

MANUAL NO.2

The Powers and Duties of its officers and employees
(Section 4(I)(b)(ii) of Right to Information Act, 2005)

A. Details of Powers and Duties of Officers.

Name	Smt Rose I Jamir
Designation	Managing Director
Powers & Duties	Being Chief Executive Officer of the Corporation, all functions and activities are under her control.

Name	Shri R.K. Mitra
Designation	P.S. to Managing Director
Powers & Duties	Assisting the Chairman & C.E.O. in all official matters. Maintenance of register of Directors and Shareholders, Annual Reports, monitoring of follow-up action on the decisions taken in the Board of Directors and instructions issued from the desk of C.E.O. and co-ordination with all Departments

SECTION :- LOAN-I (NMDFC & CLS)

Name	Shri Imsu Jamir
Designation	General Manager (Section Incharge)
Powers & Duties	In charge of overall supervision of the NMDFC, CLS, HPL Loans. Appraisal/disbursement and recovery including supervision and control of officials in the section.

Name	Shri N.Kakheho Aye
Designation	Manager
Powers & Duties	Deals with appraisal, sanction, disbursement, recovery & follow-up under NMDFC & CLS loan.

Name	Shri Tongpangwati
Designation	Deputy Manager
Powers & Duties	Assisting to Manager in NMDFC loan in regard to appraisal, sanction, disbursement & recovery of loan.

Name	Shri Benthang Ghap Rengma
Designation	Deputy Manager
Powers & Duties	Assisting to Manager in NMDFC loan in regard to

	inspection & recovery of loan.
Name	Shri N.Odyuo
Designation	Deputy Manager
Powers & Duties	Assisting to Manager in NMDFC loan in regard to inspection & recovery of loan.

Name	Shri T. Kiso
Designation	Deputy Manager
Powers & Duties	Recovery & follow up of CLS & HPL Cases

Name	Shri Visato Pusa
Designation	Assistant Manager
Powers & Duties	Assisting to Manager in NMDFC loan in regard to inspection & recovery of loan.

SECTION :- LOAN-II (NSTFDC, NSFDC, TLI, SRTO, HUDCO)

Name	Shri N.Sohe
Designation	General Manager
Powers & Duties	In charge of overall supervision of the NSTFDC, HUDCO, TLI & SRTO Loans. Appraisal/disbursement and recovery including supervision and control of officials in the section.

Name	Shri P.Zuvito Waths
Designation	Manager
Powers & Duties	Deals with appraisal, sanction, disbursement, recovery & follow-up under NSTFDC loan.

Name	Shri H.Pienyu
Designation	Manager
Powers & Duties	Deals with appraisal, sanction, disbursement, recovery & follow-up under HUDCO, TLI & SRTO loan.

Name	Shri Imtisangba Walling
Designation	Deputy Manager
Powers & Duties	Assisting to Manager in HUDCO, TLI & SRTO loan in regard to appraisal, sanction, disbursement & recovery of loan

Name	Shri Alemwapang
Designation	Assistant Manager
Powers & Duties	Assisting to Manager in NSTFDC loan in regard to appraisal, sanction, disbursement & recovery of loan

SECTION :- (Promotion & Development) and (Personnel & Administration)

Name	Shri B.Longkumer
Designation	General Manager
Powers & Duties	<p>In charge of overall supervision of the Promotion & Development-Division. Responsible for the overall functioning of the New business, EDP and Management Information System (MIS), maintenance & management of computer Hardware & Software including supervision and control of officials.</p> <p>In charge of supervision of the Personnel & Administration-Division. Responsible for functioning of the P&A including supervision and control of officials.</p>

Name	Shri C.P Samy
Designation	Deputy Manager (Engg)
Powers & Duties	Assisting General Manager in regard to all maintenance and premises related matters, Staff quarter at 5th mile, Office furnitures & fixtures, Telephone & Power supply (maintenance & bills), All kind of civil works, upkeep of office premises, office umbrella insurance, premises/offices related insurance.

Name	Smt Watila Jamir
Designation	Assistant Manager
Powers & Duties	Deals with establishment matters, vehicle maintenance, printing & stationery, EDP matters, General charges, Office equipments, training & seminars.

Name	Smt Tiamongla Ao
Designation	Assistant Manager
Powers & Duties	Deals with personnel matters, pay & allowances/leave salary & pension contribution, CPF/FBS/GIS/Gratuity/SSS, loans & advances, TA/DA bills, medical re-reimbursement bill, personal files/ACR/Increment/Appointment/ leave, ACP/VRS matters, allotment of duties & control of Grade IV staff.

Name	Shri Temjen Jamir
Designation	Assistant Manager
Powers & Duties	Assisting the General Manager in new business proposals, ASIDE schemes, export/import information, matters relating to EPIP, IIDC & SEZ, International Trade Centre (ITC), Business summit, FIEO, Export House, State Mineral Dev. Corpn., National Housing Board, Cold Storage Plant, Rural Electrification, SLEPC (State Level Export Promotion Committee).

SECTION :- Finance & Accounts

Name	Shri C.M. Lotha
Designation	Deputy General Manager
Powers & Duties	In charge of overall supervision of the Finance & Accounts Division. Responsible for the overall functioning of the finance & accounts, tax matters, C&AG matters, all kinds of audits, assets classification, finalization of accounts, PSU matters including supervision and control of officials under finance and accounts section.

Name	Shri Meyanungba
Designation	Manager
Powers & Duties	Assisting DGM in matters relating to Finance & accounts, income tax, C&AG matters, audit, assets classification, finalization of accounts & audit, PSU, sanction & disbursement of loans, IDBI & SIDBI refinance, state equity share, annual budget & control, resources planning, maintenance of accounts, payments & receipts.

Name	Shri I.H.Shikhu
Designation	Deputy Manager
Powers & Duties	Deals with checking of transaction of all loan files, reconciling of ledger, cash book, money receipts, issuance of clearance certificate.

Name	Shri Robin Mech
Designation	Assistant Manager
Powers & Duties	Deals with generating reports, statements, MIS, reconciliation of receipts, journals, writing off, OTS, repayment advice, financial concurrence register, reconciliation of loan ledger, assets classification.

SECTION :- Legal

Name	Shri K. Nakhro
Designation	Manager
Duties	In charge of overall supervision of the Legal, Company and Board matters. Responsible for the overall functioning of the legal department, convening of all types of statutory meetings, issue of notices, compilation of Board agenda and minutes, obtaining approval of minutes, recording the Board meeting minutes, filing of necessary reports with the ROC including supervision and control of officials.

Name	Ms Joyee Sen
Designation	Assistant Manager
Duties	Deals with documentation for all schemes available in NIDC including staff loan, custodian of legal documents, title deeds, security documents, handling of Board of Directors meeting matters.

B. Duties and responsibility of Staff:

Sl. No.	Name	Section	Designation	Duty allotment
1	Smt. C. Koilong	P&A	Sr. Assistant	Deals with Staff Quarter at 5th Mile, commercial complex/SIDBI/Industrial Estates, Library & advertisement/ID & Ration Card, Newspapers & Periodicals, Telephone & Electric Bills, vehicle maintenance, office equipments, Furniture & Fixtures.

2	Smt. Kedo	P&A	Jr. Assistant	Deals with CPF/FBS/GIS/Gratuity/SSS, leave salary & pension contribution, pay & allowances. TA/DA bills, medical reimbursement, ACP/VRS matters, allocation of duties and control of IV Gr. staff
3	Smt. Alienla	P&A	Jr. Assistant	Deals with Printing & stationery, sales tax, POL reimbursement, upkeep of office premises, Insurance, general charges, receipt & dispatch/postage & stamps, staff quarter at 5 th mile/commercial complex.
4	Smt. Keviseno	P&A	Receptionist	Reception duty, delivery & distribution of newspapers, up keeping of reception lobby
5	Smt. Taveselu	P&A	Data Entry Operator	Deals with DAK receipt & dispatch, postage & stamp, data entry & typing
6	Smt Tadongchila	P&A	Jr. Assistant	Deals with DAK receipt & dispatch, postage & stamp, data entry & typing
7	Smt I.Arenla	P&A	Jr. Assistant	Deals in loans & advances to staff and all kinds of leave & attendance.
8	Miss. Helen Kajen	LM-I	Data Entry Operator	Deals with receipt of loan applications and data entry.
9	Shri Langanglong	LM-I	Sr Assistant	Assisting to Manager (LM-I) for recovery & follow-up assignments.
10	Shri Asaba Aier	LM-I	Sr Assistant	Deals with file management in regard to appraisal, sanction, disbursement, recovery & follow-up under LM-I section.
11	Shri Imtha Jamir	LM-I	Jr Assistant	Deals with file management in regard to appraisal, sanction, disbursement, recovery & follow-up under LM-I section.
12	Shri Inakhu Kath	LM-I	Jr Assistant	Assisting to Manager (LM-I) for recovery & follow-up assignments.
13	Shri Leiphoa	LM-II	Sr Assistant	Deals in files regarding the appraisal, sanction, disbursement, recovery & follow-up under TLI, SRTO, and also the

				recovery under HUDCO, Joint Ventures.
14	Shri Teyieno	LM-II	Data Entry Operator	Deals with the data entry under TLI, SRTO, HUDCO and Joint Ventures.
15	Shri Imti Longchar	LM-II	Jr. Assistant	Deals in files regarding the appraisal, sanction, disbursement, recovery & follow-up under TLI, SRTO, and also the recovery under HUDCO, Joint Ventures.
16	Shri Kakiho	LM-II	Sr. Assistant	Deals in files regarding the appraisal, sanction, disbursement under NSTFDC.
17	Shri V.T. Sangtam	LM-II	Jr. Assistant	Deals in files regarding recovery & follow-up under NSTFDC.
18	Shri Haichulo	LM-II	Steno Gr-II	Deals in files regarding recovery & follow-up under NSTFDC.
19	Smt. Mapulemla	LM-II	Data Entry Operator	Deals with receipt of loan applications and data entry.
20	Shri R. Hussain	F&A	Accountant	Deals with balance confirmation with FIs, Preparing Financial Statements along with schedules to accounts and note on accounts for initiating Statutory Audit process, Maintaining computerized Fixed Assets Register, calculation of item-wise depreciation, Co-ordinating Statutory/ CAG Accounts audit, reply to queries and settlement of audit paras up to the conduct of Annual General Meeting, Co-ordinating supplementary, transaction audit. Disbursement of loans to SCAs, Calculation of dues, utilization of funds

				Investment of Funds and other finance related matters, Checking of all financial transactions, expenditure bills (TA/DA, pay & allowances, loans and advances, repairs & maintenance etc. proper posting of head of account and code, cash book, ledger, journals, vouchers, receipts, issuance of Cheques & collection, reconciliation of cash & bank balances, payments & receipts and enforcement of laws, acts, rules, orders etc.
21	Smt. T. Akokla	F&A	Data Entry Operator	Assist Dy. Manager (IA), reconciliation of loan ledger etc. for issuance of clearance certificate, filing & indexing of vouchers for checking and other typing works.
22	Miss. Ade Rose	F&A	Sr Assistant	Deals with payment & receipt of all transactions, sell of loan application forms, maintenance of cash book, ledger, bank statement and bank duty.
23	Smt. T. Arenla	F&A	Jr Assistant	Deals with maintenance of budget control register, FC register, daily recovery register, distribution of receipts/payments/journals, respective FC code number verification, voucher filing, generation of daily payment advice.
24	Smt. Nukshimenla	F&A	Data Entry Operator	Deals with preparation of payments /receipts/ journal voucher and filing and assisting the Asstt. Manager.
25	Smt. P. Imtila Jamir	Legal	Data Entry Operator	Assist Manager (Legal) in data entry and maintenance of legal notices & service.
26	Smt. Kakheli	Legal	Data Entry Operator	Filing & indexing of all legal documents, maintenance of file movement register in addition to data entry works.
27	Shri Temsutoshi	P&D	System Assistant	Deals with Maintenance & up keeping of office computers and EDP.

28	Shri Inavi	P&D	Peon	Attached to P&D Section
29	Shri Sheshnath	MD	Peon	Attached to MD
30	Shri Tenglong Phom	LM-I & II	Peon	Attached to LM-I & LM-II section
31	Smt kenile	Legal & LM-II	Peon	Attached to Legal & DM (LM-II) Section
32	Smt Neliya	LM-II	Peon	Attached to Mgr (LM-II)
33	Shri Teputha	F&A	Peon	Attached to F&A section
34	Shri Merenlong	LM-I	Peon	Attached to Mgr (LM-I)
35	Shri Anungba	P&D	Peon	Attached to P&D section
36	Shri Aosashi	P&A	Peon	Attached to P&A section
37	Shri Sapinu	P&A	Peon	Attached to P&A section
38	Smt Asenli	P&A	Peon	Attached to P&A section
39	Shri Imlikumzuk	P&A	Peon	Attached to P&A section
40	Shri Tikhini	P&A	Drufty	Attached to P&A section
41	Shri Sukha	P&A	Drufty	Attached to reception
42	Shri Imkongsashi	P&A	Peon	Night Duty
43	Shri Tirtha	P&A	Peon	Night Duty
44	Shri Ramu Mondal	P&A	Peon	Outdoor Duty
45	Smt Geeta	P&A	Peon	Sweeper
46	Shri Kithan Mondal	P&A	Plumber	Attached to DM(Engg)
47	Shri Meren	P&A	Electrician	Attached to DM(Engg)
48	Miss Mary Ayemi	P&A	Jr. Asstt.	Deals with T/A & Pay Bills.
49.	Shri. Jimmy Jigdung	P&A	Chowkidar	Assigned duty at EPIP, Ganeshnagar.
49.	Smt. Lolita	P&A	PP	Attached to MD

C. List of drivers & their allotted duties:

Sl. No	Name of Driver	Vehicle No.	Officer to Whom attached
1	Shri Rahim	NL-10-6573	M.D.
2	Shri. Vikheto	NL-07-0879	Hon'ble Chairman
3	Shri Noklen Jamir	NL-10-5159	GM(LM-I)
4	Shri Khruketo	NL-10-4979	G.M. (LM-II)
5	Shri Md. Nur Ali	NL-10-2766	GM(P&D) & (P&A)
6	Shri Sunil Singh	NL-10- 4856	D.G.M. (F&A)
7	Shri Sutsungkaba	NL-10-2677	Pool Vehicle
8	Shri Merentoshi	NL-10-3076	Pool Vehicle

Note: Presently two officers from the Corporation are on deputation to other Corporation/Department. 1) Shri. Takuyaba Jamir, GM NIDC, on deputation to Nagaland Hotels Limited as Managing Director of NHL. 2) Shri. Yikishe Zhimomi Asstt. Manager, NIDC on deputation to the Department of Border Affairs as Deputy Director.