



# GOVERNMENT OF NAGALAND

## **RTI DISCLOSURE FOR THE YEAR 2011-2012**

(UNDER SECTION 4 OF THE RIGHT TO INFORMATION ACT, 2005)



**DEPARTMENT OF LEGAL  
METROLOGY & CONSUMER  
PROTECTION,  
NAGALAND : KOHIMA.**

## **MANUAL- I- PARTICULARS OF ORGANIZATION , FUNCTIONS & DUTIES.**

### **1.1 INTRODUCTION:**

The Department of Legal Metrology & Consumer Protection is headed by Secretary to the Govt. of Nagaland, who is also Ex-Officio Controller. He is assisted by the following Officers in Administrative and Enforcement matters.

- |                         |   |               |
|-------------------------|---|---------------|
| 1. Joint Controller     | - | 1 (one)       |
| 2. Deputy Controller    | - | 1 (one)       |
| 3. Assistant Controller | - | 8 (eight)     |
| 4. Inspector            | - | 14 (fourteen) |

### **1.2. NAME OF THE ORGANIZATION:**

Department of Legal Metrology and Consumer Protection.

### **1.3. FUNCTIONS:**

The Department of Legal Metrology & Consumer Protection enforces the Legal Metrology Acts and Rules passed by Parliament as well as by State Legislative Assembly, along with the allied Acts & Rules- viz the Standards of Weights & Measures, Packaged Commodities Rules, and the Consumer Protection Acts/Rules.

### **1.4. OBJECTIVES:**

The objective of the Department is to assemble the services available to meet the increasing Trade, Commerce and Industry activities in the State, with proper implementation of the statutory provisions of Standards of Weights & Measures Acts/Rules including the Consumer Protection Acts/Rules to protect consumer interest.

### **1.5. DUTIES/ACTIVITIES OF THE DEPARTMENT:**

The main activity of the Department is to enforce the Standards Acts/Rules and the Consumer Act & Rules of the Legal Metrology effectively. The main functions are:-

#### **For Legal Metrology :**

- (i) To strengthen the Legal Metrology administration and enforcement activities by implementing the provisions under the Standards of the Legal Metrology Acts, 2009, Enforcement Rules 2011, General Rules 2011, and Packaged Commodities Rules 1977.
- (ii) To popularize the importance and compulsory use of Metric System in Trades & Commerce.
- (iii) To conduct Annual Verification/Re-verification & Stamping on all Weights, Weighing & Measuring instruments including Tank Lorries to update to the standard norms.
- (iv) To launch Prosecutions against the unscrupulous traders for malpractices and penalize them as per Acts/Rules.
- (v) To maintain Central Secondary Standard Laboratory in the Head Office and Working Standard Laboratory in District Headquarters.

### **For Consumer Protection :**

- (i) To implements the provisions of Consumer Protection Act, 1986 and Rules, 1987.
- (ii) To re-dress the Consumer Disputes/Grievances within time bound frames.
- (iii) To create mass awareness about Consumer Rights and to educate the public by organizing Seminars/Workshops, etc.
- (iv) To encourage Consumer Communities to form Voluntary Organization/Societies /Consumer Clubs in Schools/Colleges for strengthening the Consumer Movement.
- (v) To observe World Consumer Rights Day on 15<sup>th</sup> March and National Consumer Day on 24<sup>th</sup> December.
- (vi) To set up State Consumer Helpline as an alternate mechanism to redress consumer disputes/grievances.

### **1.6 ORGANIZATIONAL STRUCTURE:**

The Department is a 3 (three) tier set up:-

1. Administrative head :- The Secretary at the Government Level .
2. Directorate head :- The Joint Controller.
3. Districts level head :- Assistant Controllers.

### **1.7. ADDRESS OF THE HEAD OFFICE AND DISTRICT OFFICES:**

#### **1. SECRETARIAT**

- (i) Secretary to the Govt. of Nagaland, Legal Metrology & Consumer Protection, Nagaland Civil Secretariat, Kohima.

#### **2. DIRECTORATE**

- (i) Office of the Controller of Legal Metrology & Consumer Protection, Nagaland, Kohima.

#### **3. DISTRICT OFFICES**

- (i) Office of the Assistant Controller, LMCP - Kohima
- (ii) Office of the Assistant Controller, LMCP - Dimapur
- (iii) Office of the Assistant Controller, LMCP - Mokokchung
- (iv) Office of the Assistant Controller, LMCP - Tuensang
- (v) Office of the Assistant Controller, LMCP - Mon
- (vi) Office of the Assistant Controller, LMCP - Wokha
- (vii) Office of the Assistant Controller, LMCP - Zunheboto
- (viii) Office of the Assistant Controller, LMCP - Phek

**Total - 8 (eight) Offices**

### **1.8. OFFICE TIMING:**

- Summer - 9:30 A.M to 4:30 P.M
- Winter - 9:00 A.M to 4:00 P.M

**A. DETAILS OF POWERS AND DUTIES OF OFFICERS IN SECRETARIAT:-**

**Secretary:** Secretary is the ex-officio Controller of the Department and is the administrative Head of the Department, all matters and administrative decision concerning the Department will need his approval.

**Additional Secretary:** Addl. Secretary assists the Secretary in all decision making. He controls all other officers and staffs in the administration level. In the absence of the Secretary, he assumes the responsibilities of the Secretary.

**Deputy Secretary:** Deputy Secretary plays a crucial part in the functioning of the Department. It is very important that at this level all files and matter are thoroughly studied and examined minutely.

**Under Secretary:** Under Secretary is the link between the staff and other officers. She studies the files thoroughly before it is put up to Deputy Secretary and other senior Officers in the Administrative.

**B. DETAILS OF POWERS AND RESPONSIBILITIES OF OFFICERS IN DIRECTORATE:-**

<u>Sl. No.</u>	<u>Name &amp; Designation</u>		<u>Powers &amp; Responsibilities</u>
1.	Ex-Officio Controller	-	All Administrative powers including Policy decision and any other matter not specified .
2.	Joint Controller	-	Head of the Department including General Administration of all Technical & Enforcement matters and Planning and in charge of Central Standard Laboratory in the Head Office as well as all Working Laboratories in the Districts.
3.	Deputy Controller	-	Functions as the DDO, preparation of Budget .
4.	Registrar	-	He is overall in charge of all Establishment/Account matters.
5.	Superintendent	-	Supervises the function of the Ministerial staffs.
6.	Assistant Controller	-	He supervises the Ministerial staffs in discharge of their duties & assignment, assists the Deputy Controller and the Joint Controller in all Technical matters .

**WORK DISTRIBUTION AMONGST THE OFFICERS AND STAFFS IN  
THE DIRECTORATE OF THE CONTROLLER OF LEGAL METROLOGY  
& CONSUMER PROTECTION , NAGALAND, KOHIMA .**

<b><u>Name of staff with Designation</u></b>	<b><u>Subject matters to be dealt with</u></b>
1. Shri. Tsuknung Ao Joint Controller.	- General Administration, Technical, New Scheme CSS under LM & CP & other files not assigned to any staff.
2. Shri. Bizo M. Kuotsu Deputy Controller	- Budget & Accounts, Expenditure, D.D.O. Planning, RTI, and Consumer Protection
3. Shri. Kehoyi Asstt. Superintendent	- Budget preparation, Detail Budget Break-up Fund Placements, Reconciliation of Budget with A.G. Office, Stationeries, Office Expenses, Annual Administrative Reports, Audit Objection & Supervision of Staffs. ACR's.
4. Smti. Imtila U.D.A	- Works Programmes, Creation of New Posts, Handing & Taking over of charge, Land Acquisitions and Land Documents, Road Show, Disaster Management and Assembly matters.
5. Smti. T.Merenla, UDA	- Govt. circulars Memorandum, Correspondent related to Election.
6. Smti. Sashimenla UDA	- Personal files, Statistics & Census Service books, Increment, Incumbency List Pensions, Continuation of Temporary Posts, Maintenance of all the Sanctioned Posts in the Department & Appointment /Transfer & Posting of Ministerial Staffs, fixation of seniority
7. Smti. Sinlole, UDA	- Telephone, Electrical /Water/Internet Newspaper Bills, Computer & Photostat Machine, Fax Machine.
8. Smti. Shanu, UDA	- House building Advances, Motor Car, Scooter advances.
9. Shri. T. Wati , LDA	- Cashier, Personal Loans, GPF for Grad-IV Staffs, Recovery of loans .

- |  |   |  |
|--|---|--|
| 10. Miss Temjenmenla ,LDA                                | - | Correspondence with GOI relating to Legal Metrology and other Technical matter, and assists in all other Technical related matters.  |
| 11. Smti.Mhombeni ,LDA                                   | - | All matters relating to the District Fora and Consumer Clubs, Consumer Societies.  |
| 12. Smti.Avita ,LDA                                      | - | Maintenance of G.I.S., Newspaper, Magazines.   |
| 13 Shri. Mezhülie ,LDA                                   | - | Departmental Vehicles including Staff Bus. Vehicle Condemnation, Purchase of New Vehicles, Collection of Staff Bus Fares and Maintenance of Accounts.  |
| 14. Smti. Neikesono,LDA                                  | - | Correspondence with Govt. of India, State Govt. relating to Consumer Protection Including RTI, Honorarium, Sitting Allowances of Staff Commission and District Fora, Consumer Rights Day, National Consumer Day. |
| 15. Miss Vikhono,LDA                                     | - | Receipt, Dispatch, and custodian of files till it is personally handed over to the Officer/Assistant concerned .   |
| 16. Shri. Haopu Singson,<br>LDA-cum-computer Asstt.      | - | IT Nodal Officer, Monthly Expenditure  |
| 17. Shri. Hetoka Sema<br>LDA-cum-computer Asstt.         | - | Travel Allowances both Gazetted and Non-Gazetted .   |
| 18. Shri. Keyicanlang Zeliang<br>LDA-cum-computer Asstt. | - | G.P.F., Loan, Gr. IV, GPF.   |
| 19. Smti. Talila , Typist                                | - | Attached to Estt. & Account Branches (House rent allowance /deduction, allotment of Quarters.)   |
| 20. Smti. Lovungi, Typist                                | - | In charge of all typing matters and maintenance typing machines, and Computer typing .   |
| 21. Shri. Kevilhoutuo, Store Keeper                      | - | In-charge of Store, receipt and issue of materials, and maintenance of stock register .  |

**MANUAL – III. THE PROCEDURE FOLLOWED IN DECISION MAKING**

## **PROCESS.**

The Department follows the procedures contained in the Nagaland Secretariat Manuals and Rules of Executives business manual in making decisions.

In a narrative form, the stages through which procedure the decision are made for each proposal may be shown in the format below ;

Secretary is the administrative Head of the Department, all matters and administrative decision concerning the department will need his approval.

### **Directorate :**

Sl. No.	Activity	Level of Action	Time frame
1.	Establishment	Controller – Receipt- Joint Controller –Dy. Controller – Registrar- Supdt.- Asst. Supdt- UDA/LDA- Asst. Supdt.-Supdt. -Registrar- Dy. Controller- Jt. Controller-Controller.	
2.	Budget	-do-	
3.	Planning/Construction	-do-	
4.	Motor Transport	-do-	
5.	Technical	Joint Controller – Receipt - Dy. Controller – Inspector - Dy. Controller – Joint Controller	

### **MANUAL - IV. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:**

Implementation of various activities/programmes under Legal Metrology & Consumer Protection is being carried out as per the norms/directives and standards set by the Ministries, Government of India and Government of Nagaland and also under the Acts/Rules of the Department.

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### **MANUAL - V. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

As notified by the Govt. of India vide No. S.O. 210(E) dated 31<sup>st</sup> Jan.'2011, the following Central Acts have been repealed.

- 1.7 The Standards of Weights & Measures Acts, 1976
- 1.8 The Standards of Weights & Measures (Enf) Act,1985.

The Legal Metrology & Consumer Protection Dept. in Nagaland in conformity with the Central Acts/Rules has been administering the following statutory Acts/Rules in protecting the consumers interest as well as maintaining accuracies in the field of Trade and Commerce :-

Sl.No	Name of Acts, Rules, Regulation, Instructions, Manuals, Record etc.
(1)	The Legal Metrology Act, 2009 (No.1 of 2010) w.e.f. 1 <sup>st</sup> April'2011
(2)	The Nagaland Legal Metrology (Enf) Rules, 2011, w.e.f 1 <sup>st</sup> April'2011
(3)	The Standards of Weights & Measures Package Commodities Rules, 1977.
(4)	The Consumer Protection Acts, 1986.
(5)	The Consumer Protection Rules, 1987.

**MANUAL-VI . A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.**

Sl No	Name/Nature/ Category of the documents	Name of documents	Procedure to obtain the documents	Held by/under control of.
1.	Establishment	Appointment, promotion, transfer & posting, confirmation of service of Non-gazetted staff. Maintenance of personal files of gazette & Non-Gazetted Official. General Administration, Medical Bill, Pension cases.	P.I.O	Jt. Controller
2.	Planning	Preparation of Annual and Five Year Plan Documents	P.I.O	Dy. Controller
3	Budget /Account	Budget /Revised Estimated documents, Bill& Cash, GPF/TA, Leave encashment, Medical Bill, Monthly Expenditure, Audit & PAC correspondence..	P.I.O	Dy. Controller D.D.O
4	Motor Transport	Files and Records relating to purchase, maintenance and allotment of all vehicles.	P.I.O	Dy. Controller

5	Technical	Files & Records relating to technical , Laboratories ,Equipments, Dealership/Repairer Certificates/License, Money Receipt, Statistic of the Dept. Activities, Weekly, Monthly and consolidated Reports, Annual Achievements Reports, Inspection, Prosecution and Compounding	Inspt./ A.C	Joint Controller
6	Consumer Protection	Records Relating to District Fora and State Commission, Honorarium, Sitting Allowance to S.C and D.F, State/National Consumer Helpline, Maintenance of records of Consumer Clubs/Societies , Observation of World Consumer Rights Day & National Consumer Day .	P.I.O	Dy. Contoler.
7.	Civil Works	Records relating to all construction works including minor repair, order, sanction etc.	P.I.O	D.D.O

**MANUAL-VIII – A STATEMENT OF THE BOARDS , COUNCILS , COMMITTEES AND OTHER BODIES CONSISTING OF THE TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE AND AS TO WHETHER MEETING OF THOSE BOARD , COUNCIL, COMMITTEE AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC .**

**(A) (a) Name & Address of Council.**

Nagaland Consumer Protection Council Headquarter, Kohima, Nagaland.

**(b) Objects of the Council .**

- (i) The rights to be protected against the marketing of good which are hazardous to life and property .
- (ii) The rights to be informed about the quality, quantity, potency, Purity, standard and price of goods so as to protect consumers against unfair trade practices.
- (iii) The rights to be assured whereas possible access to a variety of goods at competitive prices.
- (iv) The rights to heard and to be assured that consumer interest shall be Reserved for consideration at appropriate Forum/Fora.
- (v) Redressal against unfair trade practices on unscrupulous exploitation of consumers and
- (vi). The rights to consumer education.

**(c) Structure and Composition.**

- (i) The Chief Minister - Chairman
- (ii) Secretary and Ex-Officio Controller of LM& CP - Member Secretary.
- (iii). 15 members include MLAs, Advocate, Chairman of Municipal Council, Nominees from Departments of Consumer Affairs, Bureau of Indian Standards , Information & filed Publicity , (Govt. of India) , Higher & Technical Education, Youth Resource & Sports, State Council of Education Research & Training (Nagaland State) Chamber of Commerce from Kohima and Dimapur and Women Representatives.

**(d) Frequency of meeting.**

The Consumer Protection Council shall meet as and when necessary but not less than 2 (two) meeting to be held every year.

**(B)Name of the Council:- DISTRICT CONSUMER PROTECTION COUNCIL**

**Composition of Members.**

- 1. Deputy Commissioner - Chairman
- 2. Addl. Deputy Commissioner - Member
- 3. Civil Surgeon - Member
- 4. Superintendent of Police - Member
- 5. Asstt. Directors of Supply - Member
- 6. District Public Relation Officer - Member
- 7. Principal, Govt. Higher Secondary School - Member
- 8. Chairman, Town Council - Member
- 9. President Chamber of Commerce - Member
- 10. Representative from Women Organization- Member
- 11. Representative from Consumer organization- Member
- 12. Assistant Controller of LM&CP - Member Secretary

The objectives of the District Consumer Protection Council are same as that of the Nagaland Consumer Protection Council.

**(C) CONSUMER PROTECTION ESTABLISHMENT SET UP IN NAGALAND.**

There is one State Commission and eight (8) District Fora functioning in the State. The District Forum entertain complaints from consumers, groups or parties, Consumer Organizations or Central/State Govt. Departments arising out of defective goods and deficient services where the cost of such goods or services and compensation claims are up to ` . 20.00 lakhs and the State Commission entertains complaints where the cost of defective goods and services and the compensation claims are more than ` . 20.00 lakhs but less than ` . 1.00 crore.

**CONSUMER DISPUTES REDRESSAL AGENCIES IN NAGALAND**

**Additional Deputy Commissioner (Judicial )/Addl. District Session Judge as the District Consumer Protection, President :-**

The Additional Deputy Commissioner (Judicial) is designated as the District Consumer Disputes Redressal Forum President in their respective districts.

**Name of Consumer Court    District in which it is set up**

<b>1. State Commission</b>		Kohima (State Commission)	President – 1 Member - 2
<b>1. District Forum</b>	-	Kohima	-do-
2.	-do-	Mokokchung	-do-
3.	-do-	Tuensang	-do-
4.	-do-	Mon	-do-
5.	-do-	Wokha	-do-
6.	-do-	Zunheboto	-do-
7.	-do-	Phek	-do-
8.	-do-	Dimapur	-do-

**Salaries/Honorarium of Presidents /Members of State Commission and District Fora.**

The President of the State Commission, is appointed on whole-time basis w.e.f 1<sup>st</sup> April 2009, and is paid the salary of a Sitting Judge of the High Court. The President

& Members of District Fora and Members of the State Commission are paid Honorarium as prescribed by the Rules. They are also paid Sitting Allowances per sitting per day as per the provisions of Nagaland Consumer Protection Rules, 1987.

The Members of the State Commission and District Foras are entitled to Traveling Allowances on Tours as admissible to a Class I Gazetted Officer of the Govt. Department.

**Remuneration of Staffs of District Fora .**

The staffs of the Additional Deputy Commissioner (Judicial) who assist the Presidents/Members of District Fora, on Part Time Basis are paid Remuneration @of 15% of their Basic Pay per month.

**MANUAL-IX- DIRECTORY OF OFFICERS**

Sl. No	Name of employee	Designation	Phone			
			STD Code	Office	Fax	Mobile
1	Shri.K.T.Sukhalu, IAS	Secretary	0370		2270439	9436000094
2	Shri. Ramongo, IAS	Addl. Secretary	0370		-do-	9436608373
3	Shri. Vikholie, NSS	Under Secretary	0370		-do-	9436401315
4	Smti. Lily Hangsing NSS	Under Secretary	0370		-do-	9436014363
5	Shri. Tsuknung Ao	Joint Controller		2222862	2222862	986347390
6	Shri. Bizo M.Kuotsu	Deputy Controller		2221609	2221609	9436005743
7	Shri. Kehoyi	Asstt. Suptt.				9436011619
8	Shri. L.Nokcha	Assistant Controller				9436400630
9	Shri. Meyimeren	do				9436431517
10	Shri. C.Yabang	do				9436073637
11	Shri. Haikambe	do				9436400575
12	Shri. Meyievilhou	do				9856301398
13	Shri. Takeeth	do				9436600384
14	Shri. Limatoshi	do				9862227264

15	Shri. Relise	do				9436405040
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**MANUAL -X- MONTHLY EMOLUMENT RECEIVED BY OFFICER & EMPLOYEES. DIRECTORATE OFFICE .**

Sl. no	Name	Designation	Grade	Community/tribe	Scale of Pay	Basic Pay	Total Emolument
1	Shri. Tsuknung Ao	Joint Controller	A	Ao	15600-39100	32820	51271
2	Shri. Bizo M. Kuotsu	Deputy Controller	A	Angami	15600-39100	29770	46544
3	Shri. Kehoyi	Asstt. Suptd.	B	Rengma	9300-34800	18160	28548
4	Smti. Imtila Imchen	UDA	C	Ao	5200-20200	15530	22919
5	Smti. Temjenmerenla	UDA	C	Ao	5200-20200	14260	22503
6	Smti. I. Sashimenla	UDA	C	Ao	5200-20200	14260	22503
7	Smti. Sinlole Cheng	UDA	C	Rengma	5200-20200	14760	23278
8	Smti. Shanu Kath	UDA	C	Rengma	5200-20200	14760	21802
9	Shri. T. Watisangba	LDA	C	Ao	5200-20200	12330	19812
10	Smti. Temjenmenla	LDA	C	Ao	5200-20200	5960	10120
11	Smti. Mhombeni	LDA	C	Lotha	5200-20200	9920	14784
12	Shri. Mezhülie	LDA	C	Angami	5200-20200	9580	15249
13	Smti. Avita	LDA	C	Sema	5200-20200	9400	14970
14	Shri. Haopu Singson	LDA-Cum-Asst	C	Kuki	5200-20200	5960	10120
15	Shri. Hetoka	LDA-Cum-Asst	C	Sema	5200-20200	5960	10120
16	Shri. Keyicanlang	LDA-Cum-Asst	C	Zeliang	5200-20200	5960	10120
17	Smti. I. Talila Kichu	Typist	C	Ao	5200-20200	11630	17264
18	Smti. Lovungi	Typist	C	Lotha	5200-20200	11430	16974
19	Smti. Nukshimenla	Steno	C	Ao	5200-20200	15510	22890
20	Smti. Atezono	Steno	C	Angami	5200-20200	12260	18177
21	Shri. Kevilhoutuo	Store Keeper.	C	Angami	5200-20200	9060	14443
22	Shri. David Kent	Driver	C	Rengma	5200-20200	14020	22131
23	Shri. Longrichiba	Driver	C	Ao	5200-20200	13620	21511
24	Shri. Zeneikho	Driver	C	Angami	5200-20200	12810	20256
25	Shri. Thungbemo	Driver	C	Lotha	5200-20200	13620	21511
26	Shri. Asazo	Driver	C	Angami	5200-20200	7000	11250
27	Shri. Judha Bahadur	Handyman.	D	Other	5200-20200	10020	16331
28	Shri. Vinguzolie	Duftry.	D	Angami	5200-20200	10920	17726
29	Smti. Asangla	Peon .	D	Ao	5200-20200	9710	14880
30	Shri. Kedovizo	Peon	D	Angami	5200-20200	9180	14629
31	Shri. Rukhielhoulie	Peon	D	Angami	4000-17200	7210	11976
32	Shri. Zhathose	L/Attendant	D	Angami	5200-20200	9280	15184
33	Smti. Kethono	Sweeper	D	Angami	5200-20200	10630	16877
34	Shri. Puleho	M/Asstt.	D	Angami	5200-20200	9420	15001
35	Shri. Niethoboulie	Chowkidar	D	Angami	4000-17200	6630	10677
36	Shri. Pukhato Ayemi	Peon	D	Sema	4000-17200	6050	9778
37	Shri. Vikhono Sakhrrie	LDA	C	Angami	3200-4900	3540	11145
38	Smti. Neikesono	LDA	C	Angami	3050-4590	3425	10787
39	Shri. Phutoi	Lab. Assistant.	C	Sema	3200-4900	3719	11675
40	Smti. Abeni	Inspector	C	Lotha	4500-7000	5125	16092
41	Shri. Pangnyei Phom	Peon	D	Phom	2550-3200	2780	8774
42	Shri. Vizokholie	Peon	D	Angami	do	2550	8056
43	Smti. Ketsoni	Sweeper	D	Angami	800-1475	800	5461

**KOHIMA DISTRICT OFFICE**

Sl. No	Name	Designation	Grade	Community/ tribe	Scale of Pay	Basic Pay	Total Emolument
1	Shri. Haikambe	Asstt. Controller	A	Zeliang	15600-39100	21170	39,362
2	Shri. Chullen	Inspector	C	Chang	5200-20200	11860	17,597
3	Smti. Nosano	L.D.A	C	Angami	5200-20200	12470	19,729
4	Smti. Tenodele	Typist	C	Angami	5200-20200	11250	17,838
5	Ms. Megovono	Inspector	C	Angami	5200-20200	8450	13,498
6	Shri. Aketo	Driver	C	Sema	5200-20200	8570	13,684
7	Shri. Mhasiselie	Mistry	C	Angami	5200-20200	9810	15,606
8	Shri. Mezo	Peon	C	Angami	4400-17200	6630	10,677
9	Smti. Teyenino	Sweeper	D	Angami	4400-17200	5700	9235
10	Shri. Tiasunep	M/Asst.	D	Ao	4400-17200	5800	9390
11	Shri.Moatemjen	Chowkidar	D	Ao	4400-17200	5700	9235

**PHEK DISTRICT OFFICES**

Sl. No	Name	Designation	Grade	Community/ tribe	Scale of Pay	Basic Pay	Total Emolument
1	Shri. Takeeth Imchen	Asstt. Controller	A	Ao	15600-39100	26870	42049
2	Shri. Shiekhozo	Inspector	C	Chakhesang	5200-20200	13240	20922
3	Smti. Vetsopele	L.D.A	C	Chakhesang	5200-20200	12470	19729
4	Shri. Huyecho	Mistry	C	Chakhesang	5200-20200	11430	18117
5	Shri.M.M.Kuotsu	Driver	C	Angami	5200-20200	7000	11250
6	Smti. Nivotsono	Typist	C	Chakhesang	5200-20200	11430	18117
7	Shri. Medo	Asstt. Inspector	C	Angami	5200-20200	8300	13265
8	Shri.Zaveta	Peon	D	Chakhesang	4400-17200	5700	10847
9	Shri. Kuseta	Chowkidar	D	Chakhesang	4400-17200	5700	11204
10	Smti. Huvoshelu	Sweeper	D	Chakhesang	4400-17200	5700	11204

**DIMAPUR DISTRICT OFFICE**

Sl. no	Name	Designation	Grade	Community/tribe	Scale of Pay	Basic Pay	Total Emolument
1	Shri. C. Yabang	Asstt. Controller	A	Ao	15600-39100	24080	37724
2	Shri. Ngangshimakok	Inspector	C	Ao	5200-20200	11860	18783
3	Smti. Vedulu Luruo	H/A.	C	Chakhesang	5200-20200	15780	24589
4	Smti. I. Amongla	U.D.A	C	Ao	5200-20200	13480	21294
5	Shri. G. Tokihe	L.D.A	C	Sema	5200-20200	12710	20101
6	Smti. Siyale Seb	Typist	C	Rengma	5200-20200	10770	15155
7	Shri.G.MartinChophi	Asstt. Inspector	C	Sema	5200-20200	8790	12942
8	Shri. Rokophreto	Driver	C	Angami	5200-20200	11390	18054
9	Shri. Nchumbemo	M/Asstt.	D	Lotha	4400-17200	7830	12154
10	Shri. M. Banger Jamir	M/Asstt.	D	Ao	4400-17200	7950	12723
11	Shri.Samuel Kajan Seb	M/Asstt.	D	Rengma	4400-17200	6450	10798
12	Smti. Ponainla	Peon	D	Ao	4400-17200	5700	9235
13	Smti. Marchila	Sweeper	D	Ao	4400-17200	7700	12335
14	Shri. Moatemjen	Chowkidar	D	Ao	4400-17200	5700	9235

**ZUNHEBOTO DISTRICT OFFICE**

Sl. no	Name	Designation	Grade	Community/tribe	Scale of Pay	Basic Pay	Total Emolument
1	Shri. M. Zeliang	Asstt. Controller	A	Zeliang	15600-39100	26879	40321
2	Shri. Khevishe	Inspector	C	Sema	5200-20200	5250	16252
3	Smti. Aholi	L.D.A	C	Sema	5200-20200	12920	19276
4	Shri. Ghukahoh	L.D.A	C	Sema	5200-20200	8910	13983
5	Shri. Tokishe	Mistry	C	Sema	5200-20200	10110	15843
6	Smti. Kaholi	Typist	C	Sema	5200-20200	11250	16616
7	Shri. Mughavi	Driver	C	Sema	5200-20200	7720	11430
8	Smti. Nagaholi	M/Asstt.	D	Sema	4400-17200	6450	9728
9	Smti. Shiholi	Peon	C	Sema	4400-17200	6970	10534
10	Shri. Khekato	Chowkidar	D	Sema	4400-17200	9180	13411
11	Smti. Kheshele	Sweeper	D	Sema	2550-3200	968	7262
12	Smti. Kanili	Peon (C/Peon DF)	D	Sema		-	3000

**MON DISTRICT OFFICE**

Sl. no	Name	Designation	Grade	Community/tribe	Scale of Pay	Basic Pay	Total Emolument
1	Shri. Relise	Asstt. Controller	A	Sangtam	15600-39100	21300	33415
2	Shri. Khekato	L.D.A	C	Sema	5200-20200	8600	13730
3	Smti. Odikumla	L.D.A	C	Ao	5200-20200	7573	12948
4	Smti. Tekanaro	Typist	C	Ao	5200-20200	11430	18117
5	Shri. Ngamlang	Peon	D	Koyak	2550-3200	7100	11405
6	Shri. Ching kai	M/Asstt.	D	Koyak	5200-20200	7350	11793
7	Shri. Thappen	Driver	C	Phom	5200-20200	11180	16210
8	Shri. Amei	Chowkidar	D	Koyak	4000-17200	9420	15411

**MOKOKCHUNG DISTRICT OFFICE**

Sl. No	Name	Designation	Grade	Communit tribe	Scale of Pay	B/ Pay	Total Emolumen t
1	Shri. L. Nokcha	Asstt. Cont	A	Ao	15600-39100	26070	42049
2	Shri. Temjenlemba	Inspector	C	Ao	5200-20200	10910	17311
3	Smti. Nungsanglila	U.D.A	C	Ao	5200-20200	12970	20504
4	Smti. Khriesonuo	L.D.A	C	Angami	5200-20200	8300	13265
5	Shri. T. Meren Ao	L.D.A.	C	Ao	5200-20200	7100	11405
6	Shri. Sashineken	Driver	C	Ao	5200-20200	12810	20256
7	Shri. Lanunungsang	Mistry	C	Ao	5200-20200	10750	17063
8	Shri. Temjenmayang	Peon	D	Ao	4400-17200	10330	16312
9	Shri. Asangba	Chowkidar	D	Ao	4400-17200	10330	15812
10	Shri. Jakjemtemjen	Watchman	D	Ao	4400-17200	9560	14562
11	Shri. Toshiwapang	Peon	D	Ao	4400-17200	9420	15401
12	Shri. Tialiba	M/Asstt.	D	Ao	4400-17200	7590	12565
13	Shri. Pasanger	M/Asstt.	D	Ao	4400-17200	6260	10503
14	Smti. Rongsenla	Sweeper	D	Ao	800-1475	7700	12735

**WOKHA DISTRICT OFFICE**

Sl. no	Name	Designation	Grade	Communit y/ tribe	Scale of Pay	Basic Pay	Total Emolu
1	Shri. Limatoshi	Asstt. Cont	A	Ao	15600-39100	24640	37364
2	Shri. T. Aimong	Inspector	C	Khiamgnin gan	5200-20200	11860	18555
3	Smti. Shambeno	U.D.A	C	Lotha	5200-20200	15530	23843
4	Smti. Khombeni	L.D.A	C	Lotha	5200-20200	12470	19201
5	Shri. Hantilo Kez	L.D.A.	C	Rengma	5200-20200	8750	13763
6	Smti. Kombeni	Typist	C	Lotha	5200-20200	10610	16118
7	Shri. Supenthung	Driver	C	Lotha	5200-20200	8430	12766
8	Shri. Lipithung	M/Asstt	D	Lotha	5200-20200	7710	12081
9	Smti. Phyopeni	Peon	D	Lotha	4400-17200	7700	12065
10	Shri. Nribemo	Chowkidar	D	Lotha	4400-17200	7100	11635
11	Smti. Rhanbeni	Sweeper	D	Lotha	4400-17200	7700	12365
12	Smti. Lireni Kitan	C/Peon	D	Lotha		1350	1350

**TUENSANG DISTRICT OFFICE**

Sl. no	Name	Designation	Grade	Community/ tribe	Scale of Pay	Basic Pay	Total Emolument
1	Shri. Meyimeren	Asstt.Cont.	A	Ao	15600-39100	26870	42049
2	Shri. Shiloh	Inspector	C	Rengma	5200-20200	24640	38592
3	Smti. Merentula	Typist	C	Ao	5200-20200	11430	18117
4	Shri. Sakutenjen	Driver	D	Ao	5200-20200	8430	12766
5	Shri. Tomukhum	M/Asstt	D	Yimchugrii	4400-17200	8220	12719
6	Shri. Temjenmongba	M/Asstt.	D	Ao	4400-17200	7350	12193
7	Shri. Ako Chang	Chowkidar	D	Chang	4400-17200	9280	14256
8	Shri. Moshen	Peon	D	Khamingnigen	2550-3200	3825	8116
9	Smti. Chesemla	C/Peon	D	Chang		1350	1350

**Manual – XI – Budget Allocation during 2009-2010.**

An allocation of ` 487.58 Lakhs was made for the Department of Legal Metrology & Consumer Protection during the year 2010-2011 for carrying out its functions .

State Plan	-	₹ 115.00 Lakhs
Non-Plan	-	₹ 350.58 Lakhs
CSS	-	₹ 22.00 lakhs
		₹ 487.58 Lakhs

**MANUAL - XII EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING FUND ALLOCATION & THE DETAILS OF BENEFICIARIES.**

The Department introduced Subsidy & Grant Scheme during the eighties to educate the poor and small traders for popularization of Metric System in the State. The Weights & Measures, etc. viz. Beam Scales and Cast Irons purchased by the Department from the Authorized Dealers were distributed to the poor and small traders at subsidized rates of 50 % of the costs.

During the year 2005- 2006 a provision of ₹ 2.00 lakhs was made against this Scheme.

**MANUAL – XIII – THE PARTICULARS OF RECEIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT.**

Name of Programme -	Dealership / Repairers Licenses .
Objective	- To sell Weights & Measures Instruments, viz; Beam Scales, Cast Irons Weights , Capacity and Length Measures etc. to the Traders.
Time Limit for Permits-	Validity of Licences is for a period of one year i.e. Renewable for every Calendar year.
Verification Fee	-(i) <b><u>SECURITY DEPOSITS.</u></b> (a) Repairers of Weights & Measures - ₹ . 2500/- (b) Repairers of Weights & Measures & Weights & Measuring Instruments- ₹ . 5000/-
	(ii) <b><u>DEALERSHIP &amp; REPAIRER LICENCE FEES.</u></b>

(a) Manufacturers	-	` . 500
(b) Repairer	-	` . 100
(c.) Dealers	-	` . 100

**MANUAL- XIV - DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT , REDUCE IN AN ELECTRONIC FORM.**

Information is available in the computers and maintained in the Department.

**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.**

**METHODS FOR DISSEMINATION OF INFORMATION ARE:-**

1. Appellate Authority, PIO and APIOs have been designated by the Government and notified as given in manual XVI.
2. Office Library
3. Office Records.
4. Printed Acts/Rules.
5. Notice board.
6. Website.
7. Local Newspapers
8. Advertisements.

**MANUAL – XVI- THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.**

**DIRECTORATE :-**  
**Appellate Authority**

Shri. K.T. Sukhalu, IAS Secretary to the Govt. of Nagaland & Ex- Officio Controller of Legal Metrology & Consumer Protection.  
STD Code 0370 – 2270253 (O) 9346000094 (M)

**Public Information Officer** Shri. Tsuknung Ao,  
Joint Controller of Legal Metrology & Consumer  
Protection.  
STD Code 0370 – 2222862 (O) 986347390 (M)

**Assistant Public  
Information Officer** Shri. Bizo M. Kuotsu,  
Deputy Controller of Legal Metrology &  
Consumer Protection.  
STD Code 0370 -2221609 (O) 9436005743 (M)

**DISTRICT OFFICES**

**ASSISTANT PUBLIC INFORMATION OFFICERS.**

Name & District                      Designation                      Phone No.      Place of Posting.

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Phone</b>	<b>Place of Posting</b>
1	Shri. Haikambe	Assistant Controller	9436400575	Kohima
2	Shri. L. Nokcha	Assistant Controller	9436400630	Mokokchung
3	Shri. Meyimeren	Assistant Controller	9436431517	Tuensang
4	Shri. Relise	Assistant Controller	9436405040	Mon
5	Shri. C. Yabang	Assistant Controller	9436073637	Dimapur
6	Shri. Limatoshi	Assistant Controller	9862227264	Wokha
7	Shri. Meyievilhou	Assistant Controller	9856301398	Zunheboto
8	Shri. Takeeth	Assistant Controller	9436600384	Phek

MANUAL – XVII

SUCH OTHER INFORMATION MAY BE PRESCRIBED AND  
THEREAFTER UPDATED EVERY YEAR.

**Manual-XVII - Provisions under Rights to  
Information is Applicable for Seeking Information .**

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