

Chapter 2
(as per Section 4(1)(b)(ii) of RTI Act 2005)

Powers and Duties of Officers and Employees:

2.1 Executives:

Sl. No	<u>Name & Designation</u>	<u>Responsibilities</u>
1	Kumari. M.Imtila Jamir Registrar of Cooperative Societies.	Overall supervision of Department as head of the department, guiding and giving right direction to the Department. Framing Plan, Schemes and policies in relation to department for government approval.
2	Additional Registrar of Cooperative Societies. (Vaccant)	General supervision of works of all Branches and is appointed as P.I.O in the Directorate.
3	Smti. Imkonglemla Longkumer, Additional Registrar of Cooperative Societies.	Deputed to MARCOFED as Managing Director on Managing basis.
4	Shri. Velasa Nakro, Joint Registrar of Cooperative Societies.	General Branch, Organisation, T & P Cell, Consumers, Marketing & Statistics.
5	Smti. Rongsenla Sangtam Joint Registrar of Cooperative Societies.	Budget & Planning, Establishment, Transport & Stationery, Lok Sabha/Rajya Sabha, Assembly matters. Audit, Accounts, General Administration, CIF, CAG, PAC and Legal matters.
7	Deputy Registrar of Cooperative Societies. (Vaccant)	Budget & Planning, Audit, General Administration, Legal matters.
8	Deputy Registrar of Cooperative Societies. (Vaccant)	Establishment, T & P, Transport and Stationery.
9	Deputy Registrar of Cooperative Societies. (Vaccant)	General organization/CIF, Consumer & Marketing, Statistics
10	Shri. Wepe Ritse, Assistant Registrar of Cooperative Societies.	Budget & Planning, Transport Stationery, General Administration and D.D.O.
11	Shri. Nthungo Lotha Sub-Registrar of Cooperative Societies.	Audit, CIF and Consumer & Marketing.
12	Statistical Officer. (attachment from Statistical Deptt.)	Statistical works Pertaining to Cooperation Department.
13	Office Register.	Office Administration, Files of all Branches except files on technical Matters, ACRs.
14	Superintendent.	Office Attendance register, Estt. Br., T & P Cell, Gen. Br. (Admn.), CIF Br.
15	Superintendent.	Accounts, Transport & Stationery, Marketing and Consumers.

2.2 Subordinate Staff

Sl. No	Name and Designation	Work Assigned
I	II	III
<u>Establishment Branch</u>		
1	Smti. Imtjungshila, UDA	(i). Appointment / Promotion / Transfer / Release of field staff.

		(ii). Pension matters (iii). Estt. Matters relating to Gazetted officers.
2	Km. Neichanuo Solo, UDA	(i). Appointment / Promotion / Transfer / Release of Ministerial and Gr. IV staff. (ii). Annual increment.
3	Shri. Z. Zhekhevi Chakhesang, UDA.	(i). Compilation of seniority list / Incumbency list / Estt. Return / Post confirmation and continuation. (ii). Pay fixation & ACP (iii). House Rent
4	Km. Chanda Rai, LDA	(i). Leave / Leave Encashment (ii). Miscellaneous and Gen. Correspondences.
5	Shri. Imtisunep Aier, LDA	(i). G.P.F. & G.I.S. (ii). Training (iii). Govt. Quarter Allotment.

TRANSPORT AND STATIONERY BRANCH

1	Smti. L. Ayangla Amer, UDA	(i) . Matters relating to transport /P.O.L.
2	Smti. Alangla Tonger, SICS	(i) . Matters relating to transport /P.O.L.
3	Smti Savihunuo Kehie LDA	(i) . Matters relating to Stationery.

BUDGET AND PLANNING

1	Shri Bokato Hesso, SICS	Preparation of works programme, Annual Plan, Budget Allocation. Matters Relating to PAC,CAG, Audit matters, etc.
2	Shri.Tsuknunglemba Jamir, UDA	
3	Shri K. Sepichum, LDA.	

ACCOUNTS BRANCH

1	Shri. Keduoneipra Angami UDA (Cashier)	(i). Maintenance and handing of cash books/subsidiary cash book, remittance register receipts & Payment accounts.
2	Smti J. Asangla, UDA	(i). Pension, Leave Encashment, GPF, M.R office Expenses bills, Gazetted officers, pay.
3	Shri Imnalepzung Ao. LDA	(i). Gr. IV staff pay & T.A Bill (ii). Preparation and maintenance of Gr. IV Staff G.P.F Statement. (iii). Preparation of monthly receipt and expenditure statement.
4	Shri Vikethozo Kiso, .	(i). Gr. III staff pay & T.A. Bill.

TECHNICAL & PROMOTIONAL CELL

1	Shri Imsunungsang ,SICS	ICDP/NCDC Loan Recovery correspondences on NCDC/ ICDP Matters.
2	Km Bharati Chinnal, SICS	
3	Shri B Yanger Lkr. LDA	
4	Km. Benrilo Ezung, LDA	

GENERAL BRANCH

1	Km. Chubamenla, SICS	(i). Organisation and Registration of Cooperative Societies matters.
2	Smti Gloria Kikon, JICS	(i). Matters relating to all state/dist. Level Cooperative Institutions and other Cooperatives.
3	Shri Secho Tsukru, UDA	(i). Organisation and Registration of Cooperative Society matters.
4	Smti.T. Malemtetla Ao, UDA	(i). State and other Department Policy Matters, Misc. Correspondences.

5	Smti Nzanbeni Tungoe, LDA	(i). Matters relating to general Cooperative Movement and CTC Medziphema.
6	Shri Kelazetuo, LDA	Matters relating to general Cooperative Movement
AUDIT BRANCH		
1	Shri Limanungsang Lkr. UDA	(i). Audit matters/Files relating to Sugarcane Growers, Piggery Fed. (ii). Yearly Audit & Progress Report.
2	Km. Kevietuonuo Angami UDA	(i). Audit matters/files relating to NSCB Ltd. Dairy Federation, ICDP. (ii). Cancellation and Liquidation. (iii). Empanelment of auditors (iv). Physical Verification of stock.
3	Smti.Meyangsangla T. LDA.	(i). Audit Matters/files relating to UCB, MARCOFED, LAMPS, WEA FED, (ii). Quarterly, Yearly, Audit/Progress Report for Phek, Wohka, Peren (iii). Revenue/Treasury Challan
4	Shri Yhunkvulo Tep, LDA	(i). Qtrly/Yrly Audit/Progress report submitted by Dmr, Mkg, Tsg, Mba, Dist. & NSCU.
5	Shri.Orensao Lotha, SICS	(i). Scrutiny of audit reports submitted by Kma. & Zbto. Dists and of ICDP, MARCOFED, Piggery Federation
6	Shri Anthony Yhome SICS	(i). Scrutiny of audit reports submitted by Tsg, Mon, Peren and of WEA FED and LAMPS.
7	Shri Lirichum Anar JICS	(i). Scrutiny of audit reports Submitted by Mkg. Dist. NSCB, NSCU, NSDF, KOMUL.
8	Shri Imnanukshi, SICS	(i). Scrutiny of audit reports submitted by Dimapur, Kiphire Dists. UCB, Mkg. Dist. Milk Union
CREDIT, INDUSTRIAL & FARMING(CIF), MARKETING AND CONSUMERS BRANCH		
1	Shri Phyobemo Kikon,UDA	} Policy guidelines on credit matters relating to RBI, NABARD and NSCB.
2	Km.Zasivonuo Khruomo LDA	
RECEIPT AND DISPATCH BRANCH		
1	Smti Khonbeno Ovung LDA	Receipt/Dispatch.
2	Shri Chuba Aier, LDA	Receipt/Dispatch.
3	Smti Wangshinaro, LDA	Receipt/Dispatch.
OTHER SUBORDNATE STAFF		
1	Km. Kikachila Longkumer, LDA	Computer operator
2	Shri Ghushito Awomi LDA	Computer operator
3	Shri. Rokovisa Chase, SICS	Attached to Office of Bamboo Development Agency, Kohima.
4	Smti.Kenyule Khing LDA	Attached to Parliamentary Secretary, Cooperation
5	Shri Jacob Khing, JICS	-do-
TYPING POLL		
1	Smti R. Awala Ao, Typist Senior Grade.	} All typing works of various branches of the Office.
2	Smti Bendangmongla, Typist Senior Grade.	
3	Smti. Rongsensangla Ao, Typist. Gr. I	
4	Smti Jongpongglemla Ao, Typist Gr. I	
5	Smti Vizadule Savi, Typist Gr. I	

6	Smti C. Allen Phom, Typist Grade III.	
<u>STENOGRAPHERS.</u>		
1	Smti Azonuo Medom, Steno. Gr. II	Attached to RCS.
2	Smti Kezhaletunuo Angami Steno Gr. III	Attached to RCS.
3	Shri Kedokhrieto Angami Steno Gr. III	Attached to Additional RCS.
4	Smti Keneizeu Angami Steno Gr. III	Attached to Jt. RCS (Audit/Accounts)
<u>DRIVERS</u>		
1.	Shri Guru Prasad	Attached to Parliamentary Secretary, Cooperation.
2.	Shri Neiviseituo Angami	Attached to Secretary, Cooperation.
3.	Shri Dhan Bahadur Kuwar	Attached to RCS.
4.	Shri Uday Chandra Rabha	Attached to RCS.
5.	Shri Hosheto Yepthomi	Attached to Addl. RCS.
6.	Shri Lal Bahadur Thapa	Attached to Addl. RCS/MD, MARCOFED
7.	Shri Velazo Venuh	Attached to Jt. RCS (T&P Cell)
8.	Shri Imosanen Longkumer	Attached to Jt. RCS (Audit/Accounts)
9.	Shri Raphael Shemphang	Attached to Jt. RCS (Estt)
10	Shri Shanbemo Lotha	Attached to Dy. RCS (Audit)
11.	Shri Seyiejakho Nagi	Attached to Dy. RCS (Estt.)
12.	Shri Krishna Sonar	Attached to D.D.O
13.	Shri Thinisetso Angami	Staff bus.
<u>DUFTRY</u>		
1.	Vaccant	To assist Cashier in all Treasury duty, Payment of bills etc,
<u>PEON</u>		
1.	Shri Longkhai Khiamungam	Attached to Audit Branch
2.	Shri Ruokuohelie Angami	Photocopier and Duplicating machine
3.	Shri Medo Chakhesang	Attached to Accounts Br./ Typing pool and A.G. Duty.
4.	Shri Ruohuozhali Kiso	Attached to Budget & Planning Br.
5.	Shri Madhav Thapa	Attached to RCS.
6.	Shri Vikehelielie Belho	Attached to RCS.
7.	Shri Honzeng Mowa	Attached to RCS.
8.	Smti Toshinungla	Attached to Estt. Branch, Transport & Stationery Br.
9.	Km. Lilly Ngullie	Attached to Technical & Promotional Cell.
10.	Shri Visevo Zashumo	Attached to General Br.
11.	Shri Keyingaulung Zeliang	Attached to CIF/Marketing & Consumers/Statistical Br
12.	Shri Kepenlo Kent	Attached to O.R.

<u>SWEeper</u>		
1.	Khou Angami	Sweeping and cleaning of office rooms located on first floor
2.	Km. Vibeizonuo	Sweeping and Cleaning of office rooms located on top floor.
<u>CHOWKIDAR</u>		
1	Shri Vingopi Neikha	Responsible for keeping vigil of the office premises at night
2	Shri Imtiakum	Allowed to carry out the duties of peon and attached to Receipt & Issue Br., Secretariat duty.
<u>HANDYMAN (CONTINGENCY)</u>		
1.	Shri Aoinba	Attached to staff bus.