

Manual No.2
The powers and duties of its officers and employees;
(Section 4(I) (b)(ii) of Right for Information Act, 2005)

A. HEAD OFFICE, KOHIMA.

Sl. No	Name and Designation	Works assignments
1. DEVELOPMENT SECTION		
	Shri. K. Jimo Chief Executive Officer	Overall supervision of the Board functioning and activities
	Shri. E. Lotha Dy. Chief Executive Officer	Deals all correspondence relating to MDTC, Marketing, Training, Construction Works, SFRUTI, Prodig, P.E.P, RISC, Preparation of proposals/ project report and in charge of the following Dists. Mokokchung, Zunheboto, Phek, Wokha, Mon and Tuensang.
	Shri. P. Lohe Dy. Chief Executive Officer	Deals all Khadi related activities, PMEGP, Publicity, Exhibition, Awareness Program, Bee-Keeping and preparation of Proposal/ Project report under above mentioned and in charge of the following Districts: Kohima, Dimapur, Peren, Kiphire and Longlen.
	Shri. Zhalezo Zhasa Executive Officer	Deals with MDTC/ Training (HRD) and Construction and repairing works
	Shri. Kivishe Sumi Executive Officer.	Deals with PMEGP, RICS
	Shri D.S. Clark Sr. S.O.	All statistical related reports/ U/C and direct to CEO.
	Shri. Z. Mhasi D.O	Deals Publicity, Exhibition and Awareness Programmes
	Shri. Temsu Ao, D.O	Deals with PMEGP related papers
	Shri. Samuel Sema, D.O.	Deals P.E.P. Prodig Scheme
	Smt. Toshila A.D.O	Deals SFRUTI, RISC and preparation of proposal.
	Shri Semon Kent Supervisor	Maintenance of all statistical records
	Shri. Vibelie, Supervisor	Attached to Sr. S.O. for preparation of all reports
	Shri Thepuvilie, Demonstrator	Attached to Dy. CEO
	Smt. Hotoli LDA	Attached to Dy. CEO
	Smt. Neipekreinuo LDA.	Attached to Dy. CEO.
	Smti. Seyiekhrienuo Thelma Kire. DO	RISC
	Smti. Ropfvino LDA –cum- Comp Asst.	Attached to Computer Section
2. Accounts section		
	Shri. K. Ghosh Financial Adviser I/c.	Over all in charge of accounts and other Works as directed by C.E. O. of the Board.
	Shri. Mayuhu N. Sasu U.D.A. [Cashier]	Maintenances of cash book/ receipt and Payment accounts.
	Shri. Limawapang U.D.A.	Assist F.A.I/c Preparation of state/ KVIC budget, accounts EPF, Audit and any other matter related to Accounts.
	Shri. K. Zulu Tzudir UDA	Preparation of pay bills/ Accounts Computer.
	Shri. Zakiesutuo Supervisor	T.A. Medical, Telephone, Electricity and all and all accounts related files. All the files routed through the accounts officer.
	Smti. Roseline Angami	Attached to Accounts section

3. Establishment Section

Shri K. Anito Chishi Administrative Officer	General administration daily attendance both Officers & staff. He will signed which is duly approved by the C.E.O. in all matters relating to administration works in the Board and transport in charge
Shri N. Varghese Steno Gr-I	Attached to Chairman & C.E.O. He will maintain Chairman's records, Board Members and Board's meeting minutes.
Shri Zapunyu Metha, Supdt(E)	Over all supervision of establishment matters, Confidential, ACR, maintenance of seniority of all grades and receiving of Dak papers
Smt. Zavikhunuo Sr. Accountant	Deals in all establishment files and records, Transport, District House rent, MDTC. Correspondence, all correspondences to District offices stationery Khadi Bhavan correspondence, Computer & Xerox file including transport files.
Shri Bohoto Khulu, U.D.A	Deals in personal file and service book of Officers of the Board
Smt. Menangyangla, Receptionist	Deals in establishment matters
Smt. Amongla UDA	Deals in personal files & Service Books of Sr. Acctt. UDA, (HQ)/ UDA(Dist) LDA(HQ)/ LDA (Dist) LDA-Cum Typist/Typist both (HQ) & District Office.
Nzano Lotha UDA	Deals in personal files & service books of the following under mentioned staff. Computer Operator & Asst. Compute operator. All the Drivers & Handy man, All the Peons of HQ & Dist. Office, All the Sweeper & Chowkidars, All the Demonstrators, Pan man & Machine Operator
Shri Viguo UDA	Deals in personal file & Service book of All the Development Officers, Marketing Officers, Asst. Development Officers, Asst. Marketing Officers.
Smt. Longrimenla LDA	Deals in establishment matters
Smt. Kichuli LDA	Deals in receipt & dispatch.
Shri. Khekiye Sema Asst. Comp. operator	Deals in establishment matters
Smt. Tsumongi LDA	Attached to administrative officer
Smt. Nekiyenuo Rio, LDA.	Attached to CEO
Smt. Keholesuile LDA	Attached to C.E.O. to maintain file records.
Shri. Longrichang, Duftry	Duftry jobs
Smt. Nralo lotha, Typist	All typing works of the Board in Head Office
Smt Imtimenla Ao, Typist	All typing works of the Board in Head Office
Smt Tepusale, Typist	All typing works of the Board in Head Office
Shri Neichülie, Store Keeper	Look after all the stores
Shri Meguzelie, Mali	Gardener in office complex
Shri Bal Bahadur, Peon	Attached to respective section
Shri Alawi Rengma, Peon	Attached to respective section
Shri Besene, Peon	Attached to respective section
Shri Ram Bahadur, Peon	Attached to respective section
Shri Chuyalo, Peon	Attached to respective section
Shri. Azaduddin, Driver	Attached to C.E.O.

	Shri. Pudil, Driver	Attached to Dy. C.E.O.
	Shri Asheto Sema, Driver	Attached to Dy C.E.O.
	Shri Grung, Driver	Attached to F.A. I/c
	Shri. Debnath, Driver	Attached to Admn. Officer
	Shri. Nirendra, Driver	Attached to Chairman
	Shri. Athikho Mao, Driver	Attached to Staff Bus
	Shri Likonthung, handyman	Attached to Staff Bus
	Shri Kevizelie	Chowkidar
	Smti Nole Tep	Office Sweeper
	Smti Maya Devi	Sweeper

B.	MDTC DIMAPUR.		
1	Shri Medemkaba	Jt. Chief Executive Officer	Principal, MDTC, Dimapur
2	Shri Kuhoi Sema	Executive Officer	Supervising Training
3	Smti Anita Ezung	Executive Officer	Supervising Training
4	Shri Hokhevi Sema	Executive Officer	Supervising Training
5	Smti Thungchuli Rengma	Asstt. Development Officer	Assisting in Training
6	Shri T.R.Chatia	Supervisor	Assisting in Training
7	Shri A.K.Dey	Supervisor	Assisting in Training
8	Shri G.Tokihu	Supervisor	Assisting in Training
9	Shri Thungisian Lotha	Supervisor	Assisting in Training
10	Shri Hekuto Jakha	Asstt.Development Officer	Assisting in Training
11	Smti G.Zhevili Sema	LDA	Assisting in Training
12	Smti Apale Kent	UDA	Assisting in Training
13	Shri Hello Keppen	Supervisor	Assisting in Training
14	Smti Keholi Chishi	Supervisor	Assisting in Training
15	Shri Pekrulboubie	Supervisor	Assisting in Training
16	Smti Azungla	Demonstrator	Assisting in Training
17	Smti Ahile Sema	LDA	Assisting in Training
18	Smti N.Nerenbeni	Demonstrator	Assisting in Training
19	Smti Zhevili Watsa	Typist	All typing works
20	Smti Akumla Aonok	Demonstrator	Assisting in Training
21	Shri Vichose Niekha	LDA	Assisting in Training
22	Smti Khuiyeli Sema	Demonstrator	Assisting in Training
23	Shri Rajib Holdar	Demonstrator	Assisting in Training
24	Shri Yambemo Lotha	Peon	Attached to respective section
25	Smti Neinuo Angami	Sweeper	Sweeper
26	Smti Chambeni Lotha	Demonstrator	Assisting in Training
27	Smti Jwensile Rengma	Demonstrator	Assisting in Training
28	Y.Nerenbeni Lotha	Demonstrator	Assisting in Training
29	Smti Tsonle Rengma	Demonstrator	Assisting in Training
30	Shri Gopal Das	Machine Operator	Looking after machines
31	Shri Sujit Das	Demonstrator	Assisting in Training
32	Shri Keyashi Sema	Sweeper	Sweeper
33	Smti Yawin Konyak	Labour	Labour works in MDTC
34	Smti Nevekhonuo	LDA/Typist	All typing works
35	Smti Nexili Sema	LDA/Typist	All typing works
36	Shri Saluvi Sema	Peon	Attached to respective section
37	Shri Toikhu Sema	Asstt. Development Officer	Assisting in Training

38	Shri Tiaba Sangtam	Demonstrator	Assisting in Training
39	Smti Lhovile Sema	LDA	Assisting in Training
40	Shri Vighoto Sema	UDA/HA	Assisting in Training
41	Shri JosephLotha	Peon	Attached to respective section
42	Smti Melongmenla	Typist	All typing works
43	Smti Veketolie Sema	Peon	Attached to respective section
44	Smti Khuili Sema	Typist	All typing works
45	Shri T.Franz Sema	LDA	Assisting in Training
46	Shri Khenito Yeptho	Computer Assistant	Computer works
47	Smti Nothozonuo	Supervisor	Assisting in Training
48	Shri Puugotorotsa	Chowkidar	Chowkidar

C KOHIMA DISTRICT.

1	Shri N.Kidetsü	Executive Officer	Concern Office In-Charge
2	Shri Neipezeo	Supervisor	
3	Smti Gwahili Kent	LDA	
4	Smti Tenyensile	Peon	

D CHOZOUBA(PHEK)

1	Shri C.Medeo	Executive Officer	Concern Office In-Charge
2	Shri Kuremo Lohe	LDA	Assisting in dealing the works of the concern office
3	Shri Vikuto	Supervisor	
4	Smti Nozolo Lohe	LDA	
5	Shri Vicita	Peon	
6	Shri Mudove	Chowkidar/Sweeper	
7	Shri Rushulo Rengma	Supervisor	
8	Smti Zuthonglu Lotha	LDA/Typist	
9	Shri Mukhayi	Peon	

E MOKOKCHUNG DISTRICT.

1	Shri Imlinüken	Executive Officer	Concern Office In-Charge
2	Shri Marlepten	Supervisor	Assisting in dealing the works of the concern office
3	Shri Temsüyanger	Demonstrator	
4	Smti Bendangmenla	LDA/Typist	
5	Smti Walusangla	Typist	
6	Shri Heboi	LDA/Typist	
7	Smti Tiazüngla	Sweeper	
8	Shri Lanutemsü	Chowkidar/Peon	

F WOKHA DISTRICT

1	Shri Heyito	Executive Officer	Concern Office In-Charge
2	Shri Wachuya Apon	Asstt. Development Officer	Assisting in dealing the works of the concern office
3	Shri Nzeo Lotha	Supervisor	
4	Shri Lemathung Lotha	Supervisor	
5	Shri Y.Lesumo Lotha	Demonstrator	
6	Shri Renathung	LDA	
7	Smti Thechano	Typist	

8	Shri Likon Lotha	Chowkidar/Peon	
9	Smti Nokeyuli	LDA/Typist	

G MON DISTRICT

1	Shri Itovi Sema	Executive Officer	Concern officer in -Charge
2	Shri Alemzüngba	Asstt.Development Officer	Assisting in dealing the works of the concern office
3	Shri T.Nokho	Supervisor	
4	Smti W.Sholik	Typist	
5	Shri Yampu Konyak	Peon	
6	Shri Mankai Konyak	Demonstrator	
7	Smti Hotongpi	LDA/Typist	
8	Smti Ngyman Konyak	Demonstrator	

H TUENSANG DISTRICT.

1	Shri Noksenjungshi	Executive Officer	Concern Office In-Charge
2	Shri Eshow Phom	Supervisor	
3	Smti Tsaranglichu	Typist	
4	Shri Alongchang	Peon	
5	Shri Tsaose Sangtam	LDA	
6	Smti N.Muthila	Chowkidar/Peon	
7	Smti Ayangla Ao	LDA/Typist	

I ZUNHEBOTO DISTRICT

1	Shri Khekiya Rengma	Executive Officer	Concern Office In-Charge
2	Shri L.Yetozu Sema	Supervisor	Assisting in dealing the works of the concern office
3	Smti Vishile Sema	Typist	
4	Smti Khezheli Sema	Sweeper	
5	Shri Pukhato Sema	Chowkidar	
6	Shri Khetoho Sema	Peon	
7	Shri Tokivi	Development Officer	
8	Shri Inaka	Development Officer	
9	Shri Akuto Sema	Development Officer	
10	Shri Khehoto Sema	Demonstrator	
11	Shri Kedahi Kent	Supervisor	
12	Shri Mughaho Zhimomi	Supervisor	
13	Shri Ilhoshe Sema	Development Officer	

J DIMAPUR DISTRICT

1	Shri Mhonchumo Lotha	Executive Officer	Concern Office In-Charge
2	Smti Lucy Chishi	Asstt.Development Officer	Assisting in dealing the works of the concern office
3	Smti Hokhuli Choppy	Typist	
4	Shri Xuvukhu Sema	Peon	
5	Smti Ghonile Watsa	LDA	
6	Shri Jwengki Tep	Supervisor	
7	Smti Pongthrong	Peon(Fixed)	
8	Smti Yenglem Konyak	Sweeper(Fixed)	

K ATOIZU BEE KEEPING.

1	Shri Lukheto	Asstt.Development Officer	Concern Office In-Charge
2	Shri Vikuto Sema	Demonstrator	Assisting in dealing the works of the concern office
3	Shri Lotovi Sema	Demonstrator	
4	Shri Ghovukhu Aye	Peon/Chowkidar	

L LONGLING DISTRICT

1	Shri K.T.Rengma	Executive Officer	Concern Office In-Charge
2	Shri Senthly Jamir	Supervisor	Assisting in dealing the works of the concern office
3	Smti Khivili	LDA/Typist	

M PEREN DISTRICT

1	Shri Shikaho Rotokha	Executive Officer	Concern Office In-Charge
2	Shri Vikheshe Sema	Asstt. Development Officer	Assisting in dealing the works of the concern office
3	Shri Vikiho H.Zhemomi	Development Officer	
4	Smti Toyili	LDA/Typist	

N KIPHIRE DISTRICT

1	Shri Zesapa Pochury	Executive Officer	Concern Office In-Charge
2	Shri Thangwalo	Supervisor	Assisting in dealing the works of the concern office
3	Shri N.K.Borah	LDA/Typist.	