

<i>Sl No</i>	<i>Subject on which decision is to be taken</i>	<i>Gudeline/Direction, if any</i>	<i>Process of execution</i>	<i>Designation of officers involved in decision making</i>	<i>Contact information of above mentioned officers</i>	<i>If not satisfied by decision, where and how to appeal</i>
1	Policy Making	Rule of Executive business	Chief Engineer recommends to Secretary	Secretary and Chief Engineer	Secretary i. 0370 2270054 (O) ii. 0370 2241480 (R ) iii. Mob: 9612154622 Chief Engineer i. 0370 2222517 (O) ii. 0370 2240010 (R ) iii. Mob: 9436005074	Secretary & Chief Engineer
2	Planning		Chief Engineer recommends to Secretary	Secretary and Chief Engineer	-- do --	-- do--
3	Budgeting		Chief Engineer recommends to Secretary, with assistance of Sr Accounts Officer.	Secretary and Chief Engineer	---do --- Sr. Accounts Officer Mob : 9436001617	--- do ---
4	Establishment matters	NO.PHE/1/7/2003 dated 7/9/2006	Addl Chief Engineer recommends to the Secretary, who takes final decision.	Secretary and Addl Chief Engineer	Secretary --- do --- Addl Chief Engineer i. 0370 2223763 (O) ii. 0370 2244130 (R ) iii. Mob: 9436000599	Secretary and Addl Chief Engineer
5 (a)	Scheme Implementation : Administrative		Chief Engineer recommends to Secretary	Secretary	Secretary --- do ---	
5 (b)	Scheme Implementation : Technical		All Sub Ordinate Officers assist the Chief Engineer	Chief Engineer	Chief Engineer --- do --- Others : all contact information listed under 2.11 of Manual 1 and phone Nos. listed under (ix) of Manual 9	Chief Engineer
6	Administration & Record Keeping		All Sub Ordinate Officers assist the Chief Engineer	Chief Engineer, Addl Chief Engineers, Superintending	all contact information listed under 2.11 of Manual 1 and phone	Chief Engineer/ Addl Chief

				Engineers, Executive Engineers, Senior Accounts Officer, Sub Divisional engineers, Junior Engineers etc assisted by sub ordinate employees	Phone Nos. listed under (ix) of Manual 9	Engineers
7	Total Sanitation Campaign (TSC)	NO.PHE/1/7/2003 dated 7/9/2006	Executive Director, CCDU, recommends to Secretary	Secretary & Executive Director, CCDU	Secretary --- do --- Executive Director, CCDU i. 0370 280898 (O) ii. 0370 2243803 iii. Mob: 9436001604	Secretary & Executive Director, CCDU
All Executive powers as well as record keeping are as per the codes and nomenclatures of the Nagaland PWD Code, Annexure C.						