DEPARTMENT OF

PERSONNEL AND ADMINISTRATIVE REFORMS

ANNUAL ADMINISTRATIVE REPORT FOR THE YEAR 2015-2016

I. INTRODUCTION:

The Annual Administrative Report covers the period 01-03-2015 to 29-02-2016.

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, the Vigilance Commission, the Nagaland Public Service Commission and the Nagaland Information Commission

The Department is headed by the Principal Secretary who is assisted by one Secretary, one Joint Secretary, four Deputy Secretaries, one Organization & Method Officerone Under Secretary, 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. Out of 91 cadre strength, 64 are direct recruit posts and the remaining 27 are promotional posts from SCS and Non-SCS.
- 2. As on 29-02-2016, there are 59 officers in position out of which 12 are on deputation/study leave to Central/State Governments/Public Sector Undertakings.
- 3. During the year 2015, 4(four) IAS officers were allotted to Nagaland Cadre. These officers are now on probation and undergoing training at LalBahadurShastri National Academy of Administration (LBSNAA), Mussoorrie.
- 4. During the period under report, ShriPankaj Kumar, IAS, Nagaland Cadre took over as Chief Secretary, Nagaland w.e.f 01.03.2015.

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

- 1. The Nagaland Civil Service has an authorised strength of 298 out of which 246 officers are in position.
- 2. NCS officers were given promotion in the following grades during the period 2015-2016:
 - (i) 1(one) officer was promoted to Super Time Scale.
 - (ii) 4 (four) officers were promoted to Special Selection Grade.
 - (iii) 5 (five) officers were promoted to Higher Selection Grade.
 - (iv) 5 (five) officer was promoted to Selection Grade.
 - (v) 5 (five) officers were promoted to Senior Grade.
 - (vi) 9 (nine) officers were promoted to Higher Junior Grade.
- 3. During the period under report, one official expired.

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

- 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 400 officials only are in position.
- 2. During the period under report, the promotions were given to the following officers.

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- 3. During the period under report, 6 (six) officials retired from government service.
- 4. 2 (two) NSS official expired during the period.

(D) OTHER CADRE OFFICERS

Besides these services, the State has been utilizing the services of other Central services and other State services etc. During the report, 2(two) officers in the rank of Commissioner & Secretary have retired from service on completion of 35 years of service while one officer from the IFoS Cadre was absorbed in State service as OSD.

III. ADMINISTRATIVE REFORMS BRANCH.

- 1. The AR Branch deals with a variety of issue, including personnel policy, service matters, training matters etc.
- 2. During the period under report, AR Branch issued the following Office Memorandum/ instructions/guidelines etc:
 - (i) Issued an office memorandum revising the Compassionate Appointment Scheme for State government employees who die in harness.
 - (ii) Issued an office memorandum in connection with regularisation of contract/ad-hoc appointments against sanctioned post.
 - (iii) Issued an office memorandum prescribing the educational qualification for Directorate and District LDA-cum-Computer Assistant for the backward tribes.
 - (iv) Constituted a Committee for framing of the Common Directorate & District Stenographers Service Rules.
 - (v) Constituted a Committee for framing of the District Service Rules for the Ministerial employees.
 - (vi) Revocation of instructions requiring post facto approval of P&AR and Finance Departments after the matter is decided by the Cabinet.
 - (vii) Issued and office memorandum on restriction of foreign travel on government expenses
 - (viii) Issued a notification clarifying the criteria for promotion of the posts of Head Assistant, Class-III to that of Head Assistant, Class-II in the Districts.

- (ix) Issued an office memorandum amending the earlier office memorandum of P&AR Department vide dated 13.01.2010 regarding irregular appointment of Government servants.
- (x) Issued a notification creating a separate Directorate of Municipal Affairs in the Urban Development Department
- (xi) Issued a notification creating a separate Department of Municipal Affairs for administering the Directorate of Municipal Affairs and its functions.
- (xii) Issued a notification on the cadre management of the officers and staff of the Directorate of Urban Development and the Directorate of Municipal Affairs.
- (xiii) Issued an office memorandum on reservation of percentage for the District employees coming to the Directorate in pursuance of the Nagaland Directorate Ministerial Service Rules 2006.
- (xiv) Issued an office memorandum for phase-wise regularisation of fixed pay service of the existing 94(ninety four) ad-hoc Typists in the Nagaland Civil Secretariat and abolishing the posts of Typists in phase-wise as and when the regularised Typists incumbents vacated due to retirement.
- (xv) Issued a notification that in every Service Rules of the Departments all appointments to the service shall be made in accordance with the existing reservation policy of the State Government.
- (xvi) Issued a notification banning de-reservation of vacancies reserved for the backward tribes in direct recruitment and the vacancy meant for the particular backward tribe whose turn has come on the roster shall not be filled by a candidate belonging to any tribe.
- (xvii) Issued guidelinesfor recruitment of Grade-III & IV posts in the District Offices.
- (xviii) Issued a notification directing all Deputy Commissioners to constitute 'Local Complaints Committee' in the Districts and also designate a Nodal Officer in each sub-division to receive complaints for the redress of complaints relating to sexual harassment of women employees at their work places.
- (xix) Issued an office memorandum prescribing a new format for issue of Indigenous Inhabitant and Scheduled Tribe certificates.
- (xx) Issued an office memorandum directing all the Departments to implement the scheme for regularization and absorption of the Work-charged and Casual Employees in connection with the revision of pay and wages fixed by the State Government.

- (xxi) Re-constituted a verification Committee for the Work-Charged and Casual Employees for the Secretariat and Directorate level offices in Kohima.
- (xxii) Issued an office memorandum constituting a Manpower Rationalization Committee (MRC) replacing the Committee on Upgradation and Creation of posts.
- (xxiii) Issued an office memorandum clarifying the fixation of initial pay in the new band and prescribing IPS Format for the work-charged and casual employees and revision
- (xxiv) Issued an office memorandum regarding verification report in respect of Work-Charged and Casual Employees and for follow up action.
- (xxv) Issued an office memorandum regarding holding of suitability test for the contract/adhoc appointments against sanctioned post.

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

O & M Cell disposed of 996 files during the period under report relating to Personnel Policy and other Service matters referred to P & AR Department by various Departments.

V. <u>PENSION CELL</u>

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 of the following cases during the period from 01-03-2015 to 29-02-2016 as under.

(i) Superannuation Pension	: (a) IAS	: 3(three) nos.
	(b) NCS	: 1(one) no.
	(c) NSS	: 16(sixteen) nos.
(ii) Family Pension		: 4(four) nos.
(iii) Invalid Pension		: 54 (fifty four) cases of invalid pension from various Departments were examined and clearance/approval conveyed.
(iv) Extra-ordinary Pension		: 7(seven) nos.
(vii) Miscellaneous		: 5(five) nos.

VI. ADMINISTRATIVE TRAINING INSTITUTE

1. The Administrative Training Institute, Nagaland is the apex Training Institute in the State. It was established in 1972 with the objective of 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 for all Government servants to ensure effective and efficient functioning of the Government machinery in all spheres of Governance.

2. ATI is headed by a Director and assisted by 1(one) Additional Director, 2(two) Joint Directors, 1(one) Deputy Director (Research), 3(three) Deputy Directors (Training), 1(one) Lecturer, 1(one) Research Officer, 2(two) Librarians and other supporting staff.

3. The Mission of the Institute is to help the Government Departments tackle their challenging and complex public administration issues with a view to make continuous improvement in the performance of their employees.

4. The Institute has conducted training on different topics such as Mass Skill Up-gradation, Management, Accounts, Disaster Management, RTI Act 2005, Gender Issues, Rights and Welfare of Persons with Disability, Basic Office Procedures, Personality Development, Human Rights, Consumer Rights and Protection, Computer, Library Management etc.

- 5. Besides the normal trainings, the Institute has also carried out special trainings on:
 - (i) Nagaland Government Servants Conduct Rules, 1968 and Nagaland Services Discipline & Appeal Rules, 1967 for all the Directorates & Districts Offices of the State where 3847 government employees were trained, covering 62 Departments and Directorates.
 - (ii) Second ARC Recommendation training for NCS and NSS officers.
 - (iii) The on-going Induction Training Programme for cutting edge Government Employees (0-2 years) of Group B & C employees covering 5 Districts of the State out of which Peren, Phek, Khipire and Longleng has been completed. Training inTuensang will be taken up.
 - (iv) Civil Services Day Celebration, held during 20th-21st April, 2015 in ATI was participated by more than 200 Government employees from all the Government Departments of the State.
 - (v) The Institute during 2015-16 has completed 103 trainings and has trained 5470 participants.

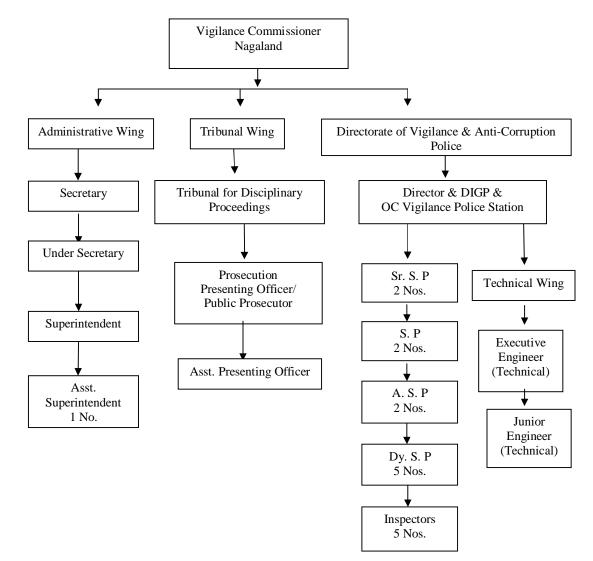
VII. STATE VIGILANCE COMMISSION

1. The Nagaland State Vigilance Commission was established in 1976. The Vigilance & Anti-corruption Police under the State Vigilance Commission is empowered to inquire

into or investigate into complaints of corruption, misconduct and misdemeanours of the public servants for omissions and commissions of offences in discharging their duties.

- 3. The State Vigilance Commission is headed by a Vigilance Commissioner with the following wings under him:
 - (i) Administrative Wing: Headed by a Secretary.
 - (ii) Tribunal Court: Headed by Tribunal for Disciplinary Proceedings & Special Judge.
 - (iii) Directorate of Vigilance & Anti-Corruption Police: Headed by the Director & DIGP.
 - (iv) Technical Wing: E.E (Technical) to assist the I.Os on technical matters.
- 4. The State Government has also appointed the Secretaries of the departments and the Deputy Commissioners of the districts as Vigilance Officers in their respective Departments and Districts. The Vigilance Officers are to coordinate with the Vigilance Commission, in cases involving allegations of bribery, corruption, forgery, cheating, criminal breach of trust, falsification of records, etc. and also cases where it is alleged that the officer have acquired assets disproportionate to their known sources of income. The drive against corruption, therefore, depends on how seriously the Vigilance Officers undertake these tasks.

5. The Organizational set up of the StateVigilance Commission



6. Functioning of the Vigilance Police Station

The Home Department's Notification vide No.CON-248/75 dated 21st August 1999 amended its earlier notification vide even No. dated 1st June, 1976 and further stated the following powers and jurisdiction to investigate into the offences punishable under the following sections of laws, as scheduled below:

- 1) All offences under the Prevention of Corruption 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 Acts, 1923.
- 5) All offences under the Assam maintenance of Public Order Act, 1947.
- 6) Attempts, abetments and conspiracies in items 4 to 5 above, by whosoever committed.
- 7) Any other particular offence or offences that may be specified by the State Government.

7. Basic function of P.E./ R.C. Cases

When, a complaint is received or information is received which may, after verification, indicate serious misconduct on the part of a public servant but is not adequate to justify registration of a regular case under the provisions of Section 153 Cr. P.C, a Preliminary Enquiry may be registered after obtaining approval of the Competent Authority. Sometimes the High Court also entrust matters to the State Vigilance Commission for enquiry and submission of report. In such situations also which may be rare, a 'Preliminary Enquiry' may be registered after obtaining orders from the Competent Authority. When the verification of a complaint and source information reveals commission of a prima facie cognizable offence, a Regular Case is to be registered as is enjoined by law. A 'Preliminary Enquiry' (P.E) may be converted into Regular Case (R.C) as soon as sufficient material becomes available to show that prima facie there has been commission of a cognizable offence or its discreet verification leads to similar conclusion, a Regular Case must be registered instead of a Preliminary Enquiry. It is, therefore, necessary that the Director must carefully analyse the material available at the time of evaluating the report submitted by Competent Authority of the Department so that registration of P.E. is not resorted to where a Regular Case can be registered. Where material or information available clearly indicates that it would be a case of misconduct and not criminal misconduct, it would be appropriate that the matter is referred to the Department at that stage itself by sending a self-contained note.

8. <u>Activities & Achievement during the reporting period fromMarch 2015to February</u> 2016

- i) Shri. K.T. Sukhalu, IAS (Retd) took charge of Vigilance Commissioner w.e.f. 30th March, 2015.
- Workshop on "The Nagaland Govt. Servants Conduct Rules, 1968" and "The Nagaland Services Discipline & Appeal Rules 1967" was successfully conducted on 14th October, 2015 at the Vigilance Commission's Conference Hall.
- iii) Vigilance Awareness week was observed on 26th October, 2015 at the State Academy Hall, Kohima to mark the observance of the Vigilance Awareness Week from

26thOctober to 1st November 2015 under the theme "Preventive Vigilance as a tool of Good Governance".

- a) Vigilance Commissioner addressed the function followed by administration of pledge to all the members present.
- b) An Inter-College Debate Competition was organized for the college students. A total of 10 (ten) Colleges from Kohima participated and prizes were distributed to the best three participants.
- iv) Commission officers attended "Training on e-Governance & Way forward" organised by the Department of IT&C in collaboration with e-Governance Academy, Estonia for IT Nodal Officers of all the Departments at Convention Centre on 30th November, 2015.

Over the years with the economic liberalization coupled with Foreign Direct Investment in the Country, India has made an impressive growth in its economy. It may be mentioned that the introduction of flagship programmes, such as, MGNREGA, the RTE Act, NRHM, the Food Security Bill and many more flagship programmes of the Government of India has made an impact on the village economic conditions in the Country.

However, it is our experience that such programmes are fraught with mis-utilisation and mismanagement. The remedy lies with the judicious utilisation of funds by the nodal departments which can affect an effective delivery system to the targeted group.

Our analysis also shows that the number of complaints against corruption has come down but the amount of embezzlement has increased from few thousands of rupees to several crores of rupees. In the age of information technology the State Vigilance Commission is developing its own website to make information available to citizens and also to enable them register online complaints for speedy conduct of investigation into cases of corruptions.

The Disciplinary Authorities must ensure the integrity of government servants working under their respective establishments and not depend solely on the Vigilance Commission & Anti-Corruption agency to check complaints of corruption, misconduct and misdemeanours of the public servants for omissions and commissions of offences in discharging their duties.

1) No. of cases registered during March 2015- February 2016 :36 cases.

a)	Regular Cases (R.C.)	:	3 cases
b)	Preliminary Cases (P.E.)	:	33 cases
	Total	:	36 cases

2) No. of cases brought forward from previous year: 67 cases

a) Regular Cases (R.C.)	:	37 cases
b) Preliminary Cases (P.E.)	:	30cases
Total	:	67Cases

3) Total Number of cases investigated during the period : 36 + 67 = 103 cases

Sl. No.	Case No.	Nature of Allegation	Number of persons penalised/convicted and status of action taken
1	A.VIG-8/2014	Complaint against illegal appointments/ absorption and regularization of officers in the Department of Industries and Commerce	Dropped due to lack of evidence
2	E.VIG-18/2004	Verification of medical reimbursement bills in r/o 1 (one) MT PHQ, 1 (one) S.I. of Statistics and 1 (one) ex-Primary Teacher	Administrative warning issued to 1 (one) Medical Officer
3	A.VIG-11/2012	Complaint against construction of Road from Diezephe to Razaphe via Vidima	Closed on completion of work
4	A.VIG-4/2014	Complaint against the Excise Department, Nagaland on pilferage of 2054 cases of IMFL/Beer	Administrative warnings served to : 1(one) Supt. of Excise 2(two) Inspectors
5	B.VIG-1/2006	Misappropriation of money allotted to the Educated Unemployed Union of Nagaland (EUUN) by the President, EUUN	An amount of Rs. 30,000/- recovered and deposited through Challan
6	A.VIG-1/2015	Complaint against one person for holding 2(two) posts.	Allegation found baseless
7	A.VIG-23/2015	Complaint against one BDO for drawing an amount of Rs. 17,29,120/- under MGNREGA from the public union Chingmei Village's Account.	Closed on refunded of the amount to the Union.
8	A.VIG-2/2014	Complaint against misuse of MGNREGS funds in Kikruma Village	Closed on settlement between the 2(two) parties.
9	A.VIG-11/2015	Excess payment of Rs. 2.09 crore to lessee against the cost of energy generated from LHEP under Power Deptt.	-
10	R.C1/2010	Verification of HSLC Admit Card & Mark Sheet in r/o one Supervisor, Sericulture Deptt.	1 (one) Supervisor convicted to pay a fine of Rs. 5000/- in default to undergo 1 year R.I.
11	R.C6/2014	Fictitious payments or Rs. 36.95 lakh under the E.E. (R&B) South Division.	Prima facie not established
12	R.C7/2008	Complaint against withdrawal of Rs. 82,25,000/- by one Contractor without execution of various developmental projects at Oting Village.	Closed on completion of incomplete construction works.
13	R.C19/2010	Double employment of the same person against 2 (two) posts.	2 (two) persons were convicted to pay a fine

4) Imposition of Penalties/Conviction and status of action taken : 22 cases

			of Rs. 5000/- each and
			1 (one) person a fine of
			Rs. 40,000/-
14	R.C14/2010	Fraudulent drawal of Travelling Allowance	1(one) Headmaster and
		(2008-2009)	1(one) STO discharged
			from liabilities.
15	R.C5/2006	Illegal deduction of 50% of ADA Arrears in r/o	Administrative
		work charge staff under Housing Department	warnings issued to:
			1(one) UDA
			2(two) SA
			Amount recovered: Rs.
			6.30 lakh
16	R.C2/2010	Possession of false certificate for employment as	2 (two) ANM/FHW
10	R.C2/2010	ANM/FHW in the Medical Deptt.	terminated from
		The main and the second Deput.	service
17	R.C1/2013	Complaint against procurement of false	Allegation could not
17	K.C1/2013	appointment order	be established.
18	R.C14/2009	Complaint against 1(one) person for holding	1(one) P/T convicted
10	K.C14/2009		
		2(two) posts	to pay a fine of Rs.
			10,000/- in default to
			undergo 6 (six) months
10	D G 40/0040		S.I.
19	R.C10/2010	Misappropriation of funds meant for Tsutsung	Administrative
		M.I. Projects under Mokokchung Dist. (2008-	warning issued to the
		09)	then E.E. (I&FC)
20	R.C.12/2012	Complaint pertaining to Financial Assistance for	Prima facie not
		construction of Margaret Shishak School of	established.
		Music Building at Patkai Christian College,	
		Chumukedima, Dimapur	
21	R.C9/2010	Misappropriation of food grains meant for APL	Dropped due to lack of
		& BPL Beneficiaries	evidence.
22	R.C13/2012	Complaint against the Deptt. of Horticulture for	Dropped due to lack of
		gross misappropriation under various CSS	evidence
		Scheme	
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NUMBER OF PERSONS PENALISED/CONVICTED				
Sl. Particulars Total Number				
1	Number of Gazetted officers	7		
2 Number of Non-Gazetted employees		7		
3	3Number of Public Servants, Private etc.3			
GRA	GRAND TOTAL (No. of persons involved etc.) 17			

5) Cases under Investigation : 76 cases

Sl. No.	Case No.	Nature of Allegation	
1	R.C-11/2012	Complaint against condemnation and dismantling of Govt. quarters	
2	R.C -8/2014	Doubtful expenditure on free distribution of LPG connections	
3	R.C-2/2013	Condemnation and dismantling of Govt. quarters	
4	R.C-11/2014	Misuse of funds under Horticulture Technology Mission	
5	A.VIG-4/2008	Confirmation withdrawal of GPF final payment an amount of Rs. 81,689/-	
6	A.VIG-6/2008	Appointment of Primary Teacher at GPS Khusomi village without verification of his fake certificate of PU Pass	
7	A.VIG-1/2013	Non-completion of work for improvement of road from Mini Hydro Project Tehok-Chenloisho after a lapse of 6 (six) years.	
8	A.VIG-5/2014	Illegal regularization of 20 work charge employees	
9	A.VIG-12/2015	Payment of Rs. 3.46 crores on fictitious measurements of 40 projects	
10	R.C-20/2010	Appointment of work charge employees despite being banned	
11	R.C-21/2010	Forged signature of the appointing authority in the appointment order.	
12	R.C-2/2014	Complaint against DTO, Zunheboto for issue of fake/fraudulent driving license.	
13	B.VIG-2/2010	Anomaly of Chukitong Village Development Board (VDB)	
14	R.C-6/2011	Appointment made without sanctioned post/suspected forged signature of the Authority	
15	R.C-5/2014	Complaint against construction of road from old Phek via Khuza to Satakha	
16	A.VIG-14/2015	Unexecuted project worth Rs. 0.38 crore at Amiyighoki of Zutovi village but completion report furnished	
17	A.VIG-2/2015	Non-completion of Cricket Stadium at Sovima mount to Rs. 74.83 crores since 2009	
18	A.VIG-26/2015	Verification into genuineness of claim for family pension after a lapse of 36 years	
19	A.VIG-30/2015	Complaint against the National Lake Conservation Project under PHE Department	
20	A.VIG-02/2016	Complaint against non-execution of PMGSY road construction work.	
21	R.C-4/2011	Appointment against fake vacancy under School Education Department	
22	RC-9/2014	Withdrawal of medical advance under the Industries Department	
23	R.C-10/2014	Misappropriation of Rs. 3 crores for construction of ropeway between Puliebadze and Kohima Village	
24	A.VIG-5/2015	Undue benefit of Rs. 10.25 crore to a local contractor for setting up of MRI	
25	A.VIG-18/2015	Mis-utilization of Rs. 5.49 crore meant for procurement of stone boulder and chips	
26	A.VIG-14/2012	Gross misuse of VDB fund under NREGA under RD Block Wokha	

27	A.VIG-31/2015	Complaint against DRDA, Kiphire for manipulation of funds under NREGA Project during 2013-14 and 2014-15		
28	R.C-5/2011	Misappropriation of old age pension & disabilities fund under Social Welfare Department, Longleng		
29	R.C-5/2012	Forgery/impersonation in the appointment of Medial Attendant		
30	A.VIG-1/2014	Misappropriation of project funds without execution of work at Thevopisü Village, Phek District		
31	A.VIG-15/2012	Forgery, cheating funds under Social Welfare		
32	B.VIG-3/2012	Complaint against irregularities under Central Store Electrical Department, Dimapur		
33	R.C-1/2014	Authentication of appointment order under different Health Units in Wokha		
34	A.VIG-8/2015	Short receipt of equipment worth Rs. 0.81 crore in four test checked districts from the equipment issued by SHS during 2009-2014		
35	R.C-3/2015	Misappropriation of Accelerated Irrigation Benefit Programme (AIBP) Scheme by the Executive Engineer (Irrigation), Phek		
36	R.C-2/2015	Irregularities in the selection of MBBS/ BDS through NSPMT		
37	A.VIG-29/2015	Complaint against PHE Department for misuse of funds under maintenance.		
38	B.VIG-1/2010	Procuring fake certificates and getting into government service under Education Department		
39	B.VIG-4/2014	Forgery and financial misappropriation at Mt. Tiyi Govt. College, Wokha		
40	A.VIG-3/2015	Fictitious expenditure amounting to Rs. 0.19 crore without execution of work meant for construction of 2 (two) Sub-Centres		
41	A.VIG-7/2015	Purchase of 50 types of medicines and seven equipment above the maximum retail price for Rs. 0.75 crore		
42	A.VIG-24/2015	Matter relating to GEF-UNDP in Nagaland		
43	A.VIG-7/2014	Drawal of Rs. 10,00,000/- for ghost work charge employees under Directorate of Irrigation & Flood Control		
44	A.VIG-4/2015	Fictitious expenditure amounting to Rs. 0.39 crore without execution of work		
45	A.VIG-27/2015	Illegal registration of GVW under Transport Department		
46	A.VIG-01/2016	Complaint against misappropriation of CSS under Social Welfare Department		
47	A.VIG-3/2014	Settlement of GPF Final under SDEO Mokokchung		
48	A.VIG-16/2015	Allowance of rs78.511akhs in 15 bills against non-existent employees		
49	A.VIG-5/2013	Complaint against tampering of date of birth in the service book under NST Deptt.		
50	R.C-9/2012	Pension objection in respect of Lt. P. PiholiSema P/T		
51	A.VIG-3/2010	Fake education certificate and overage during the time of appointment under Education Department		
52	A.VIG-9/2015	Short receipt of medicines worth Rs. 0.72 crore under Medical Department		
53	R.C-3/2011	Appointment against non-existent vacancies under Education Department		

54	B.VIG-2/2014	Complaint against the Power Dept. for executing 'Deposit Work' departmentally in all the electrical division without authorized electrical contractor		
55	A.VIG-10/2015	Short receipt of medicines and equipment worth Rs. 1.66 crore with Central Store of NRHM though full payment was released to the suppliers		
56	A.VIG-13/2015	Payment of Rs. 0.71 crore to the contractors against incomplete and abandoned project under Irrigation & Flood Control Department		
57	A.VIG-22/2015	Complaint against the office of CMO, Kiphire for misuse of fund under NRHM Project (ASHA, JSK, JSSK) during 2013-15		
58	A.VIG-1/2011	Appointment of daughter against the bogus vacancy of the mother under Education Department		
59	A.VIG-12/2012	Holding of 2 (two) posts and modification of name as Forest Guard, Kiphire and under SDEO Dimapur		
60	A.VIG-3/2013	Misuse of funds under Power Department (Jalukie, Peren and Ganeshnagar)		
61	A.VIG-17/2015	Drawal of Rs. 1.24 crore meant for implementation of National Land Records Modernization Programme by forging APRs in the name of three District Land Records and Survey Officers		
62	B.VIG-1/2014	Installation against Solar Power Plant without authorized electrical contractor		
63	A.VIG-21/2015	Irregular appointment/regularization/grant of scale pay/promotion under NPWD in r/o 164 employees		
64	A.VIG-19/2015	Evasion of tax by M/s Kaho Motors and M/s Urban Station, Dimapur		
65	B.VIG-2/2012	Bogus Primary Teacher at GPS, LioLongidang, Bhandari, Wokha		
66	A.VIG-15/2015	Discrepancy between records of measurement and actual execution and payment made mounting to Rs. 1.05 crore		
67	B.VIG-1/2012	Possession of fake educational certificate under GHSS, Aboi, Mon		
68	A.VIG-6/2015	Rs. 0.20 crore released to three contractors against unexecuted construction of 4 (four) BHOs		
69	A.VIG-20/2015	Assessing Authority did not consider the records of the Check Posts/ Mobile Squad while scrutinizing the Returns and passed the assessment order which led to an evasion of tax amounting to Rs. 63.53 lakh with an interest levy able of Rs. 59.26 lakh.		
70	A.VIG-25/2015	Verification into genuineness of claim for family pension after a lapse of 31 years under Forest Department		
71	A.VIG-28/2015	Financial irregularities under AYUSH Programme		
72	B.VIG-3/2014	Execution of electrical installation work by unauthorized contractor		
73	A.VIG-4/2007	Fraudulent drawal of GPF payment under Education Department		
74	R.C-1/2015	Misappropriation of IEDSS fund meant for disabled students by School Education Deptt.		
75	R.C-3/2014	Complaint against DTO, Wokha for issue of fake/fraudulent driving license.		
76	R.C-7/2014	Construction of Swimming Pool and fictitious payment thereof under the Youth Resources Department		

6) Gist of the physical achievement report

- I)
- P.E. : Preliminary Enquiry. R.C. : Regular Case (Criminal) S.F. : Screening File. II)
- III)

Sl.	Particulars	Case Series		
No.		P.E.	R.C.	Total
1	No. of cases where action was taken	9	13	22
2	No. of cases under investigation	54	22	76
3	No. of cases under Trial		04	04
4	No. of cases where F.R. Submitted to the		01	01
	Court			
5	5 Total Number of Cases investigated during the period			103
6	Amount/material recovered	i) Amount : Rs. 6,60,000/- (six lakh sixty		
	thousand) only.			
7	Construction of works was taken up by the Positive Vigilance :			ce :
	Contractors/Department concerned on the i) Diezephe to Razhaphe-Road & Brid			naphe-Road & Bridge.
	direction and recommendation of the	and recommendation of the ii) Oting village- Retaining wall, Public		etaining wall, Public
	Vigilance & Anti-Corruption Police.	toilet etc.		

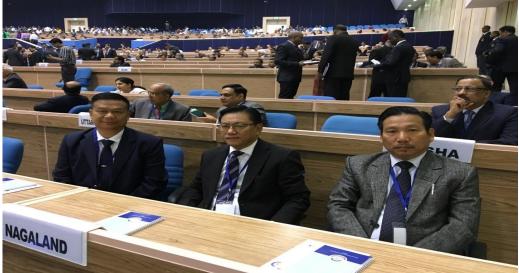
9. Number of cases registered and investigated with various Government Department during March 2015 to February 2016

Sl. No.	Name of the Department	Number of cases
1	School Education	20
2	Health & Family Welfare	17
3	Rural Development	8
4	PWD	13
5	Dimapur Municipal Council	1
6	PHED	3
7	Transport	4
8	Police	1
9	Food & Civil Supply	2
10	Social Welfare	3
11	Power	5
12	Youth Resources	2
13	Forest	3
14	Horticulture	2
15	New & Renewable Energy	1
16	Excise	1
17	Industries & Commerce	2
18	Irrigation & Flood Control	7
19	Deputy Commissioner Office	1
20	Technical Education	1
21	Higher Education	1

22	Soil & Water Conservation	1
23	Land Records & Survey	1
24	Taxation	1
25	Finance	1
26	Sericulture	1
27	Planning and Co-ordination	2
	Total	105

10. <u>Report on activities of the Technical Wing:</u>

Technical verification concluded by the Technical Wing from March 2015 to February 2016 =**11 cases.**



Vigilance Commissioner with Director/DIG & Sr. SP attending 21stConference of CBI & State ACB's Vigilance Bureaux in New Delhi.



Group photograph with Hon'ble Prime Minister of India during the conference in New Delhi.

VIII. NAGALAND PUBLIC SERVICE COMMISSION

The Nagaland Public Service Commission was set up in 1965 with a composition of one Chairman & two Members. The composition was revised in 1985 by addition of one more Member. In 2007 the strength of members of the Commission was increased to 4(four). The Commission shall functioned with composite strength of 1(one) Chairman & 4(four) Members.

1. The incumbents during the period are:

- (i) ShriA.YanangKonyak Chairman
- (ii) Er. Fury Putsure Member I
- (iii) Shri. Idailung Thou Member II(iv) Smti. W. ChubalaAier Member III
- (iv) Smti. W. ChubalaAier Member III(v) Shri S. ChontaKhiam Member IV
- (v) Shri S. ChontaKhiam Member IV(vi) Smti Sarah R.Ritse Secretary

2. Appointment & Retirement:

- (i) ShriIdailung Thou was appointed as Member of the Commission w.e.f 15.04.2015
- (ii) Smti. W. ChubalaAier was appointed as Member of the Commission w.e.f 29.04.2015.
- (iii) ShriNungsanglemba Chang, Member of the Commission retired on 31.12.2015.
- (iv) Shri S. ChontaKhiam was appointed as Member of the Commission w.e.f 05.02.2016

The total strength of staff of the Commission during the year under report, including the Commission Chairman and Members is 69.

3. Receipt and Expenditure:

(i) Receipts:

During the year under report, the Commission received a sum of Rs.56,59,800/- (fifty six lakhs fifty nine thousand and eight hundred only) by way of collection of examination fees and selling of forms.

(ii) Budget Allocation:

	Total	: Rs. 576.11 Lakhs
8.	Motor Vehicles	: Rs 57.67 Lakhs
7.	Advertisements	: Rs. 8.00 Lakhs
6.	Rent, Rates & taxes	: Rs. 4.00 Lakhs
5.	Prof &Spl. Services	: Rs. 50.00 Lakhs
4.	Office Expenses	: Rs 30.00 Lakhs
3.	Travel Expenses	: Rs 10.00 Lakhs
2.	Wages	: Rs 4.32 Lakhs
1.	Salaries	: Rs 412.12 Lakhs
1	Calania a	. D. 410 10 I -1-1

(i)NCS, NPS, NSS & Allied Services Examination, 2015-2016:

The Commission received 15196 applications for the NCS, NPS, NSS & Allied Services Examination, 2015 and 13002 candidates appeared in the Preliminary Exam which was conducted on 26.09.2015. The Written Examination (Preliminary)-2015 result was declared on 20th January 2016 and 706 candidates have been selected to sit for the Main Examination.The Commission is yet to conduct the exam.

Sl. No	Name of the Posts	Name of the Posts Name of the Department		Recommended on 37% posts reservation for BT on Roster Basis		
1	Medical Officer (Cl-I Gazetted)	Health & Family Welfare	18 (eighteen)	 Pochury Zeliang Chang Yimchunger Sangtam 		
2	Food Safety Officer (Cl-III Non-Gazetted)	Health & Family Welfare	4 (four)	 Chakhesang Zeliang 		
3	Veterinary Assistant Surgeon (Cl-I Gazetted)	Veterinary& Animal Husbandry	8 (eight)	1. Konyak 2. Pochury		
4	Assistant Conservator of Forest(Cl-I Gazetted)	Environment, Forest, & Climate Change	2 (two)	-		
5	Assistant Geologist (Cl-I Gazetted)	Geology & Mining	2 (two)	1. Chang		
6	Assistant Planning Officer (Cl-II Gazetted)	Planning & Co-ordination	1 (one)	-		
7	Statistical Officer (Cl-II Gazetted)	Economics & Statistics	1 (one)	-		
8	Extension Officer (Cl-III Non-Gazetted)	Sericulture	6 (six)	1. Chang 2. Khiamniungan		
9	Junior Soil Conservation Officer(Cl-II Gazetted)	Soil & Water Conservation	4 (four)	1. Chang		
10	Agri. Inspector (Cl-III Non-Gazetted)	Agriculture	8 (eight)	 Konyak Phom Chang 		

(ii) Combined Technical Services Examination, 2015-2016:

11	Inspector of Legal Metrology & Consumer Protection (Cl-III Non-Gazetted)	Legal Metrology & Consumer Protection	4 (four)	 Konyak Chang
12	Sub-Divisional Officer (Electrical) (Cl-I Gazetted)	Power	5 (five)	1. Sangtam
13	Assistant Electrical Inspector (Cl-II Gazetted)	Power	1(one)	-
14	Junior Engineer (Electrical) (Cl-II Gazetted)	Power	18 (eighteen)	 Chang Khiamniungan Chakhesang Chakhesang Zeliang
15	Junior Engineer (Civil) (Cl-II Gazetted)	Power Department	2 (two)	-
16	Sub-Divisional Officer (Civil/Agri.) (Cl-I Gazetted	Irrigation & Flood Control	4(four)	1. Khiamniungan
17	Junior Engineer (Civil/Agri.) (Cl-II Gazetted	Irrigation & Flood Control	4 (four)	1. Zeliang
18	Assistant Mechanical Engineer (Mechanical) (Cl-I Gazetted)	Works & Housing	1 (one)	-
19	Junior Engineer (Mechanical) (Cl-II Gazetted)	Works & Housing	2 (two)	-
20	Sub-Divisional Officer (Civil) (Cl-I Gazetted)	Works & Housing	6(six)	1. Konyak
21	Junior Engineer (Civil) (Cl-II Gazetted)	Works & Housing	13 (thirteen)	 Chakhesang Konyak Zeliang Chang Sangtam
22	Sub-Divisional Officer (Civil) (Cl-I Gazetted)	PHED	3 (three)	1. Chang
23	Junior Engineer (Civil) (Cl-II Gazetted)	PHED	15 (fifteen)	 Konyak Pochury Chang Khiamniungan
24	Fishery Inspector (Cl-III Non-Gazetted)	Fisheries	2 (two)	1. Phom
25	Lecturer (Civil Engg.) (Cl-I, Gazetted)	Higher & Technical Education	1 (one)	-
26	Asstt. Lecturer (Electrical Engg.) (Class-III. Non-Gazetted)	Higher & Technical Education	1 (one)	-

27	Demonstrator (Electrical)	Higher & Technical	1 (one)	-
	(Cl-III, Non-Gazetted)	Education		
28	Motor Vehicle Inspector	Transport	1 (one)	
	(Cl-III Non-Gazetted)			-

(iii) Common Education Services Examination 2015-2016:

The Commission received 738 Application forms for the Common Education Services Examination 2015 and the Written Examination was conducted from 6th to 8th October 2015. The result is not yet declared.

Sl. No	Name of the Department	Designations of posts recommended by DPC	No. of posts	No. of officers in the panel	No. of post recommended
1	Vigilance	(i) Under Secretary	1	3	1
	Commission	(ii) Superintendent	1	3	1
2	Commissioner	(i) Spl. Gd. DB	1	2	1
	Office	(ii) PA to DC	2	6	2
3	Agriculture	(i) Additional Director	2	6	2
	-	(ii) Joint Director	1	3	1
		(iii) Deputy Director	5	15	5
		(iv) SDAO	5	15	5
		(v) AMO	2	6	2
		(vi) LTO	2	6	2
4	Higher Education	(i) Principal	2	6	2
5	Printing &	(i) Joint Director	1	3	1
	Stationary	(ii) Deputy Director	1	3	1
		(iii) Asst. Director	1	3	1
		(iv) Reader Gd.I	1	3	1
		(v) Superintendent	1	3	1
6	NSS	(i) Joint Secretary	2	6	2
		(ii) Deputy Secretary	4	12	4
		(iii) under Secretary	5	15	5
		(iv) S.O	5	15	5
7	Industries &	(i) Director	1	3	1
	Commerce	(ii) Additional Director	3	9	3
		(iii) Joint Director	6	18	6
8	Sericulture	(i) DSO	1	3	1
		(ii) ASO	1	3	1
9	Irrigation &	(i) ICE	1	3	1
	Flood Control	(ii) SE	3	9	3
		(iii) EE	15	45	15
		(iv) SDO	10	30	10
		(v) Superintendent	3	9	3
		(vi) Asst. Superintendent	1	3	1

4. Departmental Promotion Committee:

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			(ii) Deputy Director	1		1
		Sports	(iii) Asst. Director	1		1
(iv) District Sports 1 3 1			(iv) District Sports	1	3	1
Officer						
21Secretariat(i) Computer Librarian131	21		(i) Computer Librarian	1	3	1
Technical						
Services		Services				

22	School	(i) Joint Director	1	3	1
	Education	(ii)Deputy	13	39	13
		Director/DDEO			
23	Transport Deptt	(i) Joint Transport	1	3	1
	(Motor	Commissioner			
	Vehicles)	(ii) Deputy Transport	1	3	1
		Commissioner			
24	Fire &	(i) DIG	1	3	1
	Emergency	(ii) Inspector	2	6	2

IX. NAGALAND INFORMATION COMMISSION

1. <u>Introduction:</u>

The Nagaland Information Commission was constituted under section 15(1), (2) & (3) of the Right to Information Act, 2005, on 14th 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.

2. Present Information Commissioners:

At present the Nagaland Information Commission is functioning with only one Commissioner i.eShri. BukchemPhom, Chief Information Commissioner.

3. <u>Sanctioned strength of the Commission:</u>

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 is headed by the Chief Information Commissioner. The Secretary, Nagaland Information Commission (NIC) functions as the head of the administrative department and is assisted by Superintendent, Accounts Officer, ministerial and Grade-IV staff.

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

Sl.No.	Name of post	No. of post	Remarks
1	Chief Information Commissioner	1 post	
2	State Information Commissioner	2 posts	Vacant
3	Secretary	1 post	The post of Deputy Secretary is re-designated as Secretary
4	Under Secretary	1 post	Vacant
5	Superintendent	1 post	Filled on deputation
6	Accounts Officer	1 post	Vacant. Consultant (Account) currently engaged on contract basis.
7	Computer Programmer	1 post	
8	Stenographer, Gr-II	2 posts	1 post requisitioned to NPSC

9	LDA-cum-Computer Assistant	2 posts
10	Driver, Grade-II	3 posts
11	Office Peon	1 post
12	Chowkidar	1 post
	Total No. Posts	17 Posts

- (i) On attaining 65 years of age on 16.11.2015, Smti. Kevinino P. Meru had demitted office from the post of the Chief Information Commissioner, Nagaland.
- Ms.Kesana, Personal Peon to Chief Information Commissioner has been terminated from the post of Personal Peon as the post being co-terminus with that of the Chief Information Commissioner w.e.f 16.11.2015
- (iii) ShriWorhonthungEzung, Under Secretary was promoted to Deputy Secretary vide Notification No. AR-7/RTI-22/2015 dated 03.07.2015.
- (iv) ShriWorhonthungEzung, Deputy Secretary was re-designated to the post of Secretary, Nagaland Information Commission vide Notification No. AR-7/RTI-22/2015 dated 28.11.2015
- (v) ShriBukchemPhom was appointed Chief Information Commissioner vide Notification No.AR-7/RTI-21/2014, dated 9.12.2015.
- (vi) 1 (one) post of Accounts Officer at Sl. No. 6 is presently filled up on contract basis as Consultant (Accounts) with a fixed honorarium of Rs. 25,000/- p.m
- (vii) 2 (two) posts of Stenographer, Grade-III are currently on attachment from the Nagaland Civil Secretariat.

4. <u>Contingency employees:</u>

- (i) Principal Private Secretary (PPS) to Chief Information Commissioner, Nagaland =1 No.
- (ii) Consultant (Accounts) in lieu of Accounts Officer = 1 No.
- (iii) Office Peons = 3 Nos.
- (iv) Personal Peon = 1No.
- (v) Driver = 1 No.
- (vi) Sweeper = 1 No.

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 23 (twenty three).

5. <u>Registration/Admission of NIC in NFICI:</u>

The Nagaland Information Commission is registered member of the National Federation of Information Commissions in India (NFICI) since August, 2011 and has been registering as a member every year with a sum of Rs. 1,00,000/-. It has it's headquarter at Hyderabad.

6. <u>RTI applications received in the Commission during 2015-16.</u>

The Commission had received twenty one (21) numbers of RTI requests/applications during period under report. The details of the status are as shown below.

Rece fro				ed		Trans	ferred		irst peal	(Amo	unts in	Rs.)
Within the State	Outside the State	Total received	Furnished	Rejected/Deni	Under process	To	From	Received	Disposed	Fees	Cost	Penalty
2	19	21	6	NIL	NIL	15	NIL	NIL	NIL			

7. <u>Appeals and Complaints:</u>

(As on February, 2016)

Cases	Received	Disposed	Pending	No. of PIO penalised	Penalty imposed
Complaint	8	5	3	1	Rs. 25,000/-
Appeal	39	18	21	4	Rs. 23,500/-
Total	47	23	24	5	Rs. 48,500/-

8. <u>Trainings/Seminars/Workshop/Tours etc:</u>

(a) Smti. Kevinino P. Meru, Chief Information Commissioner (Retd), had attended the meeting of the Chief Information Commissioners on 28th August, 2015 at Civil Services Officers Institute, New Delhi.

(b) ShriBukchemPhom, Chief Information Commissioner attended the following seminars/Workshops in 2015-16.

- (i) Attended the 14th Board of Governors meeting of National Federation of Information Commissions in India (NFICI) on 26-11-2015 at Civil Services Officers', Institute, New Delhi.
- (ii) Attended the Annual Convention convened by the Central Information Commission on 16th and 17th October, 2015 at VigyanBhawan, New Delhi.
- (iii) Attended the Regional Workshop on RTI for North Eastern States on 7th October, 2015 at Assam Administrative Staff College, Guwahati.
- (iv) Attended the 5th General Body meeting of National Federation of Information Commissions in India (NFICI) o 17th April, 2015 at New Delhi.
- (c) ShriWorhonthungEzung, Secretary was invited as resource person during the following training programmes conducted by ATI:
 - (i) Refresher Course for District Level (ToT) under BRGF on 17th May, 2015 at SIRD Conference Hall.

(d) The following officers and staff of the Nagaland Information Commission had attended various training programmes at ATI:

- (i) Shri S.ChumbemoKithan, Computer Programmer on "Right to Information Act, 2005" from 25-26 August, 2015.
- (ii) Shri W. ZibenthungNgullie, Superintendent on "Right to Information Act, 2005" from 25-26 August, 2015.
- Shri S.ChumbemoKithan, Computer Programmer and Shri. W. ZibenthungNgullie, Superintendent on "Workshop on RTI Act, 2005" on 4th November, 2015.
- (iv) Ms. Alice Yanthan, Stenographer on "Sensitization on Human Rights" on 16.09.2015.
- (v) ShriVisizo, LDA-cum-Computer Asst. on "Office Ethics and Personality Development" from 01 03 July, 2015.
- (vi) ShriVisizo, LDA-cum-Computer Asst. on "Basic Accounting Procedure" from 09 11 September, 2015.
- (vii) ShriVisizo, LDA-cum-Computer Asst. on "Library Management" from 02-04 February, 2015.
- (viii) ShriThujotaKeyho, LDA-cum-Computer Asst. on "Accounting Procedure" from 23-25 June, 2015.
- (ix) ShriTeihnyeiKonyak, Office Peon on "Office Courtesy for Grade-IV Employees" on 28.08.2015.
- (x) ShriLongtaPhom, Office Peon on "Office Courtesy for Grade-IV Employees" on 29.08.2015.

9. <u>Compilation of the Commission's decisions and Orders:</u>

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.

10. Observation of RTI Week 2015 :

Alongwith the rest of the County, Nagaland Information Commission had also observed the RTI Week from 5th-12th October, 2015 in all the eleven (11) Districts across the State. During the year 2015, with the aim to create awareness and an informed citizenry at the grass root level about the importance of RTI as a tool for transparency and accountability, the Commission had chosen the theme, 'RTI and Village Administration', and had organised special programmes in all the districts through the district administration to sensitize the village functionaries, particularly the Village Councils and VDBs. During the programme, the RTI short film produced by the Commission was also screened.

11. Translation of RTI Act, 2005 to Konyak and Phom dialects.

The RTI Act, 2005 was translated to Konyak and Phom dialect with the assistance of translators from DIPR.

12. <u>10th Year of the Inception of the Nagaland Information Commission:</u>

The Nagaland Information Commission will be completing 10th year of its inception in March, 2016, for which the Commission is contemplating to organise one day programme at Capital Convention Centre on 3rd March, 2016.

13. <u>Construction of Nagaland Information Commission's Office Building:</u>

The Office building of Nagaland Information Commission is under construction at the New Capital Complex Division (NCCD), Kohima. The project is undertaken by the M/s Engineering Station, Kohima, Nagaland.