

2. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.

A. Details of Powers and Duties of Officers.

Sl. No	Name and Designation	Duties
1.	H.K Chishi Director	Over all in charged of the department.
2.	S.K.Kenye Addl. Director	<ol style="list-style-type: none">1. Overall in-charge of Geological discipline of the Directorate.2. Overall in-charge of the Mineral Exploration, geotechnical investigation and other diversified activities of the department.3. All files emanating from technical cell (except ground water) are to be routed through the Addl. Director.4. Preparation of Plan documents, project formulation etc. of the department. He will also co-ordinate with Addl. Director (2) for preparation of Plan and projection of budget etc. and will be assisted by T.Murry, T.Khatsu and Tokheli Pucho.5. Supervision of works and attendance of Survey, drawing, scrutiny and forwardal of monthly/tour diaries of all gazetted and non-gazetted staff of geological section, survey and drawing cells.6. Departmental Library and technical training to be processed through Addl. Director.7. To approve casual leave in respect of gazetted officers non-gazetted staff of Geological section, survey, drawing and technical bearers (which shall be routed through respective Sectional Heads).8. Matter relating to the grant of Earned Leave/Commutated Leave of both gazetted and non gazetted officials of the Department (which shall be signed by the Registrar) whereas recommends the cases of the gazetted officers to the Director.9. All matters relating to land, asset, property including buildings and all civil and work programmes of the department including construction and maintenance.10. PIO of RTI in the department.11. All matters relating to Oil developmental activities and effective implementation of Nagaland Coal Policy (except matter relating of Flying Squad/State Level Task Force and monitoring of revenue generation etc.) are to be routed through Addl. Director.12. All files pertaining to appointment and promotion of the non-gazetted staff shall be routed through Addl. Director (2) and Additional Director to Director. He shall sign the promotion and appointment orders of non-gazetted staff after approval of Director.13. He will look after the routine administrative works of the department as and when Director is on leave and dispose all matters of urgent and immediate nature.14. To act as Chairman of medical Screening Committee for examining Cases of medical re-imburement/advances.15. Any other works as may be assigned from time to time.
3.	E.Kikon Addl. Director	<ol style="list-style-type: none">1. Over all in-charge of groundwater exploration and developmental activities of the department including supervision, co-ordination, monitoring and newly introduced Groundwater Exploration programme in hilly areas/Artificial Recharge to Groundwater etc.2. All files emanating from Accounts section shall be routed through Addl. Director (2) to Director.3. all matters relating to purchase and files emanating from purchase section including purchase from establishment section shall be routed through Addl.

		<p>Director (2) for approval of Director.</p> <ol style="list-style-type: none"> 4. Nodal Officer of IT and all IT activities of the Department, including maintenance of geo-science & Petrological Laboratories and Geophysical Electrical Logger Van. 5. All matters relating to vehicle section including purchase of new vehicles. 6. All files emanating from Establishment section shall be routed through Addl Director (2) to Director Except files relating to earned leave/commuted leaves of officers and staff including Tour/Monthly diaries of all officers which shall be routed through. Addl. Director for approval of Director). 7. To act as controlling officer of Establishment, Accounts, Purchase & Vehicle) and Chemical sections. 8. All correspondence regarding DPC/NPSC and ACP to be taken up with Govt. 9. To approve casual leaves in respect of all officers and staff of chemical/Accounts and Establishment Purchase, Vehicle & Store sections on the recommendation of sectional heads (Registrar for establishment) and the concerned superintendents. 10. All matter relating to Chemical section are to be routed Joint Director (Chemical) & DDO to director through Addl. Director (2). 11. He will act as Team Leader of Flying Squad and all matters relating to Flying Squad/State level Task Force activities and sensitization of illegal Mining in the State vide Notification NO.DGM-5/M(G7M)-24/2004(Pt) dt. 17th Feb. 2010. 12. Revenue mobilization/generation as well as monitoring including all minerals royalty & Taxes etc. 13. Management and maintenance of water supply systems of office complex and departmental residential quarters at DGM Colony, Dimapur including pump houses. 14. Any other works as may be assigned from time to time.
5.	Wanhang Jt. Director (Geology)	<ol style="list-style-type: none"> 1. All Geo-science activities including earthquake, seismicity. 2. Supervision of works in survey, drawing, cells. 3. All matters relating to corresponding with IBM and maintenance of IBM equipments etc. 4. Disaster management & Seismic Laboratory. 5. Co-ordination of field works for state and minor minerals. 6. All POL and minor/major repair/replacement and maintenance of vehicle attached to geological section are to be processed from vehicle section and put up through Joint Director (1) to Addl. Director (2) for approval of Director 7. To act as Co-ordinator of the "Report Preparation Cell" in respect of all technical reports to the prepared by the department. 8. Matters relating to purchase of camp and field equipments, Survey and Drawing equipments. Countersignature of indents/vouchers/receipts/issue of the same. All such files are to be put up to Director for approval through Addl. Director (2) 9. Matters relating to repair/replacement/maintenance of Survey/Drawing and Geological equipments. 10. Coal investigation. 11. Any other works as may be assigned from time to time.
6.	K.A Lotha Jt. Director (Geology)	<ol style="list-style-type: none"> 1. In-charge of based/noble metal investigations and associated economic minerals in the Ophiolites. 2. Precious/semi precious stones 3. Geotechnical and geo-environmental studies. 4. Geo-technical Laboratory. 5. To assist Addl. Director for project formulation and preparation of DPR of the department. 6. Matters relating to building and dimension stone investigation. 7. Petrological & Geo-science laboratories. All the files from serial 1 to 6 shall be

		<p>routed through Additional Director, while serial 7 shall be routed through Additional Director (2)</p> <p>8..Any other works as may be assigned from time to time.</p>
7.	A. Temjentoshi- Jt.Director (Geology)	<ol style="list-style-type: none"> 1. Limestone, marble. 2. Dimention stones, slate and all minor minerals. 3. NSMDC Ltd. 4. District Planning Board Meeting 5. Training & Seminar. 6. Ground water exploration. 7. Geoinformatics and Departmental IT activities. 8. Flying Squad-Field Coordination. 9. Any other works as may be assigned from time to time. <p>All the files from serial no 1 to 5 shall be routed through Additional Director, while serial 6 to 8 shall be routed through Additional Director. (2)</p>
8.	L.Panger Yaden Geologist	<ol style="list-style-type: none"> 1. Limestone, marble 2. Slate & minor minerals 3. Phokphur magnetite deposit. 4. Any other works as may be assigned from time to time. <p>File shall be routed to higher authority through the Joint Directors of concerned subject matter, except Phokpur & Mimi Projects (since it is ongoing programme, the present system shall continue).</p>
9.	Chisoi, Geologist	<ol style="list-style-type: none"> 1. Base metal, noble metal, economic & minor minerals. 2. museum & exhibition. 3. Precious/Semi precious stones. 4. Any other works as may be assigned from time to time. <p>File shall be routed to higher through the Joint Director of the concerned subject matter to higher authority.</p>
10.	T.Mar.Imchen Geologist	<ol style="list-style-type: none"> 1.Coal. 2. Energy & thermal activities. 3. Brine water/salt spring. 4. Khar Coal Project. 5. Any other works as may be assigned from time to time. <p>File shall be routed to higher authority through the Joint Directors of the concerned subject matter, except Khar Coal Project (since it is ongoing programme, the present system shall continue).</p>
11.	S. Manen -do-	<ol style="list-style-type: none"> 1. To co-ordinate ground water exploration and developmental activities in association with Jt. Director (3) 2. To co-ordinate "Report Preparation and project formulation/preparation of DPR in respect of groundwater Cell of the department in association with Y.R.L.Patton Geologist. 3. To assist Addl. Director (2) for formulation and preparation of draft Regulatory Act/Ground water policy of the department in association with Chirhotho Drilling Engineer. 4. Any other works as may be assigned from time to time.
12.	T. Murry -do-	<ol style="list-style-type: none"> 1. Planning & Coordination, Assembly, Parliamentary & Annual Administrative Report. 2. Training & Seminars etc. 3. NSMDC Ltd. 4. CGWB. 5. All the under Joint Director (2) and. 6. Any other works as may be assigned from time to time.

		All the files shall be routed to higher authority through the Joint Director of the concerned subject matter, except serial (a) to be routed directly through Additional Directors so as to expedite the matter.
13	S.Nitovi Chishi. Geologist	Field Duty on Ground water investigation.
14.	Y.R.L patton -do-	-do-
15.	L.S Ngully -do-	Mineral investigation
16.	Martsungba -do-	-do-
17.	T. Khatsu -do-	1. FSP, field reports, Maps, Toposheets, satellite-Imageries, aerial photos, 2. CGCB & SGPB, NEC/Donors, IBM, Central & outside agencies. 3. Training & Seminars etc. 4. All the files under Joint director and Joint Director (3) except Ground water. 5. Any other works as may be assigned from time to time. All files to be routed through the Joint Directors of the concerned subject matter to Additional Directors.
18.	Abenthung Lotha -do-	In charge of petrological laboratory.
19.	Katiwaba Asstt. Geologist	Ground water.
20.	Longrikaba -do-	Mineral investigation.
21.	Khekeyi Rengma -do-	-do-
22	Kheto Zhimo -do-	-do-
23	Kenyelo Rengma -do-	-do-
24	A. Jungshi -do-	1. To assist T. Khatsu in all technical matters. 2. Any other works as may be assigned from time to time.
25	Asingbow Newmai -do-	Ground water investigation
26	Marpokba -do-	Mineral investigation.
27	Zakeiseilie -do-	-do-
28	Hillto Z. Swu -do-	Coal investigation
29	Tokheli Phucho -do-	1. A.P.I.O. All R.T.I. files shall be directly routed to Additional Director. 2. To assist T.Murry in all technical matters. 3. All matters for ground water developmental activities. 4. Any other works as may be assigned from time to time. COAL CELL : 1. Mr. T.Murry Geologist. 2. Shri. Nonghothung Lotha 3. To be attached with New recruit. 4. All completed CPL/ML application received shall be processed through the Coal Cell.
30	Kekhriezavi Asstt. Geologist	Field duty on mineral investigation
31	Imlinungla Asstt. Geologist	Field duty on coal, landslide investigation

32	Myingthongo -do-	Field duty on ground water
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Drilling Wing

1.	Puchiel Angami JD (Drilling)	<p>1. Overall incharge of the Drilling wing of the Directorate.</p> <p>2. All matters relating to exploratory drilling works, overall planning, supervision, co-ordination and monitoring drilling activities of the department.</p> <p>3. All matters relating to procurement of drilling machines, equipments, accessories and their maintenance etc. and all such files shall be put up to Director through Addl. Director (2).</p> <p>4. All matters relating to vehicles section including purchase of new vehicles/condemnation (except files related to vehicles attached to Geological section) and all such files shall be routed through Addl. Director (2) for approval of director.</p> <p>5. To act as both controlling and supervising officer in respect of daily attendance of all the gazetted officers of drilling section and submit monthly attendance report (with analysis) of gazetted officers of drilling discipline to Director.</p> <p>6. (a) To recommend Casual Leave of all gazetted officers of drilling discipline to the Addl. Director for approval.</p> <p>(b). To approve Casual leave in respect of all non gazetted staff of drilling section, drivers and mechanics on the recommendation of the following officers and sectional heads.</p> <p>i. Drilling section of non-gazetted staff by - Shri. Sentitemsu, J.E. (D)</p> <p>ii. Mechanical section by - Shri. Imkonglemba Foreman</p> <p>iii. Drivers by - Shri Watimongba Head Driver.</p> <p>9. All matters relating to Earned leave/Commutated leave in respect of all the officers of drilling section are to be recommended and forwarded through Addl. Director for approval of director. However, Earned leave/commuted leave in respect of non-gazetted staff of drilling discipline, Drivers and Mechanics are to be recommended and forwarded to Addl. Director for his approval.</p> <p>10. Detailment of drilling personnel both gazetted and non-gazetted of various drilling units to be put up by Joint Director (D) through Add. Director for approval of Director. All such orders will be signed by the Addl. Director after approval of director.</p> <p>11. Detailment of mechanics, drivers against allotted/pool vehicles including trucks, tractor and Water Well drilling Rig are to be put up through Add. Director (2) for approval of director. All such orders after the approval of Director will be signed by the Add. Director (2)</p> <p>12. Countersignature of indents/ receipts/ issue of vouchers relating to drilling equipments for exploratory drilling works.</p> <p>13. Matter relating to operational expenses for exploratory drilling work are to be put up through Add. Director (2) for approval of Director.</p> <p>15. Any other works as may be assigned from time to time.</p>
2.	C.M Patton Drilling engineer	<p>1. Overall in-charge of Water Well drilling with Rotary drilling Rig in valley areas including repair/replacement, maintenance of Rotary Rigs and accessories.</p> <p>2. assist Joint Director (D) in all drilling activities of the Department. He will also co-ordinate with all the officer in-charge of both Diamond Core drilling as well as Water Well drilling units for planning and execution of drilling activities of the department both in Headquarter and field levels.</p> <p>3. To initiate monthly progress report of drilling as well detailment and movement drilling crews and put up to Joint Director (D).</p> <p>4. He will also assist Joint Director (D) in all matters relating to procurement of</p>

		<p>drilling machineries, tools, equipments and accessories etc. including repair/replacement, maintenance etc. in co-ordination with drilling Unit Officer-in-charge and make time to time assessment and projection of drilling machineries, tools, equipment and accessories as required for procurement.</p> <p>5. Cost Estimate and final bills for construction and development of tube well processed from technical cell shall be routed through Drilling engineer-I for scrutiny and put up to Director for approval through Addl. Director (2).</p> <p>6. He will assist Add. Director (2) for Maintenance of water supply system at DGM Office complex as well as departmental residential quarters at DGM colony Dimapur.</p> <p>7. To act as controlling officer of all non-gazetted staff of drilling section as well as Mechanical, Driver & Store Sections. However, daily attendance register shall be maintain by the following officers and sectional Heads:</p> <p>(a) Non gazetted drilling staff by Shri Sentitemsu, ADE(D) Headquarter.</p> <p>(b) Store section by Superintendent Store.</p> <p>© Mechanical section by Shri. Imkonglemba Ao Foreman-I</p> <p>(d) Drivers and handyman by H/Driver. Who in turn shall submit monthly attendance reports of respective section to drilling Engineer-I in the first week of every subsequent month for submission to director through Joint Director (D).</p> <p>8. In absence of joint Director (D), he will look after all works assigned to Joint Director (D) in addition to has assigned works.</p> <p>9. Any other works as may be assigned from time to time.</p>
3.	N.K. Achumi Drilling Engineer.	<p>1. Overall in-charge of Diamond Core exploratory drilling works supervision, monitoring and guidance.</p> <p>2.To assist Drilling-I in all matters pertaining to planning, monitoring etc. of Diamond Core drilling works/camps etc.</p> <p>3. To assist Drilling Engineer-I in matters relating to procurement of Diamond core drilling machineries, equipments and accessories etc. including repair/replacement of, maintenance etc. of Diamond core drilling units for onwards submission/processing and to put up to Joint Director (D)</p> <p>4. Any other works as may be assigned from time to time.</p>
4.	Chorhoto Rasutho Drilling Engineer.	<p>1. To assist Drilling Engineer-I in all matters pertaining to planning, monitoring etc. of DTH drilling works.</p> <p>2. Matters relating to procurement of DTH drilling machineries, equipments, accessories etc. including repair/replacement, maintenance thereof in association with Drilling Engineer-I. All such files shall however be put up to Joint Director (D)</p> <p>3. To assist Addl. Director (2) for formulation and preparation of draft Regulatory Act/Ground Water Policy of the Department in association with Shri.S.Manen Geologist.</p> <p>4. Any other works as may be assigned from time to time.</p>
5.	Kelhousesi Angami Asstt. Drilling Engr.	Field Duty
6.	Pasutho Ngouri ADE	-do-
7.	H. Akavi,ADE.	-do-
8.	Sentitemsu ADE	-do-
9.	Saku Imtiwati ADE	-do-
10.	E.Ponthango, J.E	-do-
11.	Chumbenthung J/E	-do-

12.	Nungoyi Medoi Jr. Engineer (D)	-do-
13.	Ngambai Jr. Engineer (D)	-do-
14.	Behoy Sema Jr. Engineer (D)	-do-
15.	Nokdang Ao Jr. Engineer (D)	-do-

Mining Wing:

1.	R. Nakro Angami Jt. Director.(M)	<p>1. Overall in-charge of mining section.</p> <p>2. All matters relating to Mineral Administration, Land acquisition for NSMDC, ONGC and other states/ Central agencies/in the matter of oil and mineral exploitation and liaisoning thereof.</p> <p>3. (a) All matters relating to implementation of Minor Mineral Concession Rules. (b) All matters relating to formulation of the State Coal Mining Policy. However all such matters (under para a & b above) shall be routed through Addl. Director except matters relating to State Level Task Force and Flying Squad including revenue generation/royalty & taxes which are to be routed through Addl. Director (2)</p> <p>4. To recommend and forward casual leaves in respect of all officers attached to Coal Policy/Mining section to Addl. Director for approval while such casual leaves in respect of non-gazetted staff including Electricial and Carpenters attached to Headquarter will approved by him.</p> <p>5. To act as both controlling & supervising officer in respect of daily attendance of all Gazetted officers and non-gazetted staff of Mining section Electricians and Carpenters attached to Headquarter office and to submit monthly attendance report to Director through Addl. Director.</p> <p>6. Earned leave/commuted leave in respect of all officers of Mining section/attached with Coal Policy are to be recommended and forwarded by Joint Director (M) through Addl. Director for approval of director.</p> <p>7. All matters relating to monthly/tour diaries of both gazetted officers and non-gazetted staff of Mining displine as well as officers and staff attached with Coal Policy shall be routed through Addl. Director for approval of director.</p> <p>8. All matters relating to construction of office building, repairs/maintenance office furnitures/conference hall/furnishing and proposed construction of Departmental rest House at Kohima etc. are to be routed through Addl. Director for approval of Director.</p> <p>9. All matters relating to Oil and Natural Gas exploration developmental activities and implementation Coal Policy of the Department shall be routed through Addl. Director for approval of Director.</p> <p>10. Matters relating to proposed construction of Mineral Roads in the State which are to be routed through Addl. Director.</p> <p>11. Any other works as may be assigned from time to time.</p>
2.	Tsuknung Jamir Mining Engineer	<p>1. District in-charge of Mon & Longleng District for Coal Mining/development.</p> <p>2. He will assist the Joint Director (M) in all matters relating to the Mining activities of the Department and will take charge of Mining section. All files relating to the Mining Section will be put up through him as and when Joint Director (M) is on leave.</p> <p>3. All files emanating from Mining section relating to Petroleum/Oil and other Minerals except Coal and minor Minerals will be processed through him to the Joint</p>

		<p>Director (M). However, issues of CPL/ML on coal under his jurisdiction shall be routed through him to joint director Mining.</p> <p>4. Any other works as may be assigned from time to time.</p>
3.	Vikiye Sema -do-	<p>1. District in-charge of Mokokchung</p> <p>2. All files emanating from Mining Section relating to issue of all kinds of Coal Mining Lease (CML) permit shall be routed through him to Joint Director (M).</p> <p>3. All files relating to issue of Coal Prospecting Licence under his jurisdiction be routed through him to the Joint Director (M).</p> <p>4. Any other works as may be assigned from time to time.</p>
4.	T.Semy -Do-	<p>1. All files emanating from Mining section will be routed through him for further scrutiny and put up to the concern Mining Engineer.</p> <p>2. All files relating to Minor Minerals shall be processed through him and put up to Joint Director Mining directly.</p> <p>3. He will maintain the revenue record of Mining section and put up to Joint Director Mining as required.</p> <p>4. All corresponding with Central/State Govt. on policy matters shall be processed through him and put up to Joint Director Mining.</p> <p>4. He will continue to hold the Officer-in-charge of Flying Squad and carry out surprise check of all illegal Mining and Mineral Check Gates in the State as per Govt. Notification vide No.GM-M(M&M)-24/2004(Pt) dated 17th Feb.'2010.</p> <p>6. Any other works as may be assigned from time to time.</p>
5.	Kereisiezo Sachu Asstt. Mining Engr.	<p>1. He will continue to function as Nodal officers of the department and to liaison department works in the administrative office at Kohima.</p> <p>2. Any other works as may be assigned from time to time.</p>

Chemical Wing

1.	I. APOK, Jt. Director	<p>1. Over all in charge of chemical section including supervising Analytical works of the Chemical laboratory of the department.</p> <p>2. To function as Drawing and Disbursing Officer, Cash checking and analysis, security arrangement during all types of cash drawals and disbursement.</p> <p>3. To act as Chairman of the screening Committee for GPF withdrawals. He will be fully responsible for GPF matters and issue of Annual GPF statement in respect of Grade IV employees of the Directorate.</p> <p>4. To act as supervising-cum- controlling officer of Chemical and Accounts section and he will control the daily attendance register of gazetted officers and non-gazetted staff of chemical section who would maintain the daily attendance and submit to Addl. Director (2) for monitoring and onward submission to Director. However, daily attendance register of non-gazetted for Account section will be maintained by the Superintendent Accounts.</p> <p>5. All monthly dairies/tour dairies of officers and staff of Chemical and Accounts section shall be routed through Addl. Director (2) for approval of the director.</p> <p>6. All matters relating to procurement of Chemical Laboratory apparatus/equipments, chemical reagents etc. such matters, however, shall be processed and put up to Addl. Director (2) for approval of Director.</p> <p>7. To recommend and forward casual leave in respect of all gazetted officers and staff of Chemical and Accounts section for approval of Addl. Director (2).</p> <p>8. To submit monthly attendance report of gazetted officers and non-gazetted staff in respect of Chemical section to Director through Add. Director (2).</p> <p>9. Earned leave/commuted leave of all officers of Chemical section are to be recommended/forwarded by Joint Director © to Addl. Director for approval of</p>
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		<p>director.</p> <p>10. All monthly diaries/tour diaries of officers and staff of Chemical and Accounts sections shall be routed through Addl. Director (2) for approval of director.</p> <p>11. To act as Convener of the Committee for Aids Awareness Cell of the department and also to act as a Nodal Officer of the department for Aids Control/awareness Campaign.</p> <p>6. Any other works may be assigned from time to time.</p>
2.	Tiakala (Chemist)	<p>1.To assist JD (Chemical) in all matters relating to chemical section.</p> <p>2. To act as a controlling Officer in respect of attendance of non-gazetted employees of Chemical section and to submit monthly attendance report to JD (Chemical).</p> <p>3.To process all matters relating to purchase of Chemical, apparatus, Chemical laboratories and put up through JD Chemist for final approval of director. The relevant file shall however, dealt by Asstt. Director (A) (Vehicle and Purchase).</p> <p>4. To act as a controlling officer for all analytical works in the Chemical laboratory of the department.</p> <p>5.Any other works as may be assigned from time to time.</p>
3.	Pangertemjen Asstt. Chemist.	Duty.

Establishment Wing

1.	Rhibizo Peseyie, Registrar.	<p>1. Supervision of works in the Store Section of the department and distribution of works amongst the Store keepers.</p> <p>2. Ensure proper maintenance of stores and store records of all categories of stores.</p> <p>3. Conduct physical verification of all categories of stores once in a year.</p> <p>4. Processing matters relating to unserviceable stores and write-off thereof.</p> <p>5. Matters relating to deployment of contingent labourers in the store section.</p> <p>6. To recommend all casual leave/earned leave/commuted leave applications of all non-gazetted staff attached to store section.</p> <p>7. Any other works as may be assigned from time to time.</p>
2.	Shashitula Superintendent	<p>1. All the establishment matters of Gr-III and IV non-gazetted staff (both technical and non-technical) including appointments, release, grant of leave etc. which are to be routed through Registrar.</p> <p>2. All matters relating to Service Books of Class-III & IV non-gazetted both technical staff matters relating to promotion and appointment of non-gazetted staff.</p> <p>3. All matters relating to promotion and appointment of non-gazetted staff.</p> <p>4. All matters relating to DPC/Time Bound Scale/ACP and Permanency matters.</p> <p>5. All matters relating to procurement of stationeries, liveries, typewriters, Duplicating/Xerox machine, office cycles and their maintenance are to be routed through Registrar..</p> <p>6. To recommend all casual leave applications of all non-gazetted staff under her control through registrar for approval of Addl. Director (2).</p> <p>7. To recommend all Earned leave/commuted leave applications in respect of all non-gazetted staff under her control to Registrar for approval Addl. Director.</p> <p>8. Any other works as may be assigned from time to time.</p>
3.	Imdonglepba, Supdt. Accounts.	<p>1. Overall in-charge for supervision and co-ordination of Accounts Section.</p> <p>2. All matters related to Accounts Section shall be looked after and put up to Accounts officer.</p>

		<p>3. Projection of Budget and monitoring of expenditure, reconciliation & appropriation and pay fixation.</p> <p>4. Matters relating to Muster Rolls, GPF entries of Grade-IV staff etc.</p> <p>5. All matters relating to Audit Inspection, replies to Audit Paras, CAG and PAC reports.</p> <p>6. Daily attendance in respect of all non-gazetted employees attached to Accounts section including peons attached to Accounts section including peons attached to the section. He would submit monthly attendance report of staff under his control to joint Director (C) through Accounts officer.</p> <p>7. To recommend casual leave application of all non-gazetted staff under his control to Accounts officer for approval of Joint Director (Chemist).</p> <p>8. Any other works as may be assigned from time to time.</p>
4.	Khozamo Oving, Supdtg. Purchase.	<p>1. All matters relating to purchase section except purchase of establishment matters.</p> <p>2. Processing essential service bills for timely payment such as electricity, telephone water bills etc. and put up through Addl. Director (2) for approval of Director.</p> <p>3. All matters relating to correspondence with camps, monthly progress report of drilling activities etc, processing of movement orders of field staffs.</p> <p>4. All matter relating to elections and census etc.</p> <p>5. Any other works as may be assigned from time to time.</p> <p>He shall hand over the charge of Cashier to Shri. Ranjit, Asstt. Supdt. with effect from 1st of April'2011.</p>
5.	Asungla Jamir, Accounts Officer.	<p>1. Overall in-charge of Accounts Section. All matters relating to Accounts section will be routed through Accounts officer. On scrutiny of all files she will put up to Addl. Director (2) for approval of director.</p>
6.	Sany Legesie, Asstt. Suptd.	<p>1. All matters relating to vehicles including purchase of new vehicles, repair/replacement of all categories of vehicles, POL, bills, allotment of vehicles, drivers etc. She will put up all files related to vehicle to Joint Director (D) except vehicle to geological section which shall routed through Joint Director (G-I).</p> <p>2. All matter relating to training of non-technical officers and staff.</p> <p>3. All matter relating to office furniture and fixture, repair/replacement and maintenance in the Directorate Office to be routed through Joint Director (M).</p> <p>4. Any other works as may be assigned from time to time.</p>
8.	Josono Keso, Junior Accounts Officer.	<p>1. All files relating to Advance and final TA bills, Advance/re-imbusement of medical bills, GPF, house building advance and other advance/loan and their recoveries.</p> <p>2. All cases of pre-audating/Authendication of bills and corresponding with Treasury & Accounts.</p> <p>2. Any other works as may be assigned from time to time.</p>
9.	Zavi, Upper Division Assistant.	<p>1. Processing monthly diaries of all gazetted officers of the Directorate. Monthly diaries shall be put up to the concerned sectional heads directly for approval of Director through Addl. Director.</p> <p>2. All matters relating to personal files, promotion and appointment of Gazetted Officers.</p> <p>3. All matters relating to DPC/NPSC, Time Bound Scale and Permanency matters of Gazetted Officers.</p> <p>4. Any other works as may be assigned from time to time.</p>

Survey Section

1.	I. Pur Ao Surveyor Officer	1. To Assist the Addl. Director and JD (Geology) in Planning, co-ordination and monitoring works relating to field and official works of Survey Section. 2. Any other works as may be assigned from time to time.
2.	L.Akok Aier Survey Officer	Field duty
3.	Vil Rhetso. (Survey)	- do -
4.	C. Mhonbemo	- do -
5.	Chabasashi -do-	- do -
6.	Robert H. Solo -do-	- do -
7.	Intimayang -do-	- do -
8.	Neilhipe Kenye Draftsman Officer	1. To assist Addl. Director in planning, co-ordination and monitoring of all works in the Drawin sections. 2. Any other works as may be assigned from time to time.
9.	Chueyi James, Librarian.	1. Proper upkeep and maintenance of the departmental library, update records of books in the library, receipts/issue of books, custody of journals/magazines and other related documents. 2. To assist DD(T) in processing all matters relating to library. 3. Any other works as may be assigned from time to time.
10.	Biju Joseph. J.E. (Civil).	1.All matters relating to Civil construction works of the department under the control of Addl. Director. 2. To assist Addl. Director(2) on Artificial Recharging of ground water activities and water supply system at DGM colony and office complex. 4. Any other works as may be assigned from time to time.

B. Duties and responsibilities of Grade –II (Gazetted) & Grade-III Staff.

Sl.No	Name & Designation	Duty allotment
1.	Sany Leigise, Asstt. Supdtg.	Vehicle Purchase
2.	Asangla, Jamir, Accounts Officer	Accounts Section
3.	Alemla Sangtam, Asstt. Supdtg	Pension and GPF Case
4.	Tosono Keso, J.A.O.	Accounts Section
5.	R.Zavi Hangsing Asstt. Supdtg.	Establishment
6.	Biju Joseph, J.E. (Civil)	Civil works
7.	K. Ranjit Rongmai, Asstt. Supdtg.	Acctts
8.	Elansao Lotha, U.D.A	Establishment
9.	Laikolam Singson, U.D.A	Acctts Section
10.	T.Merenla Jamir U.D.A	Establishment
11.	Tentitula, U.D.A.	Acctts Section
12.	Alemla Imchen, U.D.A	Establishment
13.	P. Asangla L.D.A	Acctts. Section
14.	H. Tempong Phom, L.D.A	Establishment
15.	Bendangnaro L.D.A.	-Do-
16.	Levono Angami -do-	Actts. Section

17.	Arenla –Do-	Establishment
18	Purtemjen Ao –Do-	Purchase & Vehicle
19.	Temjenchila –Do-	Establishment
20.	Kainamthiu Newmai L.D.A	Acctts Section
21.	Nikavi, Chishi -do-	-do-
22.	Neisetsano -do-	Tech. Cell.
22	Anungla, Pongen -do-	Estt.
23.	L.Mongo Khimnungan –do-	-do-
24.	Tovito sema (C) –Do-	Establishment
25.	Namlunzei (C) –Do-	-do-
26.	Akhrieno (C)-Do-	Accounts Section
26.	Imkongsangla Steno Gr-III	Attached to Director
27.	Naomi Kamson –Do-	Attached to Sr Officer
28.	Gracy Patton –Do-	-do-
29.	Kesoneilie Loucu (C) –Do-	-do-
30.	Thungbeni Lotha Typist Gr-I	Acctts. Section
31.	Neilhousano Nagi Typist Gr-II	Establishment
32.	Sentila Ao –Do- Gr –III	Purchase & Vehicle
33.	Bangjunglemla –Do-	-do-
34.	Rongsenla –Do-	Acctts. Section
35.	Meyitula	Establishment
36.	M.Mhonchan L. Humtsoe L.D.A	-do-
37.	M. Noknen Jamir S/K (Store)	Store section
38	Hangkum Lakdang L.D.A	Estt.
39.	Wungnyei Konyak -do-	-do-
40.	Mhonbemo Humtsoe Sr. Photographer	1. Maintenance and management of departmental Computer sets and accessories. 2. Data processing and computerization/ digitization of technical reports/maps etc. 3. Documentation/Photographic of departmental field activities and any other works as may be assigned from time to time.
41.	Nongothung Mining Asstt	Mining Section
42.	Wongyong Konyak Drilling Asstt- I	Drilling Section
43.	Chingha Konyak –Do-	- do -
44.	Meyiakum –Do-	- do -
45.	Mohan Burma –Do-	- do -
46.	Benjongtoshi –Do-	- do -
47.	Surhongoyi Kheso –Do-	- do -
48	T. Murimong –Do_	- do -
49.	Chaboangshi Ao-Do-	- do -
50.	Toluvi Sema –Do-	- do -
51.	Zanthongo Lotha –Do-	- do -
52.	Penrio Lotha –Do-	- do -
53.	Rongsentoshi Ao –Do-	- do -
54.	N.Mosha mongko Do-	- do -
55.	Zanische Angami –Do-	- do -
56.	N.Wazamo Lotha –Do-	- do -
57.	T. Panger Ao –Do-	- do -
58.	Tsumomo Lotha –Do-	- do -

59.	Sentiba Sangtam –Do-	- do -
60	Yongang Konyak-Do-	- do -
61.	L.Mopen Konyak –Do-	- do -
62.	Alemtoshi Ao –Do-	- do -
63.	Tongtimongko Chang –Do-	- do -
64.	Basu Tikker –Do-	- do -
65.	Kihomong Yimchunger-Do-	- do -
66.	Thaviko Sema	- do -
67.	Hezheto Sema	- do -
68.	Nchamo Lotha	- do -
69	Yukaba Sangtam	- do -
71.	Dhani Ram Mech	- do -
72.	Izheto Sema	- do -
73.	Chabito Angami drilling Asstt. Gr- II	- do -
74.	Pukhato Sema –do-	- do -
75.	Ganesh Mech –Do-	- do -
76.	Kiumula Yimchungr –Do-	- do -
77.	Wonmon Phom –Do-	- do -
78.	Kihovi Sema –Do-	- do -
79.	Napenmongba –Do-	- do -
80	Nagaho sema –Do-	- do -
81.	Damey Mech –Do-	- do -
82.	Thejamo Lotha –Do-	- do -
83.	Purnungsang –Do-	- do -
84.	Dachu Pochury –Do-	- do -
85.	K. Shikato Sema –Do-	- do -
86.	R. Wati Ao –Do-	- do -
87.	I.Temsu Imsong (c) –Do-	- do -
88.	Khevito Sema (C) –Do-	- do -
89.	Kughato achumi (C)	- do -
90.	Chuba Chang –Do-	- do -
91.	Kroyo Angami Foreman	- do -
92.	Taliyanger Ao Mechanic Gr-I	- do -
93.	Putuangba – Do-	- do -
94.	Repachujang Ao –Do-	- do -
95.	Imkonglemba Ao –D0-	- do -
96.	Metsuo Chakhesang –Do-	- do -
97.	Alemtemsu –Do-	- do -
98.	Lipitong Sangtam –Do_	- do -
99.	Chabanungsang –Do-	- do -
100.	Pangjungangnen –do-	- do -
101.	Nuchung Yimchunger Carpnnter Gr-II	
102.	Alemmongba (C) –Do-	
103.	Putunungsang Compressor Driver	
104.	M.Alem Jamir Electrician	
105.	Ranjit, Electrician.	
106.	Lepdensangba Ao Welder	
107.	Imkongnungsang –Do-	
108.	Temsuwati –Do-	
109.	Nengulie Chakesang –Do-	

110.	S.C.Das Surveyor Gr-I	
111.	Selamo Ngullie Gr –II	
112.	Tekatemjen Ao –Do -	
113.	Thenuvil Angami Surveyor Gr-III	
114.	Lumchichaba Chang –Do-	
115.	Bendangjungshi Sangtam Draftsman Gr-I	
116.	I .Ayangla –Do-	
117.	Pithungo Lotha Section Cutter Gr-II	
118.	Wonimo Lotha Section Cutter Gr-III	
119.	C. Pangertemjen J.T .A(Chem)	
120.	Tinurepba Ao –Do-	
121.	Dziesetsellie Angami Lab Asstt.Gr-II	
123.	Temjen Jamir (C) –Do-	
124.	Abeni Lotha –Do-	
125.	Thuveyi Swuro –Do-	
126.	C.Alem Ao-Do-	
127.	N.Alem Phom –Do-	
128.	Lalilong Pharmacist	
129.	Alemmongba Carpenter Gr-II(C)	
130.	Ranjit Mech Electrician (C)	
131.	Temsumongba Draftsman	
132.	Lipokmeren Carpenter Gr-II(C)	

LIST OF DEPARTMENTAL VEHICLES :

Sl. No.	Name of the Drivers	Vehicle Reg.No.	Type of vehicle	Name of the officers
1.	Shri. Akhito Sema	NL-10/6803	Scorpio	Shri. K.H. Chishi Director
2.	Shri. Wapangtoshi	NL-10/4326	Bolero GLX	Pool
3.	Shri I.Bendang	NL-10/5824	Bolero SLX	Shri S.K. Kenye Addl. Director
4.	Shri .Jaseno kemp	NL-10/5872	- do -	Shri E.Kikon Addl. Director
5.	Shri. Shamlu Konyak	NL-10/7025	Gypsy	Shri Puchiel Angami Jt. Director (D)
6.	Shri. Ketisa	NL-10/6446	- do -	Shri .Wanhang Jt. Director (G)
7.	Shri. Tiasunep	NL-10/7026	- do -	Shri. A.Temjentoshi Jt. Director (G)
8.	Shri. Chumbenthung	NL-10/6447	- do -	Shri K.A. Lotha Jt. Director (G)
9.	Shri. Imliwati	NL-10/6445	Bolero SLX	Shri. R.Nakhro Jt. Director (M)
10.	Shri. Benjamin Lotha	NL-10/7511	- do -	Attached to Parl. Secretary
11.	Shri. Toshiyanger	NL-10/1699	Jeep	Shri. I.Apok Jt. Director (C)
12.	Shri. Nokzenketba	NL-10/5179	Gypsy	Shri. L.Panger Yaden Geologist
13.	Shri. Eshu Konya	NL-10/7636	- do -	Shri. Chisoï Geologist
14.	Shri. Salevi	NL-10/4644	- do -	Shri. T.Mar. Imchem Geologist
15.	Shri. Imnatoshi	NL-10/2865	- do -	Shri. N.K. Achumi D/Engineer
16.	Shri. Lipongchem	NL-10/4715	- do -	Shri. S.Manen Geologist
17.	Shri.Thungchamo	NL-10/2832	- do -	Shri. Y.R.L.Patton Geologist
18.	Shri. Tekanungsang	NL-10/0319	- do -	Shri. Nitovi Chishi Geologist
19.	Shri. Puli Konyak	NL-10/3463	- do -	Shri. Vikeyi Sema M/Engineer
20.	Shri. James Lotha	NL-10/6452	Bolero Invader	Shri. C.M.Patton. D/Engineer
21.	Shri. Shilutenzuk	NL-10/6455	- do -	Shri. Tsuknung Jamir M/Engineer
22.	Shri. Rahul Mech.	NL-10/4716	Gypsy	Shri. Chirhotho D/Engineer
23.	Shri. Nixuto Sema	NL-10/0445	- do -	Shri. Martsungba Geologist

24.	Shri. Rhonthungo	NL-10/0138	- do -	Shri. L.S. Ngully
25.	Shri. Myingthungo	NL-10/4222	- do -	Shri. Abenthung Lotha Geologist
26.	Shri. Yangtsase	NL-10/6451	Bolero Invader	Shri. T.Semy Asstt. M/Engineer
27.	Shri. Bokato Sema	NL-10/7637	Gypsy	Shri. Keriseizo Asstt. M/Engineer
28.	Shri. Bahilo Magh	NL-10/1726	- do -	Shri.PosathoNgouriAsstt.D/Engineer
29.	Shri. Kilangnungsang	NL-10/1725	- do -	Shri. Katiwaba Asstt. Geologist
30.	Shri. Imtisashi	NL-10/0343	- do -	Shri. Kelhosesie Asstt. D/Engineer
31.	Shri. Osangba	NL-10/1712	- do -	Shri. Marpokba Asstt. Geologist.
32.	Shri. S.Meren	NL-10/2107	Jeep	Shri. Hilto Swu Asstt. Geologist
33.	Shri. Kilangsangba	NL-10/2106	- do -	Shri Toshiakum Asstt. D/Engineer
34.	Shri. Kiviha Thong	NL-10/0622	- do -	Shri. Akavi Aye Asstt.D/Engineer
35.	Shri. Opvunimo	NL-10/2111	- do -	Pool
36.	Shri. Tacholou	NL-10/0490	A/Car	Pool
37.	Shri. Mademkaba	NL-11/1220	Mini Truck	Pool
38.	Shri. Imtitemsu	NL-11/0232	Truck	Pool
39.	Shri. Watitemsu	NL-11/0233	Truck	Pool
40.	Shri. Thepuhaupa	NL-11/1795	Truck	Pool
41.	Shri. Gopal Mech	NL-11/0285	Tractor	Pool
42.	Shri. Yapangmar	NL-11/0284	Tractor	Pool
43.	Shri. Kekhwangolu	NLG/5264	Tractor	Pool
44.	Shri.Vincent Pichamo	NL-10/1988	Ambulance	Pool