



**GOVERNMENT OF NAGALAND**

**THE NAGALAND RULES OF EXECUTIVE BUSINESS, 2016**

**DEPARTMENT OF  
PERSONNEL AND ADMINISTRATIVE REFORMS  
NAGALAND : KOHIMA.**

# INDEX

| <b>CONTENTS</b>   | <b>PAGE NO</b> |
|---|----------------|
| <b>1. PREAMBLE AND DEFINITIONS .....</b>  | <b>3</b>       |
| <b>2. PART-I : ALLOCATION AND DISPOSAL OF BUSINESS .....</b>  | <b>4-5</b>     |
| <b>3. PART-II : PROCEDURE OF THE CABINET .....</b>  | <b>6-7</b>     |
| <b>4. PART-III : DEPARTMENTAL DISPOSAL OF BUSINESS .....</b>  | <b>8-10</b>    |
| <b>A-GENERAL</b>  |                |
| • Classes of Cases to be submitted to the Chief Minister<br>before issue of Order. ....   | 10-11          |
| • Classes of Cases to be submitted to the Governor after<br>obtaining approval of the Chief Minister. ....                          | 12-13          |
| • Governor's special responsibility for Law and Order regarding<br>action to be taken in exercise of his individual judgement. .... | 13             |
| <b>B-Finance Department .....</b>   | <b>14-16</b>   |
| <b>C-Justice and Law Department .....</b>   | <b>16-18</b>   |
| <b>D-Personnel &amp; Administrative Reforms Department .....</b>  | <b>18</b>      |
| <b>E-Planning Department .....</b>  | <b>19</b>      |
| <b>5. PART-IV : SUPPLEMENTARY .....</b>   | <b>19</b>      |
| <b>6. FIRST SCHEDULE (Under Rule 4)</b>   |                |
| 1. Agriculture Department .....   | 20-21          |
| 2. Art & Culture Department .....   | 21             |
| 3. Border Affairs Department .....  | 21             |
| 4. Cabinet Secretariat .....  | 22             |
| 5. Chief Minister's Secretariat .....   | 22             |
| 6. Co-operation Department .....  | 23             |
| 7. Department of Underdeveloped Areas .....   | 23             |
| 8. Election Department .....  | 24             |
| 9. Environment, Forest & Climate Change Department .....  | 24             |
| 10. Excise Department .....   | 24             |
| 11. Finance Department .....  | 24-26          |
| 12. Fisheries Department .....  | 26-27          |
| 13. Food & Civil Supplies Department .....  | 27             |
| 14. Geology & Mining Department .....   | 28             |
| 15. Health & Family Welfare Department .....  | 28-29          |

|  |              |
|--|--------------|
| 16. Higher & Technical Education Department .....                              | 29-30        |
| 17. Home Department .....  | 30-35        |
| 18. Horticulture Department .....  | 35-36        |
| 19. Industries & Commerce Department .....                                     | 36-37        |
| 20. Information & Public Relations Department .....                            | 37           |
| 21. Information Technology & Communication Department .....                    | 37           |
| 22. Irrigation & Flood Control Department .....                                | 38-39        |
| 23. Justice & Law Department .....   | 39-40        |
| 24. Labour & Employment, Skill Development & Entrepreneurship Department ..... | 40-41        |
| 25. Land Resources Department .....  | 41           |
| 26. Land Revenue Department .....  | 41           |
| 27. Municipal Affairs Department .....   | 42           |
| 28. New & Renewable Energy Department .....                                    | 42           |
| 29. Parliamentary Affairs Department .....                                     | 42-43        |
| 30. Personnel & Administrative Reforms Department .....                        | 43-45        |
| 31. Planning & Co-ordination Department .....                                  | 45-46        |
| 32. Power Department .....   | 46           |
| 33. Public Health Engineering Department .....                                 | 46           |
| 34. Rural Development Department .....   | 47           |
| 35. School Education Department .....  | 47-50        |
| 36. Science & Technology Department .....                                      | 50-51        |
| 37. Sericulture Department .....   | 51-52        |
| 38. Social Welfare Department .....  | 52           |
| 39. Soil & Water Conservation Department .....                                 | 52           |
| 40. Tourism Department .....   | 53           |
| 41. Transport Department .....   | 53           |
| 42. Urban Development Department .....   | 54           |
| 43. Veterinary & Animal Husbandry Department .....                             | 54           |
| 44. Women Resources Development Department .....                               | 54-55        |
| 45. Works & Housing Department .....   | 55           |
| 46. Youth Resources & Sports Department .....                                  | 55-56        |
| <b>7. SECOND SCHEDULE .....</b>  | <b>57-58</b> |

**GOVERNMENT OF NAGALAND**  
**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS**

**NOTIFICATION**

**Dated Kohima, the 14<sup>th</sup> September 2016**

**No. AR-6/4/78 :** In supercession of the Nagaland Rules of Executive Business issued under Notification No. AR-11/4/77 dated the 28<sup>th</sup> July, 1980 and in exercise of the powers conferred by clauses (2) and (3) of Article 166 of the Constitution of India, the Governor of Nagaland is pleased to make the following Rules:-

1. (1) These Rules shall be called the Rules of Executive Business of the Government of Nagaland, 2016.  
(2) They shall come into force with immediate effect.
2. In these Rules unless the context otherwise requires,
  - (a) “Advisor” means an Advisor appointed by the Chief Minister to advise and assist him or any other Minister.
  - (b) “Article” means an Article of the Constitution of India.
  - (c) “Cabinet” means the Committee of the Council consisting of the Ministers appointed as such by the Governor.
  - (d) “Chief Minister” means the Minister appointed as such by the Governor under Article 164 (1) of the Constitution.
  - (e) “Chief Secretary” means the Chief Secretary to the Government of the State of Nagaland.
  - (f) “Constitution” means the Constitution of India.
  - (g) “Council” means the Council of Ministers constituted under Article 163 of the Constitution.
  - (h) “Department” means a Department of the Government of the State of Nagaland as specified in the First Schedule.
  - (i) “Deputy Chief Minister” means the Deputy Chief Minister appointed as such by the Governor.
  - (j) “Minister” means a Minister appointed as such by the Governor and includes a Minister of State and a Deputy Minister.
  - (k) “Parliamentary Secretary” means a Parliamentary Secretary appointed by the Chief Minister to assist him or any other Minister.
  - (l) “Secretary” means a Secretary to the Government of the State of Nagaland and includes Chief Secretary, Additional Chief Secretary, Principal Secretary, Commissioner & Secretary, Special Secretary, Secretary, Additional Secretary, Joint Secretary, Deputy Secretary and Under Secretary, and;
  - (m) “Schedule” means the Schedules appended to these Rules.
3. The General Clauses Act, 1897 applies for the interpretation of these Rules as it applies for the interpretation of a Central Act.

**PART – I**  
**ALLOCATION AND DISPOSAL OF BUSINESS**

4. The Business of the Government shall be transacted in the Departments specified in the First Schedule, and shall be classified and distributed between these Departments as laid down therein.
5. (1) The Governor shall, on the advice of the Chief Minister, allot, among the Ministers, the business of the Government by assigning one Department or more to the charge of a Minister.

Provided that nothing in this Rule shall prevent the assigning of one Department to the charge of more than one Minister.

- (2) The Governor shall, on the advice of the Chief Minister, allot to every Deputy Minister such items of work assigned to the Minister to whom he is attached, as the Governor may specify, and the Deputy Minister may attend to such work subject to the control of the Minister.
- (3) The Chief Minister shall allot to every Parliamentary Secretary or an Advisor such items of work assigned to the Minister to whom he is attached as the Chief Minister may specify, and a Parliamentary Secretary or an Advisor may attend to such work subject to the control of the Minister or Chief Minister.
- (4) The Chief Minister or any other Minister may discharge the functions of the Departments under his control with the assistance of one or more Parliamentary Secretaries or an Advisor who shall be appointed and administered the oath of secrecy by the Chief Minister.
- (5) When the Chief Minister or any other Minister is likely to be absent and unable to attend to his work, the work of that Minister may be distributed among the other Ministers in such manner as the Chief Minister may think fit.
6. Each Department of the Secretariat shall consist of the Secretary to the Government, who shall be the official Head of the Administrative Department, and of such other Government servants as the State Government may determine.

Provided that more than one Department may be placed in-charge of the same Secretary.

7. The Council shall be collectively responsible for all executive orders issued in the name of the Governor in accordance with these Rules, whether such orders are authorised by an individual Minister, or the Cabinet or the Council.
8. Subject to the orders of the Chief Minister under Rule 14, all cases referred to in the Second Schedule to these Rules shall be brought before the Cabinet in accordance with the provisions of the Rules contained in Part-II.

Provided that no case in regard to which the Finance Department is required to be consulted under Rule 10, shall, save in exceptional circumstance under the direction of the Chief Minister, be discussed by the Cabinet unless the Finance Minister had the opportunity for its consideration.

9. Without prejudice to the provision of Rule 7, the Minister-in-charge of a Department shall be primarily responsible for the disposal of the business pertaining to that Department.
10. (1) No Department shall, without previous consultation with the Finance Department, authorise any orders (other than order pursuant to any general delegation made by the Finance Department) which either immediately or by its repercussion, will affect the finances of the State, or which in particular:-
- (i) involves any grant of land or assignment of revenue or concession, grant, lease or license of mineral or forest rights or right to water, power or any easement or privilege in respect of such concession or
  - (ii) in any way involves any relinquishment of revenue.
- (2) No proposal which requires the previous consultation of Finance Department under this Rule, but in which the Finance Department has not concurred, may be proceeded with unless a decision to that effect has been taken by the Cabinet.
- (3) No re-appropriation shall be made by any Department other than the Finance Department, except in cases where the Finance Department had, in advance, authorized the Department concerned to make such re-appropriation.
- (4) Except to the extent that power may have been delegated to the Department under rules approved by the Finance Department, every order of an Administrative Department conveying a sanction to be enforced in audit shall be communicated to the audit authorities by the Finance Department.
- (5) Nothing in these rules shall be construed as authorising any Department, including the Finance Department, to make re-appropriation from one grant specified in the Appropriation Act to another such grant or convert an expenditure from “charged” to “voted” and vice versa.
- (6) The Finance Department shall, with previous consultation with Personnel & Administrative Reforms Department, authorise any matter which:-
- (i) relates to change of grades or cadre of posts or the emoluments or other conditions of services or posts.
  - (ii) involves addition of a post or the abolition of a post from the public service or variation of emoluments of any post.
  - (iii) involves the sanction of an allowance or special or personnel pay for any post or class of posts.
  - (iv) involves an expenditure for which no provision has been made in the Appropriation Act or which is in excess of the provision made in the Act, in so far as these may relate to the functions or functionaries directly under the Finance Department.
11. All orders or instruments made or executed by or on behalf of the Government of Nagaland shall be expressed to be made or executed in the name of the Governor of Nagaland.
12. Orders or instruments of the Government of the State shall be expressed to be made in the name of the Governor and shall be signed either by an officer mentioned in Rule 2(1) or such other officer as may be authorised by the Government, and such signature shall be deemed to be proper authorisation of such order or instrument.

**PART – II**  
**PROCEDURE OF THE CABINET**

13. The Chief Secretary shall be the ex-officio Secretary to the Cabinet.
14. All cases referred to in the Second Schedule shall, after consideration by the Minister, be sent to the Chief Secretary with a view to obtaining orders of the Chief Minister for circulation of the case under Rule 15 or for bringing it up for consideration at a meeting of the Cabinet.
15. (1) The Chief Minister may direct that any case referred to in the Second Schedule may, instead of being brought up for discussion at the meeting of the Cabinet, be circulated to the Ministers for opinion and if all the Ministers are unanimous and the Chief Minister thinks that a discussion at a meeting of the Cabinet is unnecessary, the case shall be decided without such discussion. If the Ministers are not unanimous or if the Chief Minister thinks that a discussion at a meeting is necessary, the case shall be discussed at a meeting of the Cabinet.  
  
(2) If it is decided to circulate any case for opinion of the Ministers, the copies of all papers relating to such case which are circulated among the Ministers shall simultaneously be sent to the Governor.
16. (1) In cases which are circulated for opinion under Rule 15, the Chief Minister may direct, if the matter be urgent, that if any Minister fails to communicate his opinion to the Secretary to the Cabinet by a date to be specified by him in the Memorandum for circulation, it shall be assumed that he has accepted the recommendations contained therein.  
  
(2) If the Ministers have accepted the recommendations contained in the Memorandum by the due date after receipt of such opinion or the due date has expired without any of the Ministers explaining his opinion, the Secretary to the Cabinet shall submit the case to the Chief Minister. If the Chief Minister accepts the recommendations and if he has no observation to make, he shall return the case to the Secretary to the Cabinet, who will pass it on to the Secretary concerned who will thereafter take steps to issue the necessary orders.
17. When it has been decided to bring a case before the Cabinet, the Department to which the case belongs shall, unless the Chief Minister otherwise directs, prepare a Memorandum in such forms as may be prescribed indicating with sufficient precision the salient facts of the case and the points for decision. Such Memorandum and such other papers as are necessary to enable the case to be disposed of shall be circulated to the Ministers. Copies of the Memorandum and other papers shall at the same time be sent to the Governor.
18. In cases which concern more Ministers than one, the Ministers shall attempt by previous discussion to arrive at an agreement. If an agreement is reached, the Memorandum referred to in Rule 15, 16(1) or 17, shall contain the joint recommendations of the Ministers and if no agreement is reached, the Memorandum shall state the points of difference and the recommendations of each of the Ministers concerned.
19. The Memorandum as required under Rule 15, 16(1) or 17 shall be submitted by the Secretary to the Chief Secretary who shall ensure that it is complete and in the proper form. He may return it if it is incomplete or is not in the proper form.

- 20.** (1) The Cabinet shall meet at such place and time as the Chief Minister may direct.
- (2) After an agenda paper showing the cases to be discussed at a meeting of the Cabinet has been approved by the Chief Minister, copies thereof, together with copies of such Memorandum that have not been circulated under Rule 15, shall be sent by the Secretary to the Cabinet, to the Chief Minister and to other Ministers so as to reach them two clear days before the date of such meeting. The Chief Minister may, in the case of emergency, curtail the said period of two days. Copies of the agenda and the Memorandum shall at the same time be sent to the Governor.
- (3) Except with the permission of the Chief Minister, no case shall be placed on the agenda of a meeting unless papers relating thereto have been circulated as required under this Rule.
- (4) If any Minister is on tour, the agenda paper shall be forwarded to the Secretary in the Department concerned who, if he considers that the discussion of any case should await the return of the Minister, may request the Secretary to the Cabinet to take the order of Chief Minister for postponement of the discussion of the case until the return of the Minister.
- (5) The Chief Minister, or in his absence, any other Minister nominated by him, shall preside at a meeting of the Cabinet.
- (6) A quorum of Ministers numbering fifty percent of the strength of the Cabinet plus one shall be necessary for transaction of the business at the meeting.
- (7) The Secretary in the Department to which a case belongs and the Secretary in any other Department concerned shall also attend the meeting, if so directed by the Chief Minister or the Minister presiding.
- (8) The Secretary to the Cabinet shall attend the meeting of the Cabinet and shall prepare a record of the decisions. He shall forward a copy of such record after approval by the Chief Minister or by any other Minister presiding, to the Chief Minister, the other Cabinet Ministers and the Governor. The copies of the record of decision in relevant cases should also be communicated to the Secretary or Secretaries of the Department or Departments concerned.
- (9) When required, a Deputy Minister, Minister of State, Parliamentary Secretary or an Advisor attached to the Chief Minister or a Minister may be invited to a Cabinet meeting as a Special Invitee.
- 21.** (1) When a case has been decided by the Cabinet after discussion at a meeting, the Minister concerned shall take action to give effect to the decision.
- (2) The record of the case to be maintained by the Secretary to the Cabinet shall consist of (i) a copy of all papers circulated and records prepared under Rules 16, 17 & 20, and (ii) all documents supplied under sub-rule (1) of this rule. The records of decisions shall be kept in a running folder in chronological order.



**PART – III**  
**DEPARTMENTAL DISPOSAL OF BUSINESS**

**(A) GENERAL**

22. Except as otherwise provided by any other Rule, cases shall ordinarily be disposed of by or under the authority of the Minister-in-charge who may by means of standing orders give such directions as he thinks fit for the disposal of cases in the Department. Copies of such standing orders shall be sent to the Governor and the Chief Minister.
23. Where in a Department, a Parliamentary Secretary or an Advisor is attached to the Chief Minister or a Minister, all matters pertaining to that Department shall be submitted through the Deputy Minister, Minister of State, Parliamentary Secretary or the Advisor to the Chief Minister or the Minister concerned, as the case may be, who shall pass final orders.
24. Each Minister shall, by means of standing orders, arrange with the Secretary of the Department what matters or classes of matters are to be brought to his personal notice. Copies of such standing order shall be sent to the Governor and the Chief Minister.
25. (1) Except as otherwise provided herein, cases shall be submitted by the Secretary in the Department to which the cases belong, to the Minister-in-charge.
- Provided that where the case relates to a matter in which the Minister concerned has a personal interest, it shall be submitted to the Chief Minister who may direct that the case shall be circulated to any one or more of the other Ministers.
- (2) A case in which under these Rules consultation with any other Department is required shall not be submitted to the Minister unless that Department has been consulted. In submitting the case to the Minister, the Secretary shall specifically invite the attention of the Minister-in-charge to the views of that Department.
26. In case where the Secretary has taken the orders of his Minister before consulting the other Departments, the advice of the other Departments shall be brought to the notice of the Minister before finalisation of the orders if the advice is not in conformity with the orders of the Minister.
27. When the subject of a case concerns more than one Department, no order shall be issued nor shall the case be laid before the Cabinet until it has been considered by all the Departments concerned unless the case is one of extreme urgency.
28. If the Departments concerned are not in agreement regarding the case dealt with under a Department, the Minister-in-charge of the Department may, if he wishes to proceed with the case, direct that the case be submitted to the Chief Minister for orders for laying the case before the Cabinet.
29. (1) A Secretary may ask to see the papers in any Department, other than the Finance Department and Departments under the Chief Secretary, if such papers are required for the disposal of a case in his Department.

Provided that for the Departments under the Chief Secretary, the latter may consider the request of the Secretary and may allow the papers to be seen by a Secretary.

Provided further that, if a Department feels that a case should not be shown to other Departments, the matter will be placed before the Chief Secretary for orders.

- (2) Such request shall be dealt with under the orders of the Minister.
- (3) Subject to the provisions of sub-rule 3 of Rule 41, a Minister may send for any papers from any Department for his information provided that, if he is of opinion that any further action should be taken on them, he shall communicate his views to the Minister-in-charge of the Department concerned and, in case of disagreement, may submit the case to the Chief Minister with a request that the matter be laid before the Cabinet. No further notes shall be recorded in the case before the papers are so laid before the Cabinet.
- (4) If the paper sent for under sub-rule (1) or (3) is of a secret nature, it shall be sent to the Minister only under the orders of the Minister-in-charge of the Department to which it belongs.
- (5) No paper under disposal shall be sent to any Minister until it had been seen by the Minister-in-charge of the Department to which it belongs.
- (6)
  - (a) All papers relating to any matter, that may have to be submitted to the Cabinet or to the Chief Minister, shall be submitted through the Chief Secretary, who will then forward the same with his comments, if any;
  - (b) The Chief Secretary also may, on the orders of the Chief Minister or of any Minister or of his own motion, ask to see paper relating to any case in any Department and any such request by him shall be complied with by the Secretary of the Department concerned;
  - (c) The Chief Secretary may, after examination of any case requisitioned by him on his motion or on the orders of any Minister, submit it for orders of the Minister-in-charge.

- 30.**
  - (1) The Chief Minister may call for records of any case relating to any Department.
  - (2) The Chief Minister may, in consultation with the Minister-in-charge of the Department, pass such orders in any case as he considers necessary or may direct that the matter shall be placed before the Cabinet.
  - (3) The Chief Minister may pass orders in a case relating to any Department when the case is referred to him by the Minister-in-charge of the Department.
  - (4) The Chief Minister, in the absence of the Minister-in-charge of a Department may, in a matter of urgent public importance relating to that Department, pass such orders as he considers necessary or expedient.

31. If a question arises as to the Department to which a case properly belongs, the matter shall be referred for the decision of the Chief Secretary who will, if necessary, obtain the orders of the Chief Minister.
32. All communications received from the Government of India (including those from the Prime Minister and other Ministers of the Union) other than those of routine or unimportant character, shall as soon as possible after receipt, be submitted by the Secretary to the Minister-in-charge and to the Chief Minister and the Governor for information.
33. Any matter likely to bring the State Government into controversy with the Government of India or with any other State Government or with the Government of Myanmar shall, be brought to the notice of the Minister-in-charge, the Chief Minister and the Governor.

#### **Classes of cases to be submitted to the Chief Minister before issue of orders**

**34.(1)** The following classes of cases shall be submitted to the Chief Minister before the issue of orders:

- (i) Proposals for the grant of pardon, reprieve, respite or remission of punishment or for the suspension, remission or commutation of a sentence in pursuance of Article 161.
- (ii) Cases raising questions of major policy and cases of administrative importance not already covered by the Second Schedule.
- (iii) Cases which affect or are likely to affect the peace and tranquility of the State.
- (iv) Important cases which affect or are likely to affect the interests of Schedule Castes, Scheduled Tribes and other Backward Tribes.
- (v) Cases which affect the relations of the State Government with the Government of India, any other State Government, the Government of Myanmar or any other foreign country, the Supreme Court or the High Court.
- (vi) Proposal for the prosecution, dismissal, removal or compulsory retirement of any gazetted officer.
- (vii) Proposal for the suspension and re-instatement of any Group A officer.
- (viii) Proposal for imposing major penalty on a gazetted officer.
- (ix) Proposals for the appointment and posting of the following category of officers: -
  - (a) Chief Secretary.
  - (b) Additional Chief Secretary.
  - (c) Principal Secretary, Commissioner, Development Commissioner, Agricultural Production Commissioner, Chief Electoral Officer.
  - (d) Commissioner and Secretary, Secretary, Additional Secretary, Joint Secretary, Deputy Secretary, Under Secretary of any Department of the Government.
  - (e) Heads of Departments.
  - (f) Chairman and Members of various Commissions in the State.

- (g) Officers on Special Duty, Special Officers of the status of Under Secretary and above.
  - (h) Director General of Police/Additional Director General of Police/Inspector General of Police/Deputy Inspectors General of Police/Superintendent of Police.
  - (i) Deputy Commissioner/Additional Deputy Commissioner/Sub-Divisional Officer (Civil)/Extra Assistant Commissioner.
  - (j) Engineer-in-Chief/Chief Engineer/Additional Chief Engineer/ Superintending Engineer.
  - (k) Principal Chief Conservator of Forests/Additional Principal Chief Conservator of Forests/Chief Wildlife Warden/Chief Conservator of Forests/Conservator of Forests/Divisional Forest Officer.
  - (l) Chairman and/or Managing Directors of Public Sector Undertakings or Societies with majority funding from the State Government.
  - (m) Appointment of Chairman, Members and Secretary of the Nagaland Public Service Commission.
  - (n) Appointment of Chief Information Commissioner, State Information Commissioner and Secretary of the Nagaland Information Commission.
  - (o) All posts equivalent to those specified in clause (ix).
- (x) Cases in which there is difference of opinion between the Minister-in-charge and the Administrative Secretary.
  - (xi) Cases where the successor Minister wishes to modify the orders of his predecessor in office.
  - (xii) Any communication from the Election Commission, especially with reference to its requirements as to staff, and actions proposed to be taken.
  - (xiii) Any departure from these rules which comes to the notice of the Chief Secretary or the Secretary of any Department,
  - (xiv) Cases pertaining to the Governor's personal establishment and Raj Bhavan matters.
  - (xv) Proposals for the constitution of Village Councils.
  - (xvi) Cases relating to the constitution, supersession and dissolution of Municipal Councils/Town Councils.
  - (xvii) All cases relating to the implementation of observations or recommendations of the Committee on Estimates, Public Accounts Committee or other such Committees of the Legislature or their Sub-Committees.
  - (xviii) Any other case or classes of cases as the Chief Minister may consider necessary.

## **Classes of cases to be submitted to the Governor after obtaining approval of the Chief Minister.**

**34.(2)** The following classes of cases shall be submitted by the Secretary of the Department concerned with the approval of the Chief Minister, to the Governor before the issue of orders:

- (i) Proposals for the grant of pardons, reprieves, respite or remission of punishment or for the suspension, remission or commutation of the sentence in pursuance of Article 161.
- (ii) Cases raising questions of policy.
- (iii) Cases which affect or are likely to affect the peace and tranquility of the State or the law and order situation of the State.
- (iv) Cases which affect the relations of the State Government with the Government of India, any other State Government, the Government of Myanmar or any other foreign country, the Supreme Court or the High Court.
- (v) Cases pertaining to the Governor's personal establishment and Raj Bhavan matters.
- (vi) Proposals for the appointment and resignation and removal of the Advocate General of the State.
- (vii) Recommendations of the Governor which are required for matters relating to the proceedings of the State Legislative Assembly under various provisions of the Constitution.
- (viii) Proposals for the appointment and resignation of the Chief Information Commissioner, State Information Commissioners, State Election Commissioner, Chairman & Members of the Nagaland Public Service Commission, State Vigilance Commissioner, and Chairman & Members of various Commissions of the State.
- (ix) Proposals for the dismissal, removal or compulsory retirement of any gazetted officer.
- (x) Proposals for awarding punishment of dismissal or compulsory retirement from service invoking the proviso (c) to Article 311 (2) of the Constitution.
- (xi) Proposals for the appointment of Secretary to the Legislative Assembly.
- (xii) Summoning, prorogation and dissolution of the State Legislative Assembly.
- (xiii) Disqualification of Members of the State Legislative Assembly except cases under the Tenth Schedule to the Constitution. .
- (xiv) Cases relating to the Governor's Address and Messages to the State Legislative Assembly.
- (xv) Cases relating to the recommendation of the Governor for presentation to the State legislature in regard to Annual Financial Statements and Appropriation Bills.
- (xvi) All cases relating to the promulgation, variation and withdrawal of ordinances.

- (xvii) (a) Proposal for the constitution of Village Councils.
- (b) Proposal for framing of Rules to govern the conduct of business in the Village Councils.
- (c) Proposal for an amendment to the Nagaland Village and Area Councils Act.
- (d) Any other matters of importance concerning the affairs of the above Councils.
  
- (xviii) Proposal involving the alienation either temporarily or permanently or sale, grant or lease of government property exceeding Rs 5,00,000/- in value or abandonment or reduction of revenue exceeding that amount except when such alienation, sale, grant or lease of government property or abandonment or reduction of revenue is in accordance with the rules or with a general scheme already approved by the Chief Minister.
  
- (xix) Proposal for action inconsistent with the recommendation of the Public Service Commission.
  
- (xx) Any Departure from the rules which comes to the notice of the Chief Secretary or the Secretary of any Department.
  
- (xxi) Such other cases of administrative importance as the Chief Minister might consider necessary.

**Governor's special responsibility for law and order regarding action to be taken in exercise of his individual judgment.**

- 35.** (1) Where in any case affecting the peace and tranquility or the law and order situation of the State or any part thereof, the Governor considers that any action or further action should be taken or that action should be taken otherwise than in accordance with the orders passed by the Minister-in-charge, the Governor may, in the discharge of his special responsibility for maintenance of law and order, require such action to be taken in exercise of his individual judgment.
- (2) Where in any case other than that referred to in sub-rule (1), the Governor considers that further action should be taken or that action should be taken otherwise than in accordance with the orders passed by the Minister-in-charge, the Governor may require the case to be laid before the Council of Ministers for consideration whereupon the case shall be laid before the Cabinet for its consideration. Provided that the notes or minutes or comments of the Governor in such case shall not be brought on the Secretariat record unless the Governor so directs.
- 36.** The Chief Minister shall:
- (i) Cause to be furnished to the Governor such information relating to the administration of the affairs of the State and proposals for legislation as the Governor may call for; and,
  - (ii) If the Governor so requires, submit for the consideration of the Council any matter on which a decision has been taken by a Minister but which has not been considered by the Council.

## **(B) FINANCE DEPARTMENT**

**37.** The Finance Department shall have the following functions namely:—

- (i) It shall, in consultation with the Department of Personnel & Administrative Reforms, frame rules regulating the pay, leave and pensions of persons in the service of the State Government and rules regulating the number, grading or cadre and emoluments of posts under the State Government and also be responsible for seeing that these rules are properly applied.
- (ii) It shall offer advice on the financial aspects of all transactions relating to loans granted by the State Government.
- (iii) It shall be responsible for proper utilization and safety of Provident Fund deposits of Government servants and shall frame rules relating to giving of advances out of Provident Fund, the recovery of such advances and advising Departments generally on such matters. However, responsibility shall lie on the Government servant himself to get the annual verification and reconciliation of his or her own Provident Fund account from the Accountant General who is responsible for maintaining the accounts. The Finance Department shall also lay down rules relating to advances made to Government servants for purchase or construction of houses and purchase of conveyances.
- (iv) It shall examine all proposals for the imposition, increase or reduction of taxation and shall make necessary enactments and rules.
- (v) It shall examine all proposals for borrowing by the State Government, shall raise such loans as have been duly authorized and shall be in charge of all matters relating to the service of loans and the discharge of any financial guarantees.
- (vi) It shall be responsible for laying down appropriate financial rules for the guidance of other Departments who are responsible for proper maintenance of account by themselves and the establishments subordinate to them. Finance Department shall take such action as may be appropriate to enforce such accountability.
- (vii) It shall prepare an estimate of the total receipts and disbursements of the State in each year and shall be responsible during the year for keeping a watch on the State Government's balances and the ways and means operations.
- (viii) In connection with budget and with supplementary estimates:-
  - (a) It shall prepare a statement of estimated revenue and expenditure to be laid before the Legislature in each year and any supplementary estimates or demands for excess grants which may be submitted to the vote of the Legislature or as the case may be, laid before the Legislature.
  - (b) For the purpose of such preparation, it shall obtain from the Department concerned material on which to base its estimates, and it shall be responsible for the correctness of the estimates framed on the material so supplied; and
  - (c) It shall examine and advise on all schemes of new expenditure for which it is proposed to make provision in the estimates, and shall decline to provide in estimates for any scheme which has not been so examined.



- (ix) On the receipt of a report from an Audit officer that expenditure is being incurred for which there is no sufficient sanction, it shall require the department concerned to obtain sanction or not to incur further expenditure.
  - (x) On the receipt of a report that a financial rule has been contravened or a financial irregularity has been committed, it shall take steps to enforce the rule or to stop or rectify the irregularity.
  - (xi) It shall lay before the State Legislature the reports of the Comptroller & Auditor General of India relating to the Appropriation Accounts of the State, and shall bring to the notice of the Public Accounts Committee any financial irregularities; and
  - (xii) It shall advise the Department responsible for the collection of revenues and the methods of collection employed.
- 38.** After the Governor has given his assent to the Appropriation Act specifying (a) the grants made by the Legislative Assembly including the grants out of moneys provided by the Government of India for any specific service or purpose and (b) the sums required to meet the expenditure if any, charged on the revenue of the State –
- (i) The Finance Department shall ensure that any money provided by the Government India for any specific service and purpose and so included in the grant made by the Legislative Assembly in the Appropriation Act, is appropriated for that service and purpose and not for any other.
  - (ii) The Finance Department shall have power to sanction any re-appropriation within a grant between the minor heads subordinate to a head, provided that a copy of any order sanctioning such appropriation shall be communicated to the Accountant General as soon as it is passed.
- 39.** The Finance Department shall also be consulted upon all proposals to sanction the relaxation of any financial rule and also before final orders are passed in any case of serious financial irregularities.
- 40.** (1) Where consultation with the Finance Department is necessary under these Rules or under these instructions, it shall take place before the issue of orders or submission of the case to the Cabinet.
- (2) The views of the Finance Department shall be brought on permanent record in the Department to which the case belongs and shall form part of the record of the case.
- (3) It shall be open to the Finance Department to prescribe by general or special orders cases in which its assent may be presumed to have been given.
- 41.** (1) The Finance Department may call for any papers pertaining to a case in which any of the matters referred to in Rule 10 is involved, and the Department to whom the request is addressed shall furnish the papers.
- (2) On receipt of the papers called for under sub-rule (i), the Finance Minister may request that the paper with his note on them be placed before the Cabinet.
- (3) No Department shall have the right to call for the papers or records of Finance Department on any case.



42. The Finance Department may make rules to govern financial procedures in general in all Departments and to regulate the business of the Finance Department, including that of other Departments with the Finance Department.

### **(C) JUSTICE & LAW DEPARTMENT**

43. In respect of Legislation, except as hereinafter provided, the Justice & Law Department is not an originating or initiating Department and its proper function is to put into technical shape the proposals of legislation of which the policy has been approved and every proposal to initiate legislation shall be considered in, and if necessary transferred to, the Department to which the subject matter of the legislation belongs and all matters of substance to be embodied in the Bill shall be discussed, and subject to Rule 8, be settled in such Department.
44. Proposal to initiate legislation shall be treated as a case and shall be disposed of accordingly. Provided that the case shall not be submitted to the Chief Minister until the Department concerned has consulted the Justice & Law Department as to :-
- (i) The need for the proposed legislation from a legal point of view.
  - (ii) The competence of the State Legislature to enact the measure proposed.
  - (iii) The requirements of the Constitution as to obtaining the previous sanction of the President in regard thereto.
  - (iv) The consistency of the proposed measure with the provisions of the Constitution and in particular those relating to the Fundamental Rights, and
  - (v) The need for consultation with the Government of India.
45. If legislation is decided upon by the Minister-in-charge, the Department will, if the legislation involves expenditure from the Consolidated Fund of the State, prepare in consultation with the Finance Department the estimates of expenditure involved. The papers shall then be sent to the Justice & Law Department requesting it to draft the Bill accordingly.
46. The Justice & Law Department shall thereafter prepare a draft Bill and return the case to the Department concerned.
47. The Administrative Department will obtain the opinion of such officers and bodies as it deems necessary on the draft Bill and submit the opinion received with a copy of the draft Bill to the Minister-in-charge.
48. If the draft Bill is approved by the Minister-in-charge, it shall be circulated to the other Ministers and copy supplied to the Governor, and unless the Chief Minister directs otherwise the draft Bill shall be brought before the Cabinet.
49. If it is decided to proceed with the Bill with or without amendments, the originating Department shall send the case to the Justice & Law Department requesting it to prepare a final draft of the Bill.
50. The Justice & Law Department shall then finalize the draft and send the draft Bill to the originating Department indicating at the same time the sanctions if any, required for the Bill. If any provisions in the Bill involving expenditure from the Consolidated Fund of the State are modified in the finalised draft, the Department shall send the finalised draft Bill to Finance Department for revising, if necessary, the financial memorandum.

51. The originating Department will then transfer the final draft Bill to the Justice & Law Department with the instructions of Government thereon, including instructions as to its introduction in the Legislative Assembly, and with copies of such papers relating to the Legislative Assembly. After such transfer, the Bill shall be deemed to belong to the Justice & Law Department.
52. Notwithstanding anything contained in Rule 43, measures designed solely to codify and consolidate existing enactments and legislation of a formal character such as repealing and amending Bill may be initiated in the Justice & Law Department.

Provided that the Justice & Law Department shall send a copy of the draft Bill to the Department which is concerned with the subject matter for consideration as an administrative measure and the Department to which it is sent shall forthwith make such inquiries as it thinks fit and shall send to the Justice & Law Department its opinion thereon together with a copy of every communication received by them on the subject.

53. (1) Whenever a Private Member of the State Legislature gives notice of his intention to move for leave to introduce a Bill, the Justice & Law Department shall forthwith send a copy of the Bill and the Statement of Objects and Reasons for information to the Chief Minister and the Department to which the case belongs.
- (2) The Bill shall be dealt with as a case by the Justice & Law Department in the first instance, where it shall be considered in its technical aspects such as need for previous sanction of the President and the competence of the State Legislature to enact the same.
- (3) If any provisions of such Bill involve expenditure from the Consolidated Fund of the State, the Department shall before it is circulated, prepare a Financial Memorandum in respect of the Bill.
54. The provisions of Rule 50 shall apply as far as may be to amendments of substance recommended by the Select Committee and also to all amendments notice of which is given by Members of the State Legislature for being moved during the consideration of a Bill in the Legislature.
55. (1) When a Bill has been passed by the Legislature, it shall be examined in the Department concerned and the Justice & Law Department and shall be forwarded to the Governor with –
- (i) The report of the Secretary of the Department concerned as to the reason, if any, why the Governor's assent should not be given and,
- (ii) A report of the Justice & Law Department as to the reason, if any, why the Governor's assent should not be given or the Bill should not be reserved for the consideration of the President.
- (2) When the Governor directs that the Bill should be reserved for the consideration of the President or returned to the Legislature with a message, necessary action in that behalf shall be taken by the Secretary to the Administrative Department concerned in consultation with the Secretary, Justice & Law Department.
- (3) After obtaining the assent of the Governor or the President as the case may be, the Justice & Law Department shall take steps for the publication of the Bill in the official gazette as an Act of the Legislature.

- 56.** (1) Whenever it is proposed in any Department other than the Justice & Law Department:—
- (i) to issue a statutory Rule, notification or orders or
  - (ii) to sanction under a statutory power the issue of any rule, by law, notification or order by a subordinate authority, or
  - (iii) to submit to the Central Government any draft statutory rule, notification or order for issue by them, the draft shall be referred to the Justice & Law Department for opinion and for revision where necessary.
- (2) All such statutory rules, notifications or orders shall be submitted to Governor for his order before issue by the Justice & Law Department.
- 57.** (1) All Administrative Departments shall consult the Justice & Law Department on: -
- (i) The construction of statutes, acts regulations and statutory rules, orders and notifications and in regard to any general legal principles arising out of any case, and
  - (ii) The institution or withdrawal of any prosecution at the instance of any Administrative Department.
- (2) Every such reference shall be accompanied by an accurate statement of the case and the point or points on which the advice of the Justice & Law Department is desired.

#### **(D) PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT**

- 58.** (1) The Personnel & Administrative Reforms Department shall be responsible for seeing that the rules and principles relating to services in general are properly followed.
- (2) The Personnel & Administrative Reforms Department shall be consulted for advice by other Departments in matters relating to framing of service rules and general principles relating to service.
- (3) The concurrence of the Personnel & Administrative Reforms Department shall be obtained by other Departments in the following matters:
- (i) Framing of rules regulating the conditions of service of Government servants including revision and relaxation of any general service condition.
  - (ii) Creation and upgradation of Group-A, B, C and D posts.
  - (iii) Re-organisation of Departments.
  - (iv) Appointment to any Group-A gazetted post or payment of additional remuneration to any such gazetted officer.
  - (v) All matters relating to recruitment, promotions, service conditions, service rules and regulations and all service matters relating to IAS, NCS, NSS and other Cadre posts.

## **(E) PLANNING & COORDINATION DEPARTMENT**

- 59.** (1) The Planning & Coordination Department shall be responsible for over all planning and working out the strategy of development which will maximise the national product through timely laying down of the guidelines for the Departments regarding the drawing up of the departmental programmes and schemes and carrying out an economic, administrative and organisational appraisal of the plans and programme of various Departments.
- (2) The Planning & Coordination Department shall be consulted for advice by other Departments in matters relating to Plan formulation and the general principles relating to planning;
- Provided that it shall be open to the Planning & Coordination Department to prescribe, by general or special orders including Centrally Sponsored Schemes and the flag ship programmes directly funded by the Central Government, cases in which such consultation with it may not be necessary.
- (3) The concurrence of the Planning & Coordination Department shall be obtained by other Department in the following matters:-
- (i) Proposals affecting the plan outlay
  - (ii) Allotment of funds for plan items
  - (iii) Proposals for the economic development of the State

## **PART – IV SUPPLEMENTARY**

- 60.** The Secretary of the Department concerned is, in each case, responsible for the proper transaction of business and for the careful observance of these rules, and if he considers that there has been any material departure from them, he shall personally bring the matter to the notice of the Minister-in-charge and the Chief Secretary.
- 61.** These Rules may be to such extent as necessary, be supplemented by instructions to be issued by the Governor on the advice of the Chief Minister.
- 62.** If any doubt arises as to the interpretation of these rules, it shall be referred to the Chief Minister whose decision shall be final.

*By Order*

**Sd/- PANKAJ KUMAR, IAS**  
Chief Secretary to the Government of Nagaland

## FIRST SCHEDULE

(See Rule – 4)

*Name of Department*

*Business Allotted*

### **1. AGRICULTURE DEPARTMENT:**

#### **A. Agriculture ‘A’ Branch**

- (i) All policies under Agriculture subject.
- (ii) All matters relating to establishment and administration of Nagaland Agriculture service.
- (iii) Agriculture production.
- (iv) Food production.
- (v) ‘Grow more food’ campaign.
- (vi) High yielding varieties.
- (vii) Seeds including seed farms.
- (viii) Agriculture crops.
- (ix) Oil Seeds and Plants.
- (x) Plant protection.
- (xi) Integrated Pest Management.
- (xii) Organic Agriculture.
- (xiii) Agricultural Refinance Corporation and institutional finance for agricultural schemes.
- (xiv) Agricultural loan.
- (xv) Agriculture marketing and infrastructure development.
- (xvi) Land reclamation.
- (xvii) General advice to the agriculturist on improvement methods on agriculture.
- (xviii) Agriculture information service.
- (xix) Agriculture e-governance.

#### **B. Agriculture ‘B’ Branch**

- (i) Agriculture Engineering.
- (ii) Agriculture tools and implements.
- (iii) Farm Mechanization.
- (iv) Micro irrigation, on-farm water management
- (v) Agriculture Link Roads.

#### **C. Agriculture ‘C’ Branch**

- (i) Agriculture Education.
- (ii) Agriculture Training & Research.
- (iii) Agriculture Statistic.
- (iv) Weather statistics and reports.
- (v) Crop forecast.
- (vi) Seasonal crop forecast.
- (vii) Manures and fertilizers.
- (viii) Any other subjects not allotted to ‘A’ and ‘B’ Branch.

**D. Agriculture Production Department Implementation Cell (APC)**

- (i) Coordination and monitoring of all agriculture and allied Departments including Rural Department.
- (ii) Administration, coordination and monitoring of various Mission programmes under Agriculture and allied Departments of the Government viz., Agriculture, Horticulture, Soil and Water Conservation, Forests, Veterinary & Animal Husbandry, Sericulture, Irrigation and Flood Control, Cooperation, Fisheries and Land Resources, and Missions like Nagaland Empowerment of People through Economic Development (NEPED), Nagaland Bamboo Development Agency, Nagaland Beekeeping & Honey Mission, Nagaland Bio Resource Mission.
- (iii) Co-ordination and monitoring of various externally aided projects relating to subject under agriculture and allied Departments.
- (iv) Any other matters under the agriculture and its allied Departments not delegated to agriculture and its allied Departments.

**2. ART & CULTURE DEPARTMENT:**

- (i) Cultural Research and Studies.
- (ii) Museum (State & District).
- (iii) World War II Museum, Kisama.
- (iv) Archives.
- (v) Archaeology.
- (vi) Art Wing (Promotion & Development of Fine Arts).
- (vii) Registration of Antiquities Art Treasures.
- (viii) Promotion of culture through performing programmes.
- (ix) Ancient and historical monuments and records.
- (x) All matters relating to Nagaland Art & Culture Service.
- (xi) Nagaland District Gazetteer Unit.
- (xii) Rani Gaidinliu Library & Museum.
- (xiii) State Library.

**3. BORDER AFFAIRS DEPARTMENT:**

- (i) Nagaland-Assam border dispute.
- (ii) Border between Nagaland-Manipur.
- (iii) Border between Nagaland-Arunachal Pradesh.
- (iv) Maintenance of Indo-Myanmar Boundary Pillars adjoining Nagaland State under Government of India, MHA (BM) directive.
- (v) Matters relating to creation of Research Cell for collection and compilation of old records/documents and maps on Border Areas with explanatory notes.
- (vi) Preparation of history sheets of boundary dispute.
- (vii) Preparation of Administrative Report on Border Affairs Department.
- (viii) Co-ordinate with various development agencies of the Government in carrying out plans, schemes and programmes along the inter-state borders and international border.
- (ix) Matters relating to constitution of Inquiry Committee by the Central Government and other relevant matters in the disputed areas along the inter-state borders.
- (x) Any other functions that may be assigned temporarily or on a permanent basis as may deem fit by Government.

#### **4. CABINET SECRETARIAT:**

##### **(A) Cabinet Cell**

- (i) Assumption of office by the Governor.
- (ii) Appointment and resignation of Ministers.
- (iii) Allocation of business among the Ministers.
- (iv) Appointment, removal and resignation of Parliamentary Secretaries/Advisors.
- (v) Distribution of business of the Government among Departments of the Secretariat.
- (vi) Arrangements for meetings of the Cabinet/Council of Ministers.
- (vii) Recording and follow up action on the Cabinet decisions.
- (viii) Issue of standing orders of Chief Minister/Ministers.
- (ix) Scrutiny of Cabinet Memoranda.

##### **(B) N.G.O. Branch (Chief Secretary's Office)**

- (i) Supervision and co-ordination of the functioning of all Departments.
- (ii) Confidential/Top-Secret and other matters addressed directly to Chief Secretary.

#### **5. CHIEF MINISTER'S SECRETARIAT:**

- (i) Assisting Chief Minister in all his official works, including matters relating to Cabinet meetings/decisions and implementation.
- (ii) Co-ordination of all Departmental works in the State.
- (iii) Monitoring Law and Order and Security related matters including intelligence briefing.
- (iv) Important policy matters concerning the State.
- (v) Communicating and advising the Governor under Article 167 of the Constitution.
- (vi) Matters relating to State Finances.
- (vii) Crisis Management.
- (viii) Monitoring and disposals of files relating to the Departments to which the CM is the Cabinet Minister and other Departmental files under Rule 34 of the Rules of Executive Business.
- (ix) Matters relating to the functions of CM in his ex-officio capacity.
- (x) Public and media relations including speech writing, press notes and press releases.
- (xi) Matters relating to Assembly and Legislative works.
- (xii) Correspondence and other communications and liaison with Govt. of India/NEC/other State/foreign countries/Indian and foreign dignitaries.
- (xiii) Establishment matters relating to Council of Ministers/Parliamentary Secretaries/Advisors.
- (xiv) Visit of State Guests/State Banquets/State Special programmes.
- (xv) Liaison with NGOs, faith based Organizations, civil societies and associations.
- (xvi) Managing the tours of CM.
- (xvii) Coordination of the CM's security set up.



**6. CO-OPERATION DEPARTMENT:**

- (i) All matters relating to Co-operative Societies Registered under Co-operative Societies Act.
- (ii) State Co-operative Bank.
- (iii) Grant of Loan and Subsidies to Societies.
- (iv) Investment of share capital of the Societies.
- (v) Co-operative Law, Act and Rules.
- (vi) Audit of Co-operative Societies.
- (vii) Co-operative Training.
- (viii) Consumers Co-operative Stores.
- (ix) Marketing Cooperative Federation (MARCOFED).
- (x) Primary Agricultural Credit Co-operative Societies (PACS).
- (xi) All matters relating to Nagaland Co-operative Services.
- (xii) Large Area Multipurpose Co-operative Societies (LAMPS).
- (xiii) Mini-LAMPS.

**7. DEPARTMENT OF UNDER DEVELOPED AREAS:**

- (i) Supervision of implementation of job reservation quota for Tuensang, Kiphire, Longleng and Mon Districts in various government services in Nagaland
- (ii) Supervision, Monitoring and Evaluation of development activities undertaken by various Departments of the Government of Nagaland and other agencies including special Schemes being implemented exclusively in Tuensang, Kiphire, Longleng and Mon District.
- (iii) Acts as Public Grievances Cell for Tuensang, Kiphire, Longleng and Mon Districts.
- (iv) Preparation of policy inputs on Social, Economic and Educational Development for the above four Districts.
- (v) Administer the Backward Areas Development programme and other Centrally Sponsored Schemes of Border Area Development programme wherever applicable.
- (vi) Plan and administer other special development programme under the State and Central Government Schemes as may be specified for the purpose.
- (vii) Co-ordinate with other Departments for implementation of developmental Schemes in the Under Developed Areas.
- (viii) Call for any information from other Departments with respect to the affairs of the Under Developed Areas.
- (ix) Supervision of implementation of job reservation quota for backward tribes inhabiting the Under Developed Areas.
- (x) Carry out research and experts studies with a view to bring these districts on par with the rest of the State.
- (xi) Implementation of Development Programmes in Zunheboto, Phek, Wokha and Peren Districts under UDAP Schemes.
- (xii) Approval of technical estimates of works under taken by DUDA by a technical committee of DUDA.
- (xiii) The recommendation of developmental activities under the State in Tuensang, Mon, Longleng and Kiphire Districts
- (xiv) Any other functions/assignments/duties allotted to the Department from time to time.



**8. ELECTION DEPARTMENT:**

- (i) Election to the State Legislative Assembly.
- (ii) Election to Parliament.
- (iii) Reference from and reply to Election Commission.
- (iv) Establishment matters.
- (v) Revision and preparation of Electoral Rolls every year.
- (vi) Continuous updation and printing of Electoral Roll Photo Identity Card (EPIC).
- (vii) Systematic Voter's Education & Electoral Participation (SVEEP) since 2010.

**9. ENVIRONMENT, FOREST & CLIMATE CHANGE DEPARTMENT:**

- (i) All matters relating to recruitment, promotion, service condition.
- (ii) Rules and regulations and all service matters relating to the officers of India Forest Service & State Forest Service (SFS).
- (iii) All matters relating to disciplinary cases against IFS officers & State Forest Service (SFS).
- (iv) All matters relating to Forestry including Forest Based Industries Service.
- (v) Management/preservation and conservation of Bio-diversity resources.
- (vi) Regulations of forest resources and reserved forest.
- (vii) All matters relating to environmental aspects.
- (viii) Nagaland Pollution Control Board.
- (ix) State Biodiversity Authority.

**10. EXCISE DEPARTMENT:**

- (i) Administration of Nagaland Excise Acts 1967 and the Rules made there under.
- (ii) Intoxicating liquors, narcotic drugs and opium- Taxation and Control.
- (iii) Administration of Nagaland Liquor Total Prohibition Act, 1989 and the Rules made there under.
- (iv) Enforcement of Narcotic Drugs and Psychotropic Substances Act, 1985 and Rules made there under.
- (v) Enforcement of Drugs and Cosmetic Act, 1940.
- (vi) Enforcement of Sugarcane Control Order, 1966.
- (vii) Collection of excise revenue including regulating import, export sale of liquor meant for Military and Para-Military Units through Canteen Stores Department and Bonded Warehouses.

**11. FINANCE DEPARTMENT:**

**(A) Budget & Monitoring Branch**

- (i) Preparation of Budget documents including Finance Minister's Budget Speech.
- (ii) Preparation of Supplementary Demand for Grants and regularization of excess expenditure.
- (iii) Finalization of Revised Estimates; issue of Final Grants, Re-appropriation and surrender statements.
- (iv) Monitoring and control of budget and expenditure.
- (v) Regulation of State Government receipts and expenditure and flow of funds as per the cash balance position of the State.

- (vi) Matter relating to servicing of debts, borrowings etc. by the State Government.
- (vii) Placement of budget/funds.
- (viii) Issue of Drawal Authority/Drawal Limits in respect of Departments dealt with by the Branch.

**(B) Expenditure Branch**

- (i) Examination of expenditure proposals received from various Departments for concurrence.
- (ii) Sanction of write-off of Government properties, including loans.  
Issue of Drawal Authority/Drawal Limits in respect of Departments dealt with by the Branch.

**(C) Establishment Branch**

- (i) General instructions relating to pay and allowances, honorarium, pension, gratuities etc.
- (ii) Advice on all matters relating to pay and allowances.
- (iii) Framing of financial rules.
- (iv) Codification of financial rules and regulations including Delegation of Financial and Cognate Power Rules.
- (v) Interpretation of financial rules and codes.
- (vi) Salaries and allowances of Ministers and MLAs.
- (vii) Standard terms of deputation and terms of Foreign Service.
- (viii) ROP, post creation/upgradation/confirmation and continuation of temporary posts and medical advances.

**(D) General Branch**

- (i) All matters relating to Banks and Banking including Foreign Exchange.
- (ii) Central Registry of the Department.
- (iii) State Guarantees.
- (iv) Administration of GPF and GIS including advances and withdrawals.
- (v) Public Sector undertakings.
- (vi) Matters pertaining to C&AG report and the Public Accounts Committee

**(E) Revenue and Taxation**

- (i) Administration of VAT.
- (ii) Examination of proposals for imposition of various taxes including increase or decrease in the rates of existing taxes, and tapping of additional resources.
- (iii) Taxes on luxuries including taxes on entertainments, amusements, betting and gambling.
- (iv) Taxes on sale or purchase of goods.
- (v) Taxes on professions, trades and callings.
- (vi) All matters pertaining to the Nagaland Taxation Service.
- (vii) Small Saving Schemes.
- (viii) Matters pertaining to Stamp Duties and the Indian Stamp Act.
- (ix) Matters pertaining to Public Private Partnerships.

**(F) Lotteries**

- (i) Administration of the Lotteries (Regulation) Act 1998.
- (ii) All matters pertaining to the Directorate of Nagaland State Lotteries.
- (iii) Matters pertaining to distribution and sale of Nagaland State Lotteries including appointments of Sole Selling Agents/Distributors

**(G) Treasuries and Accounts**

- (i) All matters pertaining to the Nagaland Finance and Accounts Service, including the Subordinate service.
- (ii) Control and administration of the Treasuries and Sub-Treasuries.
- (iii) Procurement and distribution of judicial and non-judicial stamps.
- (iv) Internal Audit and pre-audit of bills.

**(H) Finance Commission and Research Cell**

- (i) Collection and compilation of various data/information in connection with Central Finance Commissions.
- (ii) All matters relating to the Central Finance Commission Reports and follow-up actions.
- (iii) Monitoring of receipts and expenditure in respect of grants under Finance Commission Awards.
- (iv) All matters pertaining to the State Finance Commission.
- (v) Compilation of civil accounts and works accounts.

**(I) Directorate of State Lotteries**

- (i) Administration of the Lotteries (Regulation) Act. 1998.
- (ii) Administration of the Lotteries (Regulation) Rules, 2010.
- (iii) All matters pertaining to the Directorate of Nagaland State Lotteries.
- (iv) Matters pertaining to distribution and sale of Nagaland State Lottery tickets including appointment of Distributors.

**12. FISHERIES DEPARTMENT:**

- (i) All matters of establishment relating to the admonition of Fisheries Department.
- (ii) All matters relating to aqua-engineering, etc.
- (iii) Matters relating to Nagaland Fisheries Service Rules.
- (iv) Extension, Education and Training & Publicity.
- (v) Aqua-Technological Research & Education.
- (vi) Development and implementation of fish marketing & quality control.
- (vii) Investigation of water quality & Fish health.
- (viii) Development of natural water bodies & infrastructure.
- (ix) Implementation of Integrated Fish Farming.
- (x) Fisheries Statistics & Survey of Fisheries resources.
- (xi) Revamping of existing Government Fish Farms.
- (xii) Fish & Fish seed production programme.
- (xiii) Prawn & Prawn seed production programme.
- (xiv) Inputs for Fish & Prawn production.
- (xv) Distribution of Fish & Prawn seeds to Fish Farmers.

- (xvi) Fish Laboratory-cum Awareness Centre (Dimapur).
- (xvii) Nagaland Fisheries Rules & Regulation act.
- (xviii) Disaster Management on Fisheries.
- (xix) Reservoir Fisheries Development.
- (xx) Training.
- (xxi) National Fisheries Co-operative Federation Ltd (NAFCOF).
- (xxii) State earmarked programme.
- (xxiii) Innovative programme.
- (xxiv) Self-employment generation under Fisheries Department.
- (xxv) National Workshop/Seminars on Fish and Fisheries.
- (xxvi) Implementation of Development of Inland Fisheries of Aquaculture (FFDA).
- (xxvii) Development of Marine Fisheries, Infrastructures and Post Harvest operations.
- (xxviii) Strengthening of database and Geographical Information System (GIS) of the Fisheries Sector.
- (xxix) National Scheme of Welfare of Fisherman under CSS.
- (xxx) National Fisheries Development Board (NFDB).
- (xxxi) Rashtriya Krishi Vikas Yojana (RKVY).
- (xxxii) Schemes under Non-Lapsable Common Pool Resource (NLCPR).
- (xxxiii) Schemes under National Bank for Agriculture and Rural Development (NABARD).
- (xxxiv) Schemes under North East Council (NEC)

### **13. FOOD & CIVIL SUPPLIES DEPARTMENT**

#### **(A) FOOD & CIVIL SUPPLIES**

- (i) Essential Commodities Acts and Rules made there under.
- (ii) Procurement and distribution of essential commodities.
- (iii) Government food grains godowns.
- (iv) Distribution of rice through fair price and Villages Councils which are given the status of a FPS.
- (v) Movement of food grains.
- (vi) Rationing and price control.
- (vii) All Service matters relating to Nagaland Food & Civil Supplies.
- (viii) Below Poverty line.
- (ix) Antyodaya Anna Yojana.
- (x) Annapurna.
- (xi) National Food Security Act implementation.

#### **(B) LEGAL METROLOGY AND CONSUMER PROTECTION**

- (i) The Legal Metrology Act, 2009.
- (ii) The Nagaland Legal Metrology (Enforcement) Rules, 2011.
- (iii) The Legal Metrology (Packaged Commodities) Rules, 2011.
- (iv) The Consumer Protection Act, 1986.
- (v) The Nagaland Consumer Protection Rules, 1987.

#### **14. GEOLOGY & MINING DEPARTMENT:**

- (i) All matters related to minerals including minor minerals and oil.
- (ii) All matters related to development and mining and minerals resources.
- (iii) Geological Survey, Investigation and Exploration.
- (iv) Grant of lease or license of mineral rights in the State of Nagaland.
- (v) All matters related to Development and regulation of Ground Water Resources.
- (vi) All matters related to Geotechnical, Engineering Geology and related Geological hazards.
- (vii) All matters relating to Seismic/Earthquake activities and Geosciences related R&D studies.

#### **15. HEALTH AND FAMILY WELFARE DEPARTMENT:**

##### **A. Medical 'A' Branch**

- (i) Matters relating to Service Rules.
- (ii) Staff pattern in the hospital/incumbencies/cadre management etc.
- (iii) All establishment matters relating to doctors including regular appointment, regularization/extension of contract doctors, promotion, transfer and posting of medical doctors, post graduate studies & study leave, advance increment/special allowances.
- (iv) All establishment matters relating to FSSA, Pharmacist, Drugs control wing, AYUSH, Nurses, NHAK, CIHSR.
- (v) GPF final/leave encashment.
- (vi) Registration and regulations of hospitals, nursing homes and other clinical establishments of doctors under the Department.
- (vii) General administration and establishment policies of the Department.
- (viii) Post creation under the establishment of Hospitals & Health centres.
- (ix) Medical seat allotment, pro rata, stipend, book grant, Indian Medical Council etc.
- (x) Maintenance of APAR's all gazetted officer's under the Department both doctors and non-medical officers.

##### **B. Medical 'B' Branch**

- (i) Matters regarding Finance Commission.
- (ii) Budget estimates/ revised estimates/draft annual plan.
- (iii) All matters relating to NEC, DONER, NLCPR.
- (iv) All matters relating to NHAK, Nagaland Medical Council.
- (v) Establishment of new CHC, PHC, SC etc.
- (vi) Implementation of all National Flagship programme.
- (vii) Implementation of National Health Mission.
  - (a) NUHM.
  - (b) National Mental Health Policy.
  - (c) Ayush & Indian System Of Medicine.
  - (d) National Vector Borne Disease.
  - (e) National Leprosy Eradication Control programme.
  - (f) National Blindness Eradication Control programme.
  - (g) Revised National Tuberculosis Control programme.
  - (h) Integrated Disease Surveillance programme.

- (i) Communitization.
- (j) Referral Hospital CIHSR.
- (k) Medical Treatment outside the State.
- (l) Empanelment of Hospitals.
- (m) HIV/AIDS.
- (n) National Cancer programme.
- (o) Food Safety & Standard Act.
- (p) National Tobacco Control programme.
- (q) Transplantation of Human programme.
- (r) State Blood Transfusion Council.

## **16. HIGHER & TECHNICAL EDUCATION DEPARTMENT:**

### **(A) Higher Education:**

- (i) University Education.
- (ii) Grant-in-aid for Private Colleges, Government Colleges and Theological Colleges.
- (iii) Scholarships for general education and research.
- (iv) Nagaland University and State University/Private Universities in Nagaland and matters related to study centres, off campus and off shore campus.
- (v) NAAC and quality education.
- (vi) Rastriya Utchattar Shiksha Abhiyan (RUSA) and New Degree Model College.
- (vii) Academic Staff College.
- (viii) Community College and Skill Development.
- (ix) All India Survey on Higher Education (AISHE) (Research/Statistic/Data Bank, etc.)
- (x) Development and Research in Higher Education.
- (xi) Faculty development programme both National and International.
- (xii) Autonomous Colleges.
- (xiii) Distant Education and Edusat.
- (xiv) Coordination between Government of Nagaland and higher education institutions.
- (xv) Coaching and training centres for UPSC, NCS and others.

### **(B) Technical Education.**

- (i) Scholarship/Stipend of Technical course.
- (ii) SCTE for awarding Diploma Certificate.
- (iii) Joint Entrance Examination for admission against State reserved quota for MBBS and allied courses and undergraduate Engineering studies.
- (iv) Allocation of seats for study of MBBS and allied courses against State reserved quota.
- (v) All Government Polytechnic Institutions.
- (vi) 3 years Diploma entrance Examination for Government Polytechnic Institutions.
- (vii) Monitoring Commercial Training Institute.
- (viii) Setting up of new Polytechnic.
- (ix) Foreign Study.

- (x) Community College on Skill development programme.
- (xi) Community Development through Polytechnic (CDTP).
- (xii) Research & Planning.

## **17. HOME DEPARTMENT:**

### **(A) Political Branch**

- (i) Administrative Reforms Council.
- (ii) Armed Forces (Special Powers) Act.
- (iii) Awards.
- (iv) Ceasefire Monitoring Group.
- (v) Central Bureau of Investigation.
- (vi) Centre-State Relations.
- (vii) Chief Ministers' Conference.
- (viii) Chief Secretary's Conference.
- (ix) Communal harmony.
- (x) Consular access and transfer of prisoners.
- (xi) Court cases.
- (xii) Crime reports.
- (xiii) Custodial deaths.
- (xiv) Deportation of foreigners.
- (xv) Diplomatic Passport.
- (xvi) Flag Code of India.
- (xvii) Gallantry awards and monetary allowances.
- (xviii) General correspondence's from Government of India.
- (xix) Governor's Awards.
- (xx) Governor's conference.
- (xxi) Human Rights related matters including State Human Rights Commission.
- (xxii) Human trafficking.
- (xxiii) Inner Line Permit.
- (xxiv) International borders.
- (xxv) Inter-State Council.
- (xxvi) Law and order situation and security measures.
- (xxvii) Nagaland Peace Centre/Camps.
- (xxviii) National Investigation Agency.
- (xxix) National Integration Council.
- (xxx) NOC to Government employees.
- (xxxi) NSA matters.
- (xxxii) Parliamentary questions pertaining to political matters.
- (xxxiii) Pension to freedom fighters.
- (xxxiv) President's Police medal for distinguished and meritorious service.
- (xxxv) Private Detective Agencies.
- (xxxvi) Private Security Agencies.



- (xxxvii) Prosecution sanctions.
- (xxxviii) RAP/PAP/Residential Permit.
- (xxxix) Rehabilitation of surrendered militants.
- (xl) Right to Information Act.
- (xli) State Emblem.
- (xlii) Underground and extremist activities.
- (xliii) Unlawful activities (Prevention) Act.
- (xliv) Victim Compensation Scheme.
- (xlv) Warrant of Precedence.

**(B) Police ‘A’ Branch**

- (i) All matters relating to Police Organization of Nagaland, including Police Battalion from other States and Central Reserve Police deployed in the State.
- (ii) Co-ordination with Army, Assam Rifles and Border Security Force.
- (iii) State Police Wireless Organization.
- (iv) Police Engineering Project and Police Housing.
- (v) All matters relating to recruitment, promotions, service rules and regulations and all service matters relating to IPS, NPS and other gazetted officers.
- (vi) All matters relating to disciplinary cases against the IPS, NPS and other gazetted officers.
- (vii) Police modernisation scheme.
- (viii) Security related expenditure.
- (ix) Budget matters.
- (x) Assembly and Parliamentary questions.
- (xi) PAC/Government Assurances & Committees.
- (xii) Audit matters.
- (xiii) All expenditure/sanctions under Police Department.

**(C) Police ‘B’ Branch**

**1. Home Guards and Civil Defence Department (HG&CD)**

- (i) All matters relating to Home Guards and Civil Defence Organisation.
- (ii) All matters relating to recruitment, promotions, service rules and regulations and service matters relating to gazetted officers.
- (iii) All matters relating to disciplinary cases against HGs and CD personnel and gazetted officers.
- (iv) Modernisation of schemes.
- (v) Budget affairs.
- (vi) Security Related Expenditure.
- (vii) Assembly & Parliamentary question.
- (viii) PAC/Government Assurances and Committees.
- (ix) Audit matters
- (x) All expenditure/sanctions of the Departments.



## **2. Fire & Emergency Services Department.**

- (i) All matters relating to Fire & Emergency Relief Department.
- (ii) All matters relating to recruitment, promotions, service rules & regulations and service matters relating to gazetted officers.
- (iii) All matters relating to disciplinary cases against fire & emergency personnel and gazetted officers.
- (iv) Modernisation of schemes.
- (v) Budget matters.
- (vi) Security Related Expenditure.
- (vii) Assembly & Parliamentary questions.
- (viii) PAC/Government Assurances & Committees.
- (ix) Audit Matters.
- (x) All expenditure/sanctions of the Department.

## **3. Village Guard Organization.**

- (i) All matters relating to Village Guard Organization.
- (ii) All matters relating to recruitment, promotions, service rules & regulations and service matters relating to gazetted officers.
- (iii) All matters relating to disciplinary cases against village guard personnel and gazetted officers.
- (iv) Modernisation of schemes.
- (v) Budget matters.
- (vi) Security related expenditure.
- (vii) Assembly & Parliamentary questions.
- (viii) PAC/Government Assurances & Committees.
- (ix) Audit matters.
- (x) All expenditure/sanctions of the Department.

## **4. Sainik Welfare & Re-settlement.**

- (i) All matters relating to Sainik Welfare & Re-settlement.
- (ii) All matters relating to recruitment, promotions, service rules & regulations and service matters relating to gazetted officers.
- (iii) All matters relating to disciplinary cases against HGs & CD personnel and gazetted officers.
- (iv) Budget matters.
- (v) Assembly & Parliamentary questions.
- (vi) PAC/Government Assurances & Committees.
- (vii) Audit matters.
- (viii) All expenditure/sanctions of the Department.

## **5. Arms Section**

- i) All matters relating to Arms Licenses.

**(D) Home Branch**

- (i) Jails and Sub-Jails.
- (ii) Prisons Act and Rules.
- (iii) Remission and commutation of sentence.
- (iv) Probation services.
- (v) Matters relating to Scheduled Castes/Scheduled Tribes.
- (vi) Official Language of the State.
- (vii) Recognition of local tribes and dialects.

**(E) General Administration Branch**

**1. GAB-I**

- (i) General Administration including District Administration.
- (ii) Census.
- (iii) Recognition of Villages.
- (iv) Land disputes.
- (v) Service matters of DBs/PA to DCs.
- (vi) Maps.
- (vii) Administrative Reforms Commission and implementation thereof.
- (viii) Village and Tribal Councils (Area Councils).

**2. GAB-II**

- (i) State Guest Rules.
- (ii) Celebration of Republic Day, Independence Day and State inauguration day and other State functions.
- (iii) State Guest Houses.
- (iv) Reservation of accommodation in State Guest Houses.
- (v) Issue of permits/Licenses for Cinemas and Theatres.
- (vi) Holidays.
- (vii) Annual Administrative Report.

**(F) Secretariat Administration 'A' Branch**

- (i) All matters relating to Group-C staff including transfer & postings under SAB 'A' Branch excepting those belonging to members of Nagaland Secretariat Service.
- (ii) Issue of Identity Cards to the Secretariat employees.
- (iii) Issue of Car Pass in the Secretariat.
- (iv) Security matters & attendance of employees, office discipline/punctuality & surprise checks etc.
- (v) Matters relating to AHODs/HODs meetings.
- (vi) Expenditure sanction of Electricity/Water charges/Grant in aid to Indian Red Cross Society Nagaland, National Institute of Public Finance & Policy, New Delhi and Nagaland Gandhi Ashram, Chuchuyimlang.

- (vii) Arrangement of Trainings for Typists/LDA (non-commissioned) in the Secretariat.
- (viii) Court cases pertaining to SAB 'A' Branch.
- (ix) All matters relating to Computer Cell under Home Department.

**(G) Secretariat Administration 'B' Branch**

- (i) Service matters relating to all grade-IV staff in the Secretariat except Drivers.
- (ii) Pension cases of Group-D employees of Secretariat, other than members of Nagaland Secretariat Service.
- (iii) Matter relating to allotment of Govt. quarters belonging to Home Department.
- (iv) Control & attachments of Office Peons/Jamadars/Duftries.
- (v) Supervision of the works of Sweepers/Malis/Chowkidars which involve cleanliness/ tidiness and proper care of Secretariat building & its premises.
- (vi) Court cases pertaining to SAB 'B' Branch.

**(H) Nazarat Branch**

- (i) Arrangement of office accommodation in both old & New Secretariat Complex & old Assembly.
- (ii) Procurement, issue & repair of computers and photostat machines and their consumable items for all Departments and Branches in the Secretariat,
- (iii) Procurement & issue of electrical & stationery items to all branches in the Secretariat.
- (iv) Procurement & supply of Forms/Pads/Rubber Stamps & State Mementos (Mithun) for the Secretariat.
- (v) Procurement & issue of office furniture for Secretariat.
- (vi) Procurement & issue of cleaning & beautification materials for New Secretariat Complex.
- (vii) Matters relating to condemnation of old furniture etc.
- (viii) Sitting arrangements during National Day celebrations in the Secretariat Plaza.
- (ix) Maintenance of EPABX & Generator.
- (x) Allotment of Zonal Council Hall to Govt. & NGOs for meetings, seminars, conferences.
- (xi) Repair & renovation and supervision of the Secretariat building through PWD (Housing) Nagaland Capital Complex Division (NCCD).
- (xii) Arrangements for all AHODs, HODs and State Level Meetings in the Secretariat Conference Hall.
- (xiii) Court cases pertaining to Nazarat Branch.
- (xiv) Management of Common Facility Cell.

**(I) Societies Registration Cell.**

- (i) All matters relating to Registration of Societies (NGOs) in Nagaland, which comes under the Societies Registration Act, 1860 vide (Nagaland Third Amendment) Act, 2008.

**(J) Printing & Stationery Branch**

- (i) All matters pertaining to the Directorate of Printing & Stationery.
- (ii) All matters relating to revision & approved rates of printing & stationery/electrical and other misc items for operation in the State.

- (iii) Press Laws.
- (iv) Court cases pertaining to Printing & Stationery Department.

**(K) Bill & Cash Branch**

- (i) Matters relating to preparation of bills and payments for the Secretariat establishment, including officers.

**(L) Audit and Accounts Branch**

- (i) Settlement of outstanding audit objections and inspection reports.
- (ii) All matters relating to Public Accounts Committee (compilation of materials for all Branches of the Home Department.
- (iii) Secretariat budget.
- (iv) Control of expenditure.

**(M) Loan Branch**

- (i) Motor car, conveyance and other advances.

**(N) Relief & Rehabilitation Branch**

- (i) Matters relating to grant ex-gratia under the Security Related Expenditure Scheme (SRE) of Ministry of Home Affairs, GOI as well as ex-gratia for non SRE cases.
- (ii) Matters relating to grant of relief/financial assistance under cash Doles (eg. medical & destitute).
- (iii) Matters relating to grant of donation to registered Union/Society involved in welfare works or rendering charitable services to the public.
- (iv) Matters relating to compensation to victims of his/her dependents who have suffered loss or injury as a result of crime and who require rehabilitation under Nagaland Victim Compensation Scheme 2012.

**18. HORTICULTURE DEPARTMENT:**

- (i) Development of fruits.
- (ii) Development of plantation crops.
- (iii) Development of spices.
- (iv) Development of MAP (Medicinal & Aromatic Plants).
- (v) Development of Floriculture.
- (vi) Development of Olericulture.
- (vii) Development of mushroom.
- (viii) Creation of infrastructure relating to Horticulture such as Water Resources, Link Roads etc.
- (ix) Landscaping and ornamental gardening.
- (x) Training and transfer of technology relating to Horticulture.
- (xi) Post harvest management and processing.

- (xii) Development of farms and nurseries.
- (xiii) Development of organic farming.
- (xiv) Promotion of Integrated Nutrient Management (INP) and Integrated Pest Management (IPM).
- (xv) Horticulture mechanization.
- (xvi) Protected cultivation.
- (xvii) Development of roots and tuber crops.

## **19. INDUSTRIES & COMMERCE DEPARTMENT:**

### **(A) 'A' BRANCH.**

- (i) All establishment matters.
- (ii) Budget and Annual Plan matters including Plan and Non-plan.
- (iii) Annual Administrative reports.
- (iv) Finance Commission related matters.
- (v) Works programmes.
- (vi) All financial sanctions in respect of Directorate, DICs, Sub-DICs and Engineering wing (establishment related).
- (vii) Matters relating to land acquisition.
- (viii) Purchase of vehicles including repair, replacement, condemnation, POL etc
- (ix) All matters relating to audit & inspection, C&AG reports, PAC, Estimates Committee etc.
- (x) Matters relating to Court cases, representations, legal notices etc. in respect of establishment matters.
- (xi) Matters in respect of Nagaland Legislative Assembly.
- (xii) Right to Information matters.

### **(B) 'B' BRANCH.**

- (i) Correspondences with all related Central Ministries.
- (ii) Projects under Central Ministries, Schemes & programmes.
- (iii) Projects under State Schemes & programmes.
- (iv) All financial sanctions in respect of PSUs, Boards and Projects & Schemes.
- (v) All matters relating to Districts, State & National level, Chambers of Commerce & Industries & Associations.
- (vi) State PSUs & Boards under the Department.
- (vii) Matters related to NPPC Ltd (Tuli)/IDCON
- (viii) All matters relating to Border Trade & Commerce.
- (ix) Skill Development.
- (x) Domestic & Foreign Investment facilitation.
- (xi) Matters relating to ease of doing business & single window clearance operation.
- (xii) Exhibition, Trade Promotions, Business Meets, Summits & Expos.
- (xiii) COPU related matters & court cases.

- (xiv) State Industrial Policy & NEIPP.
- (xv) Land Bank, Industrial areas, Estates, Growth Centres, IIDs & SEZs.
- (xvi) All matters relating to EPCs & Central Boards & Commissions.

## **20. INFORMATION & PUBLIC RELATIONS DEPARTMENT:**

- (i) All matters relating to general public relations.
- (ii) Liaison/nodal agency for Press/Media activities
- (iii) Running of Information Centers.
- (iv) Issue/release of all Government advertisements to the media.
- (v) Issue of accreditation to media persons and implementation of the Nagaland Media/Press Accreditation Rules.
- (vi) Arrangement of press Conference/Press briefing for VIPs and senior officials.
- (vii) Arrangement of conducted tours and other facilities for media persons.
- (viii) Production of video documentaries, news reels and short feature films highlighting the programmes, policies and activities of the Government.
- (ix) Publication and distribution of I.E.C materials/literatures including Nagaland Calendar, Nagaland Diary, Hoardings etc.
- (x) Holding of exhibitions, film/documentary shows.
- (xi) Certification of documentary/feature films.

## **21. INFORMATION TECHNOLOGY & COMMUNICATION DEPARTMENT**

- (i) Formulation of IT Policy.
- (ii) Secretariat of the State IT Council and the State Level Coordination Committee for IT Applications.
- (iii) Planning of the different IT-related programmes
- (iv) Co-ordination of all IT projects in the Government.
- (v) Appraisal of new technologies and prescribing uniform standards.
- (vi) Prioritisation of departmental IT programmes.
- (vii) Technical support to Government Departments.
- (viii) Pro-active promotion of IT.
- (ix) Participation/ organization of IT events.
- (x) Development and management of portal/website of Nagaland.
- (xi) Publication of promotional material.
- (xii) IT-enabled services.
- (xiii) Bandwidth management and planning internet access.
- (xiv) Management of all major networks in Government.
- (xv) Geographical Information System.
- (xvi) IT and IT-enabled education.
- (xvii) E-Governance.
- (xviii) Citizen-centric projects of e-governance.
- (xix) Focal point of IT-related investment.
- (xx) Co-ordination with telephone and telecom service providers.

## **22. IRRIGATION & FLOOD CONTROL DEPARTMENT:**

### **A. Minor irrigation**

- (i) Surface Flow Diversion Irrigation.
- (ii) Surface Lift Irrigation.
- (iii) Reservoir/Tank/Irrigation Ponds and Water harvesting Ponds.
- (iv) Ground Water-Dug Wells/Production Wells.
- (v) Ground Water-Shallow Tube Wells and Deep Tube Wells.
- (vi) Sprinkler Irrigation.
- (vii) Drip Irrigation.

### **B. Medium Irrigation**

- (i) Medium Irrigation Projects.
- (ii) Medium Irrigation-cum-Multipurpose Projects.

### **C. Survey, Investigation and Hydrological Studies**

- (i) Survey and Investigation Works.
- (ii) Hydro-meteorological Observations.
- (iii) River gauging & discharge including de-siltation.
- (iv) Hydrology Project.

### **D. Rationalization of Minor Irrigation Statistics**

- (i) Compilation of M.I. Statistics.
- (ii) Minor Irrigation Census.

### **E. Command Area Development and Water Management**

- (i) Field Drain.
- (ii) Filed Channel.
- (iii) Enforcement of Warabandi (Water Distribution).
- (iv) On Field Development.
- (v) Training.
- (vi) Adaptive Trials & Demonstration.
- (vii) Survey, Planning & Design.
- (viii) Monitoring and Evaluation.
- (ix) Reclamation of Water Logged areas.

### **F. Flood Management**

- (i) Flood plain Zoning.
- (ii) Flood Proofing & Platform.

- (iii) Embankments/Dykes/Spurs.
- (iv) Anti-erosion/Erosion Canted Works.
- (v) Drainages.
- (vi) River Training Works.

**G. Institutional Finance and Loans**

- (i) Central Loan Assistance (CLA).
- (ii) Negotiated Loans RIDF (NABARD).
- (iii) HUDCO.

**H. Building/Civil Works**

- (i) Construction Works.
- (ii) Repair and maintenance works.
- (iii) Civil works for Land Record & Survey Department.

**I. Others**

- (i) Brahmaputra Board.
- (ii) North Eastern Regional Institute of Water and Land Management (NERIWAIM).
- (iii) Central Board of Irrigation and Power.
- (iv) Central Water Commission (CWC).
- (v) Central Ground Water Board (CGWB).
- (vi) NEC.
- (vii) World Bank.

**23. JUSTICE & LAW DEPARTMENT**

- (i) Advice on legal matters.
- (ii) Construction of legal status Acts, Regulations, Statutory Rules, Orders and Notifications.
- (iii) Conveying and drafting of Bills, Ordinances rules, Bylaws, Notification and Regulation.
- (iv) Codifications of Laws, Rules and Regulation.
- (v) Indian Law Reports
- (vi) State Law Reports.
- (vii) Civil Criminal procedures.
- (viii) Wage and Trust.
- (ix) Arbitration cases.
- (x) Contract and deeds.
- (xi) All matters relating to High Court and other Courts.
- (xii) Administration of criminal and civil justice including constitution, power maintenance and organization of Courts and Criminal and Civil jurisdiction within the State.



- (xiii) Defense of institutions of suits.
- (xiv) Supervision of Government litigation.
- (xv) Appeal against acquittals.
- (xvi) All matters relating to judiciary.
- (xvii) Appointment of Magistrate and Judges.
- (xviii) Appointment of Advocate General.
- (xix) Appointment of Legal Remembrancer and Chief Judicial officer.
- (xx) Appointment and payment of fees of Government Advocates.
- (xxi) Appointment, posting and service matters of Public Prosecutor and Assistant Public Prosecutor.
- (xxii) Matters regarding Legal practitioners registration.
- (xxiii) Registration.
- (xxiv) Republication of Central Act.
- (xxv) Entertainment of summons issued by the Supreme Court, High Court and other subordinate courts in Civil, Criminal and writ cases against the Government.

## **24. LABOUR & EMPLOYMENT, SKILL DEVELOPMENT & ENTREPRENEURSHIP DEPARTMENT:**

### **(A) Labour**

- (i) Minimum Wages Act, 1948 & the Nagaland Minimum Wages Rule, 1980.
- (ii) Payment of Wages Act, 1936 & the Nagaland Payment of Wages Rule, 1980
- (iii) Contract Labour (R&A) Act, 1970 & the Contract Labour (R&A) Rules, 1985.
- (iv) Trade Unions Act, 1926 & the Nagaland Trade Unions Regulation, 1980.
- (v) Maternity Benefit Act, 1961 & the Nagaland Maternity Benefit Rule, 1985.
- (vi) Child Labour (P&R) Act, 1986.
- (vii) Industrial Employment (Standing orders) Act, 1946 & the Industrial Employment (Standing Orders) Nagaland Rules, 1986.
- (viii) Employees' Compensation Act, 1923 & the Nagaland Workman's Compensation Rule, 1978.
- (ix) Nagaland Shop and Establishment Act, 1986.
- (x) Building and other Constructional Workers (RE&CS) Act, 1996 & the Nagaland Building and other Constructional Workers (RE & CS) Rules, 2010.
- (xi) Building and Other Construction Workers' Welfare Cess Act, 1996.
- (xii) Unorganized Workers' Social Security Act, 2008.
- (xiii) Employees' State Insurance Act, 1948.
- (xiv) Employees' Provident fund Scheme, 1952.
- (xv) Factories Act, 1948.
- (xvi) Indian Boilers Act, 1923 & the Nagaland Boilers Rules, 1996.
- (xvii) Imparting vocational and technical training to dependants of industrial workers at Labour Welfare Centres.

**(B) Employment**

- (i) Implementation and Enforcement of Compulsory Notification of Vacancies (CNV) Act, 1959 and as amended from time to time and National Career Service (NCS).
- (ii) Collection of Employment Market Information (EMI).
- (iii) Vocational Guidance and Employment Counseling.
- (iv) Placement of Persons with Disability.

**(C) Skill Development.**

- (i) Implementation of Craftsmen Training Scheme: Policies and procedures.
- (ii) State Council for Vocational Training (SCVT): Advise the State Govt. on issues related to Vocational Training & Skill. Development: Policies and procedures.
- (iii) Trade Testing and Certification.
- (iv) Apprenticeship: Implement and Enforce the Apprenticeship Act, 1961 and as amended from time to time.
- (v) All matters pertaining to Skill Development in the State.

**(D) Entrepreneurship**

- (i) All matters pertaining to Entrepreneurship Development in the State.

**25. LAND RESOURCES DEPARTMENT:**

- (i) Implementation of Watershed Development and Management programmes.
- (ii) Promotion and development of plantation crops under the Ministry of Commerce, Govt. of India such as Rubber, Tea, Coffee, Spice crops etc.
- (iii) Reclamation and development of degraded lands and cultivable wastelands.
- (iv) To implement programmes which are focused on conservation and improvement of environments, climate change mitigation and adaptation; and judicious utilization of the natural resources for increasing the productivity of land and livelihood enhancement.
- (v) Promotion of Agro-Forestry and Fallow Management for improving jhum system.
- (vi) Sustainable Mountain Development and Communities.
- (vii) Promotion and development of essential oils and aromatic plants.

**26. LAND REVENUE DEPARTMENT:**

- (i) All matters relating to land records and settlement, acquisition & requisition of land and allotment of land.
- (ii) Implementation of land reforms law.
- (iii) All matters relating to assignment of land revenue or concession in consultation with the Finance Department.
- (iv) Assessment/payment of land rate, land compensation and land rent.
- (v) All matters relating to land survey, demarcation and map production in consultation with Border Affairs and Home Department.
- (vi) Recording, updating and maintenance of land records.
- (vii) All matters relating to House Tax.

**27. MUNICIPAL AFFAIRS DEPARTMENT:**

- (i) Framing of Municipal and Town Council Rules.
- (ii) Constitution of State Election Commission.
- (iii) Conduct of Municipal Elections.
- (iv) Financial reforms of the Municipalities.
- (v) Transfer of powers and functions to the ULBs.
- (vi) Finance Commission/State Grants to the ULBs.
- (vii) Master Plan of the Municipal and Town Councils.
- (viii) Any other CSS within the Municipal and Town Council jurisdiction.
- (ix) HUDCO affairs pertaining to Municipalities.
- (x) Purchase of Machineries for the Municipalities.
- (xi) Street Vendors, Night shelters, slums.
- (xii) Housing for All Scheme.
- (xiii) Smart City Scheme.

**28. NEW AND RENEWABLE ENERGY DEPARTMENT:**

- (i) Implementation of any hydro-electric power project, of 10 MW capacity and below.
- (ii) Any other programmes as delegated by the government in consultation with the Power Department.
- (iii) Nodal Department in the State to implement all Renewable Energy Programmes sponsored by Ministry of NRE.
- (iv) Solar Power Projects in the State.

**29. PARLIAMENTARY AFFAIRS DEPARTMENT:**

- (i) Date of summoning, prorogation, and dissolution of Legislative Assembly Nagaland
- (ii) Governor's address to the Nagaland Legislative Assembly.
- (v) Planning and co-ordination of Legislative and other official business in the Legislative Assembly.
- (vi) Allocation of Government time in Legislative Assembly for discussion of motions and other items of business.
- (vii) Liaison with Leaders, Chief whips and Deputy whips.
- (viii) List of members in Select Committees on Bills.
- (ix) Appointment of members of Legislative Assembly on Committees and Bodies set up by the Government.
- (x) To set up consultative committee in the State and assist its functioning.
- (xi) Implementation of assurances given by Ministers in Legislative Assembly.
- (xii) Government stands on private member Bills and Resolution.
- (xiii) To provide Secretariat assistance to the Committee on Parliamentary Affairs. Salaries and allowances of members of Legislative Assembly.
- (xiv) Advice to Departments on procedural and other Parliamentary matters.
- (xv) Co-ordination of action by Departments on the recommendations of general application made by Parliamentary Committees.

- (xvi) Officially sponsored visits of members of Legislative Assembly to places of interest.
- (xvii) Matters connected with power, privileges and immunities of members of Legislative Assembly.
- (xviii) To organize Youth Parliament and Seminar.
- (xix) To organize orientation courses for MLAs.
- (xx) To formulate rules for good conduct of Legislature and rule of Chief Whip vis-à-vis defection.
- (xxi) To establish research cell, library and welfare cell to render assistance to Legislatures.

### **30. PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT**

#### **(A) Personnel 'A' Branch:**

- (i) Personnel Policies.
- (ii) All matters relating to IAS, NCS, NSS and other cadre posts.
- (iii) All matters relating to in-service training of IAS/NCS/NSS Officers.

#### **(B) Personnel 'B' Branch**

- (i) All establishment matters relating to NPSC.
- (ii) All matters relating to appointment of Chairman & Members of NPSC.
- (iii) Amendment of NPSC Regulations.
- (iv) Matters relating to conduct of Civil Service (Prelims) Exam.

#### **(C) Administrative Reforms Branch:**

- (i) Re-organisation of Departments/Branches and Cell.
- (ii) Recognition of Service Associations and Rules.
- (iii) Policies regarding service matters.
- (iv) Matters relating to reservation of posts for Backward Tribes including Nagaland Backward Tribes Commission.
- (v) Policy regarding indigenous inhabitants of the State and prescription of certificates for the purpose of employment.
- (vi) Matters relating to Manpower Rationalization Committee (MRC).
- (vii) Matters relating to regularization of contract/adhoc services.
- (viii) Matters relating to Work-Charged and Casual Employees Commission.
- (ix) Prescription of educational qualifications for recruitment to State services.
- (x) All policy matters relating to recruitment and promotions.
- (xi) Training and career development of officers of All India Services and State services.
- (xii) Deputations of officers for training/seminars abroad.
- (xiii) Training of gazetted officers and non-gazetted staff.
- (xiv) Prescription and relaxation of age limit for employment into State services.
- (xv) Constitution of DPC/Selection Boards.

- (xvi) Rules of Executive Business.
- (xvii) State Civil List.
- (xviii) Compendium of important office memorandum, notifications, circulars, orders etc of all Government Departments.
- (xix) Framing of Manual of Office Procedure.
- (xx) Library/Publications.
- (xxi) Annual Administrative Reports of all Departments and Branches under P&AR Department.
- (xxii) Administrative Reforms Commission and implementation thereof.
- (xxiii) Training policies.
- (xxiv) Establishment matters of Administrative Training Institute.
- (xxv) Establishment matters of Nagaland Information Commission.
- (xxvi) Website of P&AR Department.
- (xxvii) Personal Information Management System (PIMS) Cell

**(D) Organisation & Method (O&M) Branch**

- (i) Advice to other Departments on matters relating to public services.
- (ii) Framing of Service Rules regulating the conditions of service of government servants including revision and relaxation thereof.
- (iii) Relaxation of any Service Rules of various Departments.
- (iv) Relaxation of any general service conditions.
- (v) Age of retirement/voluntary retirement/pre-mature retirement/extension of service.
- (vi) General policy regarding age relaxation.
- (vii) Clearance of compassionate appointment/ad-hoc appointment.
- (viii) Extension of deputation period.
- (ix) General issues and interpretation of Leave Rules including special kinds of leave.
- (x) Manpower requirement and creation and upgradation of posts thereof.
- (xi) Service conditions of all State government servants.
- (xii) Promotion and seniority issues.
- (xiii) Scheme of engagement of consultant/consultancy fee.
- (xiv) Staff Inspection Unit (SIU) and Internal Works Study Unit (IWSU).
- (xv) Methods of investigations based on work study and evolution of work norms.
- (xvi) Assessment of staff requirements and establishment of work load standards.
- (xvii) Designing and simplification of forms and keeping rules and regulations.

**(E) Vigilance Branch:**

- (i) Matters relating to State Vigilance Commission.
- (ii) All matters relating to eradication of corruption.
- (iii) Public Grievances Committees.
- (iv) Supervision of the work of the Vigilance Officers.

- (v) All matters relating to disciplinary cases against IAS, NCS and NSS Officers.
- (vi) General advice to all Departments in processing of departmental inquiries.
- (vii) Reports and returns of vigilance work.
- (viii) Maintenance of property returns in respect of all gazetted officers of the State Government.
- (ix) Government Servant Conduct Rules and Discipline and Appeal Rules.
- (x) Appeal in respect of vigilance cases to be heard by the Chief Secretary and the Governor.
- (xi) Inquiry relating to complaints of corruption against government servants received by the Government.
- (xii) Vigilance clearance in respect of all government servants due for promotion, confirmation of all government servants.
- (xiii) Maintenance of ACRs/APARs of IAS/NCS/NSS officers.

**(F) Pension and Pensioner's Welfare Branch**

- (i) All cases of processing of pension papers relating to IAS, NCS and NSS Officers including Secretariat Assistants of the Nagaland Civil Secretariat.
- (ii) Framing of rules regulating the conditions of pensioners and their welfare.
- (iii) Advice to other Departments on matters relating to pensions.
- (iv) Clearance of invalid pensions for all Government servants

**(G) Record Branch**

- (i) Matter relating to maintenance of records of the Secretariat and State records.

**31. PLANNING AND CO-ORDINATION DEPARTMENT:**

**A. Planning Branch**

**i) Administration:**

- (a) All matters relating to Gazetted establishment of Planning Machinery.
- (b) Matters relating UID.
- (c) Special Development Programme/SDF.
- (d) Nagaland Special Development Zones (NSDZs).
- (e) Prime Minister's 15 & 20 point programme.
- (f) Others.

**ii) Planning Machinery.**

- (a) All matters relating to Planning in the State.
- (b) Laying down of guidelines for the Departments regarding drawing up of the Departmental programmes and schemes and working an economic, administrative and organization appraisal of the plans and programmes of various Departments.
- (c) Assessment of plant resources.
- (d) Laying down of targets and physical achievements.

- (e) Plan co-ordination.
- (f) Advice to other departments in matter relating to plan formulation and the general principals related to planning.
- (g) Evaluation and implementations of plan schemes.
- (h) Scrutiny of plan schemes of various Departments.
- (i) Man power planning.
- (j) NEC/NLCPR.
- (k) MPLADs, LADP.
- (l) Externally Aided Projects (EAP).
- (m) Non -gazette establishment.
- (n) Matters relating to grants under Article 275 (1)
- (o) Finance Commission Award
- (p) Matters relating to GIS/Monitoring Cell.

## **B. General Branch**

- (i) All matters relating to Economics & Statistics Directorate.
- (ii) All matters relating to Evaluation Directorate.
- (iii) CMFC.
- (iv) UNDP/DHDR.
- (v) State Investment Policy (SIP).

## **32. POWER DEPARTMENT:**

- (i) Electricity Projects including Hydro-Electric Project Construction and maintenance.
- (ii) Generation and Supply of Electricity Energy.
- (iii) Indian Electricity Act, 2003, Electricity Rules 2005 and Electrical Supply Act, 1948.
- (iv) Electricity Duty.
- (v) All matters relating to Engineering (Electrical) Service.
- (vi) Energy Conservation Act, 2001.
- (vii) Communitisation of Public Services Act, 2002.

## **33. PUBLIC HEALTH ENGINEERING DEPARTMENT:**

- (i) Survey and Investigation
- (ii) Urban Water Supply Scheme
- (i) Rural Water Supply Scheme
- (ii) Urban drainage and Sewerage Scheme
- (iii) Rural sanitation
- (iv) Ground water development and management for drinking purpose
- (v) Conservation of management of Lakes for drinking purpose.

### **34. RURAL DEVELOPMENT DEPARTMENT:**

- (i) All matters relating to Rural Development Blocks including Village Development Boards (VDBs)/ Panchayati Raj.
  - (a) Grant-in-aid to VDB.
  - (b) Matching Cash Grant and VDB Fixed Deposit.
  - (c) Micro Finance/VDB as financial intermediaries.
  - (d) Additional Grant-in-aid.
  - (e) VDB welfare Fund.
- (ii) Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS)
- (iii) DRDA Administration.
- (iv) State Rural Livelihood Mission (SRLM).
- (v) North East Rural Livelihood Program (NERLP).
- (vi) Indira Awaas Yojana (IAY)/Rural Housing.
- (vii) e-Panchayat Mission Mode Project.
- (viii) Backward Region Grant Fund (BRGF).
- (ix) Sansaad Adarh Gram Yojana (SAGY).
- (x) Socio-Economic Caste Census (SECC).

### **35. SCHOOL EDUCATION DEPARTMENT**

#### **A. PRIMARY BRANCH.**

- (i) All establishment matters of Primary School in the State.
- (ii) Matter relating to the Sarva Shiksha Abhiyan.
- (iii) Training of Primary Teachers.
- (iv) Procurement of stationery for Primary Schools.
- (v) Grant of Pre-Matric Scholarship.

#### **B. ELEMENTARY BRANCH**

- (i) All establishment matters relating to the Elementary Schools in the State.
- (ii) Training of Elementary School Teachers.
- (iii) Procurement of Stationery for the Elementary Schools.
- (iv) Grant-in-aid.
- (v) Physical Education.

#### **C. SECONDARY BRANCH**

- (i) All the matters relating to the establishment of Secondary Schools.
- (ii) Matter relating to RMSA.



- (iii) Training of Secondary Teachers.
- (iv) Procurement of stationery/machineries/equipment for the Secondary Schools.
- (v) Procurement of furniture for the Secondary Schools.
- (vi) Pre-Matric Scholarship.

**D. HIGHER SECONDARY BRANCH.**

- (i) All matters relating to Higher Secondary.
- (ii) Training of Higher Secondary Teachers.
- (iii) NBSE.
- (iv) Grant-in-Aid.
- (v) Post Matric.

**E. VIGILANCE & CONFIDENTIAL BRANCH.**

- (i) Maintenance of ACR/APARs for all the gazetted officers.
- (ii) Maintenance of Annual Property Returns of all gazetted officers.
- (iii) Maintenance of Employees Data Base.
- (iv) Personal Information System (PIS).
- (v) RTE & RTI.

**F. DIRECTORATE ESTABLISHMENT BRANCH.**

- (i) All establishment matters of all the categories under the Directorate of School Education.
- (ii) Procurement of stationery.
- (iii) Procurement of furniture.
- (iv) Procurement of office equipment.
- (v) Matter relating to engineering wings.
- (vi) Production of text books.
- (vii) Grant in aid to educational Institutions
- (viii) Re-organisation of education system.
- (ix) Agri-based education.
- (x) National education programme.
- (xi) Technical & Science Education.
- (xii) Trainings/Seminar/Exhibition.
- (xiii) Transport.
- (xiv) Sainik School.

**G. GENERAL BRANCH.**

- (i) Planning.
- (ii) Accounts.

- (iii) Public Accounts Committee.
- (iv) Comptroller Auditor General.
- (v) Plan & Budget.
- (vi) Disaster Management.
- (vii) Swachh Bharat, cleanliness & toilet for schools.
- (viii) Computer Education.
- (ix) Schemes under CSS, NLCPR, DONER, NEC etc.
- (x) Construction under SPA.
- (xi) Women Education.
- (xii) Hindi.
- (xiii) State Development Report.
- (xiv) Life/Health Insurance Scheme for School Teachers/National Foundation for Teachers Welfare.
- (xv) NIOS/Self learning Methodology/Distance Learning Methodology.
- (xvi) Communitisation /Governor/CM/FM Speech.
- (xvii) UNESCO, UNICEF, JNV.
- (xviii) Statistics Data, All India Education Survey.
- (xix) Opening of New Schools/Upgradation.
- (xx) Correspondence with MHRD.
- (xxi) Scholarships.
- (xxii) Public Private Partnership (PPP).
- (xxiii) Vocational Education.
- (xxiv) Public Grievances.
- (xxv) IEDSS/IEDC/SUPW/MDM/ICT.
- (xxvi) Matters relating to Minority Affairs/Minority Educational Institutions.

## **H. PENSION BRANCH.**

- (i) All matters relating to pension/retirement/GPF.
- (ii) Record Cell:
  - (a) Record Management.
  - (b) Inspection/Periodicity & Returns.
  - (c) Staff Inspections Unit (SIU).
  - (d) Internal Work Study Unit (IWSU).

## **I. SCERT**

- (i) Establishment matters
  - (a) Service Matters of all members of SCERT/DIETs.
  - (b) Appointment/Transfer/Posting of Officers.
- (ii) Court cases.

- (iii) Assembly matters.
- (iv) Planning for the Department.
- (v) Budget/Audit/PAC/C & AG.
- (vi) Academic Authority for implementation of RTE Act, 2009.
- (vii) Framing of the Curriculum and Syllabi for the Elementary Level.
- (viii) Development and selection of Textbooks covering all Elementary school subject including Hindi.
- (ix) Conduct of Research and Survey.
- (x) Teachers training-in-service and Pre-Service leading to Diploma (D. El. Ed).
- (xi) Conduct of Teacher Eligibility Test (TET).
- (xii) State level Board namely the State Board of Teacher Education (SBTE).
- (xiii) Board of Elementary School Education (BESE).
- (xiv) State Institute of Educational Management and Training (SIEMAT).
- (xv) English Language Teaching Institute (ELTI).
- (xvi) Diploma in ECCE (DECCE).
- (xvii) Vocational Guidance and Counseling.
- (xviii) Implementation of National Talent Search Examination (NTSE) and National Means cum Merit Scholarship (NMMS) Examination.
- (xix) Implementation of INSPIRE (Innovation in Science Pursuit for Inspired Research)
- (xx) Implementation of National Population Education Project (NPEP).
- (xxi) Activity & Competency Learning (ACL).
- (xxii) Workshop and Seminar.
- (xxiii) DIETs/BITEs (CSS).

### **36. SCIENCE & TECHNOLOGY DEPARTMENT:**

#### **(1) Science Division**

- (i) Promotion and Development of Science.
- (ii) Scientific & Industrial Research.
- (iii) Co-ordination with other Govt. organizations.
- (iv) Traditional Naga Medicine.
- (v) District Science Centers.
- (vi) Science Museum.

#### **(2) Technology Division**

- (i) Technology Transfer, Technology Research and Technology application.
- (ii) Non-Conventional Energy Sources.
- (iii) Bio-Technology.
- (iv) Regional & National Institutes of Technologies.

- (v) Exhibitions/Fairs.
- (vi) Rural Technology Parks.
- (vii) Defence Research Development Organisation.

**(3) Electronics & IT Division**

- (i) Electronics.
- (ii) Information Technology & its Application.
- (iii) National Information Center.
- (iv) Computer Application & Electronic Governance.
- (v) Networking and Internet.
- (vi) Training & Counseling.
- (vii) Nagaland Science & Technology Council (NASTEC).
  - (a) Rural & Societal Science.
  - (b) Science popularization.
- (viii) Scholarships/ Awards/ Prizes.
  - (a) Co-ordination with other similar Councils/ Bodies.
  - (b) Ethno-Botany and Herbarium.
  - (c) Funding Projects of Scientific & Technical nature.
- (ix) Nagaland Remote Sensing Application Agency (NRSAA)
  - (a) Remote Sensing Application.
  - (b) Natural Resource Survey & Data Base Management Systems.
  - (c) Geographical Information System.
  - (d) National Remote Sensing Agency.
  - (e) Other Remote Sensing Application Agencies/Bodies.
  - (f) Consultancy & Assistance.

**37. SERICULTURE DEPARTMENT:**

- (i) Sub-allotment of fund.
- (ii) Training/skills upgradation programmes.
- (iii) PAC/CAG/Audit etc.
- (iv) Catalytic Development Programme (CDP)
- (v) Schemes under State Plan.
- (vi) Post creation/upgradation/ACP/other service matters.
- (vii) Marketing.
- (viii) Self employment.
- (ix) RKVY Schemes.

- (x) Schemes under negotiated loan (NABARD).
- (xi) Schemes under NEC/NER-TPS.
- (xii) Construction/Engineering wing.
- (xiii) Post Cocoon schemes:
  - (a) Reeling & spinning.
  - (b) Weaving, designing, dyeing, tailoring etc.
- (xiv) Publicity & Exhibition.

### **38. SOCIAL WELFARE DEPARTMENT:**

- (i) Social Security Measures.
- (ii) Social Welfare Policy.
- (iii) Assistance to Voluntary Welfare Organizations.
- (iv) Juvenile delinquency and care.
- (v) Establishment and running of the homes for the handicapped children.
- (vi) Care of old and infirm pensions.
- (vii) Welfare and rehabilitation of mentally handicapped children.
- (viii) Nutrition Programme/ICDS.
- (ix) Welfare and rehabilitation of physically handicapped, blind and deaf children.
- (x) State Child Protection Society.
- (xi) All matters relating to Social Welfare.
- (xii) Nagaland State Women Commission.
- (xiii) Nagaland State Social Welfare Board.
- (xiv) Nagaland State Commission for Protection of Child Rights.
- (xv) State Disability Commission.

### **39. SOIL AND WATER CONSERVATION DEPARTMENT:**

- (i) Land use and Natural Resource Management.
- (ii) Land Development and Reclamation.
- (iii) Soil survey, testing and Reclamation.
- (iv) Control and mitigation of shifting cultivation.
- (v) Water Resources and Cultivation.
- (vi) Integrated Watershed Management and Development.
- (vii) Application of Remote Sensing.
- (viii) Meteorology and data banking.
- (ix) Organic Farming.
- (x) Control and Mitigation of Soil erosion.

#### **40. TOURISM DEPARTMENT:**

- (i) Promotion of tourism activities in the State
- (ii) Dealing the affairs of both foreign and domestic tourists visiting the State of Nagaland.
- (iii) Conduct of short term training courses on tourism related subjects.
- (iv) Development of the State through various tourism projects and schemes undertaken.
- (v) Monitoring of the relaxation of RAP/PAP for the foreign tourists visiting Nagaland along with the Ministry of Home Affairs and Home Department of the State Government.
- (vi) Registration of Nagaland Tourist Trade Act, 2000.
- (vii) Maintenance of Wayside Amenities and Tourists Lodges etc.
- (viii) Development of tourists destination/spots in Nagaland.
- (ix) Regulation of all tourism activities in the State.
- (x) Marketing and publicity of the State Tourism Products.
- (xi) Events Management and participation in State, National and International Tourism events.
- (xii) Implementation of Nagaland Tourism Policy, 2001.
- (xiii) Inter-Departmental co-ordination for tourism development activities.
- (xiv) Inter-State co-ordination for tourism promotion.
- (xv) To liaison with Private Sectors/NGOs and their involvement in tourism related activities.

#### **41. TRANSPORT DEPARTMENT:**

##### **A. Motor Vehicles:**

- (i) Administration of Motor vehicle Acts and rules made there under.
- (ii) State Transport Authority and Regional Transport authorities.
- (iii) Administration of the Nagaland Motor Vehicle Taxation Act and Rules made there under.
- (iv) Administration of the Nagaland Road Safety Act and Rules made there under.
- (v) Nagaland Road Safety Authority.
- (vi) Institute of Driving and Traffic Research (IDTR).
- (vii) Motor vehicles Pollution Testing Centers.
- (viii) Maintenance of Inter-State Truck Terminus.
- (ix) Maintenance of vehicles and driving license.

##### **B. Nagaland State Transport:**

- (i) Nagaland State Transport Department.
- (ii) Routes and routes permit for passenger service operations.
- (iii) Civil aviation, air connectivity.
- (iv) Operation of State helicopter services.
- (v) Inland water transport, inland waterways.
- (vi) Railway-liaising and coordination.

**42. URBAN DEVELOPMENT DEPARTMENT:**

- (i) All establishment matters relating to Urban Development.
- (ii) Town Protection.
- (iii) Town and Country Planning Act.
- (iv) Preparation and Development of master plan.
- (v) Urban Infrastructure Developments (UIDS).
- (vi) Neighborhood Development Scheme (NDS).
- (vii) Centrally sponsored scheme under 10% lumpsum provisions for NE States.
- (viii) National Urban Livelihood Mission (NULM).
- (ix) National Urban Information System (NUIS).
- (x) Jawaharlal Nehru National Urban Renewal Mission (JNNURM).
- (xi) External Aided Project (ADB).
- (xii) Development Authority of Nagaland (DAN).
- (xiii) Any other State or CSS as assigned by the authority.
- (xiv) Capacity building.
- (xv) Swachh Bharat Mission (SBM).
- (xvi) Atal Mission for Rejuvenation and Urban Transformation (AMRUT) Scheme.

**43. VETERINARY AND ANIMAL HUSBANDRY DEPARTMENT:**

- (i) Animal Husbandry Development programme.
- (ii) Livestock & Poultry Productive programme.
- (iii) Diary Development programme.
- (iv) Veterinary Health Services.
- (v) Disease investigation schemes.
- (vi) Epidemiology & Public Health Services.
- (vii) Extension Training & Research programme.
- (viii) Animal Welfare Board.

**44. WOMEN RESOURCES DEVELOPMENT DEPARTMENT:**

- (i) Awareness generation & capacity building.
- (ii) Training & Skill Upgradation.
- (iii) Promotion of Rural & Urban Entrepreneurship.
- (iv) Livelihood support intervention.
- (v) Institute building and formation.
- (vi) Facilitation of Credit & Micro Finance.
- (vii) Marketing-Training, Support & Linkage.
- (viii) Financial Assistance to Destitute Women.
- (ix) Training-cum-Production Centre.
- (x) Grants in Aid to NGOs dealing with Women programmes.



- (xi) Women Resource Centres.
- (xii) Transformative Livelihood Intervention (TLI) programme.
- (xiii) Textile & Weaving Promotion Project.
- (xiv) Development of Appropriate Rural Technology Park, Kohima.
- (xv) Border Area Project (BAP).
- (xvi) Multi-Training-cum-Production Centre (MTMC), Kohima.
- (xvii) Integrated Development-cum-Resource Centre, Dimapur.
- (xviii) Rehab-cum-Support Centre, Dimapur.

#### **45. WORKS & HOUSING DEPARTMENT:**

##### **A. Establishment Branch**

- (i) All establishment matter relating to Engineer-in-Chief NPWD, Chief Engineer PWD (National Highways), Chief Engineer PWD (Road and Bridges), Chief Engineer PWD (Housing), Chief Engineer PWD (Mechanical Engineering), Chief Architect (Planning & Design).
- (ii) Service matter of Nagaland Engineering (Civil) Service Rules.

##### **B. Housing Branch**

- (i) Construction & maintenance of Government Building.
- (ii) Matter relating to Chief Architect (Planning & Design).
- (iii) Schedule of Rate.
- (iv) State quality control matters.
- (v) Condemnation and write off of sanction of Government Buildings.
- (vi) Housing Scheme under Ministry of Housing Urban Poverty Alleviation.

##### **C. Housing Loan Branch**

- (i) Matter relating to House Building Advance.

##### **D. Works Branch**

- (i) Construction & maintenance of roads & bridges.
- (ii) Condemnation and write off of sanction of bridges.
- (iii) Repair and maintenance of vehicles and machineries.
- (iv) Purchase of vehicles & machineries.
- (v) Condemnation and write off of sanction of sanction of vehicles and machineries.
- (vi) Matter relating to construction of contractors.

#### **46. YOUTH RESOURCES & SPORTS DEPARTMENT:**

- (i) National/Regional & State Youth Policy.
- (ii) National Cadet Cops (NCC).
- (iii) Bharat Scouts & Guides (BS&G).
- (iv) Nehru Yuva Kendra Sangathan (NYKS).

- (v) State Music Task Force.
- (vi) Youth and Adolescent Development.
- (vii) Capacity Building under Youth leadership.
- (viii) Youth Hostels.
- (ix) National Programme on Youth & Adolescent Development (NPYAD).
- (x) Policy on Youth Empowerment through Adventure Sports.
- (xi) Overall personality development of youth & provision of life skills.
- (xii) Re-structuring & expansion of various youth programme.
- (xiii) Greater female participation and youth development programme.
- (xiv) Sports Infrastructure Development.
- (xv) Promotion of Excellence in Sports.
- (xvi) Incentives to Sportspersons.
- (xvii) Schemes of assistance to institutions.
- (xviii) Schemes relating to participative sports.
- (xix) Panchayat Yuva Krida Aur Khel Abhiyan (PYKKA)-promotion of basic sports infrastructure at the grassroots level in rural areas.
- (xx) Scheme for sports infrastructure in urban areas.

**SECOND SCHEDULE**  
**(See Rule 8, 31)**

1. Proposals for the appointment or removal of the Advocate General or for determining or varying the remuneration payable to him.
2. Proposals to summon, prorogue or dissolve the Legislature of the State.
3. Proposals for the making or amending of Rules regulating the recruitment and conditions of service of:
  - (a) Persons appointed to the Secretariat of the Assembly (Article) 187 (3);
  - (b) Persons appointed to the Public Services and Posts in connection with the State (Proviso to Article 309).
4. Decision of questions arising as to whether a Member of the Legislature of the State has been subject to any disqualification under Article 191 and any proposal to refer such questions for the opinion of the Election Commission except cases of disqualification under the Tenth Schedule of the Constitution.
5. Any proposal to recover or to waive recovery of the penalty due under Article 193.
6. The Annual Financial Statements to be laid before the Legislature and Demands for Supplementary, Additional or Excess Grants.
7. Proposals relating to Rules to be made under Article 208, Clause (3).
8. Proposals for the making or amending of rules under Article 234.
9. Proposals for the issue of Notification under Article 237.
10. Any proposal involving any Action for the dismissal, removal or suspension of a Member of the Public Service Commission.
11. Proposals for making or amending regulations under Article 318 or under the Proviso to Clause (3) of Article 320.
12. Report of the Public Service Commission on its work (Article) 323 (2) and any actions proposed to be taken with reference thereunder.
13. Proposal for Legislation including the issue of Ordinance under Article 213 of the Constitution.
14. Cases in which the attitude of the Government to any Resolution or Bill to be moved in the Legislature is to be determined.
15. Proposals for the imposition of a new tax or any change in Method of assessment or the rate of any existing tax or land revenue or erring rates or for the raising of loans on the security of revenues of the State of giving of a guarantee by the Government of the State.
16. Any proposal which affects the finances of the State which does not have the consent of the Finance Minister.
17. Any proposal for re-Appropriation to which consent of the Finance Minister is required and has been withheld.

18. Proposals involving the alienation either temporary or permanent or of sale, grant or lease of Government property exceeding Rs. 5,00,000/- value or the abandonment or reduction of revenues exceeding that amount except when such alienation, sale, grant or lease of Government property is in accordance with the rules or with the general scheme already approved by the Chief Minister.
  19. The Annual audit of the finances of the State and the report of Public Accounts Committee
  20. Proposals involving any important change of policy or practice.
  21. Proposal to vary or reverse a decision previously taken by the Cabinet.
  22. Proposals which adversely affect the operation of the policy laid down by the Central Government.
  23. Proposed circulars embodying important changes in the administrative system of the State.
  24. Any proposals for the institution or withdrawal of a prosecution by Government against the advice tendered by the Law Department.
  25. Proposals involving any important alteration in the conditions of service of the Members of any All India Service or the State Service or in the Method of recruitment to the Service or Post to which appointment is made by the Government.
  26. Report of the Committees of Inquiry appointed by the Government on its own initiative or in pursuance of a resolution passed by the State Legislature.
  27. Proposals to act otherwise in accordance with recommendation of the Public Service Commission.
  28. Cases required by the Chief Minister to be brought before the Council.
-