFF STRENGTH

The total strength of staff of the Commission during the period under report including the Hon'ble Chairman and Members are 75.

Gazetted		
1	Secretary	1
2	Deputy Secretary	1
3	Controller of Examination	1
4	Under Secretary	2
5	Stenographer Grade – 1	1
6	Superintendent	3
7	Assistant Superintendent	3
Non-Gazetted		Total
8	Stenographer (Junior) Grade-11	3
9	Upper Division Assistant	7
10	Lower division Assistant	6
11	Typist Grade-1(Special Grade)	1
12	Typist Grade-1(Senior Grade)	1

13	Typist Grade-II	1
14	Driver Grade-1	3
15	Driver Grade-II	5
16	Record Sorter	1
Grade-IV Total		28
17	Jamadar	1
18	Duftry	1
19	Peon	12
20	Chowkidar	2
21	Sweeper	1
Total		17

Employee engaged on Fixed Pay

22	Sweeper	1
23	Personal Peon	8
24	Driver	3
Total		12

2. RECEIPT AND EXPENDITURE.

RECEIPTS:

<u>Sl No.</u>	<u>Receipts</u>	<u>Amount</u>
1.	Applications and Examinations Fee :	30,51,700

BUDGET ALLOCATION

1.	Salaries	:	206.17 Lakhs
2.	Wages	:	3.54 Lakhs
3.	Office Expenses	:	17.80 Lakhs
4.	Motor Vehicles	:	8.05 Lakhs
5.	Traveling Allowances	:	9.00 Lakhs
6.	Advertisements	:	5.00 Lakhs
7.	Professional & Special Services	:	33.00 Lakhs
Total		:	282.56 Lakhs

EXPENDITURE

<u>Sl. No</u>	<u>Type of Expenditure</u>	<u>Amount</u>
1.	Salaries	: 186,56,128.00
2.	Wages	: 2,90,823.00
3.	Office Expenses	: 11,65,152.00
4.	Motor Vehicles	: 5,37,482.00
5.	Traveling Allowances	: 7,17,778.00
6.	Advertisements	: 3,00,148.00
7.	Professional & Special Services	: 15,49,143.00
Total		: 232,16.654.00

3. WORKS EXECUTED BY THE COMMISSION:

The Commission conducted direct recruitment examinations during the period under report and Departmental examinations for in-service candidates and held meetings of Departmental Promotion Committees (DPCs) for promotion of officers of various Governments Departments.

1. DIRECT RECRUITMENT

(i) NCS, NPS, NSS & Allied Services Recruitment Examination, 2010.

Sl. No.	Name (s) of the Post (s)	Name(s) of the Department (s)	No. of Candidate (s) recommended	Recommended on 33% posts reservation for Backward Tribes on roster basis.
1	Extra Assistant Commissioner	P & AR	10	1.Phom 2. Konyak
2	Deputy Superintendent of Police	Home/Police.	16	1.Chang 2.Khiamniungan 3.Sangtam 4.Chakhesang 5.Yimchunger
3	Research Assistant	Art & Culture	3	
4	Inspector of Taxes	Taxation.	4	1.Konyak
5	Secretariat Assistant	SAB	21	1.Chang 2.Khiamnuungan 3. Sangtam 4.Chakhesang 5.Konyak 6.Phom 7.Yimchunger 8. PH
		Total	54	

(ii). EDUCATIONAL SERVICES EXAMINATIONS.

Sl. No.	Name(s) of the Department(s)	Name(s) of the Post(s)	No. of candidate(s) recommended	Remarks/ Recommended on 33% posts reservation for Backward Tribes on roster basis.
1.	School Education	Mathematics	6	
		History	9	1. Chakhesang 2. Phom 3. Sangtam
		Commerce	9	1.Yimchunger 2. Chang

	Economics	8	1.Khiamniungan 2.Zealing
	Zoology	9	1.Konyak 2.Sangtam
	Botany	9	1.Sangtam 2. Yimchunger 3.Chang
	Political Science	9	1.Chang 2.Khiamniungan 3. PH
	Education	9	1.Konyak 2. Chakhesang
	English Literature	7	1. Sangtam 2. Zealing
	Computer Science	4	
	Chemistry	9	
	Geography	12	1.Khiamnuinga 2.Chakhesang 3.Sangtam
	Physics	9	
	Tenyidie	2	
	Hindi	1	

2. **EXAMINATIONS HELD FOR IN-SERVICE CANDIDATES:**

(a) *Departmental Examination of IAS/NCS.*

SI NO.	Name of the papers/subjects	No. of officers applied	No. of officers appeared	No. of officer passed
1	Law Part-I (a)First paper (without books)	06	06	06
2	(b) Second paper (with books)	06	06	06
3	Law Part-II	05	05	05
4	Accounts with books	04	04	04
5	Dialect	04	04	04
	Total	25	25	25

(b) ***Departmental Examination for Taxation Service Officers.***

The examination was conducted from 25th to 28th August 2009.

Sl. No	Name of the papers/subjects	No. of officers applied	No. of officers appeared	No. of officers passed
1	General & Mercantile Law (with books)	03	03	03
2	Sales Tax	03	03	03
3	Other Taxation Law	03	03	03
4	Accounts and Office Procedure (without books)	03	03	03
5	Practical Test	03	03	Nil
6	Book Keeping & General Commercial Knowledge	03	03	03
7	Hindi	03	03	03
8	Dialect (Tenyidie)	03	03	03

(c) ***Proficiency Test for all grades in Stenography for promotion.***

The examination was conducted on 30.8.2010.

Sl No	Speed Tested	Grade	No of Candidates applied	No of Candidates appeared	No. of Candidates recommended for promotion in various departments
1	150w.p.m.	Grade-I	28	25	06
2	130w.p.m.	Grade-II(Sr)	59	36	10
3	120w.p.m.	Grade-II(Jr)	152	62	21
		Total	239	123	37

(d) ***Proficiency Test for all grades in Speed Test in Typist for promotion.***

The examination was conducted on 31.8.2010.

Sl No	Speed Tested	Grade	No of Candidates applied	No of Candidates appeared	No. of Candidates recommended for promotion in various departments
1	45w.p.m.	Grade-I	91	79	42
2	40w.p.m.	Grade-II	183	102	57
		Total	274	181	99

3. DEPARTMENTAL PROMOTION COMMITTEES.

Departmental Promotion Committee Meetings are convened from time to time to consider regular promotion to various posts under Government Departments. Posts recommended for promotion during the period under report are:

Sl. No.	Name of the Departments under the Government of Nagaland.	Designation of post(s) recommended by DPC.	No of post(s).	No(s) of Officers in the panel.	No(s) of post(s) recommended.
1	Prison	GIG	1	1	1
		AIG	1	3	1
		Sr. Supdt of Jail	1	3	1
		Supdt. of Jail	3	9	3
		Dy. Supdt. of Jail	3	9	3
		Jailor	3	9	3
		<u>Ministerial Staff</u> Assistant Supdt.	1	3	1
2	Geology & Mining	Addl. Director	1	2	1
		Ministerial Staff Asstt. Supdt.	3	9	3
3	Commissioner's Office	<u>Ministerial Staff</u> Registrar	1	3	1
4	Election	<u>Ministerial Staff</u> Asstt. Supdt.	2	6	2
5	Tourism	Director	1	2	1
		Joint Director	2	4	2
		Dy. Director	2	4	2
		Asstt. Director	2	4	2
		Tourist Officer	1	2	1
6	Art & Culture	Addl. Director	1	2	1
		Jt. Director	1	2	1
		Dy. Director	1	2	1
		Asstt. Director	1	2	1
		DCO	1	2	1
7	Rural Development SIRD	Hotel Manager	1	1	1
8	Motor Vehicle	Transport Commissioner	1	2	1
		Jt. Transport Commissioner	1	2	1
		Dy. Transport Commissioner	2	4	2
		R.T.O	2	4	2
		D.T.O	2	4	2

		Sr. MVI	5	5	5
		<u>Ministerial Staff</u> Superintendent	2	4	2
		Asstt. Supdt.	1	2	1
9	Home Guards	<u>Ministerial Staff</u> Superintendent	1	3	1
		Asstt. Supdt.	1	3	1
10	Vigilance & Anti Corruption Commission	<u>Ministerial Staff</u> Superintendent	1	3	1
		Asstt.Supdt.	1	3	1
11	NPSC	Under Secretary	2	6	2
		Superintendent	2	6	2
		Asstt. Supdt.	2	6	2
12	DRC, Nagaland House Kolkata	Manager	1	2	1
13	Taxation	Superintendent Of Taxes	3	6	3
14	Personnel & Administrative Reforms (NCS).	Super Time Grade	2	2	2
		Special Selection Grade	9	9	9
		Higher Selection Grade	12	12	12
		Selection Grade	25	25	25
		Senior Grade	34	34	34
		Higher Junior Grade	42	42	42
15	Nagaland Secretariat Service (NSS).	Secretary	1	1	1
		Addl. Secretary	10	10	10
		Joint Secretary	23	23	23
		Dy. Secretary	29	29	29
		Under Secretary	67	67	67
		Section Officer	80	80	80
		JSO	80	80	80
16	Treasuries & Accounts	Director	1	1	1
		Addl. Director	2	2	2
		Joint Director	2	2	2
17	SCERT	Joint Director	2	4	2
18	Women Development	Director	1	1	1
19	Economics & Statistics	Addl. Director	1	3	1
		Joint Director	1	3	1
		Dy. Director	3	9	3
		Assistant Director	8	24	8
		S.O	13	39	13
		<u>Ministerial Staff</u> Registrar	1	3	1
		Total	513	570	513

4. CONDUCT OF UPSC / SSC EXAMINATIONS:

The Commission also assists UPSC (Union Public Service Commission) and SSC (Staff Selection Commission) to conduct various examinations.

SL. NO. NAME OF THE EXAMINATIONS HELD.

1. Indian Administrative Service (UPSC Examination)
2. Combined Defence Service (UPSC)
3. National Defence Academy and Naval Academy Examination (UPSC)
4. Indian Forest Service Examination (UPSC)
5. Special Class Railway Appendices Examination (UPSC)
6. Central Police Forces (Asstt. Commandant Exam) (UPSC)
7. Sub-Inspector of C.P.O's Exam (SSC)
8. Combined Preliminary (Graduate Level) Exam. (SSC)
9. Section Officer (Audit) Exam (SSC)
10. Junior Engineer (Civil & Electrical) (SSC)
11. Combined Preliminary (Matric level) SSC
12. Dada Entry Operator (SSC)
13. Tax Assistant (SSC)
14. Engineering Service Exam (UPSC)
15. Statistical Investigator Grade.111 and Compiler (SSC).
16. Multi Tasking (Non-Tech) Staff Exam

5. AD-HOC/CONTRACT/DEPUTATION/REGULARISATION/ABSORPTION:

To engage services on contract, deputation basis and absorption of services files are endorse by various Government Departments to the Commission for clearance.

Sl. No	Name of the Posts	Name of Departments under the Govt. of Nagaland	Nature of services -Ad-hoc/ Contract/ Deputation/ Regularisation/ Absorption	Period	Remarks- Approved/ Not Approved
1	Asstt. Director	Finance	Deputation	1 Year	Approved
2	Agri. Inspector -13 Post	Agriculture	Contract	Till recruited by NPSC	Approved
3	Deputy Legal Remembrance	Justice & Law	Absorption		Approved
4	Forest Ranger - 3 Post	Forest	Contract	1 year	Approved
5	Addl. Chief Engineer	NRE	Deputation	2 years	Approved
6	Supdt. Engineer	NRE	Deputation	2 years	Approved
7	Project Director (NEC)- 2 Post	NRE	Deputation	1 year	Approved
8	Project Officer	NRE	Deputation	1 year	Approved

9	Asstt. Director	NRE	Deputation	1 year	Approved
10	Office Supdt.	NRE	Deputation	1 year	Approved
11	UDA	NRE	Deputation	1 year	Approved
12	JE – 2 Post	NRE	Deputation	1 year	Approved
13	Tourist Officer	Tourism	Absorption		Approved
14	PGT	School Education	Absorption		Approved
15	PGT-13 Post	School Education	Contract	1 year	Approved
16	Superintendent	Social Welfare	Absorption		Approved
17	CDPO	Social Welfare	Absorption		Not approved
18	SDO Irrigation -4 Post	Irrigation & Flood Control	Contract	6 months	Approved
19	JE-4 Post	Irrigation & Flood Control	Contract	6 months	Approved
20	Lecturer	SCERT (DIET)	Absorption		Approved
21	Lecturer	Higher Education	Absorption		Approved
22	Deputy Director	Border Affairs	Absorption		Approved
23	Health Education Officer	School Education	Absorption		Approved
24	Land Record & Survey Officer	Land Record	Deputation	6 months	Approved
25	Principal Extension Training Centre (ETC)	SIRD	Absorption		Approved
26	Junior Specialist	Health & Family Welfare	Deputation	2 years	Approved
27	Inspector	Vigilance	Contract		Not Approved

6. SERVICE RULES:

The following Departments Drafts Service Rules were sent to the Commission for comments/advice and clearance.

Status.

- | | |
|---|--|
| (a) Prison Service Rules | : Cleared |
| (b) Agriculture Service Rules. | : Cleared |
| (c) Vigilance Commission Service Rules | : Cleared |
| (d) Nagaland Secretariat Sub-ordinate Service Rules | : Cleared |
| (e) Nagaland House Service Rules | : Cleared |
| (f) Economics & Statistics Service Rules | : File send back to the department with comments/advice of the Commission. |