

Section 4(1) (b) (ii) of Right to Information Act, 2005.

Powers and duties of Officers and employees in the Directorate of Employment & Craftsmen Training, Nagaland, Kohima.**Details of duties and responsibilities of Officers and employees:**

Sl.No.	Name & Designation	Responsibilities
1.	Shri.N.Panger Jamir Director	<ul style="list-style-type: none"> - Functions as Head of Department - Overall supervision of functions and activities of the Department - Supervise day to day Department's Administration - Given direction to the Officers for effective implementation of the Department's programmes and Policies - Formulate plan and policy pertaining to the Department for approval of the Government. - Supervise its employee's welfare - General supervision of works of all branches in the Department - General administration in the Department - Nominated as PIO for the department - Look after the responsibilities of the Head of Department in the absence of the Director - Represent the department for out duties whenever Director is engaged

Division-I

Administration of various sections in the Directorate.

<u>Sl.No.</u>	<u>Name & Designation</u>	<u>Works assigned</u>
1.	Shri.Muthingnyuba Sagtam, Joint Director	- Overall supervision/in-charge of (i) Training matters

- (ii) CSS Scheme
 - (iii) World Bank Project
 - (iv) ITI s trainees' Stipend.
 - (v) Purchase of training materials/
Stationeries.
2. Shri.Y.Vandanshan Lotha,
Deputy Director
- Overall supervision/in-charge of
 - (i) Establishment
 - (ii) EMI/Statistics
 - (iii) Computerization of Employment
Exchanges.
 - (iv) All matters relating to Employment
Exchanges.
 - (v) Deputy Apprenticeship Advisor.
3. Shri.Yekuto Awomi
Deputy Director
- Matter relating to Training Programme
 - All Statistical Matter
 - R.T.I. Act.
 - Nominated as APIO
 - Store in-charge.
4. Shri.Veshezo,
Assistant Director
- Nodal Officer
D.D.O.
 - Transport
 - EMI/Statistics works.
5. Shri.K. Shikhu,
Assistant Director
- Officers & Staff tour programme/TAs
 - Office accommodation
 - Miscellaneous subject matters.
6. Smti.Awa, Employment Officer
- All matters relating to training programme
7. Shri.N.Chase, Registrar
- Overall supervision of all sections in the
Directorate.
 - Establishment.
8. Shri.Thepfuvilie,
Office Superintendent
- Overall supervision of Budget & Accounts
in the Directorate
 - Audit replies
 - All Plan Programmes.
9. Shri.Kezhalezo,
- Overall supervision of Examination/

- Office Superintendent
- Training Cell
 - G.P.F
 - Apprenticeship Training
 - Stipend for ITI s Trainees.

OFFICERS ATTACHED TO OTHER DEPARTMENT.

1. Er.Imtiwabang Ao
Sr. Principal
- Deputed to Nagaland Secretariat
- Transport Special Pool as Executive Engineer.
2. Shri.Alem Longkumer,
Deputy Director
- Deputed to Bamboo Mission.
3. Shri. Chiden Yaden
- Deputed to NEPED.

B. Duties and responsibilities of Grade-III Staff

1. ESTABLISHMENT-OVERALL IN-CHARGE-REGISTRAR.

Sl.No.	Name & Designation of employee	Duty allotment
1	Shri,Vanhungo UDA	Establishment matters relating to ITIs
2	Smt.Keneiwenu UDA	Establishment matters relating to Directorate.
3	Smt.Neitsobei-ü Solo LDA	Establishment matters relating to new it is
4	Smt,Thezienuo LDA.	All training programmes relating to Officers & staff.
5	Smt,Ayenla Ayeno LDA	Tour Programme of Officers & staffs.
6	Shri,Fuchamo LDA	T.A.bills of Directorate/ITIs/Employment Exchanges.
7	Shri,Mushosing LDA	Government Notifications/OMs.
8	Smt,C.Likyrise LDA	Dispatch
9	Smt.Lochildo Typist Sr,Grd.	Receipt.

II.GENERAL/EXAMINATION/APPRENTICESHIP-OVER ALL IN-CHARGE-SUPDT.(K)		
1	Smt,K.Tinula LDA	Purchase of Stationery Articles for Exchanges/REBx.
2	Miss,Kerisüle Naleo LDA	ITI. Admission , Stipend , CONA
3	Shri,T.Seopi Sangtam Tech.Asstt.	Disaster Management. Nodal Officer to A.G. Office.

III.BUDGET(PPLAN & NON-PLAN)OVER ALL IN-CHARGE-SUPDT.(T)		
1	Shri,Meguoselhou UDA	All matters relating to Budget (Plan & Non-Plan).
2	Shri,Nyampong Chang LDA	-Maintenance of Stock Register of ITIs/Exchanges -Accounts Matter
3	Smt,Nribeni Ngullie LDA	Accommodation

IV.BILL BRANCH-UNDER SUPERVISION OF D.D.O.		
1	Shri,A.Tsükha Krocha UDA	Over all in charge of Cash, Bill Register & Cash Book.
2	Miss,Kevilhoutuonuo LDA	-Bill Assistant (Directorate) -Store in-charge (Stationery)
3	Smti,Rüüngubeinuo Tech.Asstt.	Statistics
4	Shri,Atsei Kenneth Tech.Asstt.	Statistic
5	Shri,Viren Kechü Tech.Asstt.	Statistic
6	Smt,Medono Angami Typist Grd.I	Typing
7	Shri,Khradi Typist Gr.II	-do-
8	Smt,Shwenyhunle Typist Gr.II	-do-
9	Shri,Theyiephrezo Typist Gr.III	-do-

C. LIST OF DRIVERS & THEIR ALLOTTED DUTIES

Sl.No.	Name of Drivers	Vehicle No.	Officer to whom attached
1	Shri.Thepise Sangtam	NL-11/0143 (Tata)	Pool (Directorate)
2	Shri.Temsunungsang	NL-11/0141 (Bus)	W.ITI Diampur Staff Bus
3.	No Driver	NL-10/2249 (Jeep)	Attached to ITI Kohima for training purpose
4.	No Driver	NL-10/1413 (Jeep)	Attached to ITI Wokha for training purpose
5.	Shri.Muthe Khiammungan	NL-10/0497 (Car)	Pool (Directorate)
6.	Shri.Sonathung Patton	NL-10/1604 (Van)	DEO, Wokha
7.	Shri.Joy Kumar	NL-10/0513 (Sumo)	Pool (Directorate)
8.	Shri.Thepuhovi	NL-10/3005 (Gypsy H.T)	Pool (Directorate)
9.	Shri.Tsapongse Sangtam	NL-10/4622 (Bolero)	DEO Tuensang
10.	Shri.Imliwabang	NL-10/4893 (Bolero)	Addl. Director
11.	Shri.Dilip Biswakarma	NL-10/5395 (Bolero)	Joint Director
12.	Shri.Metelel Kechü	NL-10/1743 (Bus)	Directorate Staff Bus
13.	Shri.Suresh P.C	NL-10/5145(Gypsy)	Principal ITI Kohima.
14.	No driver	NL-10/5528 (Van)	DEO Dimapur
15	Shri.Zehoto Angami	NL-10/5508 (Van)	REO Kohima
16.	No Driver	NL-10/6430 (Van)	VP, ITI, Wokha
17.	No Driver	NL-10/6431 (Van)	VP, ITI, Mokokchung
18	Shri.Holuvi Sema	NL-10/6432 (Van)	DEO, Mokokchung
19	No Driver	NL-10/6433 (Van)	DEO, Phek
20	No Driver	NL-10/6434 (Van)	VP, W.ITI, Dimapur
21	Shri.Tsapingse	NL-10/6435 (Van)	Principal ITI Mon
22	Shri.Avi	NL-10/6436 (Van)	Pool (Directorate)
23	No driver	NL-10/6437 (Van)	VP, ITI Phek
24	Yeveto Driver	NL-10/6438 (Van)	DEO, Zunheboto
25	Thony	NL-10/6439 (Van)	DEO, Mon