

Distribution of work among Officers of Finance Department.

1. **Shri R.C. Acharjee**, Adviser (Budget) will advise the Finance Commissioner in matters relating to Budget.
2. **Shri K. Heni Adviser** (Finance) will assist Finance Commissioner in preparation of Budget and monitoring expenditure.
3. **Shri K. Ashi Khieya**, OSD (Revenue) shall be in charge of **TAXES, LOTTERIES and ESTABLISHMENT & ROP** Branches

Matters dealt with

(1) **REVENUE BRANCH**

- (i) All matters relating to administration of tax and non-tax revenue (including revision of tariff/rates from time to time.
- (ii) All matters relating to promotion of Small Savings.
- (iii) All matters relating to Stamps & Registration.

(2) **LOTTERIES**

- (i) All matters relating to State Lotteries.
- (ii) All matters relating to the establishment of the Directorate of Nagaland State Lotteries.

(3) **TAXATION**

All matters relating to establishments under the Commissioner of Taxes.

4. **Shri G.W. Lee**, Consultant (Finance) shall be in charge of Finance Research Cell and shall also be consultant of Establishment & ROP Branches.

Matters dealt with

(1) **ESTABLISHMENT BRANCH (including ROP Cell) :**

- (i) All matters relating to creation/continuation of establishments/posts, appointment, entitlements, Service Rules.
- (ii) Revision of Pay & Allowances, Pensions etc.

(2) **RESEARCH CELL**

- (i) All matters relating to Finance Commission, including follow up action on the awards of the Finance Commission especially relating to Grants for up- gradation, special problems, local bodies, calamity relief etc.
- (ii) Updating of data for use in connection with future Finance Commission.

In matters pertaining to Finance Research Cell, he shall submit files directly to the Finance Commissioner. In Establishment and ROP matters, he shall submit files to Shri Ashi Khieya, OSD (Revenue).

5. **Shri V. Kezo**, OSD (General) shall be in charge of **'EXPENDITURE 'A', TREASURIES and GENERAL** Branches.

Matters dealt with:

(1) **EXPENDITURE 'A' BRANCH**

- (i) All matters relating to Finance concurrence and issue of Drawal authority/Drawal Limit in respect of Demand Nos. 4, 6, 7, 11, 13, 14, 15, 19, 23, 24, 26, 27, 28, 29, 33, 36, 37, 38, 39, 43, 55, 61, 65, 67, 69, 71, 77 and 79.
- (ii) All cases of condemnation of assets/write off relating to all Departments.
 - (iii) All matters relating to Delegation of Financial and Cognate Power Rules.

(2) **TREASURIES & ACCOUNTS**

- (i) All matters relating to the Directorate of Treasuries & Accounts and its subordinate offices.
- (ii) All matters relating to compilation of accounts of Works departments (including Cheque-drawing powers of Divisional Officers).
- (iii) All matters relating to the Internal Audit of Directorate of Treasuries & Accounts.

(3) **GENERAL BRANCH**

- (i) All matters relating to Provident Funds and Group Insurance.
- (ii) All matters relating to Committees of Assembly (PAC, Estimates Committee, Committee on Govt. Assurances etc.)
- (iii) All matters relating to Audit Notes/objections, Audit reviews, C&AG's Reports, Internal Audit (Co-ordination of action taken by various departments and follow up action especially relating to tendering of evidence/reports before the Assembly Committees)

He shall submit files directly to the Finance Commissioner.

6. **Shri Y. Kikheto Sema**, Additional Secretary will be in charge of **BUDGET BRANCH**.

Matters dealt with

BUDGET BRANCH

- (i) All matters relating to Budget and Budgetary controls
- (ii) Matters relating to Calamity Relief Fund
- (iii) Matters relating to Servicing of Debt.
- (iv) Finance concurrence/Drawal authority/Drawal Limit in respect of Demands Nos. 1, 2, 8, 10, 12, 16, 17, 21, 31,32, 44, 47, 57, 58, 60, 62, 63, 64, 68, 74, 75, 78 and 80.

He shall submit files directly to the Finance Commissioner.

7. **Shri Wati Pongener**, Joint Secretary shall assist Additional Secretary (Budget) in the matters of Budget. He shall also be in charge of '**EXPENDITURE 'B' BRANCH**' in matters relating to Finance concurrence and issue of Drawal authority/Drawal Limit in respect of the Demands Nos. 3,5, 9, 20, 22,25,30, 34, 35,40,41,42,45,46,48, 49, 50, 51,52,53,54,56,59,66,70, 72, 73, and 76.

He shall submit files in respect of the above Demands for Grants through Adviser (Finance).

8. **Shri Vekpropra**, Deputy Secretary will look after '**Expenditure 'A' Branch**' and will submit files to the O.S.D. (General). He will also be in charge of **Revenue Branch** and submit files to the OSD (Revenue).

9. **Shri Kevekha Kevin Zehol**, Deputy Secretary (General Branch) will submit files to the O.S.D. (General).

10. **Shri Vilhousa Mero**, Deputy Secretary will look after **Expenditure 'B' Branch** and shall submit files to the Joint Secretary. He shall also be in charge of **Treasuries Branch** and will submit files to the O.S.D. (General).

11. **Shri K.P. Kepfo**, Senior Research Officer will deal with matters pertaining to **Finance Research Cell and Budget**. He will submit Debt Management files through Additional Secretary (Budget) and FRC files through Consultant Shri G.W. Lee.

12. **Smti Shetoli Tungoe**, Consultant shall submit files to Shri G.W. Lee.
