

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

ANNUAL ADMINISTRATIVE REPORT FOR THE YEAR 2019-2020

I. INTRODUCTION:

The Annual Administrative Report covers the period 01-03-2019 to 28-02-2020.

The Department of Personnel and Administrative Reforms is primarily responsible for the personnel policies of the State Government, services matters, training of officials, administrative reforms, pension matters, vigilance matters, reservation in services etc. The Department is the cadre controlling authority for the IAS (Indian Administrative Service), NCS (Nagaland Civil Service) and NSS (Nagaland Secretariat Service). It is also the Administrative Head of Department of the Administrative Training Institute, the Nagaland Lokayukta, the Nagaland Public Service Commission and the Nagaland Information Commission.

The Department is headed by the Commissioner & Secretary who is assisted by two Joint Secretary, one Organization & Method Officer, one Senior Pension Analyst, one Senior Research Officer, two Deputy Secretary, one Record Officer, three Under Secretaries, and other supporting staff.

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

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

II. SERVICES:

(A) INDIAN ADMINISTRATIVE SERVICE (IAS)

1. The Indian Administrative Service (IAS) of Nagaland Cadre has an authorized strength of 94 out of which 66 are direct recruit posts and the remaining 28 are promotional posts from SCS and Non-SCS.
2. As on 29.02.2020, 60 IAS officers are in position and out of which 12 officers are on deputation to Central/State Government/Public Sector Undertaking.
3. During the year 2019-20, 5(five) SCS officers and 1 (one) Non-SCS officer were inducted into IAS of Nagaland cadre.
4. During the period under report, 8 (eight) IAS officers have been retired from service on attaining the age of superannuation.

(B) NAGALAND CIVIL SERVICE(NCS)

1. The Nagaland Civil Service has an authorized strength of 308 out of which 278 officers are in position
2. NCS officers were given promotion in the following grades during the period 2019-2020:
 - (i) 3 (three) officers were promoted to super time scale.
 - (ii) 5 (five) officers were promoted to special selection grade.
 - (iii) 5(five) officers were promoted to higher selection grade.
 - (iv) 5 (five) officers were promoted to selection grade.
 - (v) 6 (six) officers were officers were promoted to senior grade.
 - (vi) 6 (six) officers were promoted to higher junior grade
3. During the period under report, 1 (one) official expired.
4. 1 (one) officers retired on attaining the age of superannuation.

(C) NAGALAND SECRETARIAT SERVICE (NSS)

1. The Nagaland Secretariat Service (NSS) has an authorised strength of 637 which consists of Secretariat Assistant up to the level of Secretary. At present 433 officials are in position.
2. During the period under report, promotions were given to following officials:

a. Secretary	–	3
b. Addl. Secretary	–	16
c. Joint Secretary	–	14
d. Deputy Secretary	–	17
e. Under Secretary	–	21
f. Section Officer	–	29
g. Junior Section Officer	–	28

3. During the period under report 18 (eighteen) officials retired from Govt. service.
4. During the period under report, 1 (one) official expired.

OTHER CADRE OFFICERS

Besides these services, the state has been utilizing the service of other central and state services etc.

During the period under report:

1. 1 (one) ITS officer was conferred the status of Principal Secretary consequent upon his proforma promotion in his parent cadre.
2. 1 (one) post of OSD (Planning) in the level of Secretary was up-graded and re-designated as Special Secretary.
3. 6 (six) ex-cadre posts were upgraded at various level.
4. 3 (three) NSS officials were appointed to various ex-cadre posts.
5. 1 (one) official was permanently absorbed in the ex-cadre post.

III. ADMINISTRATIVE REFORMS BRANCH.

1. The AR Branch deals with a variety of issue, including personnel policy, service matters, training matters etc.

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

- i. Notification on creation of Department of Tribal affairs.
- ii. Notification on Condonation of Overage appointment.
- iii. Office Memorandum on amendment of policy for Relaxation of Qualifying Years of service for promotions.
- iv. Notification on creation of Separate Cell of Minority Affairs under Planning & Co-ordination department.
- v. Office Memorandum on procedure for appointment to every category of post by any department.
- vi. Notification on Constitution of Committee on Staff Selection Board (SSB) for recruitment of Grade-III Posts in the State.
- vii. Notification on revised Minimum rate of wages.
- viii. Notification on Rate of pension sanctioned for the State Chief Information Commissioner and the State Information Commissioners.
- ix. Office Memorandum on the amount of casual leave Admissible to a Government Employee.
- x. Notification on compilation of list of contract employees.
- xi. Notification on compliance with Section 22 of the Right of Persons with Disabilities Act, 2016.
- xii. Notification on constitution of committee to look into the functioning of work charged establishment of power department.

- xiii. Notification on amendments to the Rules of Executive Business, 2016.
- xiv. Office Memorandum on promotion of Government Servants found fit by review DPC after retirement procedure and guidelines to be followed.
- xv. Notification on reservation of 4% vacancy in favour of persons with benchmark disabilities in accordance to section 34 of the Right of Persons with Disabilities Act, 2016.
- xvi. Notification to constitute a Review Committee on Job Reservation Policy in the State.
- xvii. Office Memorandum on Paternity Leave for the State Government Employees.
- xviii. Circular on basic guidelines laid down for the constitution of cadre review committee.
- xix. Notification on conduct of examination on Non-working days.
- xx. Office Memorandum on Officiating Promotion and thereof.
- xxi. Office Memorandum on Compilation of the State Civil List as on 01-01-2019.
- xxii. Office Memorandum on constitution of State Review Committee to review the cases of Officer under Suspension.
- xxiii. Notification on change of nomenclature of vigilance commission as the Nagaland Lokayukta, Kohima.
- xxiv. Notification on constitution of committee to look into fixed pay employees and rationalization of manpower.

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

O & M Branch disposed off 888 files during the period under report relating to Personnel Policy and other Service matters referred to P & AR Department by various Departments.

V. PENSION CELL

Pension Branch deals with various pension matters in respect of IAS/NCS/NSS Officers, including clearance for Invalid pension/Extraordinary pension/Clarification & Objection raised by Accountant General's Office etc.

During the period under report, pension cell has disposed off the following cases as indicated below:

- i. Superannuation Pension : (a) **IAS** - 7 (Seven) Nos. :
 (b) **NCS** - 1 (One) No.
 (c) **NSS** - 19 (Nineteen) Nos.
 : **11 (Eleven)** cases of pension from various departments were examine and clearance/approval conveyed.
- ii. Family Pension : **24 (Twenty four)** cases of family pension from various departments were examined and clearance/approval conveyed.

- iii. Invalid Pension : **60 (Sixty)** cases of Invalid pension from various departments was examined and clearance/approval conveyed.
- iv. Extra-ordinary Pension : **3 (Three).**
- v. Physically Handicapped : **9 (Nine)** case of Physically Handicapped pension cases from various departments was examined and clearance/approval conveyed.

VI. VIGILANCE BRANCH:

Vigilance branch deals with the various matters as under:

1. Matters relating to Nagaland Lokayukta.
2. Report and returns of Nagaland Lokayukta work.
3. All matters relating to eradication of corruption.
4. Public grievance Committee.
5. Supervision of the work of the Nagaland.
6. All matter relating to disciplinary cases against IAS, NCS and NSS Officers.
7. General advice to all departments in processing of departmental inquiries.
8. Maintenance of Property Returns in respect of all employees of the State Government.
9. Maintenance of Annual Property Returns and Executive Record Sheet in respect of IAS.
10. Government Servant Conduct Rules and Discipline and Appeal Rules.
11. Maintenance of APARs in respect of NCS and NSS Officers.
12. Maintenance of Sparrow in respect of IAS Officers.
13. Vigilance Clearance in respect of all gazetted officers of the State Government due for promotion and confirmation of service.

VII. RECORD CELL.

1. Record Cell is one of the many Branches under the Personnel & Administrative Reforms Department headed by the Commissioner & Secretary assisted by the following Officers and Staff:
 1. Joint Secretary
 2. Record Officer
 3. Assistant Record Officer
 4. 1 [one]UDA
 5. 2 [two] Typists and
 6. 1 [one] Record Supplier]
 7. 2 [two] Peons

2. The Record Cell mainly deals with files/documents bearing any security classification or confidential in nature in respect of Nagaland Secretariat and a host of other documents pertaining to period prior to Statehood.
3. During the period, in consultation with the IT&C Department, the overall overview inspection of the Record Cell was carried out in 2019. Now there are ways to preserve and maintain these valuable records for years to come, the Record Cell is on the job of assessing available data for digitisation, for which 3 [three] officials from the Department of IT&C are presently pressed into service for available data assessment. Needless to say that when this exercise is made operational with the blessings of the higher authorities, the documents will be securely saved , preserved and will be easily accessible.

VIII. ADMINISTRATIVE TRAINING INSTITUTE

The apex training Institute of the State, the Administrative Training Institute (ATI), has been striving towards achieving excellence in the field of training by providing training opportunity. The Administrative Training Institute (ATI) Nagaland as the apex training Institute of the state, its core function is human development and has been striving towards achieving excellence in the field of training by providing training opportunities to all levels of Government Servants in the state.

Main activities and achievements during the period from 2019 to 2020

1. Secretariat Assistants Foundation Course training 2019, (49th Batch) with a total of 47 LDA-cum Computer Assistants was successfully completed.
2. Common Induction programme for Probationary Officers of the following Services were conducted: IAS, NCS, NPS, and other newly inducted Officers from various departments.
3. Newly recruited EAC probationer Foundation training Course, 2019 Batch, with 12 EACs will be sending off in the month of February, 2020 after completion of the one year training
4. Five Special training programmes were conducted successfully in five Districts namely, Mokokchung, Dimapur, Zunheboto, Mon and Phek. The training was specially arranged for group B & C employees who are unable to come to ATI because of various challenges.
5. Efforts towards reviewing the existing syllabus of the NCS Foundation Course is in its final stage.
6. The Institute has completed 52 trainings from April 2018 to January 2019.

ATI has been selected to be the nodal Department for the training of IAS probationary Officers of Nagaland Cadres to all levels of Government Servants in the state.

IX. NAGALAND PUBLIC SERVICE COMMISSION

I. During the period from 1st January, 2019 to 31st December, 2019, the Chairman, Members and Secretary of the Commission are as follows :

1. Er. T.S. Angami : Hon'ble Chairman
2. Shri Idailung Thou : Hon'ble Member – I
3. Smti W. Chubala Aier : Hon'ble Member – II
4. Shri S. Chonta Khiam : Hon'ble Member – III
5. Shri A. Wopen Lotha : Hon'ble Member – IV (Demitted Office on 30th November, 2019)
6. Shri Khrupi Sothu, NCS : Secretary (Demitted Office on 1st November, 2019)
7. Shri Kevekha Kevin Zehol, NCS : Secretary (Took charge on 1st November, 2019)

A. ACTIVITIES OF THE COMMISSION :

II. During the reporting period, the following posts were advertised on 14th October, 2019 and preliminary examination conducted on 30-11-2019 :

- i) 6 (Six) posts of Extra Assistant Commissioner.
- ii) 2 (Two) posts of Dy. Supdt.
- iii) 3 (Three) posts of Asstt. Election Officer
- iv) 1 (One) post of Employment Officer.
- v) 4 (Four) posts of Asstt. Research Officer
- vi) 1 (One) post of Inspector under Nagaland Lokayukta
- vii) 1 (One) post of Station Supdt/Enforcement Officer, NST
- viii) 25 (Twenty five) posts of Secretariat Assistant.
- ix) 1 (One) post of Supply Inspector
- x) 1 (One) post of Labour Inspector

III. The Commission advertised on 13th November, 2019 the following posts under Common Educational Services Examination.

- i) 73 (Seventy three) posts of Assistant Professor under Higher Education Department.
- ii) 4 (Four) posts of Lecturer under Technical Department.
- iii) 12 (Twelve) posts of Post Graduate Teacher under School Education Department.
- iv) 1 (One) post of Research Assistant under SCERT.

IV. The Commission advertised the Departmental Examination for Stenographers and Typists and results already declared.

V. The Commission declared results for 2 (Two) posts of LDA cum Computer Asstt. under NPSC and appointed and 3 (Three) posts of LDA cum Computer Asstt. under Legal Metrology & Consumer Protection and recommendation already made.

VI. The Commission declared the Common Educational Services Examination, 2018 on 22nd October, 2019 wherein 27 (Twenty seven) posts of Asstt. Professor, 24 (Twenty four) posts of Lecturer, 8 (Eight) posts of PGT, 1 (One) post of Research Asstt. and 1 (One) post of Librarian were recommended for appointment.

VII. The Commission also declared the NCS & Allied Services Examination, 2018 on 19-12-2019 for the following posts

1. 15 (Fifteen) posts of EAC
2. 1 (One) post of Employment Officer
3. 1 (One) post of Asstt. Public relations Officer
4. 4 (Four) posts of Excise Inspector
5. 41 (Forty one) posts of Sectt. Assistant

VIII. The Commission also advertised 17 (Seventeen) posts of LDA cum Computer Assistant under the Department of Power on 3rd July, 2019 but was withdrawn vide Department of Power letter NO.PWR/ESTT-90/16/14 dated 05-07-2019 ; NO.ENCP/DE&IC/2018/2274-76 dated 11-07-19 & NO.ENCP/DE&IC/2018/2281-/83 dated 17-07-2019.

B. DEPARTMENTAL PROMOTION COMMITTEE :

During the period under report, the Commission conducted 17 (Seventeen) Departmental Promotion Committee Meetings for the following Departments:

1. Agriculture
2. Animal Husbandry & Veterinary Sciences
3. Art & Culture
4. Cooperation
5. Economics & Statistics
6. Evaluation
7. Environment, Forests & Climate Change
8. Excise
9. Finance (Revenue)
10. Fisheries & Aquatic Resources
11. Geology & Mining
12. Home (Stenographers)
13. Home (GAB-I & GAB-II)
14. Home (Printing & Stationary, Home Guards & Civil Defence)
15. Home – Police ‘B’
16. Health & Family Welfare (Dental, Medical Officers, Nursing & Ministerial)

- 17.Higher & Tech. Education (Tech Education & Higher Education)
- 18.Horticulture
- 19.Industries & Commerce
- 20.Labour & Employment, Skill Development
- 21.Land Resources
- 22.Legal Metrology & Consumer Protection
- 23.Lokayukta
- 24.NPWD (W&H)
- 25.Power
- 26.PHE
- 27.P&AR (NCS & NSS)
- 28.Rural Development
- 29.Sericulture
- 30.State Lotteries
- 31.Soil & Water Conservation
- 32.Transport
- 33.Treasuries & Accounts
- 34.Tourism
- 35.Urban Development
- 36.Water Resources
- 37.Women Resource
- 38.Youth Resources & Sports

C. RECEIPT AND EXPENDITURE

a) RECEIPTS

During the reporting period, the Commission could generate a revenue of ₹30,56,700/- (Rupees Thirty lakhs fifty six thousand seven hundred) only by way of collection of examination fees.

b) BUDGET ALLOCATION

- | | |
|--------------------|--------------------|
| 1. Salaries | : Rs. 521.39 lakhs |
| 2. Wages | : Rs. 4.32 lakhs |
| 3. Travel Expenses | : Rs. 10.00 lakhs |

4. Office Expenses	: Rs. 29.54 lakhs
5. Motor Vehicles	: Rs. 10.00 lakhs
6. Rent, Rates & Taxes	: Rs. 4.00 lakhs
7. Prof. & Spl. Services	: Rs. 60.00 lakhs
8. Advertisements	: Rs. 8.00 lakhs
Total	: Rs. 647.25 lakhs

c) EXPENDITURE

1. Salaries	: Rs. 49486570
2. Wages	: Rs. 423000
3. Travel Expenses	: Rs. 305768
4. Office Expenses	: Rs. 2705951
5. Motor Vehicles	: Rs. 381091
6. Rent, Rates & Taxes	: Rs. 192923
7. Prof. & Spl. Services	: Rs. 4701466
8. Advertisements	: Rs. 568460
Total	: Rs 58765229/-

X. NAGALAND INFORMATION COMMISSION.

1. Introduction

The Nagaland Information Commission was constituted under Section 15(1), (2) & (3) of the Right to Information Act, 2005, on 14th March, 2006, vide Govt. Order No. AR-3/Gen-147/2005. It is a statutory body duly constituted through an Act of Parliament (Central Act No. 22 of 2005). It comes under the administrative umbrella of the Personnel & Administrative Reforms Department under the Nagaland State Government.

2. Sanctioned strength of the Commission

The Commission, headed by the Chief Information Commissioner is supported by 2 (two) State Information Commissioners. The Secretary, Nagaland Information Commission functions as the head of the administrative department and is assisted by a Deputy Secretary, Superintendent, Accounts Officer, Two (2) LDAs-cum-Computer Assistants.

The total number of employees at present including sanctioned posts, Contingency employees and Stenographer, Grade-III on attachment from the Nagaland Civil Secretariat stands at 26 (twenty six).

3. Appointment of Nodal Officers:

- i. Shri. S. Chumbemo Kithan, Computer Programmer had been nominated as the Nodal Officer for all CANSSEA related matters in respect of the Nagaland Information Commission.
- ii. In Pursuance of the Office of the State Commissioner for Persons with Disabilities' Notification No. 1-2/RPWD/2019 dated 29.03.2019 and in compliance with Section 23(1) of the Rights of Persons with Disabilities Act, 2016, Shri. S. Chumbemo Kithan, Computer Programmer had been nominated as the Grievance-cum-Nodal Officer for Disability Affairs.
- iii. In pursuance of the Planning & Co-ordination Department's OM No. PLN-SDGs-433/2019 dated 05.09.2019 on creation of SDG Cells, Shri. S. Chumbemo Kithan, Computer Programmer had been nominated as the Nodal Officer for matters pertaining to Sustainable Development Goals (SDGs).

4. Seminars & Meetings:

- i. Shri. Chanbemo Lotha, Chief Information Commissioner, and Shri. G.H. Ramlia, State Information Commissioner attended Seminars on "Human Resource Development and Right to Information," and "Right to Information in Education Sector" organized by the Central Information Commission on 09.08.2019 at New Delhi.
- ii. Shri. G.H. Ramlia, State Information Commissioner attended the Special General Body Meeting of the National Federation of Information Commissions in India (NFICI) on 14.11.2019 at Mahabalipuram, Tamil Nadu.

5. Sensitization Programme on RTI Act 2005:

The Nagaland Information Commission had observed the RTI Week 2019 by organizing Sensitization Programme on the Right to Information Act, 2005 for the FAAs, PIOs, and APIOs, representatives of various NGOs, College Students, Church Associations, Village Councils, Town Committee, Women Groups, CSOs, Youth Leaders, RTI Activists, etc. the Programme was held at the Town Hall in Phek District in collaboration with the District Administration on 20.11.2019.

6. Release of Books:

Two publications published by the Nagaland Information Commission were released during the Sensitization Programme on RTI Act, 2005 held at Phek on 20.11.2019.

- i. "Compendium of Office Memorandums, Notifications, Circulars, Guidelines, etc. on Right to Information Act, 2005" was released by Shri. Kevizatuo Miachieo, State Information Commissioner.

- ii. “Audit of Proactive Disclosures of Public Authorities in Nagaland for 2016-17 and 2017-18 (including analysis of RTI requests/applications and Manual-X of the proactive disclosures) was released by Shri. G.H. Ramlia, State Information Commissioner.

Copies of the above two publications released were also distributed to all the participants.

7. Visit of the Chief Information Commissioners of Meghalaya and Manipur:

Shri. P.B.O. Warjiri, IAS (Retd), Chief Information Commissioner, Meghalaya and Shri. Oinam Sunil Singh, Chief Information Commissioner, Manipur visited the state on 22nd and 23rd October, 2019 respectively and had meeting with the Chief Information Commissioner, and State Information Commissioners of the state at Hotel Japfu, Kohima. Further, they also visited the Commission on the 24th October, 2019.

8. Cases (Appeals and Complaints) during 2019-20:

(as of January, 2020)

2019-20	Received	Disposed	Pending	No. of PIOs	Penalty imposed (in Rs.)
Complaints	NIL	NIL	NIL	NIL	NIL
Appeals	5	1	4	NIL	NIL
TOTAL	5	1	4	NIL	NIL