

GOVERNMENT OF NAGALAND

**OFFICE OF THE
COMMISSIONER NAGALAND
KOHIMA
(2011-12)
(DISTRICT ADMINISTRATION)**

**DISCLOSURE AS PER RTI ACT
(SECTION 4(1)(B))**

TABLE OF CONTENTS

Sl.	Topic	Page
1	Introduction	1
2	Particulars of the Department	3-6
3	Powers and Duties	7-11
4	Decision making process	12
5	Norms	12-13
6	Rules & Regulations held by the department	13-14
7	Documents held by the department	15
8	Policies for Consultation with the public	16
9	Boards setup under the department	16-17
10	Directory of officers and staff and administrative HQs	17-21
11	Monthly remuneration	21
12	Budget allocation DDO wise	22
13	Subsidy programmes	22
14	Permits issued by the department	22-24
15	Information available in electronic form	24-26
16	Facilities for obtaining information by the public	27
17	List of APIOs, PIOs & Appellate Authorities	28-29
18	Other related information	30
19	Annexure-A: Directory of officers	a-h
20	Annexure-B: List of Officers & Staff and remuneration	I-lxlv

Manual for Office of the Commissioner Nagaland (District Administration)

Introduction:

As per the provisions of the Right to Information Act, 2005, which is intended for setting out the practical regime of right to information for citizens to secure access to information, to promote transparency and accountability in the working of every public authority, the District Administration under the Office of the Commissioner Nagaland has taken all possible pro-active measures to meet the goal of expedient furnishing of information to citizens regarding the matters which come under the functioning of the establishment.

In this regard as required under section 4 (1) (b) of the said Act, proactive disclosure is given in the following pages from Manual-I to Manual-XVII. This disclosure is available in both hard copy and in electronic format for public.

Administrative Department (Home):

District Administration is headed at the Directorate level by the Commissioner Nagaland and comes under the Administrative control of the Home Department. The office of the Commissioner Nagaland is responsible for implementation of the policies of the Government and maintenance of law & order in the districts through the Deputy Commissioners while policy decisions are taken at the Government level, in this case the Home Department.

At the Government level the department is headed by the Home Commissioner who is generally of the IAS cadre in the rank of Super-time scale and above, who is assisted by a host of officers in the ranks of Secretary, Addl. Secretary, Joint Secretary, Deputy Secretary and Under Secretaries. Below this are the Secretarial/ministerial staff from the rank of Section Officer to that of Secretariat Assistant and other Grade D staff.

All administrative and financial requirements of District Administration are, as an example, proposals for creation/upgradation of Administrative Units; creation of posts; promotions; procurement; works programmes are first sent by the Districts to the Commissioner Nagaland, who in turn, as per the merit of the case, sends it to the Home Department and in the Home Department, it is the GAB, which processes the proposal and as per norm ties up with the other departments such as Finance, Transport, P&AR, etc., before finally conveying the approval/non-approval of the Government as the case may be.

MANUAL-I

Particulars of the Department

a. **Name:** Office of the Commissioner Nagaland.

b. Functions and duties:

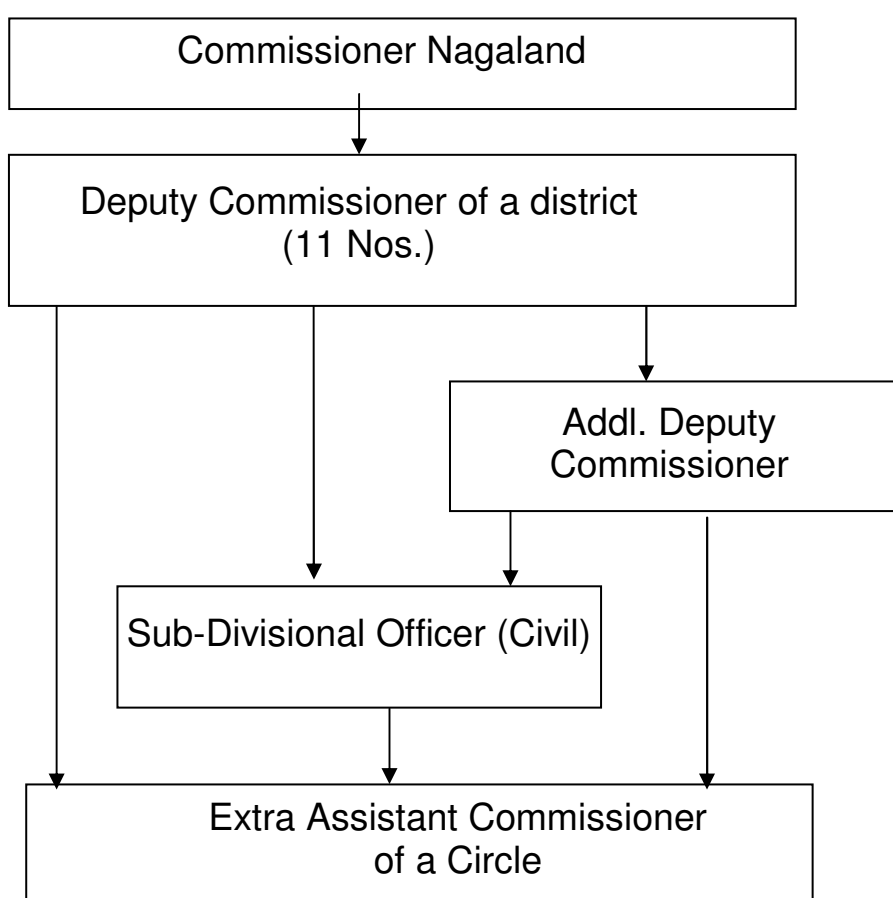
- i. The Commissioner Nagaland is the head of the District Administration in the State. The General Administration, Revenue Administration and control and implementation of the general law and order in the State is supervised and carried out through its subordinate officers in the districts headed by the respective Deputy Commissioners.
- ii. At present there are 11 (eleven) district headquarters, 19 (Nineteen) ADC (Additional Deputy Commissioner) sub-divisions, 24 (twenty Four) SDO (Civil) (Sub-Divisional Officer (Civil)) sub-divisions and 61 (Sixty One) EAC (Extra Assistant Commissioner) Circles in the State. In order to ensure safety to its citizens the district administration carries out security co-ordination meetings at the district and State level including regular Deputy Commissioners' conferences. Details may be seen in **Manual IX**.
- iii. Apart from law and order duties, Revenue collection is also an important component of the district administration. The main sources of revenue comes from ILP fees, House taxes, Arms licenses fees, General Administration Rest Houses rentals, Land Revenue etc. In the area of ILP, as per the Cabinet decision and Government Notification No.CON-1/G/162/2004, dated 20th April, 2006, the Office of the Commissioner was authorized to develop a special ILP for the Catholic missionaries. This office, therefore, has developed a procedure and a format for implementation of

Special ILP which is computerized. The issuance of Special ILP begun in the November 2006.

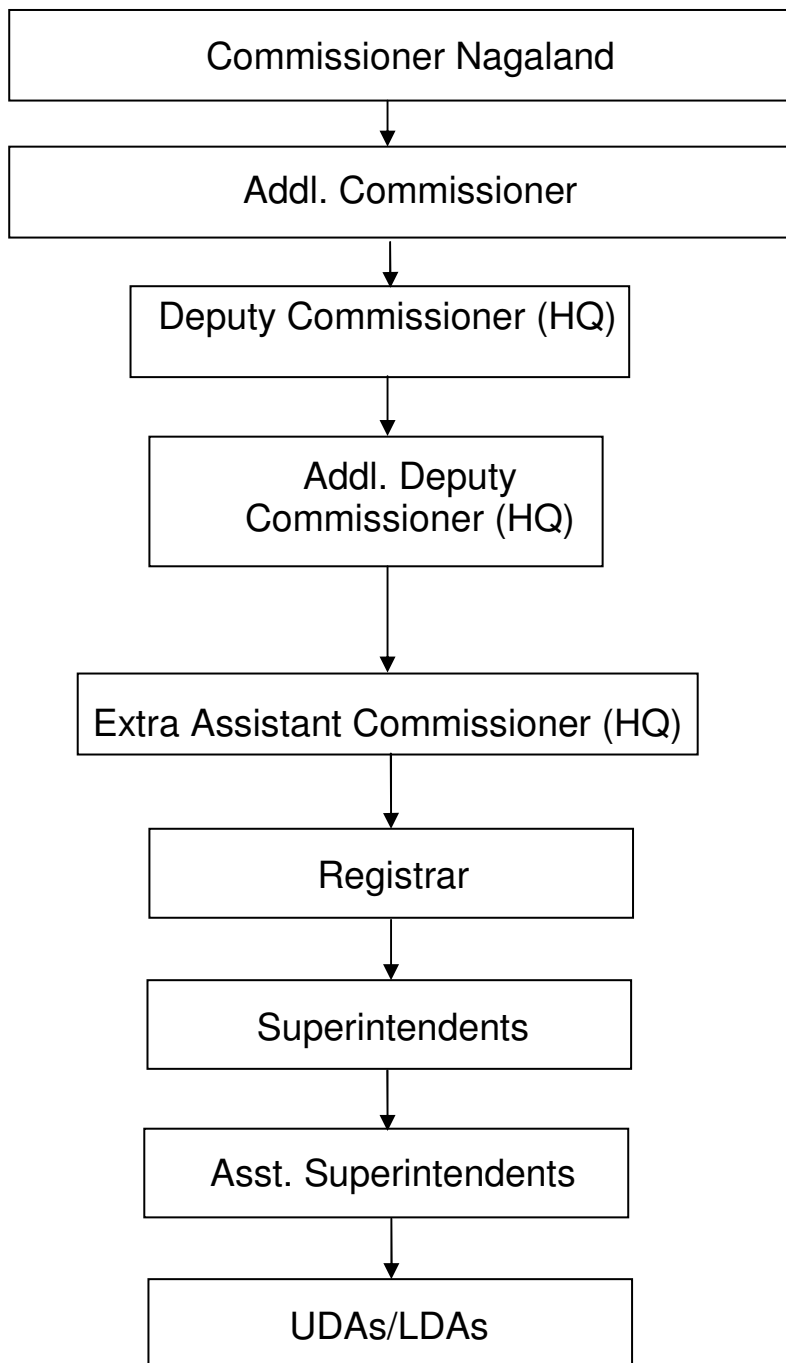
- iv. The district administration is considered to be at the periphery of the Government and reaches out to the grass-root level of the population, therefore, it is the part of the Government that is all the time visible to the people.

Organizational structures

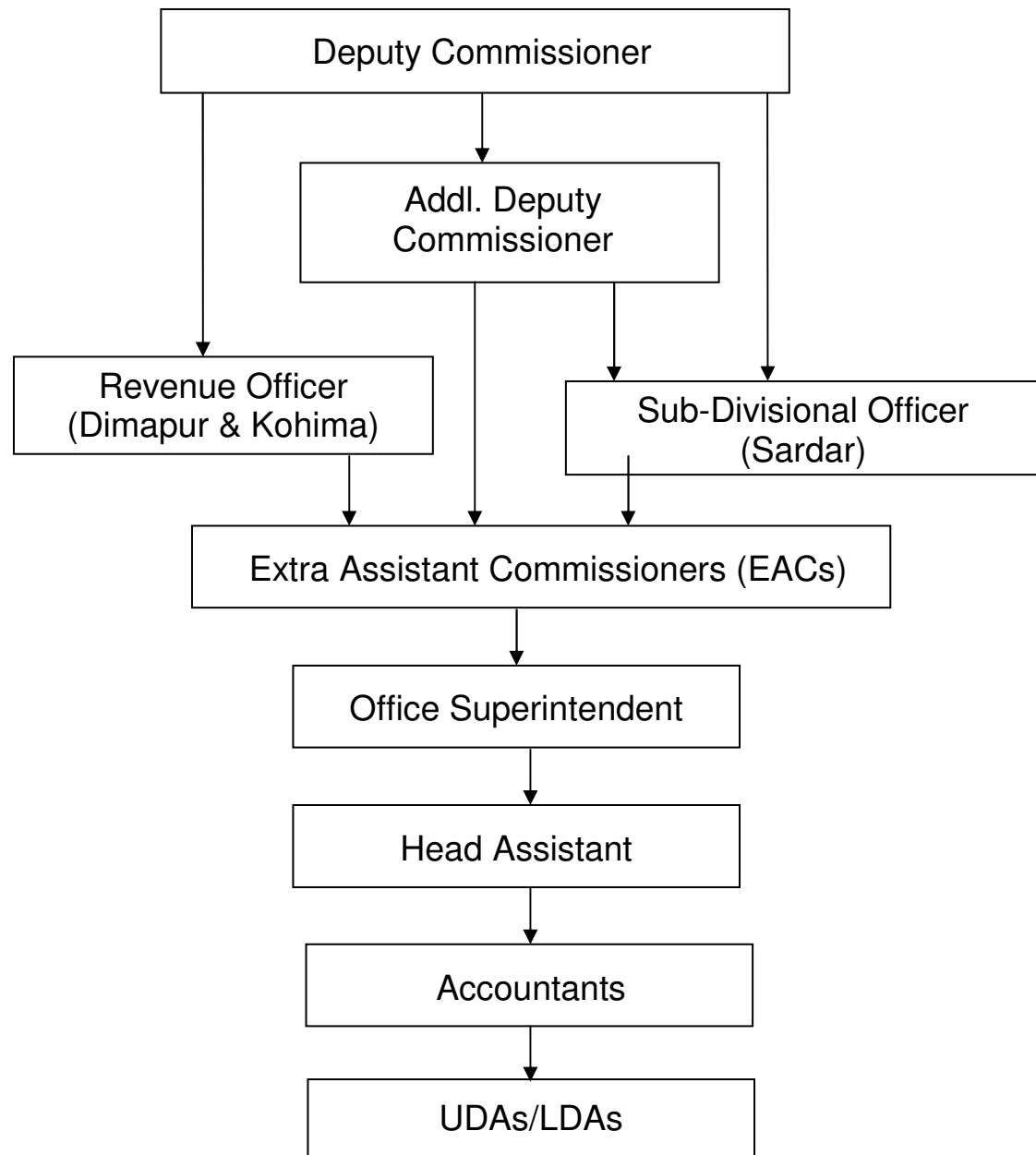
1. The District Administration Setup



2. The Office of the Commissioner Nagaland



3. Deputy Commissioner's Office: (Typical)



Note:

- a. Newly created districts of Peren, Longleng and Kiphire do not have sanctioned posts of Addl. Deputy Commissioner.
- b. Only Kohima and Dimapur districts have Revenue Officers.

MANUAL - II

Powers and Duties of the Officers and employees under the department:

a. Officers:

- i. **Commissioner Nagaland:** The Commissioner Nagaland is the overall head of the district administration. Under him are the Deputy Commissioners of the districts, who act on behalf of the Commissioner Nagaland in their respective districts. The Office of the Commissioner Nagaland is the controlling office for district administration, where all matters relating to finance, appointments, village recognition, relief and rehabilitation, establishment matters, etc., in regard to the district administration have to be routed through before consideration by the Government. Other than those areas where local purchases are necessary, in respect of items such as Vehicles, Red Blankets, Furniture, etc, procurement is done centrally by this office and then distributed to various administrative headquarters as per requirement. Budget sub-allocation is also carried out by the office of the Commissioner Nagaland for the DDOs under district administration. To assist the Commissioner Nagaland in the discharge of his duties in the office, there are officers one each in the rank of Additional Commissioner, Deputy Commissioner, Addl. Deputy Commissioner, Extra Assistant Commissioner, Accounts Officer and a host of Ministerial staff from that of LDA to that of a Registrar, together with a number of group D category of employees such as Sweepers and Chowkidars.
- ii. **Deputy Commissioner:** The Deputy Commissioners heads the district administration at the district level and report directly to the Commissioner Nagaland. All other administrative officers come under their respective Deputy Commissioners. They also head the

district in all spheres. The duties assigned to a Deputy Commissioner are mainly to maintain law & order in the district, ensure that all development projects in the district are as per the guidelines laid down by the Government/implementing agencies, ensure smooth coordination between various departments including Police and Security Forces such as Assam Rifles, BSF, CRPF etc in the district, etc. They head a number of various committees and bodies, some of which are District Rural Development Agency (Under RD), District Mission Authority (DMA under SSA), District Level National Rural Health Mission, District Sports Council, Vice Chairman of District Planning and Development Board, etc. Under the Financial and Cognate Rules 1964, Deputy Commissioners are empowered to appoint to various posts under their jurisdictions at the Grade-III and Grade-IV levels.

The Deputy Commissioner is charged with the Powers of Executive Head of the District Administration. Daily controlling of Law & Order situation in close Co-ordination with Police & Paramilitary Forces for maintenance and Prevalence of Peace and Tranquility in the District. Controlling and Supervising daily functions of the Village Councils, VDB Municipal's and Town Councils in the District. In Co-ordination with the Heads of Development Departments for execution of various Schemes/Projects in the District.

The Deputy Commissioner is the Chairman of District Security Co-ordination Committee/District Collector/District Magistrate. He is also the Session Judge in matters of Criminals case where he can award Death Penalty to Culprits. As per Police Manual the Deputy Commissioner is the Head of Police Administration in the District.

The Deputy Commissioner of the District in Nagaland (Naga Hills) is empowered by Section No.14 of the Rules for Administration of Justice and Police in Naga Hills Act 1937 amended in 1984, to impose unlimited amount of Collective Fines on Community/Village.

- iii. **Additional Deputy Commissioner of a Sub-division:** The ADC of a sub-division is the overall authority of the sub-division in administrative matters. Depending on the size and structure of the sub-division, there may be one or more SDO (C) sub-divisions and/or one or more EAC Circles under the ADC headed by SDO (C) or EAC as the case maybe. Powers and duties are similar, though on a smaller scale, like that of a DC of a district.
- iv. **Sub-Divisional Officers of a Sub-division:** In short known as SDO (Civil), these posts are usually held by officers of Civil Services at the level of Higher Junior Grade officers of the NCS or Junior Grade officers of the IAS, i.e., in the rank of an Under Secretary at the Civil Secretariat. SDO (C) are responsible for maintaining law and order in their sub-divisions, ensuring that developmental activities are implemented as per the guidelines, coordinate security related activities and also between the activities of various departments in the sub-division, etc. Their duties and responsibilities are similar to that of the EACs, except that they look after a sub-division.
- v. **Extra Assistant Commissioner of a Circle (EAC):** The powers of duties of an EAC can be easily understood from the charter of duties which are as laid down below:
 - 1. Law & order monitoring and reporting, thereof.
 - 2. Settlement of village land disputes.
 - 3. Trail of cases.

4. Village Council elections
5. Verification & Certification for new village recognition.
6. Village visit: 2 villages in a month and submission of report with their finding and observation.
7. Office correspondence.
8. Disaster Management
9. Verification & Certification of projects under LADP.
10. Verification & Certification of projects under Rural Development.
11. Verification & Certification of persons while issuing of Job Cards under NREGA (National Rural Employment Guarantee, Act) programmes and issue certificates after verification of jobs/works carried out under the programme.
12. Verification of Programme/Project implementation under Sarva Shiksha Abhiyan (SSA).
13. Verification of Programme/Project implementation under National Rural Health Mission (NRHM)
14. Verification & Certification of projects carried out by the VDBs under their respective jurisdictions.
15. Verification & Certification of projects under NEPED.
16. Verification of PMRY and CM Corpus fund schemes.
17. Caretaker of Community Information Centers in their jurisdiction.
18. Verification & Certification of all Communitized programmes.

b. The powers and duties of administrative officers are as described in the Rules for Administration of Justice and Police in Nagaland, 1937, wherein, Policing, Criminal Justice, Civil, and Arms and Ammunition rules are defined. However, with the Separation of Judiciary from the

Executive, most judicial powers have been transferred to the Judicial System. The Executive Magisterial powers being still vested with the District Administration.

c. Employees:

- i. There are a number of ministerial staff in each administrative office and these staff assist the officers in the discharge of their duties by undertaking work such as filing, record keeping, compiling, etc. In Commissioner's Office there is a Registrar, Superintendents, Asst. Superintendents, UDAs, LDAs, Typists, Stenographers, Peons, Chowkidars and Sweepers. In the district headquarters there are no Registrars, though all the other staff mentioned above are present in varying strength, depending on the availability of sanctioned posts.

MANUAL - III

Procedure followed in decision making process including channels of supervision and accountability.

Each Employee is assigned with respective subject matter as indicated at Manual II above. Each employee on direction of the Commissioner or DC or ADC shall process the file which is put up to the office Superintendent along with all connected documents in the respective/ relevant file. The office Supdt. shall further put up to the EAC and ADC depending on the subject matter which shall invariably route through DC HQ before the final decision is taken by the commissioner.

In the matter of certain issues requiring the approval of the State Govt., all such relevant issues are taken up with Home Dept. Govt. of Nagaland.

Thereafter, on obtaining the approval of the state Govt. it is endorsed to the Districts, Sub-Division and circles which will be further disseminated to the villages in the respective districts.

MANUAL -IV

Norms set by the department for the discharge of its functions

Each Government servant is bound by various rules and regulation set by the State Government and the Rules of Executives Business with amendment from time to time, various government orders, office memorandum, Handbook of office procedure etc are few of the basis on which the subject matter contained therein act as norm for discharge of its function.

Commissioner office has introduced the computerized biometric attendance system for effective attendance of its employees so as to discharge its duties and functions in the interest of public service.

MANUAL -V

Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its function

There are various rules and regulations including notifications, circulars, etc, which are with the department and also used for discharging its duties. The important rules, regulations, notifications, etc., are as follows:

Sl.	Rule/Regulation/instructions/ manual/records	Purpose	Held by
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
1	Bengal Eastern Frontier	For the purpose of	Judicial Branch

Sl.	Rule/Regulation/instructions/ manual/records	Purpose	Held by
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
	Regulation, 1973	Inner line permit	
2	Manual on Computerization of ILP issuance.	For the purpose of Inner Line Permit Computerization.	All ILP issuance centers in the districts.
3	Indian Penal Code (IPC)	Magisterial purpose	All Officers are required to have a copy.
4	Code of Criminal Procedure (CrPC)	-do-	-do-
5	Civil Procedure Code (CPC)	-do-	-do-
6	Nagaland Government Servant (Discipline and Appeal) Rules, 1969	Service control rules	Establishment branch
7	Nagaland Village & Area Council Act 1978	Administration of the Villages in Nagaland	General Branch
8	Right to Information Act, 2005	Regarding information dissipation and sharing.	Establishment branch.
9	Nagaland Code: Where all Acts of the Legislature are found, including the rules and regulations for administration, village acts, etc.	Acts legislated by the Nagaland Legislative Assembly and other regulations.	Judicial Branch

MANUAL -VI

A statement of the categories of documents that are held by it or under its control

Sl.	Documents	Category	Held by
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
1	Land related papers	Open to public	Revenue branches of the DC offices
2	Employee roll for pay and other details.	Open to public	Accounts branch
3	Details of GBs	Open to public	Revenue branch
4	Notifications such as GB Corpus fund, formation of various boards for management of the fund, etc.	Open to public	Revenue branch
5	Office Memorandum	Open to public for viewing and copying.	With various branches depending on topics.
6	Special ILP documents	Open to Public for viewing only.	Confidential branch.
7	Nagaland Directorate Ministerial Service Rules 2006.	Open to public	Establishment branch.
8	Vehicle and attachment of vehicles to officers details.	Open to public	Transport branch

MANUAL-VII

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

There are no particulars of any ready made arrangement that exist for consultation with or representation made by the members of the public for formulating a policy or implementation thereon. However, the district administration, based on inputs from the village authorities, oversees the implementation of various developmental activities in their respective jurisdictions. These inputs are also used for preparing proposals for developmental activities under departments such as DRDA, where the Deputy Commissioner is the Chief Executive Officer, and other boards where the DC is the chairman.

MANUAL –VIII

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

There are various committees and Boards consisting of two or more persons constituted as its part or for the purpose of its Advice.

- i. Departmental promotion committee to take up promotion/regularization cases of employees.

- ii. Committee to look into the provision under assured career progression scheme for its employees.
- iii. Delivery Board for examination of items received from the Government suppliers.
- iv. Vehicle condemnation Board
- v. Office equipments/furniture condemnation board
- vi. Screening Committee for taking up promotion cases which are taken up in the Government level.
- vii. Any other committee that is either appointed by commissioner Nagaland or by the State Government involving officers of Commissioner on any pertaining issue.

MANUAL-IX

A Directory of all the officers posted at various administrative HQs and staff/employees may be seen as at Annexure-A.

The district administration under the Commissioner Nagaland at present has the following offices under its jurisdiction:

I. Commissioner's Office Kohima

II. Kohima District.

1. Deputy Commissioner's Office Kohima
2. ADC Office Tseminyu
3. ADC Office Chiephobozou
4. SDO (C) Office Jakhama
5. SDO (C) Office Sechü (Zubza)
6. Kezocha EAC Headquarters
7. Chongizun EAC Headquarters
8. Botsa EAC Headquarters

III. Mokokchung District

1. DC Office Mokokchung
2. ADC Office Tuli
3. ADC Office Mangkolemba
4. SDO (C) Office Changtongya
5. SDO (C)/BM, Tsurangkong
6. Alongkima EAC Headquarters
7. Longchem EAC Headquarters
8. Ongpangkong EAC Headquarters
9. Kubulong EAC Headquarters
10. Chuchuyimlang EAC Headquarters
11. Merangmen EAC Headquarters

IV. TUENSANG DISTRICT

1. DC Office Tuensang
2. ADC Office Noklak
3. ADC Office Shamator
4. ADC Office Longkhim
5. SDO (C) Office Noksen
6. SDO (C) Office Thonoknyu
7. SDO (C) Office Chessore
8. Panso EAC Headquarters
9. Chare EAC Headquarters
10. Tsurungto EAC Headquarters
11. Nokhu EAC Headquarters
12. Chingmei EAC Headquarters
13. Ngoungchung EAC Headquarters
14. Mangko EAC Headquarters
15. Sotokur EAC Headquarters
16. Sangsangnyu EAC Headquarters

V. MON DISTRICT

1. DC Office Mon
2. ADC Office Tobu
3. ADC Office Tizit
4. ADC Office Aboi
5. ADC Office Naginimora
6. SDO(C) Office Phomching
7. SDO(C) Office Wakching
8. SDO (C) Office Manyakshu
9. SDO (C) Office Chen

10. SDO (C) Office Angjangyang
11. Longshen EAC Headquarters
12. Hunta EAC Headquarters
13. Mopung EAC Headquarters
14. Shangyu EAC Headquarters

VI. PHEK DISTRICT

1. D.C's Office Phek
2. ADC's Office Pfutsero
3. ADC Office Meluri
4. ADC Office Chazouba
5. SDO (C) Office Chizami
6. Sakraba EAC Headquarters
7. Sekruzu EAC Headquarters
8. Phukongri EAC Headquarters
9. Khezhakeno EAC Headquarters
10. Chetheba EAC Headquarters
11. Khuza EAC Headquarters
12. Zuketsa EAC Headquarters
13. Phor EAC Headquarters
14. Razieba EAC Headquarters
15. Lephory EAC Headquarters

VII. WOKHA DISTRICT

1. D.C's Office Wokha
2. ADC's Office Bhandari
3. ADC's Office DHEP
4. SDO (C) Office Sanis
5. SDO (C) Office Ralan
6. Sungro EAC Headquarters
7. Bhagty EAC Headquarters
8. Aitepyong EAC Headquarters
9. Lotsü EAC Headquarters
10. Chukitong EAC Headquarters
11. Changpang EAC Headquarters
12. Wozhuro EAC Headquarters
13. Englan EAC Headquarters

VIII. ZUNHEBOTO DISTRICT

1. D.C's Office Zunheboto
2. ADC's Office Pughoboto

3. ADC's Office Aghunato
4. ADC's Office Satakha
5. SDO (C) Office Akuluto
6. ADC's Office Atoizu
7. SDO (C) Office Suruhuto
8. Asuto EAC Headquarters
9. Satoi EAC Headquarters
10. V.K. EAC Headquarters
11. Ghatashi EAC Headquarters
12. Saptiqa EAC Headquarters
13. Akuhaito EAC Headquarters
14. Hoshepu EAC Headquarters

IX. DIMAPUR DISTRICT

1. DC Office Dimapur
2. ADC Office Niuland
3. ADC Office Medziphema
4. SDO (C) Office Dhansiripar
5. SDO (C) Office Kuhuboto
6. Nihokhu EAC Headquarters
7. Chumukedima (Seithekema) EAC Headquarters
8. Aquqhnaqua EAC Headquarters

X. LONGLENG DISTRICT

1. DC's Office Longleng
2. ADC's Office Tamlu
3. Yongya EAC Headquarters
4. Sakshi EAC Headquarters
5. Namsang EAC Headquarters
6. Yachem EAC Headquarters

XI. KIPHIRE DISTRICT

1. DC's Office Kiphire
2. ADC Office Seyochung
3. ADC Office Pungro
4. Sitimi EAC Headquarters
5. Longmatra EAC Headquarters
6. Kiusam EAC Headquarters.
7. Amahator EAC Headquarters
8. Khonsa EAC Headquarters

XII. PEREN DISTRICT

1. DC's Office Peren
2. ADC Office Tening
3. SDO (C) Office Jalukie
4. Athibung EAC Headquarters
5. Nsong EAC Headquarters
6. Ngwalwa EAC Headquarters
7. Kebai Khelma EAC Headquarters

MANUAL - X

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Monthly remuneration received by the officers and employees under district administration is seen in the **Annexure B**.

The system of remuneration is based on the ROP (Revision of Pay), 1999 Government of Nagaland.

MANUAL-XI

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Budget as received from the Government is further re-allocated to various DDO (Drawing and Disbursing Officers) under district administration. The sub-allocation for the allocation to various DDOs under district administration is attached as **Annexure – C**.

MANUAL-XII

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

No such programmes are handled by this department.

MANUAL-XIII

Particulars of recipients of concessions, permits or authorizations granted by it;

The district administration is responsible for grant of permits only of the following categories:

1. **Inner Line Permits (ILP):** to non-local Indian citizen for entry into the state beyond the Inner Line. There are two categories under this permit,

the first is for tourist and is valid for 15 days. The second is for working/business persons and is valid for 3 (three) months. Fees as prescribed by the Government are charged depending on the category of permit applied for.

2. **Special Inner Line Permit (Special ILP):** to Catholic Christian Missionaries who are Indian Citizens for entry into the State beyond the Inner line. This permit is valid for 2 (two) years. An amount of Rs.200/- (Rupees Two Hundred)only per permit is charged as administrative charges.
3. **Gun License:** At present Issuing of Gun Licenses is banned all over the State, though, this was earlier issued by the district administration.
4. **Gaon Buras (GB) Corpus Fund:** GBs are village elders authorized by the Government to act as assistants to DCs in village/colony administration. They have been playing a vital role in the governance of the State since the time of British Administration and still are a vital component of the Government. The Government has introduced a Corpus Fund Scheme for the GBs and under this Scheme, GBs are entitled to certain monetary benefits, on retirement or death as the case may be, as given below:
 - a. Rs.5,000/-(Rupees five thousand) only provided he has rendered continuous voluntary service as GB for a minimum period of 10 years.
 - b. Rs.15,000/-(Rupees fifteen thousand) only provided he has rendered continuous voluntary service as GB for a minimum period of 15 years and above.
 - c. In order to implement this Corpus Fund/Welfare Scheme, recommendations from the districts are to be submitted to the State Level Board comprising of the following:
 - i. The Commissioner Nagaland : Chairman

- ii. The DC (HQ) : Member Secy.
 - iii. GB Representatives (President+1) : 2 Members
 - iv. Home Department : Member
 - v. Finance Department : Member
 - vi. Sr.Accounts Officer : Member
- d. The District Level Committee in the respective district will consist of the following members:
- i. Addl. Deputy Commissioner of the District Chairman
 - ii. President of the district GB Union Member
 - iii. Secretary of the district GB Union Member
 - iv. Political Assistant to DC Member
 - v. EAC (Sardar) Member Secy.

MANUAL-XIV

Details in respect of information, available to it or held by it, reduced in an electronic form:

Sl.	Documents	Electronic form	Held by
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
1	Land related papers	Original papers are not in electronic form, however some of the DC offices have the	Revenue branches of the DC offices

Sl.	Documents	Electronic form	Held by
1	2	3	4
		data in the computer hard disks.	
2	Employee roll for pay and other details.	Available in the hard disk of computers and can be made available on CDs.	Accounts branch in the office of the Commissioner Nagaland.
3	Details of GBs	Available in the hard disk of computers and can be made available on CDs.	Revenue branch in the office of the Commissioner Nagaland.
4	Notifications such as GB Corpus fund, formation of various boards for management of the fund, etc.	Available only in hard copy.	Revenue branch
5	Office Memorandum	Available only in hard copy. Some of the latest Office	With various branches depending on topics. www.commissionernagaland.com

Sl.	Documents	Electronic form	Held by
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
		Memorandum will be available on the internet.	
6	Special ILP data	Available in the hard disk.	Confidential branch.
7	Nagaland Directorate Ministerial Service Rules 2006.	Available in the hard disk and can be given in CD on request and payment of prescribed charges.	Establishment branch.
8	Vehicle and attachment of vehicles to officers details.	Available in hard disk.	Office server.
9	Administrative manual in compliance with provision under RTI Act.	Available in hard disk and can be made available in CD on payment.	Office server.
10	Budget sub allocation to all DDOs under District Administration	Available in hard disk.	Accounts branch

MANUAL-XV

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Information can be made available to citizens on all office working days except on Wednesdays. The office timings are:

1. Summer : 0930 Hrs to 1630 hrs
2. Winter : 0900 Hrs to 1600 hrs

Display of Notice Board, Circulars, Press releases thru media, Website of Commissioner offices are some of the facilities made available to its citizen other physical facilities in the office of Commissioners include Canteen facility on payment, Clean Toilet with running water, Waiting room etc for the citizen.

Sl.	Facility Available	Nature of information	Working hours
1	2	3	4
1	Notice Board	Notices, Circulars	24 X 7
2	Website www.commissionernagaland.com	1. District details 2. Posting details 3. Query tools 4. Village details 5. Other related information.	24 X 7
3	Printed Manual	Books, journals, magazines etc.	All working days (10:00 AM to 4:00 PM)
4	Inspection of Records in the Office	On any matter	All working days (10:00 AM to 4:00 PM)
5	System of issuing of copies of documents	1. Photocopies 2. Soft copies.	All working days

MANUAL-XVI

The names, designations and other particulars of the Public Information Officers;

LIST OF APIO, PIO AND APPELLATE AUTHORITIES IN DISTRICTS

Sl	Office	APIO	PIO	Appellate Authority
1	2	3	4	5
1	Office of the Commissioner Nagaland	SDO(HQ)	EAC (HQ)	Commissioner Nagaland
2	DC Office Kohima	EAC (Rev)	ADC	DC
3	DC Office Mokokchung	EAC (Rev)	ADC	DC
4	DC Office Tuensang	EAC (Rev)	ADC	DC
5	DC Office Mon	EAC (Rev)	ADC	DC
6	DC Office Zunheboto	EAC (Rev)	ADC	DC
7	DC Office Wokha	EAC (Rev)	ADC	DC
8	DC Office Phek	EAC (Rev)	ADC	DC
9	DC Office Dimapur	EAC (Rev)	ADC	DC
10	DC Office Peren	EAC (Rev)	SDO (C)	DC
11	DC Office Longleng	EAC (Rev)	SDO (C)	DC
12	DC Office Kiphire	EAC (Rev)	SDO (C)	DC

LIST OF APIO IN THE SUB-DIVISIONS

SI	Office	APIO	Appellate Authority
<i>1</i>	<i>2</i>	<i>4</i>	<i>5</i>
1	ADC Office Chiephobozou	EAC	DC of the district
2	ADC Office Tseminyu	EAC	DC of the district
3	ADC Office Tuli	EAC	DC of the district
4	ADC Office Mangkolemba	EAC	DC of the district
5	ADC Office Noklak	EAC	DC of the district
6	ADC Office Shamator	EAC	DC of the district
7	ADC Office Longkhim	EAC	DC of the district
8	ADC Office Tobu	EAC	DC of the district
9	ADC Office Tizit	EAC	DC of the district
10	ADC Office Naginimora	EAC	DC of the district
11	ADC Office Aboi	EAC	DC of the district
12	ADC Office Aghunato	EAC	DC of the district
13	ADC Office Pughoboto	EAC	DC of the district
14	ADC Office Bhandari	EAC	DC of the district
15	ADC Office Pfutsero	EAC	DC of the district
16	ADC Office Chozouba	EAC	DC of the district
17	ADC Office Meluri	EAC	DC of the district
18	ADC Office Nuiland	EAC	DC of the district
19	ADC Office Medziphema	EAC	DC of the district

Note: In case of absence of the designated officer, the head of the office will designate any other officer as the PIO for that period.

MANUAL-XVII

Such other information as may be prescribed; and thereafter update these publications every year;

Every year in the month of January the department will initiate for updating the information given in this Manual and publish the updated publication by the last week of April in the same year.

ANNEXURE-A to Manual - IX

**Directory of key officers under District Administration
District-Wise: (As on 31st Mar, 2012)**

Office of the Commissioner Nagaland

Sl	Name of Officer	Designation	Office No.	Residence/ Mob No	Fax
1	Smti.Banuo Z Jamir	Commissioner Nagaland	0370-2290472	9436000268	2290470
2	Smti.Anenla S Lonchari	Joint Commissioner	-do-	9436005238	-do-
3	Shri.Vikeyie Kenya	ADC (HQ)	-do-	9436017875	-do-
4	Smti. Hokhuli Chishi	ADC (HQ)	-do-	9436007481	-do-
5	Smti. Akumla Chuba	ADC (HQ)	-do-	9402993465	-do-
6	Shri. C. Khanyang Imlong	SDO(HQ)	-do-	9436001352	-do-
6	Shri.Mhonchumo Kithan	Accounts Officer	-do-	9436005712	-do-
7	ER. C. Sungti Amer	EE CAWD & PIO	-do-	9436000652	-do-

Kohima District

Sl	Name of Officer	Designation	Office No.	Residence/Mob No	Fax
1	Shri.Bei Angami	DC Kohima	0370-2290355	2222930	2290666
2	Shri.Alun Hangsing	ADC, Kohima & PIO	2290360	2240661	
3	Shri.Tarep Imchen	SDO(C), Kohima	2290353	M -9436006383	
4	Shri.Kovi Meyase	RO, Kohima		M-9436832000	
5	Shri.Khanyang Imlong	EAC (Rev), Kohima HQ		M-9436001352	
6	Kum.Martha R Ritse	ADC Chiephobozou		M-9436101800	
7	Smti.Ahola Those	ADC Tseminyu		M-9436015463	
8	Smti.Linda Solo	SDO (C) Jakhama		2242839	
9	Smti.Akuno M Sophie	SDO (C) Sechu		M-9436608920	
10	Smti.Zeneikhono Vimero	EAC, Kezocha		M-9856240093	
11	Shri.Wacy Kent	EAC, Chongizun		M-9436816317	
12	EAC Chiephobozou	EAC, Botsa	Addl. Charge	M-9402696101	

Mokokchung District

Sl	Name of Officer	Designation	Office	Residence	Fax
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			No.	No	
1	Smti.Lithrongla G Chishi	DC, Mokokchung	0369-2226231	2226163	2226055
2	Smti.Asenla Keitzar	ADC Mokokchung HQ & PIO	2226238	2226237	
3	Smti.Nungsangmenla Imchem	SDO (C)-I, Mokokchung	2226249	M-985611599	
4	Shri.Temsu Longkumer	ADC Mangkolemba	03695-264222	264204	
5	Shri.Lichemse Sangtam	ADC Tuli	03697-267286	267247	
6	Shri.Chubawati Chang	SDO (C), Changtongya	M- 9436601822		
7	Shri.Warren Holohon	EAC Ongpangkong	0369-2226251		
8	Vacant	EAC Kubulong			
9	Vacant	EAC, Merangmen			
10	Shri.Keyirangding Hegui	EAC Alongkima		M-9436069733	
11	Shri.Moatemsu Sangtam	EAC Longchem		M-9436066545	

Tuensang District

Sl	Name of Officer	Designation	Office No.	Residence No	Fax
1	Shri.YL Jami	DC, Tuensang	220333	220123	220791
2	Smti.Sotsula	ADC, Tuensang HQ	220203	220204	
3	Shri.Thsuvisie Phoiji	SDO (C) Tuensang	220225	220414	
4	Shri.Tiameren Chang	EAC (Sadar) Tuensang HQ		M-9436007098	
5	Kum.Zapuno Sophie	EAC (Dev) Tuensang HQ	220209	M-9436830083	
6	Shri.T.Seang	PA to DC, Tuensang HQ		220461	
7	Shri.Dengam Avennoho	ADC, Longkhim		M-9436601250	
8	Shri.Henkhohao Singsong	ADC, Shamator		M-9402016447	
9	Shri.Vikishe Sema	ADC, Noklak		M-9436008061	
10	Smti.Lithrongla Tongpi	SDO (C), Thonoknyu		M-9862647408	
11	Smti.Yongchingkumla	SDO (C), Noksen			
12	Vacant	EAC, Panso			
13	Smti.Nyempo Walliem	EAC, Nokhu		M-9436015237	

Sl	Name of Officer	Designation	Office No.	Residence No	Fax
14	Vacant	EAC, Sotokur			
15	Vacant	EAC, Chingmei			
16	Vacant	EAC, Tsurangto			
17	Vacant	EAC, Sangsangnyu			
18	Vacant	EAC, Mangko			
19	Vacant	EAC, Ngongchung			

Mon District:

Sl	Name of Officer	Designation	Office No.	Residence No	Fax
1	Shri.Dinesh Kumar	DC, Mon	03869-221246	221235	221246
2	Smti.Sarah R Ritse	ADC, Mon HQ		M-9436000468	
3	Shri.Hiazu Meru	SDO (C), Mon HQ		M-9436012850	
4	Shri.Shingwang Konyak	EAC (Estt), Mon HQ		M-9436015211	
5	Shri.Y.Y.Sangtam	ADC Tizit			
6	Smti.Obangla Jamir	ADC Naginimora's EAC		M-9436409997	
7	Shri.S.N.Tsanglao	ADC, Tobu		M-9436016307	
8	Shri.K.S.Anden	ADC, Aboi		M-9436015129	
9	Shri.Nyangpong Konyak	SDO (C), Wakching		M-9402009558	
10	Shri.Orenthung Ezung	SDO (C), Phomching		M-9402089631	
11	Vacant	SDO (C), Manyakshu			
12	Shri.Lungeishing	SDO (C), Chen		M-9612077263	
13	Vacant	SDO (C), Angjangyang	N/A		
14	Vacant	EAC, Hunta	N/A		
15	Vacant	EAC, Mopung	N/A		
16	Vacant	EAC, Shangyu	N/A		
17	Vacant	EAC, Longshen	N/A		

Zunheboto District

Sl	Name of Officer	Designation	Office No.	Residence No	Fax
1	Shri.T.Kiheto Sema	DC, Zunheboto	03867-220325	220355	220387
2	Shri.Tridibesh Roy	ADC, Zunheboto HQ	220329	M-9436015512	
3	Shri.T.Yanpvuthung Kikon	SDO (C), Zunheboto HQ		M-9436428041	
4	Shri.V Zakabo Rotokha	EAC (HQ), Zunheboto		M-9436609362	
5	Shri.Akato Sema	ADC, Aghunato		M-9436008164	
6	Shri.A.C.Odyuo	ADC, Pughoboto		M-9436434932	
7	Shri.Phuleshe Sema	SDO (C), Suruhoto		M-9436434889	
8	Shri.T.Nungsang Sangtam	SDO (C), Satakha		M-9436215859	
9	Smti.V.Lovitoly Sema	SDO (C), Akuluto		M-9436004710	
10	Shri.Nokchasashi	SDO (C), Atoizu		M-9436831044	
11	Vacant	EAC, Satoi			
12	Shri.David Sema	EAC, Asuto		M-9402446560	
13	Vacant	EAC, VK			
14	Smti.Lanusenla	EAC, Ghathashi			
15	Vacant	EAC, Saptiqa			
16	Kum.Lemlila Sangtam	EAC, Akuhaito		M-9436832545	

Wokha District:

Sl	Name of Officer	Designation	Office No.	Residence No	Fax
1	Shri.Rovilato Mor	DC, Wokha	03860-222021	222040	222010
2	Smti.Athel O Lotha	ADC, Wokha HQ	222027	222342	
3	Shri.Anthony Ngully	SDO (C), Wokha HQ	222034	222054	
4	Smti.Kikumsangla	EAC (S), Wokha HQ	222136		
5	Kum.Renbeni Ngullie	EAC (E), Wokha HQ	222029	222080	

Sl	Name of Officer	Designation	Office No.	Residence No	Fax
6	Shri.Myinthungo	Consultant Wokha	222012	222076	
7.	Shri.Robin Lotha	ADC, Bhandari		M-9436000970	
8	Shri.Akhup Thansing	SDO (C), Ralan		M-9436007564	
9	Shri.Orenthung Lotha	SDO (C), Sanis		M-9862453807	
10	Vacant	EAC, Sungro			
11	Vacant	EAC, Baghty			
12	Vacant	EAC, Aitepyong			
13	Shri.Mhathung Tsanglao	EAC, Lotsu		M-9436614797	
14	Shri.Albert Ezung	EAC, Chukitong		M-9436005765	
15	Vacant	EAC, Wozhuro			
16	Vacant	EAC, Englan			
17	Shri.Japhet Woch	EAC, Changpang		M-9436680695	

Phek District:

Sl	Name of Officer	Designation	Office No.	Residence No	Fax
1	Shri.Mikha Lomi	DC, Phek	03865-223037	223038	223045
2	Shri.Nyusietho Nyuthe	ADC, Phek HQ	223047	223049	
3	Shri.Razouvolie Dozo	SDO (C), Phek HQ	223576	223179	
4	Shri.Andrew C Imti	EAC Phek HQ	223084	223595	
5	Shri.Vekhoyi Chakesang	EAC Phek HQ		223112	
6	Shri.Kewekha Mero	ADC Pfütsero	262125	262126	262125
7	Shri.Peter Lichamo	ADC Meluri		M-9436618713	
8	Kum.Temsunaro	ADC, Chozouba		M-9436060167	
9	Shri.Pfutsukha Krome, Consultant	SDO (C) Chizami		264118	
10	Shri.Medongoyi Chakesang	EAC, Chetheba		M-9402007475	
11	Shri.Y.Tatu Thur	EAC, Phor		M-9436653823	
12	Vacant	EAC, Phokhungri			
13	Vacant	EAC,			

Sl	Name of Officer	Designation	Office No.	Residence No	Fax
		Sakraba			
14	Vacant	EAC, Sekruzu			
15	Vacant	EAC, Khuza			
16	Vacant	EAC, Khezakeno			
17	Vacant	EAC, Zuketsa			
18	Vacant	EAC, Razieba			

Dimapur

Sl	Name of Officer	Designation	Office No.	Residence No	Fax
1	Shri.Moangwati Aier	DC, Dimapur	03862-226530	225100	230613
2	Shri.Sedevikho Khro	ADC, Dimapur HQ & PIO		M-9436002127	
3	Shri.Hotolu Swu	SDO (C), Dimapur HQ	234525	M-9436066666	
4	Smti.Imtirenla Jamir	RO, Dimapur HQ		M-9856072224	
5	Shri.Pakon Phom	EAC (Rev), Dimapur HQ		M-9856513192	
6	Shri.Wenyie Konyak	EAC (S), Dimapur HQ		M-9856865800	
7.	Smti.Hokhuli Sema	ADC, Niuland		M-9436007481	
8	Shri.Sejang Doungle	ADC, Medziphema		M-9436007477	
9	Shri.Tsuktimar Jamir	SDO (C) Kuhuboto		M-9436607584	
10	Shri.Anoop Khinchi	SDO (C) Dhansiripar		M-9436832274	
11	Shri.H.Atokhe Aye	EAC, Nihokhu		M-9436008449	
12	Shri.B.Henok Buchem	EAC Chumukedima	244782	M-9436062332	
13	Shri.Alongdhimen	EAC, Aquqhnaqua		M-9856893754	

Peren District:

Sl	Name of Officer	Designation	Office No.	Residence No	Fax
1	Smti.Khrienuo C Metha	DC Peren	03862-267220	267225	268560
2	Shri.Sentiwapang Aier	SDO (C), Peren HQ	03862-267243	267243	
3	Shri.Imsongmeren Im song	EAC HQ, Peren HQ		267226	
4	Shri.Jamithung Lotha	SDO (C) Jalukie	03839-220222	220224	
5	Shri.T.Nchumbemo Lotha	SDO (C) Tenning		M-9436605192	
6	Shri.Tem suwati Longkumer	EAC Athibung		M-9436017951	
7	Vacant	EAC Nsong			
8	Vacant	EAC Kebai Khelma			

Longleng District:

Sl	Name of Officer	Designation	Office No.	Residence No	Fax
1	Shri.C.K.Nihekhu Sema	DC, Longleng	03869-223611		
2	Shri.Shayung Phom	SDO (C) Longleng HQ	-do-		
3	Shri.Rhosietho Ngouri	EAC (HQ), Longleng HQ		M-9436207916	
4	Shri.A.Zibenthung Kithan	EAC, Longleng HQ		M-9436604743	
5	Shri.T.Wati Aier	SDO (C) Tamlu		M-9436002118	
6	Vacant	EAC, Yongyah			
7	Vacant	EAC, Sakshi			
8	Vacant	EAC, Namsang			

Kiphire District

Sl	Name of Officer	Designation	Office No.	Residence No	Fax
1	Shri.C.M.Tsanglao	DC Kiphire	03863-225551	225552	225551
2	Shri.Muruho Chutso	ADC, Kiphire HQ	225555	225540	225551
3	Smti.Rosy M Athrila Sangtam	SDO (C), Kiphire HQ	225555	N/A	225551
4	Shri.Moakumzuk Tzudir	EAC HQ Kiphire	225556	225557	N/A
5	Kum.Amentoli Anar	EAC HQ Kiphire		225585	N/A

Sl	Name of Officer	Designation	Office No.	Residence No	Fax
6	Shri.Robert Longchari	SDO (C) Seyochung	N/A	M-9436075012	N/A
7	Shri.John Tsalise Sangtam	SDO (c) Pungro	N/A	M-9436424072	N/A
8	Shri.Namang Sepong	EAC Kiusam	N/A	M-9862493925	N/A
9	Vacant	EAC, Longmatra	N/A	N/A	N/A
10	Vacant	EAC, Amahator	N/A	N/A	N/A
11	Dr.Kuzunyi	EAC, Sitimi	N/A	M-8974755692	N/A
12	Vacant	EAC, Khonsa	N/A	N/A	N/A