

**DEPARTMENT OF  
PERSONNEL AND ADMINISTRATIVE REFORMS**

**ANNUAL ADMINISTRATIVE REPORT FOR 2013-2014**

**I. INTRODUCTION:**

The Annual Administrative Report covers the period 01-03-2013 to 28-02-2014. 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 of the Administrative Training Institute, Vigilance Commission, Nagaland Public Service Commission and Nagaland Information Commission

The Department is headed by the Additional Chief Secretary who is assisted by one Additional Secretary, two Deputy Secretaries, three Under Secretaries, Senior Pension Analyst, Record Officer, Senior Research Officer, Public Relation Officer and other supporting staff.

The Department aims to achieve excellence in governance and make optimum use of the human resources in government by:

- Formulating rational personnel management policies for all Departments that will increase efficiency in Government and ensure proper career planning for officers.
- Laying down procedures, standards and norms in recruitment, regulation of service conditions, postings, transfers, deputations and pension matters and providing advice to Departments on all matters related to public service.
- Enhancing transparency and accountability in Government and formulating appropriate public grievance redressal policies.
- Codification and simplification of procedures.
- Combating corruption through preventive and punitive vigilance.
- Ensuring fairness in recruitments and promotions by adherence to merit and established procedures.
- Providing quality training and motivation to Government employees by promoting modernization and enhancing skills.
- Maintenance of Government Records in a systematic manner.

**II. SERVICES:**

**(A) INDIAN ADMINISTRATIVE SERVICE (IAS)**

1. The IAS (Indian Administrative Service) of Nagaland Cadre has an authorised strength of 91. At present out of 91 cadre strength, 64 are direct recruit posts and the remaining 27 are promotional posts. As on 01-03-2014, there are 43 officers in position out of which 11 are on deputation/study leave to Central/State Governments/Public Sector Undertakings. During the year 2013, 4 (four) IAS Officers were allotted to Nagaland Cadre. These officers are now on probation and undergoing training at Lal Bahadur Shastri National Academy of Administration, Mussoorie.

2. During the period under report, Shri Alemtemshi Jamir, Chief Secretary took voluntary retirement from service w.e.f 31.01.2014.

**(B) NAGALAND CIVIL SERVICE (NCS)**

1. The Nagaland Civil Service has an authorised strength of 298 out of which 239 officers are in position. At present 16(sixteen) NCS officers are under training at ATI, Kohima.
2. NCS officers were given promotion in the following grades during the period 2013-2014:
  - (a) 7 (seven) officers were promoted to Special Selection Grade.
  - (b) 12 (twelve) officers were promoted to Higher Selection Grade.
  - (c) 11 (eleven) officer was promoted to Selection Grade.
  - (d) 11 (eleven) officers were promoted to Senior Grade.
  - (e) 17 (seventeen) officers were promoted to Higher Junior Grade.
3. The following officer died in harness during the period under report.
  - (a) Shri Imlitemjen, SDO(Civil).

**(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. At present 453 officials are in position.
2. During the period under report, the officiating promotions were given to the following officers.

(a) Additional Secretary	: 3(three)
(b) Joint Secretary	: 2(two).
(c) Deputy Secretary	: 2(two).
(d) Under Secretary	: 4(four)
(e) Section Officer	: 5(five).
(f) Junior Section Officer	: 13(thirteen).
3. During the period under report, 28 (twenty eight) officials retired from service.
4. 2 (two) NSS officials expired during the period.
5. During the period under report, 81(eighty one) Secretariat Assistants were recruited through the Nagaland Public Service Commission.

**(D) OTHER CADRE SERVICE**

Besides these services, the State has been utilizing the services of other Central services at the higher level. During the report, 1(one) ITS officer joined the State Government as Commissioner & Secretary. There are 12(twelve) ex-cadre officers from various Central services.

### **III. ADMINISTRATIVE REFORMS BRANCH.**

1. The AR Branch deals with a variety of issues including adoption of good governance, implementation of the recommendations of the Administrative Reforms Commissions (ARC). During the period under report, 21 (twenty one) Nagaland Civil Service Officers were deputed to undergo Capacity Building Training Programme at various institutes in the country.
2. During the period under report, AR Branch issued the following Office Memorandum/ instructions/guidelines etc;
  - (i) Reconstitution of the Review Committee on Job Reservation in the state.
  - (ii) Memorandum on restrictions of foreign travel on government expenses.
  - (iii) Reconstitution the Committee for redress of complaints relating to sexual harassment of working women government employees for the state level and district level Committee.
  - (iv) Overstay in service of government employees.
  - (v) Reconstitution of the work-charged and casual employees commission.
  - (vi) Release of government servants on completion of 35 years of service.
  - (vii) Disclosure of information on personal details of RTI applicants.
  - (viii) Amendment to the Rules of Executive Business of Nagaland.

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

O & M Cell disposed off 577 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 01-03-2013 to 28-02-2014 as under.

- |                             |  |                     |
|-----------------------------|--|---------------------|
| (i) Superannuation Pension  | : (a) IAS  | : 1(one) nos.       |
|                             | (b) NCS  | : 2(two) nos.       |
|                             | (c) NSS  | : 19(nineteen) nos. |
| (ii) Family Pension         | : (a) NCS  | : 2(one) nos.       |
|                             | (b)NSS   | : 3(three) nos.     |
| (iii) Family Pension        | : 29 (twenty nine) cases of family pension from various departments were examined and clearance/approval conveyed. |                     |
| (iii) Invalid Pension       | : 39(thirty nine) cases of invalid pension from various departments were examined and clearance/approval conveyed. |                     |
| (iv) Extra-ordinary Pension | : 2(two) nos.  |                     |

## **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) Practice 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 of 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:**

1. ATI is headed by a Director and assisted by 2(two) Additional Directors, 2(two) Joint Directors, 1(one) Deputy Director (Research) 4(four) Lecturers, 1(one) State Co-ordinator, Disaster Management, 1(one) Research Officer, 2(two) Librarians and other supporting staff. Altogether there are 62 employees in the ATI.

## 2. **Achievements during 2013-2014.**

### (a) **Achievements.**

1. 1 (one) year induction and Professional Course for the newly recruited officers of the Nagaland Civil Service. The Professional Course aims at all round personality development of the probationers and consist of institutional training with physical fitness programmes like PT, games and trekking, district attachment and study tours. This year a joint common induction training was given to 50 participants (3 IAS Officers, 16 NCS, BDOs and Allied services) w.e.f 2<sup>nd</sup> to 7<sup>th</sup> September, 2013.
2. The 44<sup>th</sup> Batch Secretariat Foundation Course of 3(three) months duration, was conducted from October to December 2013, 45(forty five) Probationers attended the programme.
3. 8(eight) Mass Skill upgradation Training Programme for Government employees of the Directorates and District level were conducted with 313 trainees during 2013-2014.
4. The Disaster Management Cell of ATI has conducted 7 different training courses with 136 participants on Disaster Management during 2013-2014.
5. Under the Department of Personnel and Training (DOPT, NIDM and MWCD) 21 sponsored programmes were conducted. 3(three) on Library Management, 3 programmes on Accounts, 8(eight) programmes on Good Governance, 1(one) on Consumer Rights Training, 1(one) on time Management, 4(four) programmes on Disaster Management and 3(three) trainings on Humanities. Altogether 479 from different level of officials attended the training.
6. Ten training programme was conducted under Good Governance with 238 participants.
7. Out of 81 training courses proposed during the year 2013-2014, 52 courses could be completed (till February) and other additional programme on Election was also conducted. The total number of training courses conducted was 52 covering 1333 participants.

### (b). **Major Achievements.**

#### 1. **Infrastructure.**

The second floor of Faculty Block was added under Special Plan Assistance at a cost of Rs. 104.00 Lakhs.

## **VII. STATE VIGILANCE COMMISSION**

1. The Nagaland State Vigilance Commission came into existence through an Executive Resolution No. CON-58/75 dated 9<sup>th</sup> April, 1976. The Jurisdiction and Powers of the State Vigilance Commission extend to matters to which the Executive power of the State Government extends, in relation to investigations and inquiries into the alleged malpractices, corruption and misconduct of public servants.

2. The Directorate of Vigilance & Anti-corruption, which is an agency of the State Vigilance Commission, has been declared as a Police Station for the whole State of Nagaland vide Govt. Memorandum No.CON0221/76 dated 9<sup>th</sup> December 1976 and subsequently amended vide Govt. Memorandum CON-221/76 dated 21<sup>st</sup> August 1999.

3. The Vigilance Commissioner is the over-all head of the Commission with the following officers manning the various wings under him viz:

(i) The Secretary is the Head of the Administrative Wing.

(ii) The IGP & Director is the Head of the Directorate of Vigilance & Anti-Corruption;

(iii)The Tribunal for Disciplinary Proceedings (TDP) and the District & Session Judge is also the Special Judge (Vigilance) who Heads the Tribunal/Court.

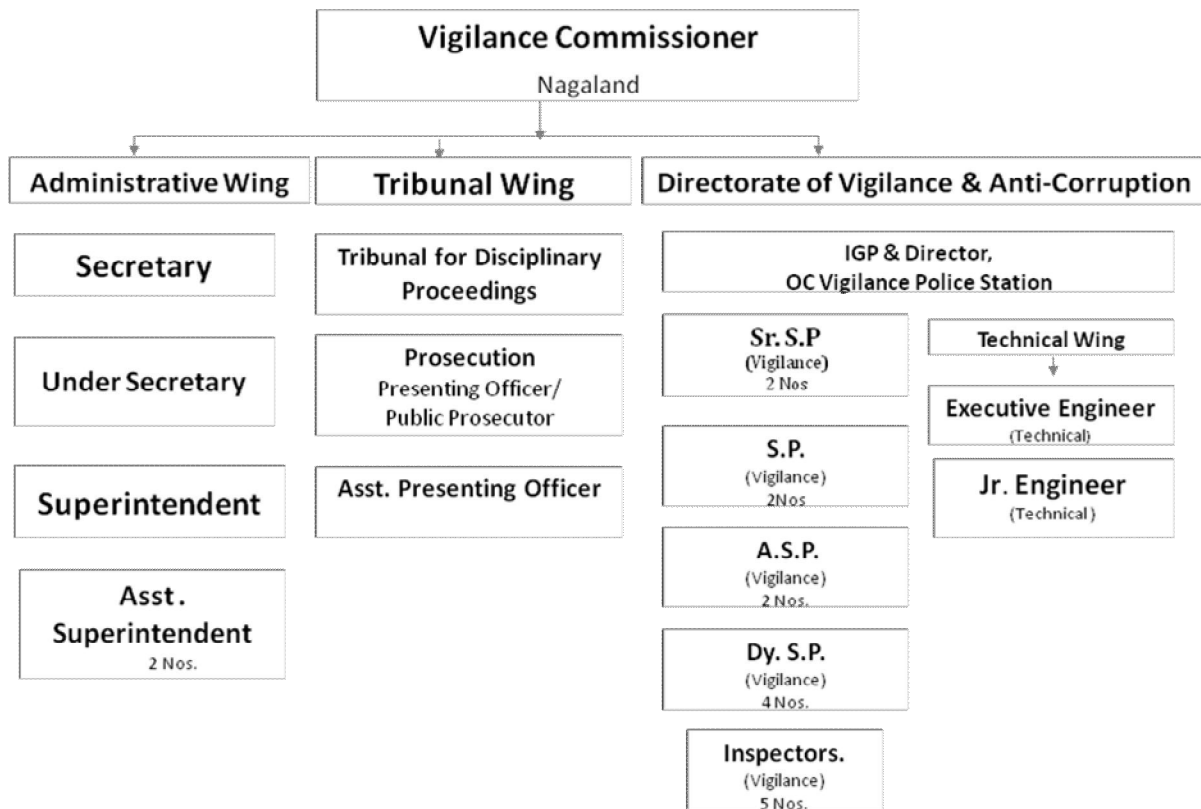
(iv) The Technical Wing is manned by an Executive Engineer (Tech) to assist the I.O.s on technical matters,

(v) The Public Prosecutor functions also as the Presenting Officer for departmental enquiries.

4. The scope of investigation by the Vigilance Police Station is confined to the following offences:

- (i) All offences under the Prevention of Corruption Act, 1988.
- (ii) Section 406 to 409 IPC and 417 to 420 IPC.
- (iii) Section 471 to 477A IPC.
- (iv) All offences under the Official Secrets Acts, 1923.
- (v) All offences under the Assam Maintenance of Public order Act, 1947.
- (vi) Attempts, abetments and conspiracies of offences in item 1 to 5 above, by whosoever committed.
- (vii) Any other particular offence or offences that may be specified by the State Government.

5. **Chart of State Vigilance Commission, Nagaland**



6. The State Govt. vide Notification No. PER/VIG/24-E/77 dt. 26<sup>th</sup> May 1978 has also declared the Secretaries of the following departments and Deputy Commissioners of the Districts as the Vigilance Officers in their respective departments and districts in:-

- (i) Secretary, Public Works Department
- (ii) Secretary, Medical Department
- (iii) Secretary, Industries Department
- (iv) Secretary, Food and Civil Supplies Department
- (v) Deputy Commissioner, Kohima/Mokokchung/Tuensang/Phek/Wokha/Zunheboto and Mon Districts.
- (vi) The Government is taking up declaration of Secretaries of several Department as Vigilance Officers and also the remaining 4(four) D.C. as District Vigilance Officers.

**7. Activities & Achievement during the period March 2013 to February 2014:**

- (i) Hosting of the 1<sup>st</sup> North-East Conference of the Heads of Vigilance & Anti-Corruption Bureaux held on 7<sup>th</sup> to 8<sup>th</sup> November, 2013, Kohima, Nagaland.
- (ii) 1(one) Inspector, 6 (Three) Sub-Inspector and 2(one) Asst. Sub-Inspector successfully completed the 39<sup>th</sup> Police Basic Course Training at North East Police Academy (NEPA), Umsaw, Meghalaya during 2013.
- (iii) 1 (one) S.I. and 1 (one) A.S.I. were awarded Best Naga Cadet and Best in Physical Training respectively during the 39<sup>th</sup> Police Basic Course Training at North East Police Academy (NEPA), Umsaw, Meghalaya.
- (iv) 2(two) A.S.I, 1(one) Head Constable and 1(one) Naik were awarded Certificates for Best turn out in the weekly inspection parade for the year 2013 on 23/01/2014 at the State Vigilance Commission's Conference Hall, Kohima.
- (v) Publication and release of the Vigilance Handbook during the 1<sup>st</sup> North-East Conference of the Heads of Vigilance & Anti-Corruption Bureau held on 7<sup>th</sup> November, 2013, by Dr. Ashwani Kumar, Hon'ble Governor of Nagaland & Manipur.
- (vi) A leadership Seminar was held in the Nagaland Vigilance Commission with Rev. Loulieho Yimsong as the resource person on the 21<sup>st</sup> November, 2013 at the Vigilance Commission's conference hall, Kohima.
- (vii) Vigilance Awareness week was observed on the 28<sup>th</sup> October, 2013 at the State Vigilance's Conference Hall, Kohima with the theme "promoting good governance: positive contribution of vigilance." Shri. Besesayo Kezo, DGP & Vigilance Commissioner, Nagaland also launched the official website of the Nagaland State Vigilance Commission ([www.nagalandvac.gov.in](http://www.nagalandvac.gov.in)) during the function.
- (viii) Shri. J.I. Yaden, Inspector General of Police & Director, Vigilance & Anti-Corruption, Nagaland, Kohima was awarded the President's Police Medal for distinguished service during Republic Day 2014.
- (ix) 65 (sixty five) Primary Teachers were terminated from service for possession of fake education certificate vide No. ED/EL/869/2013 dated 19/02/2014.

## 8. Details of Investigations/Preliminary Enquiries.

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

A) Total no. of cases investigated (R.C./P.E./S.F.)	=	108 cases
i) Brought forward from previous year	=	92 cases
ii) Registered during the year	=	16 cases
B) Total no. of cases disposed (R.C./P.E./S.F.)	=	35 cases
(i) No. of cases where action has been taken	=	11 cases
(ii) No. of cases dropped/acquitted due to lack of evidence	=	15 cases
(iii) No. of cases where Chargesheet/Final Report were submitted	=	9 cases
C) Total no. of cases under investigation	=	73 cases

## 9. Positive Vigilance:

D	<i>Recommendation made to various govt. departments to streamline procedures to check corruption.</i>	Name of the Department	
		1)	DUDA
		2)	RD
		3)	PWD (R&B)
		4)	School Education
		5)	Medical

## 10. Report on activities of the Technical Wing:

Technical verification of 9 cases was concluded by Technical Wing from January 2013 till date.

## 11. Report on activities of the tribunal wing:

- (a) Total no. of cases endorsed = 9 cases.
  - (i) R.C. = 5 cases.
  - (ii) T.R.L. = 4 cases.
- (b) Total no. of cases disposed = 9 cases.



## **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.

### **1. The incumbents during the period are:**

- (i) Shri Kuhupoyo Puroh, Chairman
- (ii) Shri A.Yanang Konyak, Member-I
- (iii) Shri Nungsanglemba Chang, Member-II
- (iv) Er. Fury Putsure, Member-III
- (v) Smti. Chipeni Merry, Member-IV
- (iv) Smti Sarah R.Ritse, Secretary

### **2. Appointment & Retirement.**

- (i) Shri Kuhupoyo Puroh, senior-most member of the Commission was appointed as acting Chairman w.e.f 06.02.2013 & subsequently assumed the charge of full fledged Chairman w.e.f 17.06.2013.
- (ii) Er. Fury Putsure was appointed as Member of the Commission w.e.f 09.09.2013.
- (iii) Smti. Chipeni Merry was appointed as Member of the Commission w.e.f 10.09.2013

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

## **3. RECEIPT AND EXPENDITURE**

### **(I) RECEIPTS**

During the year under report, the Commission received a sum of Rs 51,95,000/-only by way of collection of examination fees and selling of forms etc.

### **(II) BUDGET ALLOCATION**

1. Salaries	: Rs 327.11 Lakhs.
2. Wages	: Rs 4.32 Lakhs.
3. Travel Expenses	: Rs 10.00 Lakhs.
4. Office Expenses	: Rs 20.00 Lakhs.
5. Motor Vehicles	: Rs 10.00 Lakhs.
6. Rent, Rates & Taxes	: Rs 4.00 Lakhs
7. Prof & Spl. Services	: Rs 49.53 Lakhs
8. Advertisements.	: Rs 8.00 Lakhs
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Total	: Rs 432.96 Lakhs

### **(III) EXPENDITURE**

1. Salaries	: Rs 300,56,342.00
2. Wages	: Rs 2,44,790.00
3. Travel Expenses	: Rs 6,04,434.00
4. Office Expenses	: Rs 11,75,367.00
5. Motor Vehicles	: Rs 9,97,790.00
6. Rent, Rates & Taxes	: Rs 1,49,976.00
7. Prof & Spl. Services	: Rs 19,92,909.00

8. Advertisement : Rs 6,59,383.00

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Total : Rs 358,80,991.00

#### **(IV) EXAMINATION HELD FOR IN-SERVICE CANDIDATES**

##### **(a) Departmental Examinations for Taxation Service Officers**

<b>Sl. No.</b>	<b>Name of the papers/subjects</b>	<b>Number of Officers applied</b>	<b>Number of Officers appeared</b>	<b>Number of Officers passed</b>
1	General & Mercantile (with books)	6	6	6
2	Sales Tax	6	6	6
3	Other Taxation Law	6	6	6
4	Accounts & Office Procedure (without books)	6	6	6
5	Practical Test	8	8	3
6	Book Keeping & General Commercial Knowledge	6	6	6
7	Hindi	6	6	6
8	Soft Tax Computer	6	6	6

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

<b>Sl. No.</b>	<b>Speed Test</b>	<b>Grade</b>	<b>Number of candidates applied</b>	<b>Number of candidates appeared</b>	<b>Number of candidates recommended for promotion in various Departments</b>
1.	150 w.p.m	Grade-I	71	48	18
2.	130 w.p.m	Grade-II (Sr)	86	42	19
3.	120 w.p.m	Grade-II (Jr)	53	35	13

##### **(c) Proficiency Test for all in Type Writing for promotion.**

<b>Sl. No.</b>	<b>Speed Test</b>	<b>Grade</b>	<b>Number of candidates applied</b>	<b>Number of candidates appeared</b>	<b>Number of candidates recommended for promotion in various Departments</b>
1.	400 w.p.m	I	65	54	18
2.	350 w.p.m	II	54	32	21

#### **(V) WORKS EXECUTED BY THE COMMISSION**

The Commission conducted direct recruitment examination 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, NSS & Allied Services Examination, 2013-2014.**

<b>Sl. No</b>	<b>Name of Posts</b>	<b>Name of Department</b>	<b>Number of Candidates Recommended</b>	<b>Recommended on 37 % posts reservation for BT on Roster Basis</b>
1	EAC (Extra Assistant Commissioner) CI-I Gazetted	P&AR	16(sixteen)	1. Sumi (Kiphire) 2. Yimchunger 3. Sangtam 4. Pochury 5. Phom
2	Dy.SP (Deputy Superintendent of Police) CI-I Gazetted	Home	4(four)	1. Pochury
3	District Commandant (CI-I Gazetted)	Home Guard & Civil Defence.	1 (one)	1. Phom
4	BDO (Block Development Officer) CI-I Gazetted	Rural Development	16 (sixteen)	1. Khamnuingan 2. Chang 3. Chakhesang 4. Konyak 5. Zeliang
5	Inspector of Excise (CI-II Gazetted)	Excise	2 (two)	1. Yimchunger
6	APRO(Assistant Public Relation Officer) CI-II Gazetted	Information & Public Relation	2 (two)	-
7	District Transport Officer ( CI-II Gazetted)	Transport	1(one)	-
8	Employment Officer (CI-II Gazetted)	Labour & Employment	2 (two)	-
9	Assistant Election Officer (CI-II Gazetted)	Election.	3 (three)	1. Konyak
10	Secretariat Assistant (CI-III Non-Gazetted)	P&AR	40 (fourty)	1. Phom 2. Chakhesang-2 3. Konyak 4. Sumi (Kiphire) 5. Sangtam 6. Yimchunger 7. Chang 8. Konyak 9.Khamnuingan-2 10. Zeliang -2 11. Physically Handicapped
11	Assistant Jailor (CI-III Non-Gazetted)	Prisons	2 (two)	1. Chakhesang
12	Information Assistant (CI-III Non-Gazetted)	Information & Public Relation	6(six)	1. Chang 2. Konyak
13	Inspector of Industries /Extension Officer (CI-III Non-Gazetted)	Industries & Commerce	6 (six)	1. Phom 2. Pochury
14	Economic Investigator (CI-III Non-Gazetted)	Industries & Commerce	4(four)	1. Yimchunger 2. Zeliang
15	Assistant Archivist (Sr. Grade,	Art & Culture.	1 (one)	-

	CI-III Non Gazetted)			
16	Research Assistant (CI-III Non-Gazetted)	Art & Culture	2 (two)	1. Phom 2. Rengma
17	LDA (CI-III Non-Gazetted)	NPSC	2 (two)	1. Physically Handicapped

**(ii) COMBINED TECHNICAL SERVICES EXAMINATION, 2012-2013**

Sl. No	Name of Posts	Name of Department	Number of Candidates Recommended	Recommended on 37% posts reservation for BT on Roster Basis
1	Medical Officer (CI-I Gazetted)	Health & Family Welfare	20(twenty)	1. Konyak 2. Chakhesang 3. Sangtam 4. Chakhesang 5. Konyak 6. Pochury 7. Phom
2	Asstt. Surgeon (CI-I Gazetted)	Home	1(one)	-
3	Junior Dental Surgeon (CI-I Gazetted)	Health & Family Welfare	6(six)	1.Chakhesang 2. Phom
4	Vety Assistant Surgeon(CI-I Gazetted)	Animal Husbandry & Vety	5(five)	1. Chakhesang 2. Phom
5	SDO (Civil) CI-I Gazetted	Works & Housing.	11(eleven)	1.Chakhesang 2.Pochury 3. Konyak 4. Zeliang
6	Asst. Mech. Engg. (CI-I-Gazetted)	Works & Housing.	2(two)	1. Konyak
7	Physiotherapist (CI-II Gazetted)	Health & Family Welfare	3(Three)	1.Chakhesang
8	Forest Ranger (CI-II Gazetted)	Forest.	3(three)	1.Sangtam
9	Statistical Officer (CI-II Gazetted)	Economics & Statistics.	2(two)	1. Sangtam
10	JE (Mechanical) CI-II Gazetted	Works & Housing.	1(one)	-
11	JE (Drilling) CI-II Gazetted	Geology & Mining.	1(one)	-
12	JE (Civil) CI-II Gazetted	Works & Housing.	14(fourteen)	1.Konyak 2.Zeliang 3. Chakhesang 4. Diploma-4 5.Chakhesang
13	JE (Irrigation) CI-II Gazetted	Irrigation & Flood Control.	5 (five)	1.Pochury 2.Diploma
14	JE(Electrical)	New & Renewable Energy.	1(one)	-

	CI-II Gazetted			
15	Inspector of Statistics (CI-III Non-Gazetted)	Economics & Statistics	1(one)	-
16	Overseer (S.O) (CI-III Non-Gazetted)	Rural Development.	4(four)	1.Zeliang/Diploma
17	Extension Officer (CI-III Non-Gazetted)	Sericulture.	2(two)	-

### **(VII) DEPARTMENTAL PROMOTION COMMITTEE**

During the period under report the Commission conducted Departmental Promotion Committee Meeting for the following Department:-

Sl. No	Name of the Department	Designations of posts recommended by DPC	No. of Posts	No. of Officers in the Panel	No. of Posts recommended
1	Soil & Water Conservation	(i) Director	1	3	1
		(ii) Addl. Director	1	3	1
		(iii) Joint Director	2	6	2
		(iv) Deputy Director/DSCO	3	9	3
		(v) SDO(SC)	1	3	1
		(vi) ASCO(F)	1	3	1
		(vii) Registrar	1	3	1
		(viii) Superintendent	1	3	1
		(ix) Assistant Supdt.	2	6	2
2	Youth Resource & Sports	(i) Additional Director	1	3	1
3	P&AR	(i) Addl. Secretary	5	15	5
		(ii) Joint Secretary	8	24	8
		(iii) Deputy Secretary	13	39	13
		(iv) Under Secretary	19	57	19
		(v) S.O	26	78	26
		(vi) J.S.O	11	33	11
4	Industries & Commerce	(i) Superintendent	1	3	1
		(ii) Assistant Supdt.	1	3	1
5	Prison	(i) DIG	1	3	1
6	Art & Culture	(i) Addl. Director	1	3	1
		(ii) Joint Director	2	6	2
		(iii) Deputy Director	2	6	2
		(iv) Asst. Director	2	6	2
		(v) DCO/RO	2	6	2
		(vi) Registrar	1	3	1
		(vii) Superintendent	2	6	2

		(viii) Assistant Supdt.	2	6	2
7	Vety. & Animal Husbandry	(i) Joint Director	5	15	5
		(ii) Deputy Director	5	15	5
		(iii) Superintendent	2	6	2
		(iv) Assistant Supdt.	5	15	5
		(v) Head Assistant	1	3	1
8	Works & Housing	(i) SDO	98	294	98
		(ii) Chief Architect	1	3	1
		(iii) Senior Architect	1	3	1
		(iv) Architect	2	6	2
		(v) Asst. Architect	2	6	2
		(vi) Junior Engg.	2	6	2
9	NCS	(i) Super Selection Grade	1	3	1
		(ii) Special Selection Grade	4	12	4
		(iii) Higher Selection Grade	6	18	6
		(iv) Senior Selection Grade	8	24	8
		(v) Selection Grade	7	21	7
		(vi) Senior Grade	8	24	8
		(vii) Higher Junior Grade	18	54	18
10	Agriculture	(i) Director	1	3	1
		(ii) Addl. Director	1	3	1
11	Taxation	(i) Assistant Supdt.	1	3	1
12	Home Guard	(i) Coy. Commander	2	6	2
13	Land Resources	(i) Additional Director	1	3	1
		(ii) Joint Director	1	3	1
		(iii) Deputy Director	3	9	3
		(iv) D.T.O	3	9	3
		(v) A.P.O	3	9	3
14	Commissioner	(i) Superintendent	3	9	3
		(ii) Asst. Supdt	4	12	4
15	Higher Education	(i) College Teacher	47	47	47
		(ii) College Teacher	11	11	11
16	Printing & Stationary	(i) Assistant Supdt.	1	3	1
17	Nagaland House/State Guest House	(i) Assistant Supdt.	1	3	1
		(ii) Asst. Liaison Officer	1	3	1
18	State Lotteries	(i) Assistant Supdt.	1	3	1
19	Vigilance	(i) Senior S.P	2	6	2
		(ii) Addl. S.P	2	6	2
		(iii) Deputy S.P	2	6	2

## **IX. NAGALAND INFORMATION COMMISSION:**

### **Introduction:**

The Nagaland Information Commission was constituted under Section 15(1), (2) & (3) of the Right to Information Act, 2005, on 14<sup>th</sup> March, 2006, vide Government Order No. AR-3/Gen-147/2005. 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 Nagaland State Government.

**Present Information Commissioners:**

The present team of the Nagaland Information Commission comprised of Shri. Lalhuma, IAS (Retd), Chief Information Commissioner, Smti. Kevinino P. Meru, State Information Commissioner, and Shri. Bukchem Phom, State Information Commissioner, and were administered oath of office by the Governor of Nagaland on 14.03.2011, in terms of Section 16(3) of the RTI Act, 2005.

**Sanctioned strength of the Commission:**

Section 16(6) of the RTI Act provides that the State Government shall provide to the Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under the Act.

The Commission, headed by the Chief Information Commissioner is supported by two State Information Commissioners. The Secretary, Nagaland Information Commission (NIC) functions as the Head of the Administrative Department. She is assisted by an Under Secretary, Superintendent, Accounts Officer, ministerial and Grade-IV staff.

As on date, the Commission has a sanctioned strength of 17 (seventeen) numbers of posts as shown below:-

<b>Sl. No.</b>	<b>Name of post</b>	<b>No. of post</b>
1	Chief Information Commissioner	1 post
2	State Information Commissioners	2 posts
3	Secretary	1 post
4	Under Secretary	1 post
5	Accounts Officer	1 post
6	Superintendent	1 post
7	Computer Programmer	1 post
8	Stenographer, Grade-II	2 posts
9	LDA-cum-Computer Assistant	2 posts
10	Driver, Grade-II	3 posts
11	Office Peon	1 post
12	Chowkidar	1 post
<b>Total No. of posts:</b>		<b>17 posts</b>

During the period 2012-13, 1(one) post of Computer Programmer (Class II, non-gazetted) at Sl. No. 7 above was filled up by direct recruitment through NPSC.

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. 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.

**Contingency employees:**

- Principal Private Secretary (PPS) to Chief Information Commissioner = 1 No.

- Office Peons = 4 Nos.
- Personal Peons = 3 Nos.
- Sweeper = 1 No.
- Driver = 1 No.

2(two) posts of Stenographer, Grade-III are currently on attachment from the Nagaland Civil Secretariat.

The total number of employees at present, including sanctioned posts, the Contingency employees and Stenographer, Grade-III on attachment from the Nagaland Civil Secretariat stands at 27 (twenty seven).

**Registration/Admission of NIC in NFICI:**

Since August, 2011, the Nagaland Information Commission has been registered as a member of the National Federation of Information Commissions in India (NFICI) which has its headquarter in Hyderabad, by paying a one time ‘registration fee’ of Rs.5.00 lakhs and an amount of Rs.1.00 lakh only as annual membership fee. Shri. Lalhuma, IAS (Retd), Chief Information Commissioner, Nagaland has been one of the members of the Board of Governors of the Federation.

**RTI applications received in the State over the years:**

There has been a significant increase in the number of RTI applications received by the public authorities in the State at various levels over the years.

Year	RTI application received by public authorities	Requests Disposed by PIOs
2006-07	46	40
2007-08	187	179
2008-09	399	355
2009-10	590	525
2010-11	1105	951
2011-12	2206	1991
2012-13	3042	2895

**RTI applications received in the Commission during 2013-14:**

The Commission office had received 25 (twenty five) numbers of RTI requests/applications and 2(two) first appeals during period under report. The details of the status are as shown below:

Received from within the State	Received from outside the State	Total received	furnished	Rejected /Denied	Transferred		First Appeal		Second Appeal		Complaints		(Amount in Rs.)		
					To	From	Received	Disposed	Received	Disposed	Received	Disposed	Fees	Cost	Penalty
NIL	25	25	1	NIL	8	1	2	2	NIL	NIL	NIL	NIL	Rs. 210	Rs. 50	NIL

**RTI Appeals and Complaints:**



During the period 2013-14, the Commission has received the following numbers of RTI Appeals and Complaints as detailed in the table shown below:

Year	Complaints			Appeals			No. of PIO penalised	Penalty collected
	Received	Disposed	Under process for disposal	Received	Disposed	Under process for disposal		
2013 to 2014	07	05	02	19	09	10	NIL	NIL

#### Second Appeals received by NIC during 2013-14.

Sl. No.	Public Authority	No. of Appeals	Penalty
1	Transport & Motor Vehicles Department	4	NIL
2	Directorate of Rural Development	2	NIL
3	Office of the Director General of Police	1	NIL
4	Directorate of School Education	2	NIL
5	Office of the Commissioner of Taxes	1	NIL
6	NBSE	1	NIL
7	Office of the Deputy Commissioner, Zunheboto	1	NIL
8	Commissioner of Excise	1	NIL
9	Home Department	4	NIL
10	Directorate of Social Welfare	1	NIL
11	The Global Open University, Nagaland	1	NIL
	<b>TOTAL:</b>	<b>19</b>	<b>NIL</b>

#### Complaints received by NIC during 2013-14.

Sl. No.	Public Authority	No. of Complaints	Penalty
1	Land Revenue Department	1	NIL
2	PHED	2	NIL
3	Office of the Director General of Police	1	NIL
4	The Global Open University, Nagaland	1	NIL
5	Department of Higher Education,	1	NIL
6	Directorate of Health & Family Welfare	1	NIL
	<b>TOTAL:</b>	<b>7</b>	<b>NIL</b>

#### Special Category Cases received and disposed in the direction of the Commission during 2013-14.

Sl. No.	Public Authority	No. of Cases
1	Directorate of School Education	1
2	Directorate of Rural Development	2
3	Transport & Motor Vehicles Department	1
4	The Global Open University	4
	<b>TOTAL:</b>	<b>8</b>

Out of the total 36 cases (7 complaints and 29 second appeals), the Commission had held 33 hearings during the period under report.

### **Annual Convention/Trainings/Seminars etc:**

- (1) Shri. Lalhuma IAS(Retd), Chief Information Commissioner, Shri. Bukchem Phom, State Information Commissioner and Shri. Worhonthung Ezung, Under Secretary had attended the 8<sup>th</sup> Annual Convention on RTI organised by the Central Information Commission, New Delhi on 2<sup>nd</sup> & 3<sup>rd</sup> September, 2013.
- (2) Shri. Lalhuma IAS(Retd), Chief Information Commissioner, Shri. Bukchem Phom, State Information Commissioner had also attended the special meeting of Chief Information Commissioners and State Information Commissioners on 4<sup>th</sup> September, 2013 at New Delhi.
- (3) The Chief Information Commissioner had addressed the trainees, who had participated in the training programmes on RTI conducted by ATI as Chief Guests on 8<sup>th</sup> August, 2013 and 21<sup>st</sup> September, 2013.
- (4) The following officers of the Nagaland Information Commission were invited as resource persons during the various training programmes conducted by ATI and other departments:-
  - a. Shri. Kikrovi, PPS to CIC as resource person during the 1<sup>st</sup> batch of the Refresher Course on Shorthand at ATI from 5<sup>th</sup> to 7<sup>th</sup> August, 2013.
  - b. Shri. Kikrovi, PPS to CIC as a resource person during the 2<sup>nd</sup> batch of the Refresher Course on Shorthand at ATI from 29<sup>th</sup> to 31<sup>st</sup> August, 2013.
  - c. Shri. Worhonthung Ezung, Under Secretary as a resource person during the Training Programme on Right to Information Act, 2005 (RTI) at ATI on 7<sup>th</sup> August, 2013.
  - d. Shri. Worhonthung Ezung, Under Secretary as a resource person on Right to Information Act, 2005 (RTI) during the Induction Course for District Level Resource Person under Backward Region Grand Fund (BRGF) at SIRD on 18<sup>th</sup> September, 2013.
  - e. Shri. Worhonthung Ezung, Under Secretary as a resource person during the Training Programme on Right to Information Act, 2005 (RTI) at ATI on 20<sup>th</sup> September, 2013.
- (5) The following officials of the Nagaland Information Commission had attended during the various training programmes:-
  - a. Shri. Thujota Keyho, LDA-cum-Computer Assistant during the '65<sup>th</sup> Batch of Mass Skill Upgradation Programme' for Office Assistants in the Directorates at ATI, Kohima from 8<sup>th</sup> – 12<sup>th</sup> July, 2013.
  - b. Shri. Visizo, LDA-cum-Computer Assistant during the '66<sup>th</sup> Batch of Mass Skill Upgradation Programme' for Office Assistants in the Directorates at ATI, Kohima from 15<sup>th</sup> – 19<sup>th</sup> July, 2013.
  - c. Shri. S. Chumbemo Kithan, Computer Programmer during the training programme on 'Change Management & Capacity Building' held at The Heritage (Old DC Bungalow), Kohima organized by the Department of IT & C from 1<sup>st</sup> to 3<sup>rd</sup> August, 2013.
  - d. Shri. S. Chumbemo Kithan, Computer Programmer during the One Day sensitization workshop on e-governance at NIELIT, Kohima on 5<sup>th</sup> February 2014.

### **District tours:**

With the successful conduct of the **Sensitisation-cum-interaction sessions on RTI** for State public authorities in Kohima during 2011-12 and PSUs based in Dimapur during 2012-13, the Commission had continued similar programmes at the District level during 2013-14 to sensitise the district officials and NGOs, and to monitor the implementation of RTI. The Commission had already covered the following districts:-

- Dimapur on 25.02.2014
- Longleng on 27.02.2014

The Commission had already planned for similar interaction programme at Peren on 06.03.2014.

### **Compilation of the Commission's decisions and Orders:**

In addition to uploading its decisions/orders etc. on the Commission's website, the Commission has compiled all its year-wise decisions and orders passed in hard copies since its inception in 2006 till date.

**Observation of RTI Week from 5<sup>th</sup> to 12<sup>th</sup> October, 2013:**

Under the initiative and general supervision of the Nagaland Information Commission, RTI Week was celebrated from 5<sup>th</sup> to 12<sup>th</sup> October, 2013 throughout the State by organizing functions, displaying of RTI banners in prominent places and the screening of RTI Short Film and the RTI Theme Song produced by the Nagaland Information Commission in all the districts with the technical assistance of the Information & Public Relations Department. Also a **RTI Slogan Competition** was organized at the college and higher secondary level in all the districts with cash prize for the top three winners.

Also at the State level, with the aim to partner with higher educational institutions in sensitising the youths and future leaders the importance of RTI Act, 2005 as a tool for effecting good governance, during the RTI Week from 5<sup>th</sup> to 12<sup>th</sup> October, 2013, the Commission had held an interaction programme with selected four (4) colleges in the State capital, Kohima wherein the RTI Short Film, '*My Right, My Voice*' in Nagamese with English subtitle and the RTI Theme Song in Nagamese, '*Adhikar Janebo Lage*' produced by the Nagaland Information Commission were screened and played, and RTI banners displayed.

- (i) Kohima Science College, Jotsoma on 5<sup>th</sup> October, 2013 at 11:00 AM.
- (ii) Kohima Arts College on 8<sup>th</sup> October, 2013 at 11:00 AM.
- (iii) Alder College, Kohima on 9<sup>th</sup> October, 2013 at 11:00 AM.
- (iv) Baptist College, Kohima on 10<sup>th</sup> October, 2013 at 11:00 AM.