

**DEPARTMENT OF
PERSONNEL AND ADMINISTRATIVE REFORMS**

ANNUAL ADMINISTRATIVE REPORT FOR 2011-2012

I. INTRODUCTION:

The Annual Administrative Report covers the period 01-03-2011 to 29-02-2012.

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 Secretary, one Joint Secretary, two Deputy Secretaries, two Under Secretaries, 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 01-03-2012 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 Raghu Menon.
- (b) Shri V.N. Gaur.

The following Officers were inducted into the IAS during the period under report:

- (a) Shri N. Hangsing from NCS.
- (b) Shri T. Kikheto Sema, from other services.

During the period under report Shri N. Hangsing, IAS Secretary expired in harness.

(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 2011-2012:

- (a) 1 (one) officer was promoted to Super Time Grade.
- (b) 4 (four) officers were promoted to Special Selection Grade.
- (c) 6 (six) officers were promoted to Higher Selection Grade.
- (d) 6 (six) 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 officer died in harness during the period under report.

- (a) Shri R.K. Verma, Additional Secretary.

(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 regular promotions of the following officers were regularized.

- (a) Secretary : Nil
- (b) Additional Secretary : Nil
- (c) Joint Secretary : 6 (six).
- (d) Deputy Secretary : 03 (three).
- (e) Under Secretary : 08 (eight)
- (f) Section Officer : 09 (nine).
- (g) Junior Section Officer : 13 (thirteen).

3. The following Ex-cadre posts were created and filled up:

- (a) 1(one) post of Under Secretary (Budget).
- (b) 7(seven) posts of Budget Analyst.
- (c) 4(four) posts of Assistant Budget Analyst.

4. During the period under report, 1(one) post of Senior Research Officer (Under Secretary rank) was upgraded to the rank of Deputy Secretary.

5. During the period under report, 17 (seventeen) officials retired from service.

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:

- (i) Revised guidelines on compassionate appointment scheme for State Government employees who die in harness.
- (ii) Counting of contract/adhoc period for retirement purposes.
- (iii) Issued revocation order for 3:1 seniority benefit to the regularized employees.

- (iv) Issued office memorandum for doing away the requirement of ex-post facto approval of P&AR/Finance and other department after Cabinet approval.
- (v) Issued a revised office memorandum on guidelines and constitution of a Cadre Review Committee for various departments.
- (vi) Issued an office memorandum regarding representations received from various NGOs/Agencies on service matters.
- (vii) Issued an office memorandum regarding overstay of government servants beyond the date of superannuation.
- (viii) Issued a notification revising the backward tribe reservation and implementation of roster points for the backward tribes.

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

- (I) O & M Cell disposed off **477** 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 1-3-2011 to 29-2-2012 as under.

- (i) Superannuation Pension : (a) IAS : 2(two) nos.
(b) NCS : 3(three) nos.
(c)NSS : 10(ten) nos.
- (ii) Family Pension : (a) IAS : 1(one) no.
(b)NCS : 1(one) no.
- (iii) Invalid Pension : 36(thirty six) cases of invalid pension from various departments were examined and clearance/approval conveyed.
- (iv) Extra-ordinary Pension : 1(one) no.

VI. ADMINISTRATIVE TRAINING INSTITUTE

A. 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.

B. VISION:

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

C. 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.

D. 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.

E. 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.

F. ORGANISATION:

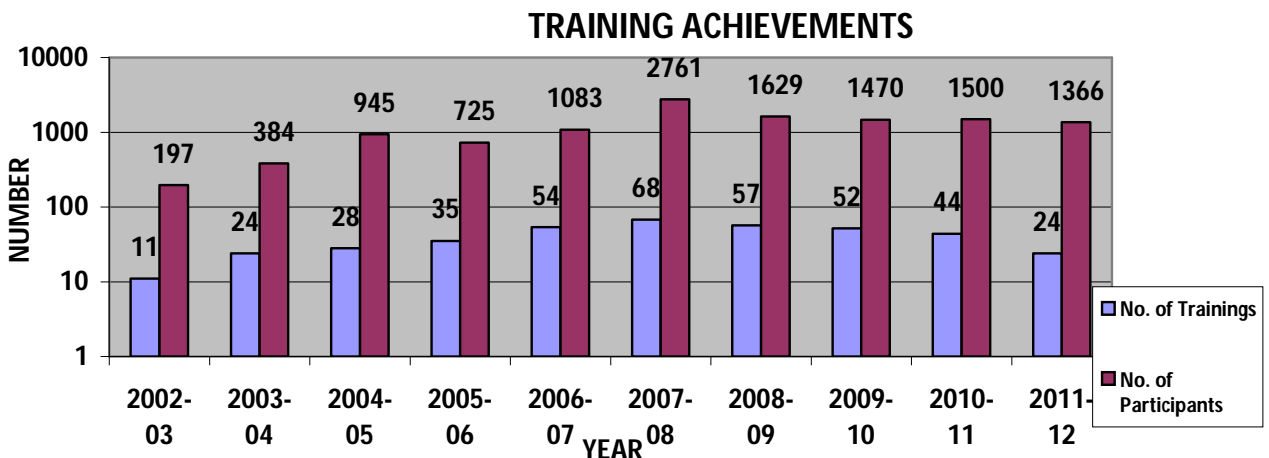
ATI is headed by a Director and assisted by Additional Director, two Joint Directors, one Senior Lecturer, one Deputy Director (Research) three Lecturers, two Librarians and other supporting staff headed by Registrar and one Superintendent. There are 62 employees consisting of 45 permanent and 17 Contract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

G. ACTIVITIES:

- (i) A one year professional course for NCS has been a major activity of the institute. This programme has been changed to common professional induction training for all the newly recruited NCS, NPS and all Allied Services Officers in 2011.
- (ii) A week long village field visit program for NCS (Probationers) during 2011-12 with the objective 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 was also carried out. The Village field visit has been assessed and is found to be a very effective programme for initiating these young officers on grass root level administration.
- (iii) Probationers were made to work on 3 practical projects viz. Rain Water Harvesting, Landscaping and Sanitation. These practical works were found very effective hands on practice and hence they shall continue.

- (iv) 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 continue.
- (v) Visit to prominent personalities and interacting with them has brought about a positive impact on the NCS Probationers. In their tour they were made to have interactions with Sisters of Charity, Anna Hazare and His Holiness the Dalai Lama.
- (vi) For the first time, the probationers were made to have a week training program at Indian Institute of Management(IIM) Shillong, Meghalaya.
- (vii) A number of refresher courses on accounts and office procedures were held for various categories of Govt. employees. To meet the challenges posed by Information Technology, the Institute conducts computer courses for various levels of Govt. servants in the State. The Institute also organizes various training programmes sponsored by HUDCO, DOP & T, DONER, NIDM etc.
- (viii) Up to date 6(six) trainings on 'Mass Skill Upgradation Training Programme for Govt. Employees' was taken up from LDA upto Officers level with a total of 208 trainees this year.
- (ix) Disaster Management Cell has been set up at ATI from May, 2005 with a full time Faculty Head and two Associate Professors which was ultimately reduced to a State Coordinator and an Associate Professor presently. During 2011-12, 12 training programmes have so far been completed with 353 participants.
- (x) A training on Accounting procedures for accountants and officials dealing with accounts matters has been held with 29 participants.
- (xi) 2 training programmes of 2 weeks each on computer were successfully completed covering 33 officials.
- (xii) Under the GoI assisted "Central Scheme Plan on RTI" the Institute had conducted 2 training programmes on RTI covering 71 Government officers. Besides, a one day orientation program for NGOs was held with 25 active NGO members and student leaders.
- (xiii) A Major Program on Right to Information Act 2005 coded as "Youth for Transparency the Kohima Campaign" was initiated with Youth Net, Kohima and is still continuing. This is aimed at bringing about transparency and accountability in the Government and creating awareness for the public. For the first day, there were 421 participants, while the number of participants involved in the movement is 762 as of now from colleges in and around Kohima.
- (xiv) A special program on Office Procedures was conducted for the staff of Commissioner's Office, where participants were drawn from all the districts covering 42 participants.
- (xv) A DoPT Sponsored program "Mid-Career interaction between Civil Services Officers and Armed forces" was held with participants from all over the country including 4 officers from our state. This program was held under the aegis of DoPT, New Delhi on the topic- "Human Trafficking"

- (xvi) The 41st Secretariat Service Foundation Course for the newly recruited Secretariat Assistants numbering 24 has successfully completed their training.
- (xvii) A special Peripatetic Training Course on Office Management for the officials of the Government of Nagaland was held with 26 participants with resource person from ISTM, New Delhi.
- (xviii) A special training for newly recruited LDA cum Computer Assistants was conducted from 11th October to 9th November. All together 95 participants attended the training. They were also made to go for a Secretariat attachment for a week in order to make them acquainted with the working of the Secretariat.
- (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 an urgent need to develop ATI into an exemplary place in all aspects, many flowers and plants including fruit trees were planted in and around the campus. The trees and plants includes species having medicinal values and aesthetic values. This has given a new look to the whole compound of ATI for the better.
- (xxi) A full glass house which can be used as an outdoor facility for classes has been constructed successfully
- (xxii) The institute participated in the Youth Expo 2012 successfully
- (xxiii) Three books namely- “Dharamshala”, “Right to Information Campaign, What have we learnt?” and “The tortoise and the hare”, a book on morals were successfully published



Sl. No.	Course Title	Duration	Dates conducted	Male	Female	Participants
A. Foundation Training						
1	Foundation Training for NCS (Probationers 2009 batch)	1 year	15 th Nov. 10 to 31 st December 2011	7	3	10
B. Accounts Training						

1	41 st Secretariat Services Foundation Course	3 months	15 th November 2010 to 6 th April 2011	19	5	24
2	42 nd Secretariat Services Foundation Course	3 months	1 st February 2012 to 30 th April 2012 (ongoing)	18	3	21
3	Accounting Procedures	3 days	23 rd -25 th Aug	11	18	29
C. Mass Skill Upgradation Training Programme for Govt. employees						
1	52 nd batch	1 Week	18 th to 23 rd July 2011	17	12	29
2	53 th batch MSU	1 Week	25 th to 30 th July 2011	32	34	66
3	54 th batch MSU	1 Week	26 th to 30 th September 2011	16	19	35
4	55 th batch MSU	1 Week	10 th to 14 th October 2011	12	15	27
5	56 th batch MSU	1 Week	21 st to 25 th November 2011	17	11	28
6	57 th batch MSU	1 Week	5 th to 9 th December 2011	5	18	23

D. Disaster Management Trainings						
1	Environment and Development	3 days	4 th to 6 th April 2011	27	18	45
2	Institutional Safety	5 days	20 th – 24 th June 2011	45	42	87
3	Community Based Disaster Risk Management	5 days	11 th to 15 th July 2011	17	20	37
4	Climate Change and Disasters	5 days	2 nd to 6 th August 2011	19	8	27
5	Emergency Health Management	5days	12 th to 16 th September 2011	16	4	20
6	Community Based Disaster Risk Management	5days	15 th to 17 th November 2011	27	15	42
7	Community Based Disaster Risk Management	5 days	11 th to 15 th July 2011	36	22	48
8	Disaster Risk Management for NGOs	5 days	12 th -16 th December 2011	28	19	47

E. DOPT Sponsored Programme						
1	Computer Fundamentals and applications	2 weeks	1 st to 12 th August 2011	2	13	15
2	Computer Fundamentals and applications	2 weeks	13 th to 24 th September 2011	7	11	18

F. Centrally Plan Scheme on RTI						
1	RTI	3 days	2 nd to 4 th June 2011	36	3	39

2	RTI	3 days	27 th to 29 th June 2011	16	16	32
3	RTI the kohima campaign	4 months	14 th Oct.to March 2012	267	245	512

G. Special Additional Training programme						
1	Mid Career Interaction between Administrative Officers and Armed Forces on Human Trafficking	2 days	29 th to 30 th September 2011	19	3	22
2	Induction course for new LDA cum Computer Assistants for the Directorates	1 month	11 th October to 9 th November 2011	70	24	94
Total				768	598	1366

No of training conducted	Average No. of participants per training	Gender ratio			Male –Female Average Attendance		
		Male Trainees	Female Trainees	Total	Male	Female	Total
25	57	786	601	1378	56%	44%	100%

Some training programs will be conducted in March, 2012.

VI. STATE VIGILANCE COMMISSION

The Nagaland State Vigilance Commission came to be established under the Government of Nagaland Home Department Resolution No. CON-58/75 dated 9th April, 1976. The jurisdiction and powers of the State Vigilance Commission extends to matters to which the executive powers of the state government, extends in relations to investigations and inquiries into the alleged malpractice's, corruption and misconduct of public servants. The only enactment concerning the conduct of the Govt. servants, prior to the formation of the State of Nagaland on 1st December'1963, was the D.S.P.E. Act, 1946 (Delhi Special Police Establishment) which was in force in the erstwhile Naga Hills Tuensang Area of both Kohima and Mokokchung districts, vide Assam Regulation no. XII of 1951 and vide Act 3 of 1951. The Prevention of Corruption Act'1947 (Now amended in 1988), came into force in the Naga Hills Tuensang Area in the districts of Kohima and Mokokchung respectively vide Assam government notification No. L.19/47 GS dated 8/5/47 and subsequently enforced in Tuensang district vide Act 3 of 1951.

In 1967 the Nagaland Services (Discipline & Appeal) Rules 1967 was notified. These Rules prescribe the *Appointing, Disciplinary and Appellate Authorities* in so far as disciplinary proceedings relating to the Govt. servants are concerned. They also prescribe both minor and major penalties, and also the procedures for imposing them, and as well as appealing against the orders of the disciplinary authorities. In 1968, the Nagaland Govt. Servants Conduct Rules were framed which lays down the rules that the govt. servants are required to follow. Violation of these makes a govt. servant liable for disciplinary proceedings.

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 exercises or refrains from exercising his powers for

improper purposes. The creation of the State Vigilance Commission, however; does not restrict in any manner the responsibility of the various Disciplinary Authorities. The reason that the Vigilance Commission has been created as an autonomous body is to ensure that; it is not vulnerable to any outside influence such as bureaucratic, political or otherwise. It is external to the administration and operationally independent of both the Legislature and the Executive.

The Vigilance Commission is primarily an advisory body and it cannot nullify administrative decision. Its effectiveness depends on how far it is used by the disciplinary authorities as an investigating agency and how often its advice is sought in disciplinary matters. This concept of Vigilance as an activity of the State Government has risen with the specific intention of checking corruption in public life, especially amongst public servants. It has been deemed necessary since it has proved difficult to investigate and prosecute persons, in public service under normal criminal procedures due to obvious reasons.

The Govt. of India has set up the Central Vigilance Commission, the departmental Vigilance officers and the CBI (Central Bureau of Investigation). To give them legitimacy of functioning, Specials Acts have been enacted to give this activity powers such as the Prevention of Corruption Act'1988, the D.S.P.E (Delhi Special Police Establishment Act 1947), which empowers the CBI to function as Police Officers. Accordingly the State Government has patterned the Vigilance apparatus on the same manner as that of the Central Vigilance Commission.

Presently the State Vigilance Commission is functioning with the following wings attached to its set up.

- (1) Administration Wing.
- (2) Tribunal Wing.
- (3) Directorate of Vigilance & Anti-corruption (Police Wing).
- (4) Technical Wing.

To strengthen the Vigilance machinery in the State, the State Government has nominated the following as Vigilance Officers after identifying the Department as sensitive Departments, where a lot of public dealing takes place.

- (1) Secretary (Works & Housing).
- (2) Secretary (Health & Medical).
- (3) Secretary (Industries & Commerce).
- (4) Secretary (Food & Civil Supplies).
- (5) Deputy Commissioners of Kohima, Mokokchung, Tuensang, Phek, Wokha, Zunheboto, and Mon Districts.

The proposal to include more Secretaries of some Government Departments and the newly created districts is in the pipeline and the approval for the same is awaited.

These Vigilance Officers are invested with responsibility to take up the following: -

(a) **Preventive steps**: - Surprise inspection of works in sensitive places where a lot of public dealings is involved, surveillance over officers of doubtful integrity, ensuring the observance of Govt. Servants Conduct Rules, reviews of Procedures in order to simplify those, check delays and eliminate corruption malpractices.

(b) **Punitive steps**: - To give proper assistance to investigating agencies, to ensure that departmental inquiries or proceedings are speedily concluded and processing of inquiries for the said reports for final orders of the disciplinary authority is done properly and quickly.

The Vigilance officers are to entrust to the Vigilance Commission, cases involving:

- (i) Allegations of bribery, corruption, forgery, cheating, criminal breach of trust, falsification of records etc, and cases where it is alleged that the officer has acquired assets disproportionate to his known source of income.

- (ii) Cases of complicated and sensitive in nature and which require expert Police investigation are generally to be entrusted to the Vigilance Commission.
- (iii) These Vigilance officers are further required to: -
 - (a) Ensure that the Vigilance Commission's advice is taken at all stages where it is to be consulted.
 - (b) Ensure prompt submission of returns to the Commission.
 - (c) Submit an Annual Confidential Report on Vigilance to the Commission.

The State Vigilance Commission has been vested with the following powers and Jurisdiction.

- (i) To undertake any inquiry into any transaction in which a public servant is suspected or alleged to have acted for improper purpose or in a corrupt manner.
- (ii) To cause an inquiry or investigation to be made on any complaint that a public servant has exercised or refrained from exercising his powers for improper or corrupt purposes.
- (iii) To inquire into complaints of corruption, misconduct, lack of integrity or other kinds of malpractice's or misdemeanor's on the part of the public servants and the members of the All India Services.
- (iv) To make recommendations as maybe appropriate after inquiry or investigations to the department of the government.
- (v) To initiate at such intervals, as it considers suitable, review of procedures and practices of administration in so far as they relate to maintenance of integrity is concerned.
- (vi) To collect such statistics and other information as maybe necessary.
- (vii) To submit an Annual report to the Home Department about its activities and the report shall be laid by the Home minister before the State Assembly drawing particular attention to any recommendation made by it which had not been accepted, or acted upon by the Disciplinary or the Administrative Authorities.

As per para-5 of the State Vigilance Commission Resolution, in exercise of its power and functions, it will not be subordinate to any department and will have the same measure of independence and autonomy as the State Public Service Commission. As per para-8 of the Resolution creating the Commission, the Vigilance Commissioner shall be given by a suitable Legislation, the powers that are exercised by a Commission of inquiry appointed under the Commission of Inquiry Act 1952, so that he can undertake any inquiry in relation to the transaction in which a public servant is suspected or alleged to have acted improperly or in a corrupt manner. Till date no such Legislation has been passed.

A. REGULATIONS PATTERNED FOR VIGILANCE ENQUIRIES

(i) Preliminary Enquiry (PE):

Whenever a complaint is received by the Commission, whether signed, unsigned, anonymous, or pseudonymous, inquiries are directed into the allegation made in the complaint for the purpose of verifying the facts stated in the complaint and the allegation made. If on inquiries it is found that there is some substance in the allegations made, the evidence collected during the course of inquiry is scrutinized and an order is issued, to ascertain whether it is a case for departmental inquiry or a case to go to a court of law. These inquiries are called Preliminary Inquiries (PE) which is conducted by the Investigating officers of the Directorate of Vigilance & Anti-corruption, attached to the Commission. The Director of Vigilance & Anti-corruption submits a report on the Preliminary Inquiries made into the complaint to the Vigilance Commissioner. If it is found that it is a case for departmental inquiry, the Vigilance Commissioner scrutinizes the evidence collected and after considering the recommendations of the Director, orders for a departmental inquiry to be conducted and accordingly, informs the department concerned.

The Commission sends all the evidence collected in the course of inquiry with a recommendation that the Tribunal for Disciplinary Proceedings (T.D.P.) attached to the Commission should be appointed as the Inquiry officer for the case, and the Presenting Officer who is also attached to the Commission be appointed as the Presenting Officer on behalf of the department.

In cases where there is no question of integrity involved and the allegations made against the delinquent are more or less of an administrative nature, the Commission does not insist on the Tribunal for Disciplinary Proceedings to be appointed as the Inquiry Officer. If the inquiries are conducted by the department agency, the result of such an inquiry is reported to the Vigilance Commission, who then advises the disciplinary authority regarding further course of action to be taken.

The Vigilance Commission is also required to be consulted, even if the disciplinary authority does not think a Preliminary Inquiry to be necessary, or even if the disciplinary authority, after a Preliminary Inquiry comes to the conclusion that no further action is necessary. (Govt. Memo. No. CON/67 dt. 12/7/76.)

The departmental inquiries before the T.D.P. is governed by the regulations issued under Government notification No. PER/VIG/1-E /77 dated 15th July'1977. Before the appointment of an Inquiry Officer for conducting a departmental inquiry into any complaint, the Disciplinary Authority (Competent Authority) of the Department is required to frame the draft article of charges and send them to the Commission for vetting. Only after the Commission vets the draft charges, it is send back to the Disciplinary Authority who will appoint the Tribunal for Disciplinary Proceedings, Vigilance Commission as the Inquiry Officer for conducting the Inquiry for all departmental proceedings in the state. This is enshrined vide Govt. circular No. PER/VIG/1/14/95(Pt) Dated 20.08.2004.

After the departmental inquiry is over, the T.D.P. of the Commission if he is an Inquiry Officer appointed by the disciplinary authority submits his findings to the Commission. In some cases if the disciplinary authority appoints any other officer of the government other than the T.D.P. of the Commission, as Inquiry Officer, such an Inquiry Officer is also required to submit to the Commission his findings, for advice to the disciplinary authorities concerned for further course of action. In such cases the Vigilance Commission acts in an advisory capacity only, but if the disciplinary authority proposes to disagree with the advice tendered by the Vigilance Commission, a second reference is to be made to the Commission with reasons to be stated by the disciplinary authority requesting the Commission to reconsider its advice. If the Commission however reiterates its advice but the disciplinary authority rejects it, the case will be mentioned as such in the Annual Report of the Commission which is to be placed before the State Legislative Assembly. The government in such cases is expected to examine the reasons for non-acceptance of the advice of the Commission while laying the Commission's Annual Report before the State Legislative Assembly (Vide Memo No. CON-62 / 67 dt. 12th July' 1976.)

In cases where charges are not prima facie substantiated by any evidence, the Commission closes the case and the department concerned is accordingly informed. If the suspect officer is found to be innocent, he is exonerated. If the complain is found to be false and malicious and the complainant is identifiable, appropriate action is recommended against the complainant.

(ii) Regular Case (RC) or Criminal Investigation:

The other form of cases inquired into by the Commission is known in Vigilance parlance as RC (Regular case). Such cases are registered by lodging an F.I.R. (First Information Report) in the Vigilance Police Station. The Vigilance Commissioner in such cases will have no role to play but to allow the principle of natural Justice to take its own course. After completion of the case in its Final Form, the Director of Vigilance & Anti-corruption scrutinizes, whether there is sufficient evidence to file a charge sheet against the offender in a criminal Court of law. Prosecution sanction from the disciplinary authority is sought to prosecute the accused in a court of law. Presently the court of the DC (J) Dimapur, ADC (J) Kohima and the District & Session Judge (TDP) Kohima having been declared by the state government as Special Judges are empowered to try corruption cases.

The office of the Directorate of Vigilance & Anti-corruption, having been declared to be a Police Station for the whole state of Nagaland under the Criminal Procedure Code, the Director of Vigilance is designated as the Officer in Charge (O/C) of the Vigilance Police Station with headquarter at Kohima. Vide Memo. No.CON.221 / 76 dated 9th Dec.'76. and as amended by a subsequent Government notification of even No. dated 21st August'99, which empowers the Director and his subordinate officers of the Police Wing of the State Vigilance Commission, to function as Police Officers with jurisdiction to investigate into the offences as specified below: -

1. All offences under the P.C. Act, 1988.
2. Section 406 to 409 IPC and 417 to 420 IPC.
3. Section 471 to 477A IPC.
4. All offences under the Official Secrets Act, 1923.
5. All offences under the Assam Maintenance of Public Order Act, 1947.
6. Attempt, abetment and conspiracies of offences in items 1 to 5 above by whosoever committed.
7. Any other particular offence or offences that maybe specified by the State government.

The Directorate of Vigilance & Anti-corruption, which forms a part of the State Vigilance Commission but is distinct in character, has been declared as a Police Station for the whole State of Nagaland vide Govt. Memo No. CON-221/76 dated 9th December 1976 and subsequently amended vide Govt. Memorandum CON-221/76 dated 21st August 1999. Furthermore the said Memo declares the Director of Vigilance & Anti-corruption as the Officer in Charge of the Vigilance Police Station for the whole State of Nagaland and the officers of the Directorate have been declared to be Police officers.

This concept of Vigilance as an activity of the State Government has risen with the specific intention of checking corruption in public life especially amongst public servants. It has been deemed necessary since it has proved difficult to investigate and prosecute persons in public service under normal criminal procedures due to obvious reasons.

The Directorate of Vigilance & Anti-corruption has been discreetly but competently carrying out investigations into various corruption complaints with the utmost efficiency. However, in recent years there is a rising trend in white collar crimes with the involvement of unscrupulous government servants in collusion with criminal elements. This has been compounded with the fact that; the State government is going through financial constraints year after year, which have adversely effected the complete restructuring of the various activities of the anti-corruption agency of the State Vigilance Commission.

The Vigilance & Anti-corruption Directorate has no adequate modern equipments to aid them in their investigations and such infrastructural facilities are more or less absent. With the present facilities given by the State government, there has been a rapid expansion and growth of various wings in the Commission. There has also been considerable improvement in the investigation of cases taken up by the Directorate of Vigilance & Anti-corruption Nagaland. The public demand for Vigilance probes is a testimony to the fact, that; public confidence on the investigations conducted by the Commission has had a positive impact on the public psyche.

The annual budget grant of the State Vigilance Commission is quite inadequate, as a major part of the budget component is utilized for salaries for all the 4 wings of the Commission, which leaves no budgetary provision for any infrastructural development, which is the long felt need of the State's Directorate of Vigilance & Anti-corruption. The State's Vigilance & Anti-corruption has addressed its problems to the Government of India Ministry of DOPT, for its requirements as advised, for munificence in the form of Modernization Grants, to make necessary financial provision which will improve its envisioned modernization infrastructure and make it at par in terms of investigating facilities available with some of the Anti-corruption Bureaux of other states in the country.

Further, the Government of India, Ministry of Home Affairs has also provided 3% to 5% grant to the State Home Guards and State's Prison Department from the total of the

Modernization grant of State Police from 2003-2004 onwards, where as the Vigilance & Anti-corruption of the State Vigilance Commission has not been given any such grant from the Central Government till to date. The Commission has brought up this matter before the State government for consideration of its requirements.

The Vigilance Commission in Nagaland is an institution almost similar to the one known as the “ombudsman” in the Scandinavian countries like Norway, Sweden and Denmark. It is also found in New Zealand. In the United Kingdom it is referred to as a “parliamentary commissioner” with structural variations only. In 1930, Harold Laski defined bureaucracy in the encyclopedia of social sciences as “the term usually applied to a system of government, the control of which is completely in the hands of officials, that their power jeopardizes the liberties of ordinary citizens.” He describes bureaucratic characteristics as having a “passion for routine administration, the sacrifice of flexibility to rule, delay in making decisions, and the refusal to embark on experiments.”

The Government resolution, which is the basis of the powers and function of the State Vigilance Commission in Nagaland, is clearly indicative of the fact, that it is a Legislative Commissioner for investigation of citizen’s complaints of bureaucratic abuse. The Vigilance Commission is therefore a legally established institution, functionally autonomous, external to the administration, operationally independent of both the legislature and the executive, non-partisan, complaint centered but not anti-administration. The Vigilance Commission can also stimulate general reforms, prevent bureaucratic misconduct, and remove public pressure from the administration, by demonstrating that most complaints are unfounded.

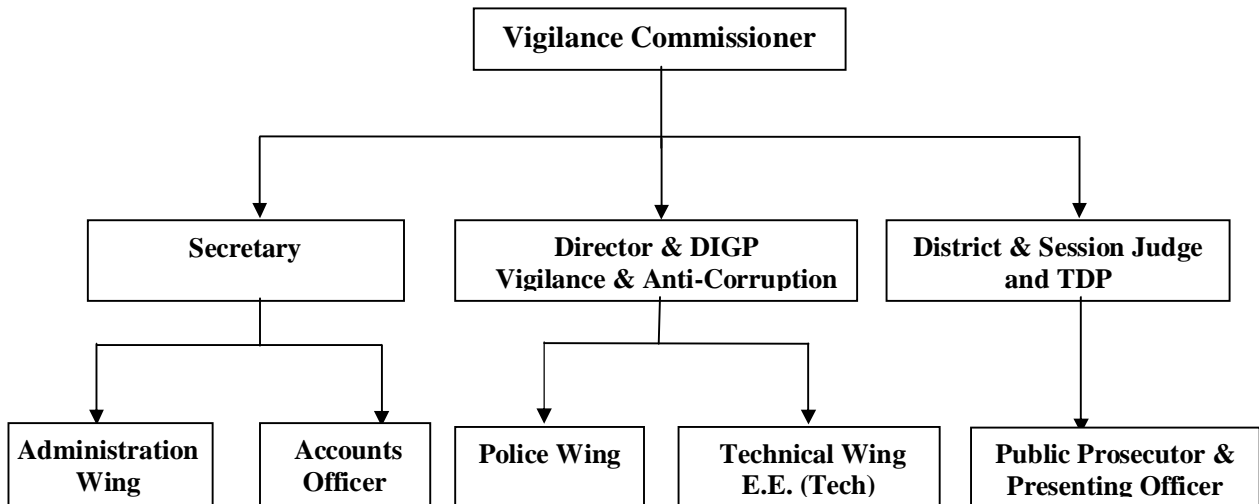
Therefore considering the jurisdiction, powers and functions of the Vigilance Commission in the State, the wholehearted co-operation of the State Government Departments is very essential for the performance of such an institution as the Vigilance Commission in Nagaland. Often, this co-operation may be in respect of the investigation of the complaints against the Departments themselves, but if the required co-operation is forthcoming, it would not only lighten the load of the Vigilance Commission, but it would also help in building a firm bridge of confidence between the two. This would undoubtedly be in the interest of the State as well as the nation.

The issue of Vigilance Clearance or integrity certificates for consideration of promotions, regularization of services, crossing of EB bar and also for undergoing training abroad for various categories of government servants is mandatory. It is issued to those officers and officials who are not involved in any criminal offences or departmental cases. This is also a preventive form of Vigilance, a step to check or to discourage government servants from indulging in corrupt practices or misconduct. The ambit of this clearance has also been extended to state government employees involved in criminal activity and whose names are registered in the Police Stations in Nagaland.

Even though the Commission can take up matters on its motion, it operates mainly as a complaint based system. The office of the Vigilance Commission needs to be sufficiently well known for the people to be moved to complain to it, and to utilize its services. It is therefore suspected that, the system does not in fact yet touch as many of the potential sufferers as it ought to. Such institution in other parts of the world are increasingly finding it necessary, to adopt deliberate publicity measures, such as the issue of pamphlets and making of appropriate press releases and public statements. The question of publicity however, must necessarily strike some form of balance between oblivion and over exposure.

The root concept of Vigilance activity in the state is to act as the watch dog of both the government and the public. Unless the two intermittently participate cohesively, the delivery system in the state would suffer from lack of transparency and accountability, thus jeopardizing the entire system.

B. CHART OF STATE VIGILANCE COMMISSION, NAGALAND



C. ACTIVITIES & EVENTS DURING THE REPORTING PERIOD 2011-12

- (i) Shri. Lalthara IAS, Chief Secretary of Nagaland took over as the Ex-Officio Vigilance Commissioner w.e.f. 4th July 2011.
- (ii) Shri. Orenpomo Kikon, NCS took over as the Secretary Vigilance Commission Nagaland w.e.f. 28th July 2011.
- (iii) Training activities during the period 2011 to 2012.
 - (a) 3 (Three) Sub-Inspector and 1(one) Asst. Sub-Inspector successfully completed the 37th Police Basic Course Training at North East Police Academy (NEPA), Umsaw, Meghalaya during 2011.
 - (b) 4 (Four) Constables successfully completed the 59th Police Basic Course Training at Nagaland Police Training School (NPTS), Chumukedima, Nagaland during 2011.
 - (c) Director & DIGP, attended the XVIII Biennial Conference of Heads of States of Anti Corruption Bureaux & CBI from 21st to 22nd October 2011 at Delhi, addressed by the Hon'ble Prime Minister of India, Shri Manmohan Singh.
 - (d) Vigilance Awareness week was observed on 31st Oct to 5th Nov 2011 at Vigilance Conference Hall under the Theme "Participative Vigilance". Shri. Lalthara IAS, Chief Secretary & Vigilance Commissioner addressed the function followed by administration of pledge to all the members present. Banners were displayed at prominent places in Kohima Town. An Extempore Speech was organized for the college students. A total of 9 (nine) Colleges participated and prizes were distributed to the best three participants. Japfu Christian College, Kohima College & Model Christian College won the 1st, 2nd & 3rd prize respectively.

D. PHYSICAL ACHIEVEMENT REPORT W.E.F. MARCH 2011 TO FEBRUARY 2012:

- (i) P.E : Preliminary Enquiry (A & B series)
- (ii) S.F : Screening File.
- (iii) R.C: Regular Case (Criminal).

E. CASES CHARGESHEETED AND UNDER DEPARTMENTAL PROCEEDINGS:

Case Series	Case No.	Nature of Complaint	Status	No. of person chargesheeted/ convicted.	
A	P.E. CASES (A & B SERIES)				
	1	A.VIG-2/2005	Fraudulent Drawal of T/A by General Manager DIC Wokha.	Under Departmental Proceedings.	1 (one) Rtd. General Manager, 1(one) Rtd. Treasury Officer, 1(one) Sub-Treasury Officer, 1(one) UDA.
	2	A.VIG-15/2005	Age tempering in r/o Dist. T.B officer Mokokchung.	Recommended for recovery of drawal of salary for overstayed period.	1 (one) Dist. T.B officer
	3	A.VIG-1/2009	Complaint against irregular / bogus appointment to the post of Instructor against the promotion vacancy under the Directorate of Employment & Craftsman Training, Kohima.	Terminated from service.	1 (one) Trade Instructor.
	4	A.VIG-3/2009	Verification of HSLC Admit Card and marksheet in r/o Seri. Demonstrator under Sericulture department.	Case proved and the department recommended for voluntary retirement.	1 (one) Seri. Demonstrator
B	1	B.VIG-1/2003	Fraudulent drawal of T.A/ Pay arrear under Treasury Office, Wokha.	Administrative warning served to the accused persons.	1(one) SDO, 2 (two) SO, 1 (one) Driver.
	2	B.VIG-3/2009	Fraudulent drawal of Rs. 41,400/- & 90,000/- during 2007 under FDA by former Forest Ranger at Tuli against FDA fund allotted to Anok Yimsen and Anaki 'C' village.	Under Departmental Proceedings.	1 (one) Forest Ranger.
	3	B.VIG-2/2009	Complaint pertaining against 3(three) Primary Teachers under School Education department for holding fake certificates.	Action was taken by the S.I.T vide case No. R.C-2/2009.	3 (three) Primary Teacher.
RC	CRIMINAL CASES (RC SERIES)				
	1	R.C-3/2007	Complaint against M/S G.K. Enterprises, Church Road, Dimapur.	Accused absconding.	1 (one) business man.

2	R.C-2/2009	Bogus appointment of Teachers in the School Education Department.	Departmental proceeding recommended. Charge sheet under submission to the Court against 1519 persons	1. Dy. Secy =01 2. U/Secy =01 3. Monitoring Officer =01 4. DIS =27 5. DEO =02 6. AHM =01 7. HM =02 Total =35
3	R.C-4/2009	Possession of false HSLC documents and replacement of original photograph in Admit card by 2(two) LDA, 3(three) Drawing teachers, 1(one) Carpentry Instructor and 1(one) Knitting Instructor under School Education.	Charge sheeted	2 (two) LDA, 3 (three) Drawing Teacher, 1 (one) Carpentry Instructor, 1(one) Knitting Instructor.
4	R.C-2/2010	Fake certificates arranged by a person from Dibrugarh to 2 (two) ANM/FHW under Medical department, Nagaland.	Charge sheet submitted against the accused who has absconded. 2 (two) ANM/FHW were terminated from their service.	2 (Two) ANM/FHW, 1 (one) Absconder.
5	R.C-13/2010	Fraudulent drawal of money amounting to Rs. 14.97 lakhs by DTO, Zunheboto (Medical).	Prosecution Sanction awaited.	1 (one) Accountant, 1 (one) Jt. Dir., 1 (one) DIO.
6	R.C-16/2010	Diversion of Scheme fund (2008-2009) under Development Authority of Nagaland.	Recommended for administrative warning.	1 (one) Secy.
7	R.C-17/2010	Tampering of DoB in admission card by one UDA under the Estt. of EAC Office Asuto, Zbto.	Charge sheeted.	1 (one) UDA.
8	R.C-22/2010	Procuring fake educational certificates by one Drawing Teacher of GHS Sanis, Wokha.	Charge sheeted	1(one) Drawing Teacher.
9	RC-7/2010	Employment under fake HSLC A/card and DC Zunheboto (four employees).	Charge sheeted	1 (one) GB, 1 (one) Typist, 2 (two) LDA.
10	RC-19/2010	Double employment of two persons.	Charge sheeted	2(two) Primary Teacher.
11	R.C-5/2008	Possession of false HSLC certificate by 3 (three) LDA's under the Department of Rural Development and 1 (one) officer (FM) under the Department of Industries & Commerce.	The 3(three) LDA's have been terminated from their service and the other one has been allowed to go on invalid pension.	3(three) LDA's

	12	R.C-7/2009	Impersonation and falsification of documents and getting financial loan by mortgaging building by one LDA of Labour & Employment Craftsman.	The matter was amicably settled between the parties. The case was closed by the Hon'ble Court and the LDA was terminated from service.	1 (one) LDA
	13	R.C-12/2010	Irregular parking of money at Bank & payment made on fictitious measurement under Urban Development. Recommendations made as a corrective measure for future reference.	Charge sheeted	1 (one) EE

Total no. of accused = 78 (Seventy eight) persons

F. CASE DROPPED AFTER ENQUIRY.

Case Series	Case No.	Nature of Complaint	Status
A	P.E. CASES (A & B SERIES)		
	1	A.VIG-11/1989 Complaint against misappropriation of govt. money for augmentation of water supply to Chotobosti under PHE Department	Allegation found baseless. case dropped.
	2	A.VIG-12/1993 Fraudulent drawal of GPF from the account of one Instructor of Teachers Training Institute.	Allegation found baseless. case dropped.
	3	A.VIG-2/1999 Allegation of forgery and fraudulent drawal in the Department of Youth Resources.	Case dropped. Allegation found baseless.
	4	A.VIG-2/2000 Recovery of 35% deduction by the Director Industries from various private firms.	Allegation found baseless. case dropped.
	5	A.VIG-4/2000 Complaint against selection of candidates for various parts under DIS Phek.	Allegation found baseless. case dropped.
	6	A.VIG-6/2000 Complaint against 1(one) SDO under EE, PHED Dimapur alleging misappropriation of fund allotted against the augmentation of Water supply at Thongsonyu Village.	Allegation found baseless. case dropped.
	7	A.VIG-1/2001 Appointment of Graduate Science Teacher at Japan Riba- irregularities thereof.	Allegation found baseless. case dropped.
	8	A.VIG-1/2002 Forgery of GPF amounting to Rs. 80,000/- by the staff of the EE PWD.	Allegation found baseless. case dropped.
	9	A.VIG-8/2006 Fraudulent drawal of GPF under DIS Dimapur.	Case closed after enquiry.
	10	A.VIG-1/2008 Deduction of House Rent in r/o one PGT (Chemistry) of GHSS Phek.	Allegation found baseless. case dropped.
B	1	B.VIG-28/1989 Complaint against D.C. Kma (Revenue Branch).	Case dropped. Allegation found baseless.
	2	B.VIG-7/1995 Complaint against EE PWD (R&B) Dimapur Division.	Allegation found baseless. case dropped.

	3	B.VIG-4/1996	Complaint against SP (W) Nagaland, Kohima.	Allegation found baseless. case dropped.
	4	B.VIG-5/1997	Misuse of Govt. fund by R.D. Deptt. Nagaland.	Allegation found baseless. case dropped.
	5	B.VIG-2/2005	Complaint against Director SCERT Kohima.	Allegation found baseless. Case dropped.
	6	B.VIG-2/2007	Forgery appointment of 5 (five) Lecturers at ZISAJI President College, Kiphire.	Allegation found baseless. case dropped.
	7	B.VIG-4/2010	Irregularities & Misappropriation of VDB fund under Rural Development department, Mokokchung.	Case dropped due to the absence of specific allegation.
SF	SCREENING FILE CASES			
	1	VPS/SF/1/2011-12	1. Discrepancy in the drawal of pension from the Bank 2. LOC matter of the erstwhile Referral Hospital (now CIHSR) 3. Suspicious money transaction by govt. servants endorsed by CBI Delhi. 4. Alleged irregularities in recruitment process in the Police department	Action taken.
	2	VIG/SF-II/2011	Complaint against Mid-Day Meal in the School Education department	Action taken.
RC	CRIMINAL CASES (RC SERIES)			
	1	RC-1/2006	Investigation of forged signatures in S/Education Deptt. (Tuensang Police).	Final form submitted to court.
	2	R.C-3/2006	Verification of Educational certificate of one Primary Teacher at Govt. Primary School, Mangakhi, Longkhim, Tuensang.	Final form submitted to Court. Allegation found baseless.
	3	R.C-2/2007	Bogus appointment of 1 (one) LDA 1(one) LDA-cum-Computer Asstt. and 8 (eight) Peons at Directorate of Higher Education.	Case closed, appointment proved genuine.
	4	RC-4/2008	Impersonation & fraudulent drawal of GPF under DIS Phek.	FR submitted to the Court.
	5	R.C-11/2010	Diversions of Arms and Ammunition in the Police department (2008-2009).	Anomalies in the maintenance of record of proposal submitted to the Govt. of India, proforma invoice, actual receipt of consignment at Police Head Quarter and Police Central Store, Chumukedima has been detected. Recommendation:- The Police department should have a separate cell manned by qualified officers who are experienced in dealing with accounts in respect of procurement and dispatch.
	6	R.C-18/2010	Manipulation of fund grant for Samaritan Mission International case	FR submitted. Closed due to lack of evidence.

G. CASES REGISTERED W.E.F. MARCH 2011-FEB 2012 (TILL DATE)

Case Series	Case No.	Nature of Complaint	Status	
A	P.E. CASES (A & B SERIES)			
	1	A.VIG-1/2011	Appointment of daughter after invalid pension as Drawing Teacher at GMS Emloto, under DIS Zunheboto.	Case under investigation
	2	A.VIG-2/2011	Complaint against double appointment of one LDA under Vigilance Commission.	Case under investigation
	3	A.VIG-3/2011	Possession of suspected B.A certificates by one LDA under Vigilance Commission.	Case under investigation
	4	A.VIG-4/2011	Fraudulent drawal of pay by the Head master of GHS Aboi under School Education.	Case under investigation
	5	A.VIG-5/2011	Fraudulent drawal of ROP 1999 arrear by 2(two) Post Graduate Teacher of GHSS Phek and GHSS Mon.	Case under investigation
B	1	B.VIG-1/2011	Complaint against 2 (two) primary teachers under DIS Mokokchung alleging for higher scale pay and appointment made without interview.	Case under investigation
SF	SCREENING FILE CASES			
	1	VPS/SF/1/2011-12	1. Discrepancy in the drawal of pension from the Bank 2. LOC matter of the erstwhile Referral Hospital(now CIHSR) 3. Suspicious money transaction by Govt. Servants 4. Alleged irregularities in recruitment process in the Police department 5. Allegation against the use of inflated job cards in the RD Department. Referred to Department. 6. Suspected illegal transaction by a Govt. Servant endorsed by EIU, CBI.	Matters under verification
	2	VIG/SF-II/2011	1. Alleged irregularities in the promotion of Ministerial Staff under KMC. Referred to Administrative department. 2. Allegation against procedural lapse in certain programmes under the School Education department. Referred to department. 3. Missing Service Book and Pension in respect of one teacher. Referred to department. 4. Complaint against Mid-Day Meal in the School Education department.	Matters under verification
RC	CRIMINAL CASES (RC SERIES)			
	1	R.C-1/2011	Alleged misappropriation of fund under R.D deptt. Longleng.	Case under investigation
	2	R.C-2/2011	Embezzlement of public money and illegal and deduction of 28% of the subsidy amount by NEDFI Ltd., Industries & Commerce Deptt., SBI and Vijaya Bank, Dimapur and two persons.	Case under investigation
	3	R.C-3/2011	Appointment against non-existent vacancies by producing fake death certificate under DIS Kiphire.	Case under investigation
	4	R.C-4/2011	Appointment against fake vacancy at DIS Kiphire of School Education.	Case under investigation

5	R.C-5/2011	Allegation against misappropriation of IGNOAP and IGNDOS beneficiaries under Directorate of Social Welfare.	Case under investigation
6	R.C-6/2011	Appointments made to 181 persons without sanctioned post/suspected forged signature of authority under Medical department.	Case under investigation
7	R.C-7/2011	Allegation of irregularities in the construction of D.C Complex, Phek by E.E. (CAWD)	Case under investigation
8	R.C-8/2011	Release of payment to the contractors without execution of works under DUDA, Longkhim – Chare.	Case under investigation
9	R.C-1/2012	Complaint against issue of work orders without observing codal formalities and drawal of false bills without execution of works under E.E PWD (R&B) Pfutsero, Phek.	Case under investigation
10	R.C-2/2012	Forgery & Cheating in the supply of Wheat to Nagaland amounting to Rs. 400 Crores from Food Co-operation of India by the CMD, Ratna Infrastructure Pvt. Ltd. Hyderabad.	Case under investigation
11	R.C.-3/2012	Misconduct, malpractices and corruption under E.E. PWD (R&B), Pfutsero during 2008-09 and 2009-10	Case under investigation

H. GIST OF THE PHYSICAL ACHIEVEMENT REPORT.

Sl. No	Particulars	Case Series				
		A	B	RC	SF	Total
1	Cases Charge sheeted & Under Departmental Proceedings.	4	3	13	0	20
2	Allegation not proved – Cased Closed after enquiry.	10	7	6	2	25
3	Cases registered w.e.f. March 2011-Feb 2012 (till date).	5	1	11	2	19
4	Brought forward cases from previous year.	3	2	12	0	17

Total NO of Cases registered during the year 2011-12:

A. Cases registered during the year 2011-12

i. P.E. cases	= 06
ii. SF cases	= 02
iii. R.C. Cases	= 11

B. Brought Forward from previous year.

i. P.E. cases	= 05
ii. R.C. Cases	= 11

= 35 Cases under investigation.

Total

C. Total No. of cases disposed off during 2011-2012 = 45 cases.

I. REPORT ON ACTIVITIES OF THE TRIBUNAL WING:

CASES DISPOSED OFF DURING 2011 TO 2012 FEBRUARY

a. CRIMINAL CASES.

Sl. No.	Case No.	Sections	Remarks	Date of judgement and order.
1	GR-606/2000 (1)	U/S 467/471/468/34 IPC.	Convicted.	23.11.11.
2	606/2000 (2)	U/S 120(b)467/468/ 471/472/ 419 IPC.	Convicted.	23.11.11
3	606/2000(3)	U/S 468/471 IPC	Abated on demise	23.11.11.
4	GR-424/2000	U/S 120(b) 468/420 IPC	Convicted.	05.11.11.
5	RC-8/2009(1)	U/S 471/34 IPC	Convicted.	10.01.12.
6	RC-8/2009(2)	U/S471/34IPC	Convicted	10.01.12.
7	R. C.-1/2010	U/S 198 r/w 193/471 r/w 465 & 420 IPC	Convicted	30.01.12

b. DISCIPLINARY PROCEEDINGS CASES.

Sl. No.	Case No.	Delinquent Name/ Designation.	Remark
1	TRL-2/2007	1(one) L.D.A. Vigilance Commission.	Stealing of 2 Computers set on 28.05.05 from the Vigilance Office. Proved and submitted report to Disciplinary Authority on 28.09.11.
2	TRL-3/2007	1 (one) A.S.I. Vigilance.	Stealing of 2 Computer set on 28-05-05 from the Vigilance Commission. Proved and submitted report to Disciplinary Authority on 28.09.11.
3	Tri-2/2008	1(one) DIS Longleng.	Fraudulent drawal of Rs. 4.78 crores in the DIS Longleng. Proved and submitted report to Disciplinary Authority on 19.12.11.

* Fine money collected during the 2010 to February 2012 is Rs. 21,000.

J. REPORT ON ACTIVITIES OF THE TECHNICAL WING:

Technical verification concluded by Technical wing from March 2011 to February 2012

1. A.VIG-08/2008.
2. A.VIG-09/2004.
3. RC-04/2010.
4. RC-01/2011.
5. RC-07/2011.
6. RC-01/2012.

These are cases relates to technical verification of works pertaining to civil work, Roads & Bridges and Water supply. The above verification has been concluded and reports have been submitted to the respective Investigating Officer of the Commission for necessary action.

VIII. NAGALAND PUBLIC SERVICE COMMISSION:

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 Member. In 2007, the strength of members of the Commission was increased to 4(four). During the period under report, 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 Kuhupoyo Puroh, Member.
- (v) Shri A. Yanang Konyak, Member.

Shri Tsumongo Lotha, Member retired on 30-11-2011. Shri A. Yanang Konyak was appointed as Member w.e.f 01-02-2012.

During the period under report Smti Dellirose M. Sakhrie is posted as Secretary, NPSC w.e.f 05-06-2007 till 17-08-2011 and Smti Sarah R. Ritse was posted as Secretary, NPSC w.e.f 18-08-2011.

The total strength of the Commission during the period under report including the Commission Chairman and Members are 77.

A. RECEIPT AND EXPENDITURE

(I) RECEIPTS

During the year under report, the Commission received a sum of Rs 39,83,800/- only by way of collection of examination fees and selling of forms etc.

(II) BUDGET ALLOCATION

1. Salaries	: Rs 241.08 Lakhs.
2. Wages	: Rs 3.45 Lakhs.
3. Office Expenses	: Rs 19.00 Lakhs.
4. Motor Vehicles	: Rs 19.07 Lakhs.
5. TA	: Rs 10.00 Lakhs.
6. Advertisements	: Rs 6.50 Lakhs.
7. Professional & Special services	: Rs 35.00 Lakhs.
8. Rent, Rates and Taxes	: Rs 4.00 Lakhs.
Total	: Rs 338.19 Lakhs

(III) EXPENDITURE

1. Salaries	: Rs 222,05,962/-
2. Wages	: Rs 3,22,500/-
3. Office Expenses	: Rs 9,45,246/-
4. Motor Vehicles	: Rs 15,49,868/-
5. TA	: Rs 8,22,077/-
6. Advertisements	: Rs 6,46,795/-
7. Professional & Special services	: Rs 24,99,813/-
8. Rent, Rates and Taxes	: Rs 99,199/-
Total	: Rs 289,91,360/-

(IV) EXAMINATIONS HELD FOR IN-SERVICE CANDIDATES

(a) Departmental Examinations of IAS/NCS

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)	01	01	01

(b) Departmental Examinations for Taxation Service Officers. The examination was conducted from 26th to 29th September, 2011.

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)	01	01	Nil
2	Sales Tax	01	01	Nil
3	Other Taxation Law	Nil	Nil	Nil
4	Accounts and Office Procedure (without books)	01	01	Nil
5	Practical Test	04	04	Nil
6	Book Keeping & General Commercial Knowledge	01	01	Nil
7	Hindi	01	01	Passed
8	Dialect (i) Tenyidie	03	03	Passed

(c) Proficiency Test for all grades in Stenography for promotion. The examination was conducted on 1st October, 2011.

Sl. No	Speed Test	Grade	Number of candidates applied	Number of candidates appeared	Number of candidates recommended for promotion in various departments
1	150 w.p.m	Grade-I	30	25	06
2	130 w.p.m	Grade-II(Sr)	72	34	09
3	120 w.p.m	Grade-II(Jr)	117	55	10
Total			219	114	25

(d) Proficiency Test for all grades in Stenography for promotion. The examination was conducted on 30th September, 2011.

Sl. No	Speed Test	Grade	Number of candidates applied	Number of candidates appeared	Number of candidates recommended for promotion in various departments
1	45 w.p.m	Grade-I	96	89	36
2	40 w.p.m	Grade-II	109	7	32
Total			205	166	68

(V) 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 Government Departments.

(VI) DIRECT RECRUITMENT

(i) NCS, NPS & Allied Services Recruitment Examinations, 2011.

Sl. No	Name of the posts	Name of the Department	Number of candidates recommended	Recommended on 33% posts reservation for backward tribes on roster basis
1	EAC	P&AR	12	(i) Sangtam (ii) Chakhesang (iii) Yimchunger
2	DSP	Home	10	(i) Chang (ii) Konyak
3	Assistant Election Officer	Election	02	Nil
4	Inspector of Taxes	Taxation	02	(i) Phom
5	Secretariat Assistant	P&AR	21	(i) Sangtam (ii) Khamniungan (iii) Pochury (iv) Zeliang (v) Phom (vi) Chang (vii) Yimchunger
6	Assistant Jailor	Prison	02	(i) Phom
7	JDA	Treasuries & Accounts	13	(i) Sangtam (ii) Pochury (iii) Phom (iv) Yimchunger (v) Chang
8	Su-Inspector (Home Guards)	Home Guards	02	Nil
9	LDA-cum-Computer Operator	Nagaland Information Commission	02	(i) Chakhesang
10	LDA-cum-Computer Operator	Election	05	(i) Khamniungan
11	LDA-cum-Computer Operator	NPSC	03	(i) Konyak

(ii) Combined Technical Services Examinations, 2011.

Sl. No	Name of the posts	Name of the Department	Number of candidates recommended	Recommended on 33% posts reservation for backward tribes on roster basis
1	Assistant Director	Urban Development	02	(i) Pochury
2	Surveyor Gr-I	Urban Development	01	Nil
3	SDO	Works & Housing	05	(i) Yimchunger (ii) Chang
4	Junior Engineer	Works & Housing	11	(i) Phom (ii) Diploma (iii) Diploma (iv) Diploma (v) Chakhesang
5	SDO	Irrigation & FC	05	(i) Chakhesang
6	Junior Engineer	Irrigation & FC	05	(i) Phom (ii) Diploma (iii) Diploma
7	SDO	Soil & WC	02	(i) Konyak
8	JSCO	Soil & WC	03	(i) Sangtam
9	Asstt. Research Officer	Soil & Wc	01	(i) Konyak
10	Asst. Soil Survey Officer	Soil & WC	01	Nil
11	Tourist Assistant	Tourism	02	(i) Chakhesang
12	S.O grade-II	Tourism	01	Nil
13	Agri. Inspector	Agriculture	18	(i) Chang (ii) Sangtam (iii) Zeliang (iv) Konyak
14	Forest Ranger	Forest	04	(i) Phom
15	Motor Vehicle Inspector	Transport	05	Nil
16	Asst. Public Prosecutor	Law	02	Nil
17	Drug Inspector	Health & FW	04	Nil
18	Food Inspector	Health & FW	01	Nil
19	JE(Drilling)	Geology & Mining	01	(i) Pochury
20	LRSO	Land Revenue	02	Nil
21	Surveyor Gr-I	Land Revenue	05	Nil
22	Computer Operator	NPSC	01	Nil
23	Lecturer Computer Sc. Engineering	Technical Education	01	(i) Chang
24	Lecturer Computer Engineering	Technical Education	02	Nil

25	Lecturer Electronics & Communication	Technical Education	02	(i) Chang
26	Lecturer Information Technology	Technical Education	01	Nil
27	Lecturer Technical	Technical Education	01	Nil
28	Lecturer Electronic & Electrical Engineering	Technical Education	01	Nil
29	Lecturer-Civil Engineering	Technical Education	01	(i) Chakhesang
30	Demonstrator	Technical Education	01	Nil
31	Inspector of Legal Metrology & Consumer Protection.	Legal Metrology	04	(i) Pochury

(VI) DEPARTMENTAL PROMOTION COMMITTEE

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	Designations of posts recommended by DPC	Number of posts	Number of Officers in the panel	Number of posts recommended
1	Prison	(i) Jailor (ii) Asst. Superintendent	(i) 01 (ii) 01	(i) 03 (ii) 06	(i) 01 (ii) 01
2	Home Guards	(i) Sr. Staff Officer (ii) Dist. Commandant (iii) Cy. Commander	(i) 01 (ii) 01 (iii) 01	(i) 03 (ii) 03 (iii) 03	(i) 01 (ii) 01 (iii) 01
3	P&AR	(i) Commr & Secy (ii) Secy (iii) Addl. Secy	(i) 01 (ii) 04 (iii) 04	(i) 01 (ii) 04 (iii) 04	(i) 01 (ii) 04 (iii) 04
4	P&AR	(i) Joint Secy (ii) Dy. Secy (iii) Under Secy (iv) Section Officer (v) Jr. Section Officer	(i) 03 (ii) 03 (iii) 08 (iv) 09 (v) 12	(i) 03 (ii) 03 (iii) 08 (iv) 09 (v) 12	(i) 03 (ii) 03 (iii) 08 (iv) 09 (v) 12
5	Election	(i) Asst. Superintendent	(i) 02	(i) 06	(i) 02
6	Agriculture	(i) Director (ii) Addl. Director (iii) Joint Director (iv) Asst. Superintendent	(i) 01 (ii) 01 (iii) 07 (iv) 02	(i) 02 (ii) 02 (iii) 07 (iv) 04	(i) 01 (ii) 01 (iii) 07 (iv) 02
7	Art & Culture	(i) Asst. Superintendent	(i) 02	(i) 06	(i) 02
8	Forest	(i) DCF (ii) Forest Ranger (iii) Registrar (iv) Superintendent. (v) Asst. Superintendent	(i) 06 (ii) 10 (iii) 01 (iv) 03 (v) 06	(i) 06 (ii) 10 (iii) 01 (iv) 03 (v) 06	(i) 06 (ii) 10 (iii) 01 (iv) 03 (v) 06

9	Higher Education	i) Sr. Grade Lecturer ii) Selection Gr. Lecturer iii) Selection Gr. Lecturer iv) Sr. Grade Lecturer	(i) 35 (ii) 19 (iii)03 (iv)17	(i) 35 (ii) 19 (iii)03 (iv)17	(i) 35 (ii) 19 (iii)03 (iv)17
10	Sericulture	(i) Addl. Director	(i) 01	(i) 02	(i) 01
11	Fire & ES	(i) Inspector	(i) 02	(i) 04	(i) 02
12	Commissioner Office	(i) PA to DC	(i) 01	(i) 01	(i) 01
13	Legal Metrology			(i) 01 (ii) 01	(i) 01 (ii) 01

IX. NAGALAND INFORMATION COMMISSION

I. Introduction:

In terms of the provisions of section 15(1), (2) & (3) of the Right to Information Act, 2005, the Nagaland Information Commission was constituted on 14th March, 2006. It is a statutory body duly constituted through an Act of Parliament (Central Act No.22 of 2005). It comes under the administrative umbrella of the Personnel & Administrative Reforms Department under the State government.

The Commission is headed by the Chief Information Commissioner. He is assisted by two State Information Commissioners.

Secretary functions as the Head of the Administrative Department. The Secretary is assisted by a host of middle/lower ranking officers and necessary ministerial staff and Grade-IV staff.

2. Sanctioned strength of the Commission:

As on date, the Commission has a sanctioned strength of 17 (seventeen) numbers of posts. The break-up are as follows:

Sl. No.	Name of post	No. of post	Remarks
1	Chief Information Commissioner	1 post	Filled
2	State Information Commissioners	2 posts	Filled
3	Secretary	1 post	Filled on deputation
4	Under Secretary	1 post	Filled on deputation
5	Accounts Officer	1 post	(on contract)
6	Superintendent	1 post	Filled on deputation
7	Computer Programmer	1 post	Under requisition to NPSC
8	Stenographer, Grade-II	2 posts	Under requisition to NPSC
9	LDA-cum-Computer Assistant	2 posts	recruited through NPSC
10	Driver, Grade-II	3 posts	Filled
11	Office Peon	1 post	Filled
12	Chowkidar	1 post	Filled
	Total No. of posts:	17 posts	

1 (one) post of Accounts Officer at Sl. No. 5 is presently filled up on contract basis as Consultant (Accounts) with a fixed honorarium of Rs. 20,000/- p.m. The 2(two) posts of Stenographer, Grade-II, at Sl. No. 8 is under requisition to NPSC. One post of Principal Private Secretary (PPS) to Chief Information Commissioner, Nagaland, Kohima is on contract basis with a fixed honorarium of Rs. 20,000/- p.m. with effect from 01.04.2011.

During the period under report, the following 4 (four) numbers of posts had been sanctioned/created by the Govt. under the establishment of the Commission:

- (i) 1(one) post of Computer Programmer (Class II, non-gazetted) and
- (ii) 3 (three) posts of Driver, Grade-II.

Out of the four posts created, the lone post of Computer Programmer (Class II, non-gazetted) at Sl. No. 7 is under requisition to NPSC and whereas the 3 (three) posts of Driver, Grade-II at Sl. No. 10 had been filled up from amongst the existing serving contingency paid drivers through duly constituted Departmental Selection Board.

3. Appointment of the Information Commissioners:

New appointments were made to the vacant tenure posts of Chief Information Commissioner and the two State Information Commissioners on 14-03-2011 fore noon. The newly appointed Chief Information Commissioner, Shri Lalhuma, IAS (Retd) and the two State Information Commissioners, namely; Smti. Kevinino P. Meru and Shri Bukchem Phom, were administered the oath of office and secrecy by the Governor of Nagaland in terms of Section 16(3) of the RTI Act, 2005.

4. Training for the Officers & Staff:

In-house Training for the Officers and Staff of the Commission was conducted from 10th to 14th Oct, 2011 by the Shri Worhonthung Ezung, Under Secretary of the Commission, free of cost, on the following topics: Office Procedure, Leave Rules, Records Management, RTI, Computer Applications including Internet and E-mails etc.

5. Registration/Admission of NIC in NFICI:

On the invitation of the National Federation of Information Commissions in India which has its headquarter at Hyderabad, the Nagaland Information Commission registered itself as a federation member to the Body, by paying one time 'registration fee' of Rs.5 lakhs and an amount of Rs.1 lakh only as annual membership fee during August 2011.

6. Observation of RTI Week, 2011-12:

Under the initiative and general supervision of the Nagaland Information Commission, RTI Week was celebrated from 5th to 12th October, 2012 throughout the State by organizing functions/seminar/Quiz competition at college level/screening of RTI documentary films/press meet etc.

Financial support of Rs.15,000/- (rupees fifteen thousand) only was granted for the purpose to all the 11(eleven) districts for organizing the RTI Week.

The following materials were also sent out to all the districts for use during the RTI Week: Printed Flex Banners; CD containing documentary film on RTI for screening; Certificates for the winners in the Quiz competition, copies of the RTI Act, 2005 in English; Nagaland State Right to Information (Regulation of Fee and Cost) Rules, 2005; Nagaland State Information (Appeal Procedure) Rules, 2005; Pamphlet on 'Citizen's Guide to RTI'; Handbook on Right to Information, Booklet on 'Citizen's Guide to RTI'; Materials for the Quiz competition.

The financial grants was made out of the Centrally Sponsored Scheme on "Improving Transparency and Accountability in Government through effective implementation of RTP" sanctioned by the Ministry of Personnel, Public Grievances and

Pension, Department of Personnel and Training, New Delhi for observation of RTI Week, 2011-12.

During the RTI Week, Shri Bukchem Phom, State Information Commissioner delivered Radio Talk on various aspects of RTI Act through All India Radio, Kohima.

1 (one) day Panel discussion by the Chief Information Commissioner and the two State Information Commissioners was held with media/press on different aspects of RTI during the observation of RTI Week, 2011. The same was telecast by the Dordarshan Kendra Kohima.

Cartoons on RTI was brought out by the Commission in leading local papers with the assistance of one well known local cartoonist during the RTI Week with a view to create greater public awareness.

7. Sensitisation of APIOs, PIOs, FAA and Public Authorities on RTI:

The Chief Information Commissioner and the two State Information Commissioners, assisted by the Under Secretary of the Commission has conducted/held 1st Phase of Sensitisation-cum-Interactive Session on RTI with 57 numbers of key Government Departments/PSUs in the State capital from 14th June to 27th September, 2011, wherein 1219 officials participated. The focus of the Sensitisation-cum-Interactive sessions on RTI was to drive home to the APIO/PIO/FAA their roles and responsibilities, and liabilities in the effective and efficient implementation of the RTI Act, 2005. It was stressed time and again that the performance of the public authorities in the implementation of RTI Act would be monitored and reflected in the Annual Report. The performance rating would be made on prompt disposal of applications by APIOs/PIOs/FAA. The appeals and petitions or complaints filed before the Nagaland Information Commission would in fact be a reflection of the Public Authorities' inefficiency or unsatisfactory performance. Various aspects of the RTI Act and its implementation were deliberated upon and views/ suggestions for better implementation of the Act were exchanged.

The Nagaland Information Commission proposes to continue Phase- I of the programme after the current financial year during which uncovered public authorities/PSUs would be covered as also district HQs and ADC HQs. A scheme to bring out an RTI Song and an RTI Skit in Nagamese is in the anvil.

8. Participation of CIC & SICs at National Level Workshop/Convention etc.

- (i) The Chief Information Commissioner and the two State Information Commissioners, had attended in the 6th Annual Conventions on RTI organised by the Central Information Commission from 14th to 15th October, 2011 held at New Delhi.
- (ii) Shri Bukchem Phom, State Information Commissioner, Nagaland had attended 1 (one) day Regional Workshop on RTI held at Bihar Institute of Public Administration and Rural Development (BIPARD), Patna, Bihar on 22nd Oct, 2011.
- (iii) Shri Lalhuma, Chief Information Commissioner, Nagaland had attended Workshop on RTI held at National Law School of India University (NLSUI), Bangalore from 31st Oct. to 4th Nov, 2011.
- (iv) Shri Lalhuma, Chief Information Commissioner, Nagaland will be attending 2 (two) days International Conference on RTI, scheduled on the 2nd & 3rd March, 2012 at Patna which is to be hosted by the State Information Commission of Bihar.

9. RTI Appeals and Complaints:

During the period under reference, the Commission has received the following numbers of RTI Appeals and Complaints:

1. Appeals.....17 Nos.
2. Complaints.....07 Nos.

Status of the case are as detailed at table below:

(As of February, 2012)

Year	Complaints			Appeals			No. of PIO penalised	Penalty collected
	Received	Disposed	Under process	Received	Disposed	Under process		
2011 to 2012	07	07	0	18	15	03	01	Rs.14,500/-

10. RTI Request received in the Commission:

The Commission office had received 8 (eight) numbers of RTI request/application during period under report.

Details of their status are as shown below:

- 1) Transferred7 (seven) Nos.
- 2) Under process.....1 (one) No.
- 3) 1st Appeal.....Nil.
- 4) 2nd Appeal.....Nil.

12. Budget Allocation during the period under report:

An amount of Rs.169.76 lakhs was allocated to the Commission by the State Government during the current financial year, 2011-12.

In addition, financial grant of Rs.2.5 lakhs was received by the Commission from the Ministry of Personnel, Public Grievances and Pension, Department of Personnel and Training, New Delhi under the Centrally Sponsored Scheme for observation of RTI Week, 2011-12 in the State.

(iii) NCS, NPS & Allied Services Recruitment Examinations, 2011.

Sl. No	Name of the posts	Name of the Department	Number of candidates recommended	Recommended on 33% posts reservation for backward tribes on roster basis
1	EAC	P&AR	12	(iv) Sangtam (v) Chakhesang (vi) Yimchunger

(i) NCS, NPS, NSS & Allied Services Examination, 2012

Sl. No	Name of Posts	Name of Department	Number of candidates recommended	Recommended on 37 % posts reservation for BT on roster basis
1	EAC (Extra Assistant Commissioner) CI-I Gazetted	P&AR	12 (twelve)	1. Konyak 2. Zeliang 3. Chang 4. Khamnuingan

(i) NCS, NPS, NSS & Allied Services Examination, 2013.

Sl. No	Name of Posts	Name of Department	Number of Candidates Recommended	Recommended on 37 % posts reservation for BT on Roster Basis
1	EAC (Extra Assistant Commissioner) CI-I Gazetted	P&AR	16(sixteen)	1. Sumi (Kiphire) 2. Yimchunger 3. Sangtam 4. Pochury 5. Phom