

MANUAL-II

POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES ON THE DIRECTORATE OF SCHOOL EDUCATION:

Sl.No	Name & Designation	Duties Assigned
1	Mhathung Kithan Ex-Officio Director.	<ul style="list-style-type: none"> • Over all Administrative Incharge as HOD. • All powers delegated under Delegation of Financial & Cognate Power Rules. • All confidential, Secret matters not assigned to officers.
2	Nipusilie Angami Director	Under Suspension
3	N.Khevito Zhimo Addl. Director.	<ul style="list-style-type: none"> • All files should be routed through the Additional Director • Secondary & Higher Secondary/Text Book
4	B. Tingshem. Jt. Director.	<ul style="list-style-type: none"> • Administration & Establishment • Elementary/PET • Mid-Day Meal Scheme. • Land encroachment./NFTW • Reservation Policy ST/SC Special Education Schemes. • Seniority/ Civil list officers & Ministerial staff.
5	V.Meyase Jt. Director.	<ul style="list-style-type: none"> • Science Education/Planning/ CSS/ Development • EMIS/E.T Cell/ Transport. • Adult Education/State Education Survey / • Training Coordination with SCERT /UNICEF /EQUIP /CCRT /NIERE • IGNOU/Scholarship/MGREGS • Nodal Officer Directorate Building/Sainik School Punglwa.
6	Khehoni Zhimo. Dy. Director	<ul style="list-style-type: none"> • D.D.O.(Drawing & Disbursing Officer). • Elementary/Secondary Dimapur • Administration & Establishment/ Seniority of officers • Parliament & Assembly matters
7	Phutoli Jamir. Dy. Director	<ul style="list-style-type: none"> • . Secondary/Elementary Mokokchung. • Development/Science Education/ Communitisation of Post. • All Vigilance Matters
8	K. Shaiza. Dy. Director. <i>Officer-in-charge ET Cell</i>	<ul style="list-style-type: none"> • . Education Technology/NFTW/Vocational • Liaison with AIR, Doordarshan • NCC, Scouts & Guides/Youth Parliament matters • Academic/ Record Keeping • Interview & Regularisation of (UGT/GT) /Secondary Education
9	. R.N. Lama Sr.A.O.	<ul style="list-style-type: none"> • All matter specified in charter of duties of A.O issued by the Finance Department. • Pension & GPF.

		<ul style="list-style-type: none"> • All Audit matters of the Department, PAC & CAG etc. • Preparation & control of Budget. • Monitoring of expenditure under Plan & Non-Plan. • Matters regarding Financial Rules
10	Limawabang. System Analyst	<ul style="list-style-type: none"> • . Education Technology./All India Survey • EMIS & Maintenance of computer equipments. • Data base on manpower of the department. • Matters regarding Computers, training of personal • Matters relating to ICT & IT/RMSA
11	Kekusho Dy. Director	<ul style="list-style-type: none"> • Higher Secondary • Monitoring/Evaluation & Academic • Monitoring, Evaluation & Record keeping. • All Legal & Confidential matters • Scholarships (State).
12	Dr. Chuba Dy. Director.	<ul style="list-style-type: none"> • I.E.D.C/School Health Programme/NEC Schemes • Matters regarding Medical Advance & Re-imbusement. • Co-ordinate with NUEPA
13	. Pekhoü Sakhrie. Dy. Director	Elementary/ Secondary Kohima District
14	Pollem Tep. Dy. Director.	<ul style="list-style-type: none"> • Agri. Education/ Development/Disaster Management • Public grievances/complaint through media. • Seniority list of G/Ts & Supervisors/SIS. • Scholarship(CSS)/ Class 4 toppers/Sainik School • Excursion/Hindi
15	Zaputuo. Dy. Director	<ul style="list-style-type: none"> • Transport/Vocational • Land Encroachment • Co-ordinate with SCERT/NCERT/NERIE/Open School • Public Information Officer
16	Imnatula Assistant Director	<ul style="list-style-type: none"> • Elementary /Secondary Zunheboto District • Text Book/ Adult Education • Reservation Policy, SC/ST, Special Education Programme
17	Muzapu Assistant Director.	<ul style="list-style-type: none"> • Parliamentary & Assembly matters. • Elementary/Secondary Education Phek • VIP Speeches/Annual Administrative report of the Depptt.
19	Statistics	<ul style="list-style-type: none"> • All duties assigned as per office order NO.ED/EST/B-10/93-94 dated 18th July 2001 • He is to co-ordinate with officer in charge of monitoring & Evaluation.
20	Hingsiloile . Asstt. Director	Elementary/ Secondary Peren District
21	M. Odimenla Asstt. Director.	<ul style="list-style-type: none"> • Confirmation of post./Continuaton of temporary Post • Liaisoning with SSA & RMSA
22	Emersenla Asstt. Director.	<ul style="list-style-type: none"> • Communitisation • Planning

23	Hutsoyi Tenuo Asstt. Director	<ul style="list-style-type: none"> Monitoring Evaluation Full charge Seniority/of Ministerial staff & Subordinate Officers.
24	W. Akumba Asstt. Director	<ul style="list-style-type: none"> Elementary /Secondary Longleng District PET/Sports to analyse and evaluate the academic performance
25	Neituoselie. Secretary BEE.	Elementary /Secondary Tuensang District PSP of Employees/NBSE Matters/BEE Attendance of officers & Staff and office security
26	Arenjenba. OSD.	<ul style="list-style-type: none"> Elementary Secondary Mon Mid-Day Meal
27	Neisebei-ü. OSD Evaluation.	<ul style="list-style-type: none"> Monitoring Evaluation of Secondary/Elementary. Officer's meeting. VIP's visit refreshment etc. Early Child Care/Communitisation
28	Paukathing. Training Officer	<ul style="list-style-type: none"> All training matters /CCRT Confirmation of post.Continuation of temporary Post Regularisation of G/T/ &UGT
29	Imti Chang. Jr.A.O	<ul style="list-style-type: none"> To assist Sr. AO in all accounts matters.
30	K. Nancy Special Officer (Women)	<ul style="list-style-type: none"> Women Education Scholarship (CSS)
31	Neilasäi. Steno Gr-I	<ul style="list-style-type: none"> PA to Director. To assist Director in all official confidential matters. Maintenance of ACR's (Gazetted Officers).
32	Niholi Shohe LO Sumi.	<ul style="list-style-type: none"> Respective Language matters assigned for Textbooks. Analyse & Evaluate Secondary results
33	Vacant L.O. Ao	-do-
34	R. Pusa. L.O. Angami.	-do-
	Nyeiang Konyak. L.O. Konyak	• -do-
35	Vacant L.O. Lotha.	• -do-
36	Dikha Chakhesang. L.O. Chakhesang.	• -do-
37	Paulungning. L.O. Zeliang	• -do-

38	Haokam Singsit. L.O. Kuki.	-do-
39	C. Tsalongse. L.O. Sangtam.	• -do-
40	Bauong. L.O. Phom.	• -do-

41	H.Lam Khiamaingam L.O. Khiamaingam.	• -do-
42	Mangyanba. L.O. Chang.	• -do-
43	Zerusie Nyusou. L.O. Pochury.	• -do-
44	Amongba. L.O. Yimchungrü.	• -do-
45	Zakienei. L.O. Hindi.	• Incharge of Hindi Education
46	Neisathienuo. Script Writer.	• E.T Cell/Performance of teachers & students • Academic analysis & Evaluation of Kohima District
47	Dziesetuonuo Mepfhüo. PCSW.	E.T.Cell. Academic analysis & Evaluation of Peren District
48	Temjenmenla. E.O	• To assist Jt. Director, Academic, Evaluation • Academic analysis & Evaluation of Mokokchung District
49	Imtitula. E.O.	• To assist Jt. Director, Academic, Evaluation and Monitoring of wokha & Zunheboto District
50	Ngulieneinuo Rutsa. E.O.	• To assist Jt. Director Academic, Evaluation and Monitoring of Phek District
51	Temsutola. Compiler.	• To assist Jt. Director, Academic, Evaluation & Monitoring of Mon District
52	Ronsengnungla AHM	• To assist Jt. Director, Academic, Evaluation & Monitoring of Tuensang District
53	R.Ekonthung Lotha HM	• Sectio I/c Adult Education • Elementary & Secondary Wokha District NCC, Scouts & Guides/Youth Parliament matters • Attendance of officers & Staff and office security

SL.NO	Name & Designation	SECTION	DUTIES OF EMPLOYERS
1	Smti Nguneinuo UDA	Establishment	Apptt. of Grade III & IV for Kohima, Dimapur, Tuensang, Peren, Zunheboto, Wokha
2	Smti. Khriezomenuo UDA	Establishment	Apptt. of Grade III & IV Promotion of Grade III & IV Seniority of Grade III & IV Service confirmation/NFTW/State/ National Award Other Miscellaneous matter relating to Directorate

			Establishment
3	Shri Shikato LDA	Establishment	Maintenance of Service Book for Grade III & IV, Grant of leave for Grade III & IV, Annual increment/ pay fixation of Grade III&IV, appointment of Substitute for Grade III & IV
4	Shri. Razoukhoyi LDA	Establishment	Apptt. of Grade III & IV for Mokokchung, Mon,Phek, Longleng, Kiphire Election, Seniority List.
5	Smti Chothali G/T	Establishment	Contingency paid for the following District. Kohima, Dimapur, Zunheboto, Peren.
6	Tsachosingh LDA	Establishment	Apptt& Extension of Contingency for Mokokchung, Tuensang, Mon Post Creation of Temp Post, Maintenance of incumbency list.
7	Smti.Merentula LDA	Establishment	Personal Files Group H to M
8	Smti. Toshimongla LDA	Establishment	Personal Files Group A to G
9	Neikuonuo LDA	Establishment	Maintenance of Dak & File Movement / Apptt. Of Contg Paid Longleng.
10	Shri. Kekhrielhounyü M/T	Establishment	D.D.O Power/ Contingency Paid Phek, Wokha.
11	Shri. Heno P/T	Establishment	Assembly Question/Contingency paid Kiphire.
12	Smti. Joyce Typist	Establishment	
13	Smti. Mughali Typist	Establishment	
14	K.Pem LDA	Elementary	Apptt/Transfer under DIS Noklak, Shamator, Niuland.
15	Chubasangla UDA	Elementary	Apptt/Transfer under DIS Tuiensang, Kiphire.
16	Smti. Nangjenkala UDA	Elementary	Apptt/Transfer unedr DIS Mokokchung, Changtongya
17	Shri. Paulen Research Assistant	Elementary	Apptt/Transfer under DIS Wokha, Bhandari, Peren/ SIS
18	Shri. Shürhosieli UDA	Elementary	Apptt/Transfer under DIS

			Dimapur
19	Smti. Tokheli UDA	Elementary	Apptt /Transfer under DIS Zunheboto.
20	Smti.Sentina LDA	Elementary	Apptt/Transfer under DIS Phek, Pfutsero
21	Shri. Rüüsietuo UDA	Elementary	Apptt/Transfer under DIS Kohima, Chiephobozou
22	Smti. Neizoleü UDA	Elementary	Apptt/Transfer under DIS Mon, Aboi, Tobu
23	Smti. Neiphrezonuo LDA	Elementary	Apptt/transfer under DIS Meluri, Chozuba
24	Shri. Katila LDA	Elementary	Apptt/Transfer under DIS Mangkolemba, Pughuboto
	Khriekethounuo Copiest	Elementary	Apptt/Transfer under DIS Tseminyu.
25	Smti. P.Asangla LDA	Elementary	Apptt/Transfer under DIS Longleng
25	Smti. Lhouvizou Typist	Elementary	Typist
26	Smti. N.Atsungla	Elementary	Typist
27	Smti. Khriezotuonuo UDA	Secondary	Apptt/Transfer & Extension under Kohima, Dimapur & Peren
28	Smti. Hitsangla LDA	Secondary	Apptt/Transfer & Extension under Wokha Tuensang, Longleng & Kiphire
29	Smti. Kethoneinuo LDA	Secondary	Apptt/Transfer & Extension under Zunheboto
30	Shri. Sentilong	Secondary	Apptt/Transfer & Extension Mokokchung & Mon
31	Smti. Imtikala LDA	Secondary	
32	Shri. Vezhodeyi ABT	Secondary	
33	Smti. Kayili LDA	Mid-Day Meal	MDM Scheme
34	Shri. Obed Comp-Operator	Mid-Day Meal	MDM Scheme
35	Shri. Elow C. Puro	Mid-Day Meal	MDM Scheme
36	Smti. Toshimongla LDA	Communitisation	
37	Shri. Tiaakum P/R	Communitisation	

38	Shri. Zevikuo UDA	Scholarship/Science/HSS Section.	
39	Smti. Yangerjungla UDA	Scholarship/Science/HSS Section.	Matter relating Stipend/Scholarship under DEO, Headmaster, RIMC, CEAF, Sainik School Imphal.
40	Shri. Khrielakuo UDA	Scholarship/Science/HSS Section.	Science
41	Shri. Balie LDA	Scholarship/Science/HSS Section.	Matter relating Stipend/Scholarship under all DIS
42	Smti. Yabou UDA	Scholarship/Science/HSS Section.	Apptt/Transfer of teachers GHSS Kohima, Tseminyu, Chumukidima, Dimapur, personal file PGT
43	Shri Vinito UDA	Scholarship/Science/HSS Section.	Apptt/Transfer of teachers for GHSS Phek, Wokha, Chozuba, Bhandari.
44	Smti. Kendang UDA	Scholarship/Science/HSS Section.	Science
45	Shri. Sazo LDA	Scholarship/Science/HSS Section	Apptt/Transfer of teachers for GHSS Zunheboto, Mon, Tuensang, Jalukie, Nuiland, Noklak.
46	Smti. Moarenla LDA	Scholarship/Science/HSS Section.	Apptt/Transfer of teachers for GHSS Mayangnokcha, Senayang
47	Smti. Razouneiü Typist	Scholarship/Science/HSS Section.	Typist
48	Shri. G. Vilho V/Accountant	Hindi Education	Apptt/Transfer of Hindi Teacher for Dimapur, Kohima & Zunheboto.
49	Smti. K.Ajungla LDA	Hindi Education	Apptt/Transfer of Hindi Teacher for Mokokchung & Wokha
50	Shri. Vibasetuo LDA	Hindi Education	Appt/Transfer of Hindi Teacher for Mon, Phek & Peren
51	Shri. Jangsemba Tzudir LDA	Hindi Education	Appt/Transfer of Hindi

			Teacher for Tuensang, Kiphire & Longleng
52	Smti. Zachiyile Typist	Hindi Education	Typist
53	Shri. Mesetsozü Planning Asstt	Planning Section	
54	Shri. Temjenangnen Planning Asstt	Planning Section	
55	Shri. Vichuhu Proof Reader	Planning Section	
56	Smti. Nukshinaro Copiest	Planning Section	
57	Smti. Narola Typist	Planning Section	Typist
58	Shri. Rüüsietuo UDA	Health/Physical Education	
59	Smti. I. Amenla LDA	Health/Physical Education	
60	Smti. Lemdonglemla Typist	Health/Physical Education	
61	Shri. Yekivi	Health/Physical Education	Store Keeper
62	Smti. Imyudangla LDA	Monitoring/Evaluation	
63	Smti. Abeinuo Proof Reader	Monitoring/Evaluation	Complilation of regularization for Grade III & IV
64	Smti. Vesavolu Rhakho P/R	Monitoring/Evaluation	Complilation of regularization for Grade III & IV
65	Smti. Talilemla P/R	Monitoring/Evaluation	Complilation of regularization for Grade III & IV
66	Smti. Kelhoupfenuuo Copiest	Monitoring/Evaluation	Complilation of regularization for Grade III & IV
67	Smti. Anungla Librarian	Monitoring/Evaluation	
68	Shri. Lhoulebei Librarian	Monitoring/Evaluation	
69	Shri. Imsu UDA	Transport	All Matter Relating to Driver
70	Smti. Rhinole Typist	Transport	
71	Smti. Mhovinuo UDA	GSS Section	
	Shri. Sakuyuden UDA	GSS Section	

72	Smti. Kewepfulo M/T	GSS	
73	Shri. Hoshito	GSS	Store Keeper
74	Smti. Temsunaro ABT	Confidential /Legal Section	
75	Smti.P.Tongchingsangla LDA	Confidential /Legal Section	Court Cases pertaining to Peren, Phek& Kiphire and Assist to E.O when required
76	Smti. Netounuo H/T	Legal Section	Computer Typist
77	Smti. Bendangmenla LDA	Training Section	Relating B.Ed/DIET Training for Phek, Tuensang, Wokha, Longleng & Kiphire
78	Smti.M.Asangla UDA	Training Section	
79	Smti. Lily Typist	Training Section	
80	Shri. Akumzulu Proof Reader	E.T Cell	
81	Smti. Pelezovonuo Statistical Asst	Agri/Environment	
82	Shri. Jangsemba LDA	RTI Cell	Right To Informaton Act'2005
83	Shri. Shiluba LDA	RTI Cell	Right To Informaton Act'2005
84	Shri. Nungsang jamir M/T	General Receipt	
85	Shri. Akumzulu LDA	General Receipt	
86	Shri Hudeyi Dozo UDA	Adult Education	Adult Education
87	Smti. Amenla S.T.C	Adult Education	
88	Smti. Jongshichila Supervisor	Adult Education	
89	Shri. Meyasisie	Adult Education	Jr. Artist
90	Shri. Khekiho Assumi UDA	Women Education	
91	Smti. Khrowe-ü M/T	Women Education	
92	Shri. Zulukaba LDA	Attached to Director	

93	Smti. Watilemla R/Supplier	Attached to Director	
94	Shri. Lowe K LDA	Attached to Jt. Director (ADMN)	
95			
96			

Accounts Section/ G.P.F & Budget Section:

1. Smti. Arenla, Visiting Accountant.

- a) Medical Re-imbusement claims and advances.
- b) GPF Final Settlement cases of Kohima, Phek and Peren District
- c) Correspondence on TA/DA
- d) Leave Encashment of Kohima, Phek and Peren District

2. Shri. Viechuhu, UDA

- a) Cashier
- b) Treasury Duty for Drawal of Bills
- c) Reconciliation of Monthly Drawal figures with the Treasury.

3. Shri Thepfuzhalie, UDA.

Pensions Cases of the following Districts.

- a) Kohima
- b) Tuensang
- c) Mon
- d) Kiphire

4. Shri Tokhoho, UDA.

- a) Budget Correspondence
- b) Nodal Officer of GPF Final and correspondence thereof with the AG and compilation of GPF Final
- c) Checking of all arrears claims.
- d). Anti-Stagnation and Granting of Higher Scales
- e). ROP/IPS correspondence
- f). Reconciliation of Dept expenditure with AG

5. Smti. Dziesetuonuo UDA.

- a) GPF N/R for Kohima & Peren District
- b) GPF Final Settlement Cases of Zunheboto District.

6. Shri Ruokuo - LDA .

- a) GPF N/R Correspondence of Mokokchung, Tuensang.
- b) Leave Encashment of Zunheboto and Longleng District.

7. Smti. Lungya UDA (Dist)

- a) Checking of Arrear Bills for counter signature
- b) Preparation of Leave Encashment Bills.

8. Shri.Lhokuto LDA.

- a) Pension Section Correspondence in respect of Wokha, Dimapur, Zunheboto, & Longleng District.
- b) GIS Correspondence.
- c) Preparation of CB Bills.
- d) Nodal Officer and in-charge of the Pension Section, in addition he shall look after Pension Cases of the following District.Mokokchung ,Phek ,Peren

9. Shri. Longsubo LDA.

- a) ACP Correspondence
- b) Grade IV GPF N/R for both District and Directorate.
- c) Maintenance of Grade IV GPF of Directorate Staff
- d) Correspondence on Final Payment of GPF Grade IV.
- e) IPS Checking.

10. Shri Imkongnochet LDA (Under Suspension)

11. Shri Bohoto SA

- a). Assistant Cashier
- b). GPF N/R Directorate
- c). Gazettes pay Bill.

12. Smti Thungyani- LDA

- a). Compliation of Expenditure figures for Sub-ordinate Establishment **13. Shri.**

13. Pithungo Tsanglao LDA

- a) Final GPF Correspondence of Wokha, Tuensang, Kiphire & Dimapur District.
- b) L.E Correspondence of Wokha, Tuensang, Kiphire Dimapur & Mon.

14. Smti Pongmai LDA

- a) Preparation of Pay Bills and other Accounts' work as and when required

15. Shri Shiluba LDA

- a). Audit Correspondences for Directorate and Sub-Ordinate Establishment
- b). PAC,C&AG Report
- c). GPF final & Leave encashment of Longleng & Kiphire.

16. Smti Toshimenla LDA

- b) Voluntary Retirement /Invalid
- c) Reconstruction of Service Book
- d) GPF N/R Dimapur & Mon

17. Shri. Kuvesho G/T

- a) GPF Annual Statement
- b) Correspondence of Loans & Advances.

18. Smti. Medopulu ABP.

- a) GPF N/R of Phek, Kiphire & Longleng
- b) Leave Encashment of Mokokchung District.
- c) Final GPF Correspondence of Mokokchung & Longleng District.

19. Smti. Marlila Typist.

- a) Pension
- b) GPF Final
- c) M/R Audit

20. Smti Elang Phom Typist

- a) GPF N/R Sanctions & GIS
- b) Anti-Stagnation, Loans & Advances

21. Smti. Rotoli Steno

- a) Maintenance of file movement in and out Records
- b) Typing of important official letters required to be directly Dispose from Sr.A.O

LIST OF THE GRADE IV STAFF AND THEIR WORK ASSIGNMENT.

Sl. No		Name/ Designation	Name/ Designation of Officer/ Section attached	Room No
1	i	Smti. Asonla, Peon	Director (HoD)	1,2,3
	ii	Shri. Nor Bahadur, Peon	-do-	-do-
2	i	Shri. Kepelhoulie, Peon	Addl. Director	
	ii	Shri. Khekuto, Peon	-do-	-do-
3	i	Shri. Viliebezo, Peon		13
	ii		-do-	-do-
4	i	Shri. Pezavituo, Peon		28
5	i	Shri. Keneingulie, Peon	Jt. Director	28

6		Shri. Khrieketouzo, Peon	Dy. Dir/Health/EID/Adult	
7	i	Shri. Nguluolie, Peon	Jt. Director	50, 51, 52 & 53
8	i	Shri. Bachilal, Contg. Peon	Dy. Director HSS/ Sr. AO/ Asono, OSD/ Jr. AO	47
9	i	Shri. Hitlal, Peon	A.D/ TPT/GSS Section	15, 16 & 17
10	i	Shri. Rishiram, Record Keeper	Sr AO/ Pension Section	10 & 26
11	i	Shri. Bhubaneshwar, Peon	(E.T. Cell)S/A/ S/W/ PCSW	29 & 30
12	i	Smti. Neilavonuo, peon	ADE/ Computer Section	TBP 1 st Floor
13	i	Shri. Chabeilie, Peon	Dy. Dir/ Secy BEE/ Evaluation Officers'	4, 5,& 37
14	i	Shri. Gwatilo, Handyman	OSD/ ADE/ T.O	24
15	i	Shri. Sobounuo, Peon	Legal/ Scholarship/ Planning Section	32, 33 & 34
16	i	Smti. Taliyangla, Peon	ADMN/ Receipt Section	6, 36 & 38
17	i	Shri. Mhomo, Peon	Accounts/ Dev. Section	30, 38 & 39
18	i	Kiyasetuo-ü, Peon	Secondary/Hindi Section	8
19	i	Shri. Menuophrelie, Peon	ADE/EL.Section	11 & 25
20	i	Shri. Kruvilie, Handyman	TBP top floor	18,19 & 20
21	i	Smti. Ghosheli, Peon	TBP 2 nd floor, East-ward, West-ward	
22	i	Shri. Sheebu, Peon	Treasury Duty	
23	i	Shri. Rovizolie	Dak Runner	
24	i	Shri. Gevolie, Peon	Office Entrance Gate duty	
25	i	Shri. Dapra, Peon	Handyman(attached to truck driver)	
26	i	Shri. Alemtemsü, B/Conductor	(Attached to Bus driver)	
27	i	Shri. Medovi, Driver	Main Gate duty	
28	i	Shri. Niresh, D/ Chowkidar	Main Office	
	ii	Shri. Hem Bahadur, N/Chowkidar	Main Office	
29	i	Shri. Kekhrievituo, D/Chowkidar	Text Book	
30	i	Shri. Thejao, N/ Chowkidar	TBP Section	
31	i	Shri. Ramlal, Chowkidar	Garage	
32	i	Shri. Neivor, Peon	Teacher rest house	
33	i	Smti. Keduolhouneiü, Cook	Teacher rest house	
34	i	Smti. Khriebouü, Cook	Teacher rest house	

Sl. No		Name/Designation	Officers'/ Section	Room No
1	i	Smti. Mezhuvinuo, Contg	Directorate & P.A/ Reg/ ADE/ Planning etc.	1 to 6
2	i	Shri. Vechosayi, Mali	ADE(HSS)/ Acctt/Confi/Receipt/ TPT/GSS etc.	7 to 10, 38, 39 & 40.
3	i	Smti. Vilelieü	SE/GPF/Jt.Dir & P.A/ DDE/OSD/ Jr. A.O etc	11 to 17
4	i	Smti. Luozekhonuo	ADE/EL/E.O/ ADE/ Secy.BEE/ Hindi Edn. etc.	18 to 25
5	i	Smti. Neichunuo, Contg	Dy.Dir/ Jt. Dir/ M.D/ Pension/ Sr. AO/ ADMN	26 to 30
6	i	Smti. Viliebeinuo, Contg	DEV/ADE/ADE/T.O/Legal/Com/School etc.	31 to 38
7	i	Smti. Akobou, Contg	Addl. Dir (H)/ ADE/DD/DD/Health/Adult etc.	44 to 47 & Ground floor
8	i	Smti. Xutoli, Contg	E.T.Cell/ System Analyst/ PCSW/ IED Section etc.	
9	i	Smti. Ketuolhouvi-ü, Contg	TBP top Floor	
10	i	Smti. Zhetoli, Contg	TBP second floor	
11	i	Smti. Neinuo, Mali	Outside step/ Conference hall/ plantation of flower within office compound	
12	i	Smti. Neinuo, Mali	Outside office premises	
13	i	Smti. Mengunuo, Mali		
14	i	Smti. Petekhrienuo, Sweeper		

DETAIL LIST OF VEHICLES / DRIVERS ATTACHED UNDER THE ESTABLISHMENT OF THE DIRECTORATE OF SCHOOL EDUCATION KOHIMA.

Sl. No	Name of Officer	Designation	Name of Driver	Vehicle No	Type of Vehicle
1.	Nipusilie Angami	Director	Viheko	NL-10/ 5350	Scorpio
2.	-do-	-do-	Petekhrielie	NL-10/ 6492	Scorpio
3.	-do-	-do-	Nil	NL-10/ 4638	Bolero
4.	-do-	-do-	Nil	NL-10/ 7408	Bolero
5.	-do-	-do-	Nil	NL-10/ 2982	Van
6.	-do-	-do-	Nil	NL-10/ 2324	Gypsy
7.	N.Khevito Sema	Addl. Director	Pejie	NL-10/ 6947	Bolero
8.	Thingshem	Joint Director	Chokhase (Cont.)	NL-10/ 5764	Bolero
9.	V.Meyase	Joint Director	Depu giri	NL-10/ 7407	Bolero
10.	P.Vese (Rtd)	Joint Director	Tsirichem (Cont)	NL-10/ 5964	Bolero
11.	John Lohe (Rtd)	Joint Director	Neipetso	NL-10/ 3573	Bolero
12.	Lecho Krocha (Rtd)	Deputy Director	Keviriezetuo	NL-10/ 6809	Bolero
13.	K.Shaiza	Deputy Director	Khriephriezolie	NL-10/ 3461	Van
14.	Phutoli Jamir	Deputy Director	Takusashi	NL-10/ 3534	Van
15.	Zaputuo	Deputy Director	Keduosetuo	NL-10/ 7610	Bolero
16.	K.Phesao	Deputy Director	K.Rano	NL-10/ 4467	Bolero

17.	R.N.Lama	SR. A.O	Shekhavi	NL-10/ 4041	Versa
18.	Nukshilepba	Asstt. DE (Rtd)	S.Apong	NL-10/ 4781	Bolero Inv.
19.	Kelhousuzhu	Registrar (Rtd)	Nil	NL-10/ 4782	Bolero Inv.
20.	Akho	Executive Engineer	T.Panger	NL-10/ 7389	Bolero
21.	Pelezetuo	S.D.O. (E) Edn Kma	Nokdang	NL-10/ 7384	Bolero
22.	K.Sema	S.D.O. Edn Kma.	Mongba	Nil	Nil
23.	Chengato Kath	S.D.O. Edn Tsg.	Ruusevi	NL-10/ 5750	Bolero Inv.
24.	P.Ozung Jamir	S.D.O. Edn Mon	Pusai Konyak	NL-10/ 4621	Bolero Inv.
25.	Senti	S.D.O. Edn.MKG	Suja Jamir	Nil	Nil
26.	Neiwang Konyak	Minister (SE)	Nil	NL-10/ 7450	Scorpio
27.	Mhathung Kithan	Com.& Secy. (SE)	Nil	NL-10/ 7452	Xylo
28.	-do-	-do-	Nil	NL-10/ 7468	Bolero
29.	Bendangkokba	Addl. Secy. (SE)	Limayanger	NL-10/ 7461	Bolero
30.	Khrupi Sothu	Deputy Secy. (SE)	Nil	NL-10/ 5461	Bolero
31.	Zaveyi	DEO Kohima	Nil	NL-10/ 7412	Bolero Inv.
32.	Asono Ndang	DEO Dimapur	Akangtemsu	NL-10/ 7483	Bolero Inv.
33.	Ghuzui Shohe	DEO Zunheboto	Luhovi	NL-10/ 7469	Bolero Inv.
34.	Tohoshe	DEO Tuensang	Khevito (Cont)	NL-10/ 7467	Bolero Inv.
35.	Lanutemjem	DEO Mokokchung	Nungshikaba	NL-10/ 7482	Bolero Inv.
36.	Vikheho Awomi	DEO Mon	Jayanta Singh	NL-10/ 7484	Bolero Inv.
37.	Kewechelo Khape	DEO Phek	Tsathyi	NL-10/ 6594	Bolero Inv.
38.	Rakhomo	DEO Wokha	Yampvuo		
39.	Nguri Yano	DIS Kohima	Medovituo	NL-10/ 7411	Bolero Inv.
40.	Y.Khetoshe	DIS Dimapur	Temsujungba	NL-10/ 7410	Bolero Inv.
41.	Zehieto	DIS Meluri	T.B.Thapa	NL-10/ 7425	Bolero Inv.
42.	C. Yongang	DIS Mon	Jacob	NL-10/ 7409	Bolero Inv.
43.	Kakugha	DIS Aghunato	Michael	NL-10/ 7453	Bolero Inv.
44.	N.Marius	DIS Bhandari	Debjan	NL-10/ 7414	Bolero Inv.
45.	Tinutemsu	DIS Changtongya	Watimeren	NL-10/ 7471	Bolero Inv.
46.	Shahoto	DIS Kiphire	Lemshiba	NL-10/ 7435	Bolero Inv.
47.	Yarang Pongener	DIS Mangkolemba	Tekatoba	NL-10/ 7417	Bolero Inv.
48.	C.Imho	DIS Noklak	Imho (Cont)	NL-10/ 7432	Bolero Inv.
49.	Odimatsung	DIS Longleng	Laila Sharma	NL-10/ 7470	Bolero Inv.
50.	Apeuna Lheilung	DIS Peren	Kerekubuing (Con)	NL-10/ 7434	Bolero Inv.
51.	Chubainla	DIS Aboi	Phonyie	NL-10/ 7433	Bolero Inv.
52.	Shihoto Zhimomi	DIS Pughuboto	Mughato (Cont.)	NL-10/ 7437	Bolero Inv.
53.	T.Pur	DIS Tobu	P.Konyak (Cont)	NL-10/ 7413	Bolero Inv.
54.	Solanthung	DIS Wokha	Heka Sumi (Cont)	NL-10/ 7415	Bolero Inv.
55.	Manbir Aley	DIS Shamator	Yoliche	NL-10/ 7428	Bolero Inv.
56.	K.Limhathung	DIS Tuensang	Pium	NL-10/ 7429	Bolero Inv.

57.	T.Deo Dukru	DIS Pfutsero	Seveto Tunyi	NL-10/ 7430	Bolero Inv.
58.	Tekamayang	DIS Mokokchung	Martoba	NL-10/ 7424	Bolero Inv.
59.	Kitoli	DIS Nuiland	Methi	NL-10/ 7416	Bolero Inv.
60.	Chonpa	DIS Phek	Nil	NL-10/ 7423	Bolero Inv.
61	Ati Yeptomi	DIS Zunheboto	Khuhovi	NL-10/ 7426	Bolero Inv.
62.	Nuvotsovi	DIS Chazuba	Phizoto	NL-10/ 7427	Bolero Inv.
63.	Atomi	DIS Tseminyu	Kenyuhum (Cont)	NL-10/ 7485	Bolero Inv.
64.	Staff Bus	Staff Bus	Kihokhe	NL-11/ 1919	Bus
65	Deptt. Mini Truck	Deptt. Mini Truck	Sotilo	NL-11/ 0748	Truck
66.	DEO/ DIS Staff/Bus	DEO/ DIS Staff Bus	Nungshikumzuk	NL-11/ 1474	Bus
67.	T.M. GHS Kohima	T,M. GHS Kohima	Ajoy Singh	NL-11/ 0198	Bus
68.	GHSS Phek	GHSS Phek	Kevesielie	NL-11/ 0142	Bus

Pool Drivers

1. Shri Beilie- Head driver
2. Shri Kelhousatuo Head driver.
3. Shri Hakikhe Spare driver.