

**GOVERNMENT OF NAGALAND
DEPARTMENT OF PARLIAMENTARY AFFAIRS**

PARLI/MISC/1-3/2001

Dated Kohima, the 9th May 2011

RTI DISCLOSURE UNDER SECTION 4(1) (b)

1. PARTICULARS OF ITS INCEPTION AND ESTABLISHMENT.

The matters relating to Parliamentary Affairs of the Government of Nagaland were being dealt with by the Department of Law and Justice till October, 1985. The All India Whips Conferences organized by the Union Ministry of Parliamentary Affairs recommended to all State Government to set up a separate Department of Parliamentary Affairs in the States for effective interfacing between various Government Departments and the Legislators. Owing to the recommendation a separate Department of Parliamentary Affairs was created in Nagaland in November, 1985 through Notification No.AR-4/2/82 dated the 15th Oct, 1985.

ADDRESS OF THE OFFICE:

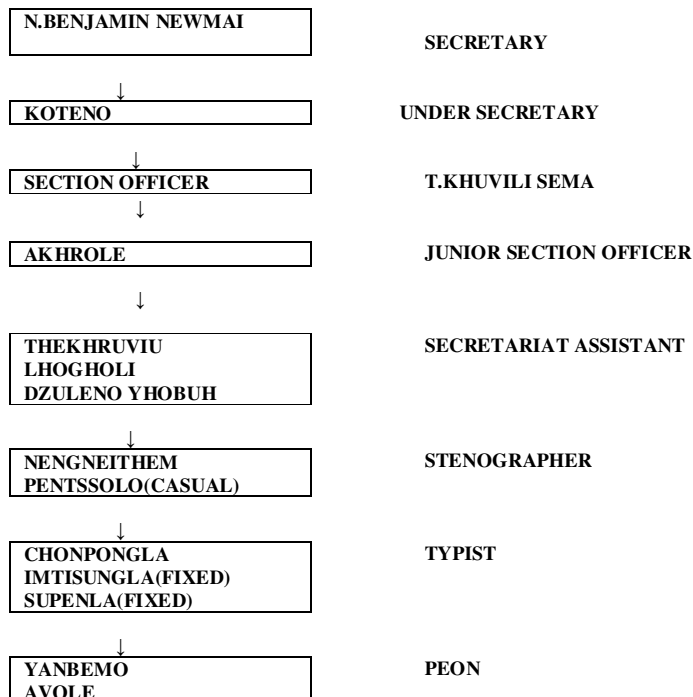
**Department of Parliamentary Affairs
Nagaland Civil Secretariat,
Kohima- 797004.
Telephone No: (0370)2271336.**

OFFICE TIMINGS:

**Summer- 9.30 AM to 4.30 PM
Winter- 9.00 AM to 4.00 PM**

2. ORGANIZATION STRUCTURE OF THE DEPARTMENT OF PARLIAMENTARY AFFAIRS

**ORGANIZATIONAL CHART
DEPARTMENT OF PARLIAMENTARY AFFAIRS**



3. THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES.

Officers & Staffs		
Sl No.	Name & Designation	Work Assign
1.	N. BEJAMIN NEWMAI SECRETARY	(i) Administrative Head (ii) Policy matters/ general administration (iii) Orders/Sanctions/Approvals (iv) Confidential & Disciplinary matters. (v) ACRs etc (vi) Implementation of Government Assurance (vii) Correspondence with the Government of India
2.	KOTENO UNDER SECRETARY	(i) Reporting Officer of ACRs of the Staff (ii) To assist Secretary (iii) Controlling of the branch
3.	T.KHUVILI SEMA SECTION OFFICER	(i) Supervision of the branch
4.	AKHROLE JUNIOR SECTION OFFICER	(i) Finance matter/planning (ii) Establishment matters of Parliamentary Affairs Department. (iii) Facilities of MLAs Ministers/ Parliamentary consultative committee. (iv) PUC/ Assurance/Business of the house in regard to NLA (v) Salaries and facilities of MLAs/ Ministers/Parliamentary consultative Committee

5.	THEKRUVIU SECRETARIAT ASSISTANT	Attached to Library cum Research Cell.
6.	LHOGHOLI SECRETARIAT ASSISTANT	All Diaries All Dispatches
7.	DZULENO YHOBUH SECRETARIAT ASSISTANT	(i) Youth Parliamentary Competition. (ii) Inter College Parliamentary Quiz competition. (iii) Miscellaneous matters relating to Legislative Assembly (iv) Assembly question Lok Sabha/Rajya Sabha (v) Correspondence with the Government of India (vi) All Departments in the Nagaland Service Rules (vii) All matters relating to Nagaland Legislative Assembly (viii) Implementation of Government assurance
8	CHONGPONGLA TYPIST (GRADE I)	Attached to Library cum Research Cell.
9.	NENGNEITHEM STENOGRAPHER (GRADE III)	Attached to Secy. Parliamentary Affairs
7.	PENTSSOLO STENOGRAPHER (CASUAL)	Attached to Secy. Parliamentary Affairs (Research Cell)
9.	IMTISUNGLA TYPIST (FIXED)	Branch, Parliamentary Affairs
10.	SUPENLA TYPIST(FIXED)	Attached to Library cum Research Cell.

11.	YANBEMO PEON	Dak
12.	AVOLU PEON	Dak

4. THE PRODUCERE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

All Official correspondences from the Ministry, NGOs, and other Departments are received by the Secretary and endorsed to the branch after entering in the proper receipt and dispatch registers.

All important matters relating to policy, financial implication and decision are put up to the Minister in- charge through the Secretary as per normal procedure.

5. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

Any rule/orders/notification issued by the Government from time to time is followed.

6. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

The rules, regulation, instruction, manuals and records as given by the Government are followed.

7. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

NONE

8. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF;

NONE

9. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND THE OTHER BODIES CONSISTING OF TWO OR MORE PERSON CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVCE, AND AS TO WEATHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINS ARE ACCESSIBLE FOR PUBLIC;

NONE

10. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

SL. NO	NAME	DESIGNATION	Ph.No		Mobile
			Office	Res.	
1.	N.BENJAMIN NEWMAI	SECRETARY	2271336		9436061197
2.	KOTENO	UNDER SECRETARY			9402019843
3.	T.KHUVILI SEMA	SECTION OFFICER			9436400241
4.	AKHROLE	JUNIOR SECTION OFFICER			902029965
5.	THEKRUVIU	SECTT.ASST.			
6.	LHOGHOLI	--DO--			
7.	DZULENO YHOBUH	--DO--			9612375415
8.	NENGNEITHEM	STENOGRAPHER (GRADE- III)			9436809976
9.	PENTSSOLO	STENOGRAPHER (CASUAL)			9856071364
10.	CHONGPONLA	TYPIST (GRADE- I)			9856153630
11.	IMTISUNGLA	--DO--(FIXED)		2228942	9856132167
12.	SUPENLA	--DO--(FIXED)			
13.	YANBEMO	PEON		8794209520	
14.	AVOLE	--DO--			9856513575

11. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;

Sl.No	Name of the Officer/Staff	Designation	Basic Pay (₹)	Salary (₹)
1.	N.Benjamin Newmai	Secretary	39,360/-	71,827/-
2.	Koteno	Under Secretary	19,150/-	40,763/-
3.	T.Khuvili Sema	Section Officer	16,390/-	31,170/-
4.	Akhrole	Junior Section Officer		26,169/-
5.	Thekruviu	Sectt Asst	17,370/-	27,324/-
6.	Lhogholi	Sectt Asst	17,960/-	28,238/-
7.	Dzuleno Yhobuh	-do-	13,500/-	21,325/-
8.	Nengneithem	Steno (Gr. III)	11,240/-	17,822/-
9.	Pentssolo	Stenographer (fixed)	3,500/-	3,500/-
10.	Chopongla	Typist (Gr. I)	16,580/-	24,441/-
11.	Imtisungla	Typist (fixed)	3,000/-	3,000/-
12.	Supenla	Typist (fixed)	3,000/-	3,000/-
13.	Yanbemo Ngullie	Peon	9,570/-	15,234/-
14.	Avole	Peon	6,630/-	10,677/-

12. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE;

The Budget Allocation for the Year 2010-11 was ₹.4 lakh under Non-Plan and ₹. 63.00 lakh under plan. The funds have been utilized during the current year, for organizing Youth Parliament Competition, Parliamentary Quiz in all Districts and at State level. Officially sponsored the Member of Legislative Assembly's visitation to places of interest. Organisation of Orientation Courses for MLAs/Teachers and strengthened establishment of Research cell cum Library with addition of books as under:-

Expenditure in the year 2010-11

1. Parliamentary Research Cell cum Library	₹.23, 00,000/-
2. Seminar/Orientation Programme/Youth Parliament and Parliamentary Study Tour	₹. 40, 00,000
3. District and State Youth Parliament competition/ Parliamentary quiz	₹. 4, 00,000
Total	----- = ₹. 67, 00,000/-

13. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME, INCLUDING THE AMOUNTS ALLOCATES AND THE DETAILS OF THE BENEFICIARIES OF SUCH PROGRAMME;

No subsidy programmes

14. PARTICULARS OF RECIPIENTS OF CONCESSION, PREMITS OR AUTHORIZATIONS GRANTED BY IT;

---N.A---

15. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FROM;

NONE

16. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF THE LIBRARY OR THE READING ROOM, IF MAINTAIN FOR THE PUBLIC USE;

The Department Parliamentary Affairs has a Research Cell-cum-Library located on the second floor of the State Library, Kohima, which is operational on all working days from 11am to 4pm where reading facilities can be availed. This can be checked through govt. Website. nagaland.nic.in.

17. THE NAMES, DESIGNATIONS AND OTHER PARTICULAR OF THE PUBLIC INFORMATION OFFICERS;

(a) APPELATE AUTHORITY (AA)

Shri. N. Benjamin Newmai. Secretary.

Tel. No. (0370) 2271336(0), Mob. 9436061197

(b) PUBLIC INFORMATION OFFICER (PIO)

Koteno. Under Secretary

Mob. 9402019843

(c) ASSISTANT PUBLIC INFORMATION OFFICER.(APIO)

Smti.T.Khuvili Sema, Section Officer.

Mob.9436400241

18. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERAFTER UPDATED THESE PUBLICATION EVERY YEAR

**(N. BENJAMIN NEWMAI)
SECRETARY**

**GOVERNMENT OF NAGALAND
DEPARTMENT OF PARLIAMENTARY AFFAIRS**

PARLI/MISC/1-3/2001

Dated Kohima, the 12th May 2011

To,

The Chief Information Commissioner
Nagaland, Kohima.

Sub: - **RTI DISCLOSURE FOR THE YEAR 2010-11**

Sir,

In reference to the subject mentioned above, I am hereby submitting the RTI DISCLOSURE for the year 2010-11 for your kind perusal and necessary action.

The soft copy of the DISCLOSURE in CD is enclosed herewith.

Yours faithfully,

(N.BENJAMIN NEWMAI)
Secretary to Government

RTI, Act, 2005. U/S, 25 (3) Implementation report for the Period 1.4.2010. to 31.3.2011

Name of the Department : Department of Parliamentary Affairs

1	2	3	4	5	6	7	8	9	10	11	12
No of AA PIO APIO	No of Trained AA PIO APIO	No of request received	No. of request against which information furnished.	No. of cases rejected/refused	No. of Appl-ication pending	No. of Appeal to 1 st AA	No. of Appeal submitted to NIC	Appli-cation fee	Cost fee	Penalty Imposed on PIO	Modernization a)Record b)Computer ization (tick)
AA -1 PIO -1 APIO-1	Nil Nil Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	a) Yes/No b) Yes/No

(N.BENJAMIN NEWMAI)
Secretary to Government

RTI, Act, 2005. U/S, 25 (3) Implementation Report for the Period 1.4.2010. to 31.3.2011

Name of the Department: Department of Parliamentary Affairs

1	2	3	4	5	6	7	8	9	10	11	12
No of AA PIO APIO	No of Trained AA PIO APIO	No of request received	No. of request against which information furnished.	No. of cases rejected/ refused	No. of Appl- ication pending	No. of Appe al to 1 st AA	No. of Appeal submitted to NIC	Appli- cation fee	Cost fee	Penalty Imposed on PIO	Modernizati- on a)Record b)Computer ization (tick)
AA- 1 PIO-1 APIO- 1	Nil Nil Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	a)Yes/No b)Yes/No

(N.BENJAMIN NEWMAI)
Secretary to Government.

GOVERNMENT OF NAGALAND
DEPARTMENT OF PARLIAMENTARY AFFAIRS

PARLI/MISC/1-3/2001

Dated Kohima, the 12th May 2011

To,

The Chief Information Commissioner
Nagaland, Kohima.

Sub: - **Submission of the Annual Report of Implementation of RTI for the period
1.4.2010 to 31.3.2011**

Sir,

In reference to the above mentioned subject matter, I am hereby submitting the annual report of the implementation of RTI for the year 1.4.2010 to 31.3.2011.

This is for your kind information and necessary action

Yours faithfully,

(N.BENJAMIN NEWMAI)
Secretary to Government