Manual – II

Powers and duties of Officers and Employees under Section 4(1) (b) (ii) of RTI Act, 2005.

A. Details of Powers and duties of Officers & Employees**.**

Sl.No	Name & Designation	Powers & Duties
1.	Shri.A.E.Lotha, **Secretary.**	Administrative Head.
2.	Smti Pangamla, **Additional Secretary.**	(i). All Non-financial Committees. (ii).General Branch. (iii).Library Branch (iv). Research & Reference Branch. (v). Reporters Branch (vi) Legislators' Home & Members Amenities & (vi). Security
3.	Shri S. Ghunakha Swu **Additional Secretary.**	(i). Establishment Branch (ii). Legislation Branch. (iii). All Financial Committees. (iv). Transport Branch. (v). Stationery Branch. (vi). Protocol.
4.	Shri. Ruokuophreo, **Deputy Secretary-I.**	(i). Legislator's Home Branch. (ii). Member's Amenities Branch. (iii). Security. (iv). House Committee
5.	Shri K. Sekhose, **Deputy Secretary-III.**	(i). Legislation Branch. (ii). Assembly Complex. (iii). All Financial Committees.
6.	Smti Susieyana, **Under Secretary.**	(i). Legislation Branch. (ii). Estimate Committee. (iii). Rules Committee.
7.	Smti Aosenla, **Sr. Committee Officer.**	(i). Establishment Branch. (ii). Committee on Subordinate Legislation.
8.	Smti Jenny Ndang, **OSD.**	(i). Assurance Committee. (ii). Research & Reference Branch. (iii). House Committee.
9.	Shri Banjung Chang, **Under Secretary.**	(i). Public Accounts Committee & NLFA (ii). Committee on Public Undertakings. (iii). General Branch.
10.	Smti Kailule, **Under Secretary.**	(i). Members Amenities Branch. (ii). Legislator's Home Branch. (iii). Select Committee.
11.	Smti Hetoli, **Under Secretary.**	(i). Stationery Branch. (ii) Committee on papers laid on the table.
12.	Shri T.N.Lotha, **Sr.Librarian.**	(i). Library. (ii). Record. (iii). Right to Information Act, 2005. (iv)Archive. (v)Documentation.

13.	Shri. Purushothaman, **Sr.Spl.Grade Steno.**	(i). Attached with Hon'ble Speaker.
14.	Shri. S.Ghosh, **Chief Editor of Debates.**	(i). Attached with Hon'ble Dy.Speaker.
15.	Smti. Sungjemkala, **Editor of Debates.**	(i). Editing & final proof reading of Assembly Proceedings. (ii). Collection & Compilation of transcribed Proceedings & dispatch to the Members concerned for authentication. (iii). Culling out Speaker's Ruling / Observation, Unparliamentary words / expression etc.
16.	Smti. Bendanglemla, **Spl.Grade Steno**.	(i). Attached with Leader of Opposition.
17.	Smti. Kevisanuo, **Spl.Grade Steno.**	(i). Supervision of Reporter's Branch. (ii).Preparation of chart for recording the Assembly Proceedings / Committee Meetings etc.
18.	Smti. Chumchanbeni**,** **Sr. Grade Steno**	Hon'ble Deputy Speaker's Office
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A (i). **ESTABLISHMENT**

Sl. No.	Name & Designation	Duties
1.	Smti. Kedovino, Superintendent.	Overall supervision of **Establishment Branch.**
2.	Shri L. Lepden Jamir, Asst.Supdt.	(i). P/Files of Stenographers of all grades/ Typist (ii). Reporting allowances (iii). Matter relating to regural appointment of all grades (iv). Officiating promotion of the Officers & Staff (v). Appointment on Compensate/ Humanitarian grounds (vi). Continuation of temporary post (vii). Deputation of Officers & Staff (viii). Condonation of overage (ix). Stepping up of pay of Officers & Staff (x). Court cases (xi). Confirmation cases & Conversion of temporary to permanent post (xii). Allotment of quarters (xiii). Group Insurance Schemes (xiv). Appointmet of substitute
3.	Shri. Pagai Ndang, UDA.	(i). Personal files of all Officers. (ii). Training of Ofiicers & Staff (iii). Pension cases of Officers & Staff (iv). Nodal officer to A.G. (Pension & Final GPF matter). (v). Matters relating to GPF of Officers & Staff (vi). Seniority list of Officers &

		Staff (vii). Advertisement (viii). Recruitment & conditions of Service Rules, 1999, NLA. (ix). Claiming House Rent Allowances (HRA) (x). Medical Board Invalid
4.	Smti. Neikeyienuo Zutso, UDA.	(i). P/ Files of UDAs/ CTA/W&W/T.Os/CAS/Plumber & Lib.Attendant. (ii). Medical Reimbursement. (iii). Disciplinary action. (iv). ACR & Police verification. (v). Extension of re-employment (vi). Farewell meeting & Staff Wedding (vii). Staff Association (viii). Transfer & posting of Officers & Staff/ Roster duty (ix). Vision Group (x). Overtime Allowances
5.	Shri. Daniel Kiho, UDA.	(i). P/Files of LDA/ R.A/S.Ks/vehicle Inspector/Drivers & G.Os (ii). Appointment of casual employees of Grade-III (iii). Appointment of Personal staff to H.S/ H.D.S/ L.O/ MLAs (iv). Minutes of the meeting (v). Revision of pay (ROP)/ Fixation of pay. (vi). Grant of pay of Officers & Staff (vii). Session's uniform for Drivers & Grades-IV Staff (viii). Correspondence within the State / outside the State. (ix). Issue of Identity Cards to Officers & Staff (x). Right to Information Act, 2005.
6.	Shri Kezhawelie, LDA.	(i). P/Files of all Grade-IV Staff (ii). Reservation of Backward Tribes (iii). Loan & Advances/ Warm clothing Advances (iv). Appointment of Casual Employees of Grade-IV (v). Maintenance of C.L/ R.H (vi). Receipt Register & Guard File (vii). Forwarding of application for Officers & Staff (viii). Issue of No objection certificates (ix). Staff Rest House site selection Committee (x). Honorarium of Officers & Staff (xi). Office Instruction/ Notifications
7.	Shri. Suuto Swu, CAS.	
8.	Shri. Neivikhotuo Vilie, Typist	Works relating to Computer. All typing works in the Branch.

A (ii). **ACCOUNTS**

Sl. No.	Name & Designation	Duties
1.	Shri. K. Keditsu, Supdt. Cum Cashier.	Cash handling & Overall supervision of the **Accounts Branch.**
2.	Shri. T. Nzanbemo, Asst. Supdt.	(i). Pay Bill of Speaker/ Dy.Speaker/ LO & MLAs (ii). TA.DA and M.R of Speaker/ Dy.Speaker, LO & MLAs (iii). Reconciliation of Departmental figure with A.G and monthly reconciliation figure with T.O & Finance Deptt. (iv). Performing the duties of Nodal Officer with the Finance Deptt. (v). Preparation Assembly Annual Budget.
3.	Smti. Thekrosau, Asst. Supdt	(i). Pay Bill of Gr-IV Staff. (ii). Maintenance of GPF Annual Statement of Gr-IV staff (iii). Contingent bills & maintain connected register & files (iv). Leave encashment & NGIS bills & terminal T.A register etc
4.	Shri. Medongulie, Asst. Supdt.	(i). Grade-III staff Pay (ii). M.R bills, GPF, Leave encashment, NGIS etc for Gr-III staff and maintenance of connected
5.	Smti. Khrietsono, LDA.	(iii). T.A bills for Officers & Staff. (i). Pay Bills of Officers (ii). Authentication for M.R, GPF Leave encashment of Officers & Staff (iii). Leave encashment/ NGIS bills etc.

A (iii). **LEGISLATION & PROTOCOL**

Sl. No.	Name & Designation	Duties
1.	Shri Krosanyo Puro Suprindentent	Overall supervision of **Legislation & Protocol.**
2.	Shri T.Noksang Jamir, Asstt.Suptt.	(i). All Session matters (ii). Bulletin Part-II. (iii). Budget Documents (iv). Assembly Resume (v). Presidential election/ Rajya Sabha/ Bye-Election/ Election cases. (vi). Seminar/ Conferences/ Resignation/ Training of Members. (vii). All correspondences relating to HS and HDS. (viii). Delimitation. (ix). Select Committee (x). Committee on paper laid on the table

		(xi). Matter relating to Printing, Proof reading etc. (xii). Bills/ Motions/ Resolutions.
3.	Shri. Vitoho, UDA.	(i). Assembly Questions (ii). All matters / correspondences of CPA. India Region (iii). List of Elected Members/ Party Position/ Affiliation of Member to the party. (iv). List of Governor/ Speaker/ Deputy Speaker/ Secretaries of State Legislature. (v). Protocol (vi).Assembly Session matters. (vii). Matter relating to Printing, Proof reading etc (viii). Maintenance of Register of Business transacted in the House (ix). Computer typing works.
4.	Smti. L. Azopele, UDA.	(i). Assembly questions (ii). Annual Administrartive Reports. (iii). Ruling/ Observation & Direction from the Chair (iv). CPA Main Branch Headquater, London. (v). CPA Youth Parliament (vi). Commonwealth Women Parliamentarian (CWP) (vii). Master copy of all Sessions (viii). Computer typing works
5.	Shri. Chaiba Menhahu, LDA.	(i). Presiding Officers' Conference (ii). Obituary Reference. (iii). Bulletin Part-I & II (iv). CPA Executive Committee (v). Standing Committee of Secretaries of State Legislature (vi). Journal of Parliamentary Information (vii). All India Whips Conference/ Chief Whips of various political parties of Nagaland Legislative Assembly (viii). Assembly Session matters (ix). Name/ Designation Plates (x). Overall computer typing works.
6.	Smti. Zuchumi, LDA	(i). NERCPA (ii). Maintenance of Attendance Register of Members. (iii). Bulletin Part-II (iv). Anti Defection Law (v). Miscellaneous Correspondence (vi). Nomination of MLA to Members of any Committee/ Organisations/ Members Leave (vi). CPA, Asian Region & CPA, Nagaland Branch (vii). Website of Lok Sabha/ Rajya Sabha/ State Legislative Assemblies. (viii). Maintenance of Notification/ Documents (ix). All dispatch Matters
7.	Shikugha, Typist Gr-I.	(x). Computer typing works

8	Shri. Mhonbemo, Watch & Ward.	(i). All typing works. (ii). Assembly Session matters
9.	Shri. Thevonei Kent, Watch & Ward	(i). Assembly Session matters. (ii). Diarising of letters/ papers (iii). Assist in typing works Assembly Session Matters.

A(iv). **COMMITTEE-I**

Sl. No.	Name & Designation	Duties
1.	Shri. Rüyosüyi Vadeo, UDA.	(i). Examination of the C & AG Report (ii). Drafting of Main Report and Action Taken Report of PAC (iii). Correspondence with Accountant General, Nagaland. (iv). Action taken report on the 1st report of Nagaland State Lotteries. (v). Drafting of Action Taken Report of PAC (vi). Miscellaneous correspondence with outside State/ Lok Sabha, Rajya Sabha, Libraries etc.
2.	Smti. Talirenla, UDA.	(i). Examination of C & AG Report (ii). Drafting of Action Taken Report of PAC (iii). Miscellaneous correspondence with outside State/ Lok Sabha, Rajya Sabha, Libraries etc. (iv). Correspondence with Accountant General, Nagaland. (v). Matter relating to Prinrting, Proof reading etc.
3.	Smti. Esther Longchar, LDA.	(i). Examination of C & AG Report (ii). Drafting of Main Report & Action Taken Report (iii). Miscellaneous correspondence with outside State/ Lok Sabha, Rajya Sabha, Libraries etc. (iv). Correspondence with Accountant General, Nagaland. (v). Committee meeting allowances. (vi). Matter relating to Prinrting, Proof reading etc.
4.	Shri Sezoto, LDA	(i). Examination of C & AG report (ii). Drafting of Main Report & Action Taken Report (iii). Miscellaneous correspondence with outside State/ Lok Sabha, Rajya Sabha, Libraries etc. (iv). Correspondence with

		Accountant General, Nagaland.
5.	Shri. N. Pekiuwang, CTA.	(v). NLF AIDS Executive meeting, General meeting & Conference etc.) (vi).Maintenance of Office Order & Government Notification.
6.	Shri Wongto, Typist.	(i). Maintenance of Computer (ii). Preparation of set for Committee meeting (iii). Documentation of all Committee Reports. (i). All typing works in the Branch (ii). Maintenance of Computer (iii) Preparation of set for Committee meeting.

A (v). **COMMITTEE-II**

Sl. No.	Name & Designation	Duties
1.	Smti. Bibiana, CO.	Over all supervision of the Branch
2.	Smti. Luvili, ACO (on EOL).	
3.	Shri. Darhrü Shupao, Asst. Supdt.	(i). Implementation Reports and Action Taken on the Recommendations/ Observations made by the Committee. (ii). Points for discussion for Oral Evidence meeting. (iii). Drafting of Action Taken Report (iv). Matter relating to Printing of Report, Proof reading etc
4.	Smti. Janet Swu, UDA.	(i). Matter relating to Committee on Government Assurances. (ii). To examine the reply furnished by the Department (iii). Points for discussion for Oral Evidence meetings. (v). Drafting of Reports of the Committee on Government Assurances. (vi). All correspondence with the Department concerned on matter relating to Committee on Government Assurances.
5.	Shri. Keneiselie Zatsu, LDA.	(i). Matter relating to Committee on Subordinate Legislation (ii). Main questionnaires on Rules/ Regulations/Orders. (iii). Matter relating to Committee of Privileges. (iv). Drafting of Reports of the Committee on Subordinate Legislation. (v). Correspondence with outside State in respect of Committee on Subordinate Legislation.
6.	Smti.Yolumi, LDA	(i). Drafting of Action Taken Reports (ii). Points for discussion for Oral Evidence meeting. (iii). Matter relating to Printing of Reports, Proof reading etc. (iv). Correspondence with outside State in respect of Committee on

		Government Assurances.
7.	Shri. Renbemo, W&W.	(i). Matter relating to Printing, Proof reading etc. (ii). Meeting of the Committee.
8.	Smti Kughali, Typist.	All typing works in the Branch.

A (vi). **COMMITTEE – III**

Sl. No.	Name & Designation	Duties
1.	Smti. Kumgkamliu, Supdt.	Overall supervision of **Committee-III**.
2.	Shri. Zasituolie, ACO.	(i). Matter relating to Committee on Estimates. (ii). Selected Deptts. for examination by the Committee on Estimates. (iii). Maimtenance of report adopted by the Committee and subsequent presentation to the House. (iv). Drafting of Action Taken Reports.
3.	Shri. Nivishe Shohe, UDA.	(i). Matter relating to Committee on Estimates (ii). Supplementary Questionnaire. (iii). Points for discussion during Oral Evidence meeting from the replies of Supplementary Questions. (iv) Compilation of Data / Figures & maintenance of all the replies/ materials/ supporting references received from the Deptt. concerned. (v). Study Tour. (vi). Matter relating to printing of reports, proof reading etc.
4.	Shri Rokosalie, UDA	(i). Framing of preliminary questions. (ii). Compilation of data/ figures and maintenance of all the replies/ materials/ supporting references received from the Department concerned. (iii). Maintenance of Data/ figures, maintenance of replies/ materials/ supporting references from the Department concerned related to Committee on Estimates (iv). Matter relating to printing of reports, proof reading etc (v). Detail examination on the replies of supplementary questionnaires received from the Department.
5.	Smti. Lhouneino Nagi, LDA.	(i). Maintenance of reports received from outside the State in a consolidated form. (ii). Misc. Correspondence. (iii). Supply of reports to all Government Departments within

		the State & all State Legislatures in India. (iv). Implementation Reports and Action Taken on the Recommendations/ Observations made by the Committee. (v). Points for discussion during Oral evidence meeting from the replies of supplementary Questionnaires.
6.	Rocus, C/LDA	
7.	Smti. Thungdeno, Sr. Gr. Typist.	(i). Matter relating to Printing, Proof reading etc. (ii). All typing works in the Branch.

A (vii). **COMMITTEE – IV (COPU)**

Sl. No.	Name & Designation	Duties
1.	Smti. Razouleno, Supdt.	Overall supervision of **Committee-IV**.
2.	Shri. Thüpuduyi, UDA	(i). Matter relating to all implementation report being recommended by COPU (ii). All correspondence outside the State. (iii). Correspondences with Accountant General of Nagaland (iv). Maintenance/ updating of COPU Reports/IWR. (v). Maintenance of C & AG Reports since 1994-95. (vi). Newsletter/ Paper clipping/ Assembly starred questions/ collection of Annual report in connection with audit paras/ COPU subject matters. (vii). To supervise the Branch as & when Committee Officer is on leave.
3.	Smti. Viswedeno, LDA.	(i). Matter relating to Printing, Proof reading etc of COPU Report. (ii). Maintenance of COPU Reports of Lok Sabha/ Rajya Sabha. (iii). Maintenance of register of (a). File Index (b). COPU maating (c). Adoption & presentation of COPU Reports (d). Printing Bills. (iv). Updating COPU activities.. (v). Progress report of all public undertaking corporations. (vi). Maintenance of Guard file. (vii). Computer operator/ Computer typing.
4.	Shri. Ichulung, LDA.	(i). All selected subjects/ C & AG paras, drafting of questionnaires on preliminary and supplementaries, and agenda for COPU meetings. (ii) Points for discussion for Oral evidence meeting. (iii). Compilation of materials collected during on-the-spot study tour. (iv). Matter relating to Printing,

5.	Smti. P. Oreno, Typist Gr-I	Proof reading etc. (v). Assisting the works in the Branch All typing works in the Branch.

A (viii). **LIBRARY & RECORD BRANCH**

Sl. No.	Name & Designation	Duties
1.	Smti. Temsumenla, Librarian.	Overall supervision of **Library & Record Room, Archive, Documentation.**
2.	Smti Tiakala, UDA	(i). Acquisition of Books / Perodicals and bills thereof. (ii). Printing of Assembly Publications. (iii). Miscellaneous correspondence
3.	Shri. Neiketoutso, LDA.	(i). Purchase / cprrespondence of Newspapers, Periodicals and bills thereof. (ii). Obituary reference. (iii). Matter relating to press news.
4.	Shri. Verse, Lib. Attendant.	(i). Matter relating to Assembly Archives. (ii). Matter relating to Binding of Documents. (iii). Matter relating to Assemby Session.
5.	Smti. K. Taunyei, Typist Gr-I.	(i). All typing works in the Branch.
6.	Shri. Vezon, Record Asst. (Record Room).	(i). Overall incharge of Assembly records. (ii). Session documents. (iii). Committee reports. (iv). Assembly Proceedings.
7.	Smti. Neivotsolü, T.O.	(i). Maintenance of press clippings. (ii). Maintenance of Nagaland Gazette & Periodicals. (iv). Receipt of publications & Acknowledgement thereof.

A (ix). **RESEARCH & REFERENCE**

Sl. No.	Name & Designation	Duties
1.	Smti. Nzanbeni, Supdt.	Overall supervision of **Research & Reference.**
2.	Smti. M. Aching, Asst. Supdt.	(i). Resolution so far passed by

		the Nagaland Legislative Assembly (both Private&Government). (ii). Collection of information/ Data of State Legislatures. (iii). No confidence Motion (iv). Compilation/ collection of materials/ Statistical Data etc on Nagaland from Annual Administrative Report (v). Matter relating to the provision of Tenth Schedule of the Constitution of India.
3.	Smti. Alamle, UDA.	(i). Compilation of Governor's Address. (ii). Finance Ministers Speeches (iii). List of Presiding Officers/ Deputy Presiding Officers/ Leader of Opposition/ Secretaries with their postal address and Telephone numbers. (iv).MiscellaneousCorrespondences (v).Compilation & Publication of Who Is Who (vi). Compilation & Publication of Supplementary to Who Is Who.
4.	Shri. Imolemba Soyah, CTA.	Works relating to Computer
5.	Smti. Mariam, Typist Gr-I.	(i). All typing works in the Branch.
6.	Shri. P. Liang, W&W.	(i). Bio-data of Governors/ Chief Minister/ Leader of Oppositon. (ii). Subject wise index from Interim Body - 5th Assembly. (iii). Bio data of Leader of Opposition from Interim Body. (iv)Bio data of Chairman, Speakers/ Deputy Chairman, Deputy Speakers from Interim Body.
7.	Shri. Asuibe, W&W.	(i). Latest list of Ministers/ MLA's/ Parliamentary Secretaries/ Chairman of various Committees. (ii). Subject wise Index from 6th - 10th Assembly.

A (x). **GENERAL BRANCH**

Sl. No.	Name & Designation	Duties
1.	Shri. Kapfo, Supdt.	Overall supervision of **General Branch.** (i). Assembly Branch (ii). Computer
2.	Shri. I. Khoney, Asst. Supdt.	(i). Arrangement / Maintenance of Assembly Hall/ Building. (ii). Correspondence in regard to Assembly Session. (iii). Maintenance of Xerox, copier and fax machines. (iv). Telephone Bills (v). Allotment of room.

		(vi). Supervision of Peons/ Chowkidars.
3.	Shri. Ettso Khuvung, UDA.	(i). Matter relating to furnishing / Maintenance of Official residence of HS / HDS & LO. (ii). Purchase / Maintenance of furniture. (iii). PA system (iv). Maintenance of stock register and store. (v). Handling of all office keys (vi). Supervision of Sweepers.
4.	Smti. Neingukhono, LDA.	(i). Maintenance of service stamps. (ii). All dispatch matter. (iii). House plant & Caterings/ Assembly staff Quarters. (iv). Power & water bills. (v). Supervision of Malis.
5.	Smti. L. Youngmei, C/LDA.	(i). Assembly staff quarters. (ii). Assembly truck. (iii). Computer typing. (iv). Dispatch of letters.
6.	Smti. Rokosanuo, T.O.	(i). EPBX (ii). Entertainment for labours/ Staff during Session. (iii). Catering during Assembly Session. (iv). All dispatch matter. (v). Maintenance of records/ Register for Assembly Hall visitors.
7.	Shri. Aviu Peseyie, M.O.	(i). PA system (ii). Payment of Bill.
8.	Shri. Chonsumo, Photostat Machine Operator.	(i). Gestener Operator

A (xi). **LEGISLATOR'S HOME**

Sl. No.	Name & Designation	Duties
1.	Smti. Lhougebeinuo, Supdt.	Overall supervision of **Legislator's Home.**
2.	Shri. Seyiekhriezo Suhu, LDA	(i). Identity Cards to Hon'ble Members & Ex-Members. (ii). Detailment of Marshal & W/W Personnel. (iii). Allotment of room. (iv) Condemned vehicle from Defence surplus stock. (v). Purchase/ Maintenance of Legislators Home.
3.	Shri. Lipok, AHK.	Overall supervision of Grade IV staff for up keeping/ maintenance of Legislators Home.
4.	Smti. Vakraneino Vincy, C/LDA.	
5.	Shri. Keduozonyü, SK.	(i). Store of Legislators' Home.
6.	Smti Atokali, C/LDA	(i). Correspondence with outside

		the State (ii). Cable Network Bills/ TV etc. (iii). Issue of passes to the Driver/ Bodyguard attach to MLA (iv). Reservation of room at Nagaland House.

A (xii). **MEMBERS AMENITIES & SECURITY**

Sl. No.	Name & Designation	Duties
1.	Shri S. Tauyan Phom, ARO.	Overall incharge (Amenities Branch)
2.	Shri. Shepohu Lohe, LDA.	(i). Matter on Ex-Members & Member pension. (ii). Members salaries, allowances & other facilities. (iii). Ex-gratia payment to Ex-Members. (iv). Matter on Ex-Members Welfare Fund (v). Matter relating to correspondence on Members, Ex-Members and pension within and outside the State. (vi). Matter on Ex-MLA family pension. (vii). Matter relating to House Committee. (ii). Matter relating to Security Measures.
3.	Smti. Yangertola, Sr. Gr-Typist.	All typing works of Legislator's Home & Members Amenities Branch.

A (xiii). **TRANSPORT BRANCH**

Sl. No.	Name & Designation	Duties
1.	Smti. K. Rio, Transport Offocer.	Overall supervision of **Transport Branch.**
2.	Shri. S. Yenso Konyak, LDA.	(i). TPT Miscelleneous (ii). Repair/ Replacement of all the Assembly pool Vehicles (iii). Vehicle purchase files. (iv). Vehicle condemnation files (v) Miscellaneous correspondence of MLAs (vi) Allotment and attachment of Assembly Vehicles.
3.	Shri Zhakuozelie, T.O	Attached to the Branch .

A (xiv). **RECEPTION COUNTER**

Sl. No.	Name & Designation	Duties
1.	Smti. Dsesisie, T.O	Overall supervision of **Reception Counter** - I
2.	Shri. Khrietseitso, W&W.	Watch & Ward
3.	Shri Abemo	Duftry
	RECEPTION COUNTER - II	
1.	Smti. Khokhrie-u, Caretaker.	Overall supervision of Reception

		Counter - II
2.	Shri Khreito Nagi	W & W
3.	Shri Razhuneikho	W & W
4	Shri Langpong	Mali

A (xv). **STATIONERY BRANCH**

Sl. No.	Name & Designation	Duties
1.	Smti. Penrolo Asst. Supdt.	Overall supervision of **Stationery Branch**.
2.	Shri Thungchibemo, LDA	(i). Purchase of Stationery items. (ii). Matter relating to emergency purchase.
3.	Shri. Mezivo-o, SK.	(i). Incharge of Store.

A (xvi). **ASSEMBLY REST HOUSE, DIMAPUR**

Sl. No.	Name & Designation	Duties
1.	Smti. Thepfulhoukie-u, LDA.	Overall supervision of **Assembly Rest House**, Dimapur.

A (xvii). **REPORTER'S BRANCH**

Sl. No.	Name & Designation	Duties
1.	Shri. P. Purushothaman, Sr. Spl. Grade.	H.S. Office.
2.	Smti. Mhalenuo, Sr. Grade Steno.	-do-
3.	Shri. Neikhape Steno Gr-II	-do-
4.	Shri. S. Ghosh, Spl. Grade Steno.	HDS Office.
5.	Smti. Chumchanbeni, Sr.Grade Steno	-do-
6.	Smti. Bendanglemla, Spl. Grade Steno.	L.O. Office.
7.	Shri. Virahol, Steno Gr-II (Jr).	-do-
8.	Smti. Lhovili, Steno Gr-I.	Chairman, PAC Office.
9.	Smti. Atono Zatsu, Steno Gr-I.	Secretary's Office.
10.	Shri. Neivotuo Tsühah, Steno Gr-III.	-do-
11.	Shri. Khriesavizo Rame, Steno Gr-III.	-do-
12.	Smti. Wapangnaro, Steno Gr-II	Addl. Secy.
13.	Shri Vimehel Rhetso, C/Steno Gr-III	Addl. Secy
14.	Smti. Kevisanuo, Sr. Grade Steno.	Supervision of Reporters Branch
15.	Smti. Rina Devi, Sr. Grade Steno.	Reporter's Branch.
16.	Smti. Loponi, Steno Gr-I.	-do-
17.	Smti. Rhondeno, Steno Gr-II.	-do-
18.	Smti. Suilungle Ipuing Steno Gr-II (Jr).	-do-
19.	Smti Rokuolhuonuo Steno Gr-III	-do-

B (i). **List of Grade IV Staff and their allotted duties**

Sl. No.	Office Chamber	Name of Grade IV Attachment
1.	HS Office Chamber.	(i). Shri. Lokhro, Tel. Attendent. (ii). Shri. Thepfurusa, Duftry.
2.	HDS Office Chamber.	(i). Shri. Nyimrhonthung, Peon. (ii). Shri Pauchun, Peon.
3.	L.O. Office Chamber.	(i). Shri. Hongkam, Peon.
4.	PAC Chairman/ Estimate Com. Chairman	(i). Shri. Jongsse, Duftry.
B(ii).	**Name of Officer / Branch**	**Name of Grade-IV attachment**.
1.	Shri. A.E. Lotha, Secretary.	(i). Shri. Imtiwati, Duftry. (ii). Shri Neiphrekhotuo C/Peon.
2.	Smti. Pangamla, Addl.. Secy-I.	(i). Smti. Kevivo-u, C/Sweeper.
3.	Shri. S. Ghunakha Swu, Addl. Secy-II.	(i). Shri. Chipong, Peon.
4.	Shri. Ruokuophreo, Deputy Secy-I.	(i). Shri Mhasibeito, C/Peon.
5.	Shri. K. Sekhose, Deputy Secretary-III.	(i). Shri. Neiphrezolie, C/Peon.
6.	Smti. Susieyana, Under Secretary	(i). Smti. Teing Khiam, C/Mali
7.	Smti Aosenla, SCO	(i). Smti. Kuvenulu, C/Mali.
8.	Smti Jenny Ndang, OSD	(i). Shri. Hahom, Peon
9.	Shri Bangjung, Under Secretary	(i). Shri. Veto, Peon
10.	Smti Kailula, Under Secretary	(i). Smti Teing Khiam, C/Mali
11.	Smti Hetoli, Under Secretary	
12.	} Shri T.N.Lotha, Sr. Librarian	(i). Smti. Namruangwi, Peon
13.	Smti. Sungjemkala, E.D.	(i). Shri.Mechonchu, Hostel Attd.
14.	Establishment Branch.	(i). Smti. Renchano, Peon
15.	Accounts Branch.	(i). Shri. Achiba, Peon (ii). Shri Songulie, Peon.
16.		

17.	Legislation & Protocol Branch.	(i). Shri. Y. Mejonglemsu, Peon
18.	Committee – I Branch.	(i). Smti. Kheheli, Peon.
19.	Committee – II Branch.	(ii). Shri Artensa, Peon.
20.	Committee –III Branch.	(i). Shri.Mechonchu, Hostel Attd
21.	Committee – IV Branch.	(i). Shri Khrieneizolie, C/Peon
	Library & Record Room.	(i). Shri. Nyukchem, Peon (ii). Smti. Kekhrievonuo Yhome, C/Sweeper.
22.	Research & Reference Branch.	(i). Smti. Shekali, C/Mali
23.	General Branch.	(i). Shri. Kevilhoulie, Peon. (ii). Shri. Khriesavizo, Hostel Attd. (iii).Shri. Keneiselie, Chowkidar Cum Dak Runner (Bike) (iv). Shri. L. Moba, Chowkidar (v). Shri. Viselie, Chowkidar (vi).Shri.Rovizolie Peseyie, Chowkidar(Night Duty) (vii) Shri. Menosezo Mathew, C/Chowkidar (Night duty)
24.	Legislator's Home Branch.	
25.	Member's Amenities & Security Branch	(i). Shri. Yananimo, Hostel Attd.
26.	Transport Branch.	(i). Shri. Mhasibeito, Peon.
27.	Stationery Branch.	(i). Shri. Kekhrielekho, C/ Night Chowkidar
28.	Reporter's Branch.	Shri. Khriezo Nagi, Peon.
29.	Reception Counter – I.	(i). Shri. Akhevi, Peon
30.	Reception Counter – II.	(i). Shri. Abemo, Peon
B (iii).	**<u>Legislators Home</u>**	(i). Shri. Langpong, Mali **<u>Name of Grade IV attachment</u>** (i). Shri. Sie-o Zutso, Hostel Attd. (ii). Shri. Dielhomo, Chowkidar (Day duty) (iii). Shri. Nungsu Chang, Chowkidar (Day duty) (iv). Shri. Imsulemba, Chowkidar (Night duty) (v). Shri. Ekai Konyak, C/ Night Chowkidar (Night duty) (vi). Smti. Khrielezonuo, Mali (vii). Shri. Khriesavisie, Mali (viii). Smti Medonino, mali (ix). Shri. Kaikumbi, C/Mali (x). Smti. Nribeni, Sweeper (xi). Shri. Mhonbemo, Sweeper Cum Cleaner (xii). Smti. Y. Shahnan, Sweeper cum Cleaner (xiii). Smti. T. Apokla, Cleaner (xiv).Smti. Niholi Nakhro, Sweeper (xv).Smti. Vimecienuo, Sweeper (xvi). Shri. Lhouliebizo, Tel. Attd
B (iv)	**<u>Residence</u>**	(i). Shri. Alebo, C/Peon.

1.	HS Residence.	**Name of Grade IV attachment**
2.	HDS Residence.	(i). Shri. Seyiesezo, C/Tel. Attd.
3.	Secretary's Residence.	(i). Smti. Nyanbeni, C/Mali
		(i). Shri. Tsanthungo, C/Mali
B (v)	**Assembly Office Compound**	
B (vi)	**Assembly Rest House, Dimapur**	**Name of Grade IV attachment** (i). Shri. Sedo, Mali (ii). Smti. Vakrakrole, Mali (iii). Shri. Hongam, C/Mali (iv). Smti. Yesanbeni, C/Mali (v). Smti. Tiesozholie, Sweeper (vi). Smti. Chorile, Sweeper (vii). Smti. Shezotalü, Sweeper (viii). Smti. Kaini Lohe, Sweeper (ix). Smti. Kevi Dzüvichü, C/Sweeper (x). Smti. Neizosie-u, Peon-cum-Sweeper **Name of Grade IV attachment** (i). Shri. Lhousituo Peseyie, Peon (ii). Shri. Khriesilie, Chowkidar (iii). Smti. Temjenmenla, C/Sweeper (iv). Smti. Mhalenii, Cleaner (v). Smti. Champa Konyak, Mali

C. List of Drivers & their allotted duties

Sl. No.	**Name of Drivers**	**Vehicle No.**	**Vehicle attached to HSPool.**
1 (i)	Shri. Neichuo (Driver)	NL-10/6558 (CRV)	
(ii)	Shri. Jonah Lekthe (C/Driver)	NL-10/6286 (Optra)	
(iii)	Shri.JacobHenshek (C/Driver)	NL-10/4849 (Baleno)	
(iv)	Shri Shurhoshe (C/Driver)	NL-10/6290 (S)	
(v)	NIL	NL-10/4224(G)	
(vi)	NIL	NL-10/5236(G)	
(vii)	NIL	NL-10/5637 (Bolero)	
(viii)	NIL	NL-10/5498 (S)	
2.(i)	Shri. Thomas (Driver)	NL-10/6289 (S)	**Hon'ble Dy. Speaker Pool**
(ii)	Shri. Pongnyei (C/Driver)	NL-10/4843 (S)	
(iii)	Shri. Kholie Khezhie, C/Driver	NL-10/6267 (S)	
(iv)	Shri. Shumben (Driver)	NL-10/6296 (Sonata)	
(v)	NIL	NL-10/3482 (E)	
3.(i) (ii)	NIL NIL	NL-10/6295 (Bolero) NL-10/7505 (Bolero)	**L.O. Pool**
	NIL		
Sl.	**Name of Drivers**	**Vehicle No.**	**Officer to whom**

No.			attached.
4.(i)	Shri Bidya Bora	NL-10/6299 (S)	Shri. A.E. Lotha, Secretary
(ii) (iii)	Shri. Khageshwar A. Sharma (C/Driver) NIL	NL-10/7373(Optra) NL-10/5907 (Bolero)	-do- -do-
5.(i)	Shri. E.Eyong (C/Driver)	NL-10/5118 (E)	Smti. Pangamla, Additional Secretary-I
6.(i) (ii)	Shri. Joseph Achumi (C/Driver Shri. Nighoto (C/Driver)	NL-10/4850 (S) NL-10/4299(E)	Shri. Ghunakha Swu, Additional Secretary-II -do-
7	Shri Thepuseyi C/D	NL-10/3548(G)	Shri. Rokophreo, Deputy Secretary-I
8	Shri. Kruneilie (Driver)	NL-10/5496 (S)	Shri. K. Sekhose, Deputy Secretary-III
9	Shri. Luckyson (Driver)	NL-10/4842 (S)	Shri. Puroshuthaman, Sr. Spl. P.S. to H.S.
10	Shri. Hekuto Aye (C/Driver)	NL-10.4343 (S)	Shri. S. Pachani, Consultant
11	Shri. Mongol Singh, Driver	NL-10/3008(G)	Dak Duty
12	Shri. Keneiselie Nagi	NL-10/5939(Bike)	Dak Duty
13 14 15 16 17 18	Shri. Keviyabi, Driver Shri. Vilhousietuo (C/Driver) Shri. Rokosanyü Peseyie, C/Driver Shri. Wete, Bus Conductor Shri. Vimeyieho Kirha, C/ Bus Conductor Shri. Keneikhrielhou, C/Bus Conductor	NL/11/1204 NL-11/1537 NL-11/1624	Staff Bus Staff Bus Staff Bus
19 20	Shri. Kishore Bahadur (C/Driver) Shri. Kolia, Truck Handyman Shri. Esah-Elah (Driver)	NL-11/0206 NL-10/3548 (G)	Office Truck
21 22	Shri Kiezo, C/D Shri Vibeilie	NL-10/5495 (S) NL-10/4347(G)	Pool Pool
22 23 24 25 26 27	Shri. Merentemjen (C/Driver) Shri. Ranjit Singh (Driver) Shri Esa Ilah Shri Kedelie Shri Shyam Subbha, Head Driver Shri Zehonol, V.I.	NL-10/5478 (G) NL-10/4317(S) NL-10/4388(A/C)	Pool Pool
Sl. No.	Name of Driver	Veh. Reg. Nos	Vehicle yet to be returned by the retired Officers
28. 29. 30. 31. 32. 33.	Shri. Ihoshe Nil Nil Nil Shri. Kezhiengulie C/D Shri. Neitholie	NL -10/6294 (S) NL-10 5497 (S) NL-10 4315 (S) NL-10 4046 (G) NL-10 4813 (S) NL-10/4240 (E)	Shri. Pusanyu Angami, Addl. Secy. (Rtd.) Shri. R. Kire, Joint Secy. (Rtd.) Shri. Robert Khuvung, Deputy Secretary (Rtd.) Smti. Phybeno, Under Secretary (Rtd.) Smti. Vimenuo, Chief Librarian (Rtd.) Smti. Neisetuonuo, Dy.

			Secy. (Rtd.)