



GOVERNMENT OF NAGALAND

ANNUAL ADMINISTRATIVE REPORT

2021-2022

PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT

NAGALAND: KOHIMA

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I. INTRODUCTION:

The Annual Administrative Report covers the period 01-03-2021 to 28-02-2022.

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

The Department is headed by a Commissioner & Secretary who is assisted by one Secretary, two Additional Secretaries, one Organization & Method Officer, one Senior Research Officer, one Record Officer, one Deputy Secretary, four 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.

I. PERSONNEL 'A' (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 28.02.2022, there are 63 IAS officers in position out of which 10 officers are on deputation to Central/State Government/Public Sector Undertaking.
3. During the year 2021-22, 5 (five) SCS officers were appointed to IAS of Nagaland Cadre.
4. During the period under report, 2 (two) officers retired from service on attaining the age of superannuation.

B. NAGALAND CIVIL SERVICES (NCS)

1. The Nagaland Civil Service has an authorized strength of 308 out of which 280 officers are in position.
2. NCS officers were given promotion in the following grades during the period 2021- 2022:
 - (i) 1 (one) officers were promoted to Super Time Grade.
 - (ii) 9 (nine) officers were promoted to Special Selection Grade.
 - (iii) 9 (nine) officers were promoted to Higher Selection Grade.
 - (iv) 9 (nine) officers were promoted to Selection Grade.
 - (v) 12 (twelve) officers were promoted to Senior Grade.
 - (vi) 13(thirteen) officers were promoted to Higher Junior Grade
3. 3 (Three) officers retired on attaining the age of superannuation.
4. During the period 1 (one) officer expired

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 474 officials are in position.
2. During the period under report, promotions were given to the following officials:
 - a) Secretary - 3
 - b) Addl. Secretary - 3
 - c) Joint Secretary - 7
 - d) Deputy Secretary - 7
 - e) Under Secretary - 9
 - f) Section Officer - 12
 - g) Jr. Section Officer - 15
3. During the period under report, 9(nine) officials retired from Govt. Service.
4. During the period under report, 2(two) officials expired.

D. OTHER CADRE OFFICERS

Besides the IAS, NCS and NSS cadres, the State has been utilizing the services of other Central and State service officers.

During the period under report:

1. The Following appointments were made-
 - a. 1 (one) appointment to the post of Principal Secretary.
 - b. 1 (one) appointment to the post of Commissioner & Secretary.
 - c. 1 (one) appointment to the post of OSD (Joint Secretary Level).
 2. The following re-designation was given:
 - a. 3 (Three) post were re-designated as Commissioner & Secretary
 - b. 1 (one) post was re-designated as Secretary
- 1 (one) officer retired during the period

II. ADMINISTRATIVE REFORMS BRANCH

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

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

1. Office memorandum on Conversion of the post of Typists and Re-Designation of Group-D posts.
2. Office memorandum on Guidelines for maintenance of Service Book.
3. Office memorandum on Introduction of ePayBill for Government Employees in the Nagaland Civil Secretariat.
4. Office memorandum on Partial Lifting of Appointments.
5. Office memorandum on Phasing out of Work-Charged & Casual Employees.
6. Office memorandum on Recruitment of Group-C and Group-D posts in the Departments which are outside the purview of NPSC/NSSB.
7. Office memorandum on Relaxation of 2(two) years of age for entry into Government Service.
8. The Manpower Rationalisation Committee (MRC) report on findings to assess the redundant post of Group-C including Stenographers, Group-D, Drivers and Fixed Pay employees was published.
9. The Manpower Rationalisation Committee (MRC) sat 5(Five) times at the Chief Secretary Conference Hall and disposed off 45 (Forty Five) matters.

III. ORGANISATION AND METHOD BRANCH

The **Organisation & Method Branch, Personnel & Administrative Reforms Department** have received files from around 70 to 80 Departments and have so far disposed off **1070 (One Thousand Seventy)** files w.e.f. **01/04/2021** till **04/03/2022**.

Various service matters/issues that are referred to the **Organisation & Method Branch** and are examined and disposed off with our observations are as indicated below:

1. Service Book Re-construction 2. Service Rules 3. Up-gradation of Post 4. Down-gradation of Post 5. Restoration of Post 6. Study Leave 7. Service Continuation 8. Post creation 9. Disciplinary Matters 10. Extension of Contract Service 11. Change of Name 12. Merger and bifurcation of Departments 13. Renaming of Government Departments 16. Lien Period 17. Voluntary Retirement 18. Rules on Appointing Authority 19. Consolidated Leave Rules 20. Terminating overage Dependents from Benefit Plans 21. Service matters pertaining to District Ministerial Staff 22. Ex-post facto clearance against officiating promotions 23. Up-gradation of Cell into Branch/Station 24. Creation of Police Station 25. Creation of Administrative Headquarters 26. Conversion and winding up of redundant posts 27. Rules on Redeployment of Surplus Staff 28. Condonation of under-age/over-age appointments 29. Fixation of pay on grant of benefit under MACPS 30. Creation/service matters under CSS programmes 30. Withdrawal of posts that are already requisitioned to the NPSC/DRC 31. Cadre Review 32. Ex-post facto clearance 33. Clearance for Officiating Promotion 34. Relaxation of qualifying length of service 35. Absorption 35. Disciplinary matters etc.

Comparatively, in other normal years, more files are usually disposed off. For instance for the period April 2018 to March 2019 around 1088 files and for the year April 2019 to March 2020 around 1020 files were disposed off. However, even with the enforcement of more officials in the Branch, due to unprecedented COVID pandemic and the ensuing Lockdown, only around **1070 (One Thousand Seventy)** files w.e.f. **01/04/2021** till **04/03/2022** files could be disposed off.

Apart from examining files that are endorsed to us for our clearances/views/comments, the officials posted under the **Organisation & Method Branch** are personally consulted verbally on a daily basis, as well as through meetings by various officials from Departments at the Secretariat, Directorate and District levels.

IV. VIGILANCE BRANCH

1. All Administrative 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. All matters relating to disciplinary cases against IAS, NCS and NSS officers.
6. General advice to all departments in processing of departmental enquiries.
7. Maintenance of Property Returns in respect of all employees of the State Government.
8. Maintenance of Annual Property Returns and Executive Record Sheet in respect of IAS officers.
9. Government Servant Conduct Rules, and Discipline and Appeal Rules.
10. Maintenance of APARs in respect of NCS and NSS officers.
11. Maintenance and management of PAR in respect of IAS officers in the online module, SPARROW portal.
12. Inquiry relating to complaints of corruption against government servants received by the government.
13. Vigilance Clearance in respect of all gazetted officers in the State Government due for promotion, up-gradation of post, confirmation of service etc. During the period under report 336 Vigilance Clearance Certificates were issued in respect of 3578 gazetted officers of the State Government.

V. PERSONNEL INFORMATION & MANAGEMENT SYSTEM (PIMS) CELL

The department of P&AR implemented a comprehensive web enabled Personnel Information & Management System (PIMS) to address the administrative requirement for managing its employees from the date of joining till retirement. The PIMS cell is headed by an Addl. Secretary(P&AR), an Under Secretary(P&AR), the technical team comprises of a Project Director and Deputy Project Director(NGIS & RS Centre), two Sr Computer Programmers(Home Department) and two Secretariat Assistants(P&AR).

The objectives of the PIMS System are:

1. Create and maintain a database of all Government employees.

2. Seamless and secure access to verify and authentic information on all employees to enable better governance through effective management of human resources.
3. Consistent and unified employee data.
4. Maintain Service Registers and Records of all employees in electronic form.
5. Transfer & Posting: effectively monitor and rationalize the deployment of personnel.
6. Management of Government employees by cadre, department, office and DDO.
7. The system supports the salary budgeting for all departments.

There are a total of 21 fields of information collected on each Government employee on registration. Registration of new employees is done only by the PIMS cell under P&AR. Entry and changes to certain data fields are also permitted only with the authorization and verification of government. Most of the entries and updating of data are entered by the respective PIMS cells in each department.

The seeding of Aadhaar details for all employees is also underway.

eNational Pension Scheme (eNPS)

The PIMS cell has also undertaken the development, implementation and training on eNational Pension Scheme (eNPS). First conceptualized by the former Chief Secretary and Finance Commissioner, it was released in March, 2017. It is a web based, time effective and efficient solution for the management of statewide NPS records. The system also provides for the downloading the FPU(File Preparation Utility) to upload NSDL(National Securities Depository Limited) Portal.

eNPS has 3 tiered access system 1) DDO Level 2) District Treasury Level 3) eNPS Super Admin Level i.e the Directorate of Treasuries and Accounts.

The introduction of eNPS has greatly reduced the workload of the Treasuries and Accounts department and has greatly reduced the margin for error with accurate data values that can be cross checked with instant report generation.

Training and capacity on eNPS were conducted for all departmental DDOs in the following districts:

1. Mon
2. Phek
3. Longleng
4. Kiphire
5. Peren
6. Tuensang
7. Noklak

All departmental offices in these districts have implemented eNPS as of March 2020.

ePay Bill

- The Personnel Information Management System (PIMS) Cell as per the direction of the Finance Department Conducted training for all 1000+ DDOs for introduction of e-Pay Bill system in the State for payment of salaries & wages of government employees to all the 1000+ DDOs at the State and District levels from September to November, 2021 in Dimapur and Kohima.
- The Office of the Accountant General (AG) Nagaland is now using a PIMS interface for verifying Pension Applications.
- ePay bill was implemented in the Treasury Directorate and Civil Secretariat in October 2021. It was also opened to all other department and offices from November 2021 onwards.
- PIMS and ePay Bill together will enable better HR management and financial monitoring.

VI. PENSION & PENSIONER'S WELFARE BRANCH

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:

- 1. Superannuation Pension:**
 - (a) IAS- **2 (Two)** Nos
 - (b) NCS- **4 (Four)** Nos
 - (c) NSS- **10 (Ten)** Nos
 - (d) **16 (Sixteen)** cases of superannuation pension from various departments were examined and Clearance/Approval conveyed.
- 2. Family Pension:**
 - (a) NCS - **2 (Two)**Nos
 - (b) NSS -**2 (Two)**Nos
 - (c) **7 (Seven)** cases of family pension from various departments were examined and clearance/Approval conveyed.
- 3. Invalid Pension:****37 (Thirty seven)** cases of invalid pension from various departments were examined and Clearance/approval conveyed.
- 4. Extra-ordinary Pension:** **3 (Three)** cases of Extra-Ordinary Pension from various departments were examined and clearance/approval conveyed.
- 5. Delay Pension:** **6 (Six)** cases of Delay Pension from various departments were examined and clearance/approval conveyed.

6. **Physically Handicapped:** (Three) cases of physically handicapped pension from various departments were examined and clearance/approval conveyed.
7. **Misc. Pension cases:16 (Sixteen)** cases of various pension matters from different departments were examined and clearance/approval conveyed.

VII. RECORD CELL

1. Record Cell is one of the many Branches/Cells under the Personnel & Administrative Reforms Department headed by the Principal Secretary assisted by the following Officers and Staff:
 - i. Additional Secretary
 - ii. Record Officer
 - iii. 1 [one]UDA
 - iv. 1 [one] Typist
 - v. 1 [one] Record Supplier]
 - vi. 2 [two] Peons
2. The Record Cell mainly deals with Files/documents bearing any security classification or confidential in nature and having historical importance.
3. The Record Cell under Personnel and Administrative Reforms Department deals with various records bearing security and confidentiality in nature and important documents issued from time to time by various Departments in Nagaland Civil Secretariat by way of preserving it for future references. There are important files/documents in Record Cell stored in a conservative way having historical values.

Presently, the process of scanning/digitizing is completed and initiated for digital storage and hosting/uploading of the data.

VIII. ADMINISTRATIVE TRAINING INSTITUTE

1. Introduction:

The Administrative Training Institute, Kohima, the Apex Training Institute in the State of Nagaland, was established in 1972. The core function of the Institute is 'capacity building' of state government functionaries. The Institute has been striving towards achieving excellence by providing training needs at all levels of government servants by constantly updating the training programme and modules in tune with ground conditions in the field and changing scenario in the country.

It gives prime importance to train the Nagaland Civil Service (Probationers) and Nagaland Secretariat Service (Probationers) from induction to mid-career service.

Our Tasks:

- i. Identification of the training needs of government departments in terms of knowledge, skills and attitude that would improve performance.
- ii. Gradual shift of focus from the traditional knowledge-data based training to 'analysis, problem-solving and suggestions' for improvement in delivery of services and over-all better governance and development.

- iii. Emphasis on 'feedbacks and critical appraisal' for system improvement/adaptation to changing needs of society.
- iv. Creation of knowledge base through development of faculties.
- v. Creation of learning facilities and atmosphere for continuous learning by Government employees.
- vi. Organization of professional training to the civil servants like IAS, NCS, NSS and other departmental executives at the induction level and at the different stages of their service careers.
- vii. Continuous evaluation of the training programmes by the trainees, user departments and ATI faculties with a view to evolve relevant training content, pedagogy and programmes.
- viii. Undertaking project works and consultancy services to various Government Departments by the faculty and other agencies involved in developmental activities.
- ix. Institutional Building through internal systems, innovations and collaboration with other training and learning institutions.

Organization:

The Administrative Training Institute is headed by a Director General, 2 (two) Additional Directors i.e Administration and Training, 1 (one) Joint Director, 3 (three) Deputy Directors, 1 (one) Assistant Director, 2 (two) Lecturers, 1 (one) Librarian and other supporting staff headed by Superintendent. There are 56 (fifty six) employees.

2. Activities during 2021-2022:

- i. The Administrative Training Institute has been imparting one year residential training to the newly recruited officers of the Nagaland Civil Service. Due to the Covid-19 pandemic residential training could not be conducted. Despite the constraint ATI has successfully conducted the Foundation Course Training through On-line mode for newly recruited NCS (Probationers) consisting of 14 Officer Trainees of 2020 Batch and 6 Officer Trainees of 2021 Batch. Presently 6 Officer Trainees of 2021 Batch are undergoing their District Attachment in various Districts.
- ii. Nagaland Secretariat Service (NSS), considered as the backbone and institutional memory of the state bureaucracy, is given due importance in training. During the relevant period, the Secretariat Assistants (NSS) consisting of 40 Assistants from 50th Batch and 25 Assistants from 51st Batch which included 2 Assistant Election Officer (AEO) and 2 Assistant from Lokayukta also successfully completed the Secretariat Foundation Course Training through On-line mode.
- iii. Since physical training was not possible, to enable online training the Institute had set up an Audio-Visual studio, installed Interactive Display Boards in lecture halls and up-gradated the Computer lab and IT teaching aids.
- iv. An outer retaining wall and drainage (touching the Kohima-Meluri Main Road) near ATI main gate at a cost of 50 Lakh was constructed.
- v. Besides the regular normal trainings, the Institute is also planning to conduct various extension training programmes for Government Servants in

the following newly created districts viz; Noklak, Chumukedima, Nuland, Tseminyu and Shamator.

- vi. The Institute is also gearing up to conduct a total of more than 60 (sixty) trainings during the 2022-2023 session.

IX. NAGALAND PUBLIC SERVICE COMMISSION

I. During the period from 1st March, 2021 to 28th February, 2022, 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. ChubalaWai | : Hon'ble Member – II |
| 4. Shri S. ChontaKhiam | : Hon'ble Member – III |
| 5. Shri David ThingchumSangtam | : Hon'ble Member – IV |
| 6. Shri John TsuliseSangtam, NCS | : Secretary |

II. Appointment/ Retirement:

1. Er. T.S. Angami demitted as Chairman w.e.f 30.11.2021
2. Shri Idailung Thou demitted as Member w.e.f 14.04.2021
3. Smti W. ChubalaWai demitted as Member w.e.f 28.04.2021
4. Shri S. ChontaKhiam demitted as Member w.e.f 04.02.2022
5. Smti. ThinuokhrienuoTseikhanuo was appointed as Member, Nagaland Public Service Commission w.e.f. 17-02-2022.

III. Work executed by the Commission.

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

The Commission conducted the NCS/NPS/NSS & Allied Services (Viva-voce) Examination, 2019 from 15th April- 28th April 2021 wherein 40 (forty) candidates were recommended to various posts.

The Commission advertised the NCS/NPS/NSS & Allied Services Examination, 2021 for 99 posts where 16,527 candidates applied out of which 15,165 appeared for the NCS/NPS/NSS & Allied Services Examination (Prelims), 2021 conducted by the Commission on 27th Nov, 2021.

(ii) Combined Technical Services Examination, 2021.

The Commission advertised 254 (two hundred and fifty four) posts under Combined Technical Services Examination 2021, for which 5240 applications were received out of which 4115 appeared for written examination conducted by the Commission from 25th Sept-5th Oct, 2021.

(iii) Common Educational Services Examination, 2019.

The Commission advertised 136 (one hundred and thirty six) posts under Common Educational Services Examination 2019 for which written examination was conducted from 14th-19th Aug, 2021.

IV. Departmental Promotion Committee :

The Commission conducted 113 (One hundred and thirteen) Departmental Promotion Committee meetings for Promotion and Regularization of 938 Officers of various Departments under the Government of Nagaland.

| No. of meetings held | No. of candidates called for interview | No. of candidates recommended |
|----------------------|--|-------------------------------|
| 113 | 1065 | 938 |

V. Receipt and Expenditure:

- During the reporting period, the Commission could generate a revenue amounting to Rs.68,76,600/- (Rupees sixty eight lakhs seventy six thousand six hundred) only by way of collection of examination fees.
- The Commission received Rs. 4,68,82,000/- (Rupees four crores sixty eight lakhs eighty two thousand) only for installation of computerized examination system at NPSC Exam Hall which is under progress.
- Total budget allocation for the reporting year was 631.44 lakhs.

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 (Personnel 'B' Branch) 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) UDAs, and Three (3) LDAs-cum-Computer Assistants.

3. Brief report of activities during the period 01.03.2021 to 28.02.2022

- The Nagaland Information Commission had shifted to Agri-Farm colony, Kohima since June, 2021 after expiry of MoU on the rented office building located below Raj Bhawan, Officers' Hill colony, Kohima.
- Due to COVID-19 pandemic/lockdown, hearings could not be conducted freely during the period under report as was done in the previous normal years.
- The current status of Appeal/Complaint cases received in the Commission during the period under report is shown as below:

| Cases | Received | Disposed | Penalty Imposed (Rs) |
|-------|----------|----------|----------------------|
|-------|----------|----------|----------------------|

| | | | |
|------------------|-----------|----------|------------|
| Complaint | 4 | 3 | NIL |
| Appeal | 12 | 3 | NIL |
| TOTAL | 16 | 6 | NIL |

- iv. The Commission had also received and disposed of 17 (seventeen) special category cases by issuing directives to the Public Authorities and advices to the applicants.
- v. Shri. I. Meyionen, former IGP and Director, Nagaland Lokayukta, had been appointed as the Chief Information Commissioner w.e.f. 08.02.2022.
- vi. The Commission plans to continue with the analysis of proactive disclosures and RTI applications by the various Public Authorities of the State for the period 2021-22.