

MANUAL – II

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Powers & Duties:

1. Transaction of Govt. Business in the Department is governed by the rules of Executive Bussiness of the Government of Nagaland issued by the Governor under Article 166 of the Constitution of India. The department id therefore, responsible for formulation of Policies of the Government in relation to the Bussiness allocated to it and also for the execution and review of those policies. The Department at the Secretariat level follows the manual of Office procedure, 2010 Nagaland Civil Secretariat (Revised and updated) in the discharge of duties.

2. Secretary: -

The Secretary is the Administrative Head of the department. He the Principal Advisor of the Parliamentary Secretary/Minister on all matters of Policy and administration within the department and his responsibility is complete and undivided.

3. Joint Secretary/Under Secretary:

The duties and responsibilities of the Joint Secretary/ Under Secretary are ordinarily the same and they put up papers directly to the Secretary/Parliamentary Secretary/Minister and such other assignment entrusted to perform.

4. Section Officer:

The Section Officer is the overall supervisor of the Branch/Section. Besides general duties of assigning works to the staff, management and co-ordination of works, maintenance of order and disciplines, scrutiny of section records, recording, Classification of files and review of files for destruction, proper indexing and upkeep of registers, responsibilities relating to issue of draft letters, efficient and expeditious disposal of works and cheque on delays, while taking independent action on issuing reminders, obtaining or supplying factual information of non-classified nature and any other cases authorised to be taken independently for disposal etc.

5. Jr. Section Officer/Secretariat Asstt.:

They work under the orders and supervision of the Section Officer and are responsible for the work assigned to them. In putting up of cases, all fax open to check have been correctly stated while pointing out any mistake or incorrectly statement of the fax, Drawing attention where necessary to precedents, rules and regulation on the subject, putting up guard file if necessary and supplying other relevant facts and figures bringing out clearly the question under consideration and suggesting course of action wherever possible, registration of Dak, maintenance of branch dairy, file register, file movement register, indexing and recording, typing, comparing, despatch, preparing of arrears and other statement, supervision of correction of reference books and submission of routing drafts etc. while assisting is drafting, data entry and maintenance of records in computerized form.

6. Personal Assistant/Stenographer:

Routing nature of work including mailing of correspondence, filing of papers making appointments, arranging meetings and collection information, maintaining confidentiality and secrecy of confidential and secret papers entrusted to them, exercise skill in human and cordial transcription, fixing of appointment and cancellation if necessary, screening of telephone calls and visitors, keeping an accurate list of engagement, meetings, etc. and reminding the Officer, proper maintenance of papers to be retained by the Officer, recording of movements of file seen and past by his Officers, destruction of Stenographic record of confidential and secret letters after they have been typed and issued, carrying out corrections to the Officer's reference Books and making fair copies of draft Demi Official letters to be signed by the Officers etc.

Distribution of Works to Officers

Secretariat:

<i>Sl. No.</i>	<i>Name & Designation</i>	<i>Work assigned</i>
<i>1</i>	<i>2</i>	<i>3</i>
1	Shri. Tzudi Jamir Jr. Section Officer	<p>Planning and Budgeting: Annual Plan/Budget Preparation (Plan/Non-Plan) Correspondence with Planning/Finance deptt.</p> <p>Audit & Accounts: Audit Notes, PAC & AG Matters Loan & Recoveries/Grant-in-Aids Matters relating to Finance Commission</p> <p>Others: Medical advance/Re-imburement/GPF Self Employment schemes /Assistance</p> <p>Works & development: All Schemes & Programmes under CSS/DoNER/NEC/NLCPR/ State Plan/ACAs/SPA etc. Departmental works programme/All Const. works/Sports State Stadiums/Complexes,Indoor Stadiums. Implementation of PYKKA Schemes Subject matters Sanction Proposals. Related Assembly Questions.</p>
2	Shri. Along Jamir, Secretariat Assistance	<p>Sports: Correspondence with Govt. of India, Ministry of Sports; State Sports Council/Nagaland Olympic association/State Sports associations SAI/ State Sports Academy and hostels National/State Sports Policy Training/Coaching Camps within and outside States District/State/Regional/National Tournaments, Games etc. National/State Awards and Cash incentives/Scholarship etc. Grant-in-Aid/Financial Assistance to Sports Associations/Bodies etc.</p> <p>Youth Affairs: Correspondence with Ministry of Youth Affairs, GOI. National Service Schemes (NSS) Natinoal Cadet Corps (NCC) Bharat Scouts & Guides</p>

		<p>Nehru Yuva Kendra Sangathan Music Task Force/Academy Natioal/State Youth Policy Youth festivals/Cultural Exchange Programmes Adventure Programme/Capacity Building Programme. Youth Hostels/Centres Subject matters sanction proposals. Others: Motor Vehicles Etc. Reciept/Despatch</p>
3	Smti. Livitoli Secretariat Assistant	<p>Establishment Matters: All Establishment matters (Personal files, ACRs, appointments, Promotions, Transfer/Postings, Leave & pension, Post continuation/Creation/Up gradation, Service Rules, Seniority/Incumbency list/ROP, Court Cases, Conduct/Disciplinary and Appeal Rules etc), RTI Act matters. General: Assemble/Parliamentary Questions Governor/CM/FM Speeches/Reports etc for Republic/ Independence Day/Budget Session etc. National/State Function, Annual Administrative Reports, Training/Diploma/Degree/PG Courses etc. Others: Monthly Meeting of AHOD/HODs Matters relating to the Department/Branch. Subject matter Sanction Proposals</p>

Directorate:

<i>Sl. No.</i>	<i>Name & Designation</i>	<i>Work assigned</i>
<i>1</i>	<i>2</i>	<i>3</i>
1.	Shri. Kelei Zeliang Director	<ol style="list-style-type: none"> 1. Head of the Department (HOD) 2. General Administration. 3. Policy matters. 4. Financial and Cognate Powers 5. All kind of Proposal and Sanction. 6. ACR of Officers 7. Appointment of Grade III, IV & Contingency Staff. 8. Release of payment. 9. Disciplinary matters. 10. PYKKA Schemes. 11. Purchase of Sports goods.
2.	Shri. Arupe Zeliang, Jt. Director	<ol style="list-style-type: none"> 1. Officer I/c Sports 2. Coaching & Tournament 3. Sports Complexes 4. Allotment of Stadium 5. Training & Seminar 6. Sports Stipends & Scholarship 7. ACR of DSO's and YRO's

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| <p>3. Shri. Neilalhoulie,
Dy. Director</p> | <ol style="list-style-type: none"> 1. Sports Associations & Clubs 2. Cash award to Medal Winners 3. Sports Academies 4. Accommodation 5. ACR of Grade III & Coaches 6. DDO |
| <p>4. Shri Rato Pusa
Asstt. Director, (Sports)</p> | <ol style="list-style-type: none"> 1. Implementation of Sports Policy 2. Maintenance of Sports record/cash award. 3. SAI Training Centre 4. Responsible for clearance of all Proposals from Government 5. Inspection & Supervision of Sports Academies 6. State Sports Associations 7. Conduct of general basis Tournaments |
| <p>5. Smti. Arenla Hosea,
Asstt. Director (Youth)</p> | <ol style="list-style-type: none"> 1. Incharge of Youth Activities 2. Maintenance of records & expenditures vouchers 3. Implementation of Youth Policy 4. Youth Festival at various levels, Districts/State/ National 5. NCC Activities 6. Bharat Scouts & Guides 7. Adventure programme 8. Annual Administrative Report 9. Transport/Vehicle detailment order & Driver detailment 10. Department Nodal Officer |
| <p>6. K. Rita Virie,
Registrar</p> | <ol style="list-style-type: none"> 1. Office Supervision 2. Staff attendance 3. Reporting Officer of APR for Grade III & IV Staff 4. Dak Receipt & Distribution 5. All matters relating to appointment & Administration 6. I/C of all Sections 7. All Directorate Proposals as per Budget Proposals under Non-Plan & Plan. 8. Maintenance of Budget Appropriation register 9. Audit matters 10. PAC Replies 11. Maintenance of Stationary Items/ Furnitures, ledgers 12. Verification of Stock Book |
| <p>7. Shri. Gugs Chishi,
Project Director (MTF)</p> | <ol style="list-style-type: none"> 1. Music Task Force 2. Responsible for submission of report, expenditure vouchers For settlement of accounts 3. Training on Music 4. Procurement of music instruments |
| <p>8. Shri. Kenneth Punyü,
State Liaison Officer (NSS)</p> | <ol style="list-style-type: none"> 1. Conduct of NSS Activities 2. Preparation of Proposals 3. Distribution of Grants to Colleges 4. Maintenance of Utilization Certificate for settlement of Grant-in-Aid 5. PIO & Nodal Officer for RTI |

**9. Smti. Sentizungla Ao,
Superintendent**

1. Incharge of Establishment Section
2. Staff appointment correspondence
3. Promotion matters for Gazetted Officers, Grade III & IV staffs
4. Maintenance of Leave accounts/Service Book & Personal File
5. Maintenance of Seniority List (Gazetted & Non-Gazetted)
6. Maintenance of Confidential files, ACRs etc.
7. Disciplinary action matters correspondence
8. Preparation of meeting minute
9. All correspondence for Departmental meetings and conference
10. All correspondence to Gazette Officers
11. Maintenance of attendance for Grade IV Staff
12. Pay fixation, ROP & MACPS

**10. Shri. Visielie Vizo,
Sr. Accounts Officer**

1. Finalization of Audit objection and PAC Matters.
2. Fixation of Pay
3. MACP Scheme
4. Settlement of Pension cases
5. To Audit the NGOs Accounts and issue the Audit Certificate
6. To Audit the Central Grant & Issue the Audit Certificate
7. Settlement of Loan recoveries
8. ROP Rules
9. Grade IV Staff GPF accounts & Interest calculations
10. Other Accounts matters for settlement
11. Court cases

1. *As per Work Assignments all the files shall be routed through Director for final decision and approval.*
2. *Without Director approval not a single material will be purchased, especially purchase of Sports Materials on slip basis are not permissible and stopped herewith, with immediate effect except immediate Department requirement.*

<i>Sl. No.</i>	<i>Name & Designation</i>	<i>Work assigned</i>
<i>1</i>	<i>2</i>	<i>3</i>

Accounts Section:-

**1. Shri. Yanchumong,
UDA**

1. Plan & Non-Plan Budget
2. DDO wise Sub-allotment of fund, Plan & Non-Plan
3. Re-conciliation with AG Office
4. Sanction of Travel Expenses, Direction, DSO, YRO & NCC Establishments
5. Rent, Rate & Taxes for Direction, DSO, YRO & NCC Units.
6. Annual Administration Reports
7. Proposal for Office Expenses, DSOs, YROs & NCC Units
8. Training Camps Proposals for NCC Units

9. Assembly Questions
 10. Maintenance of Directorate Establishment monthly Expenditures Statement
 11. Maintenance of District Offices, DSO/YRO & NCC Expenditure
 12. Correspondence of SSA
2. **Shri. Neituzo,
UDA**
 1. Cashier
 2. Bill draw & Disburse with the approval of the Director
 3. Maintenance of Bill Register
 4. Maintenance of Treasury Register
 5. Maintenance of Cash Book
 6. Maintenance of Duplicate Bill Vouchers
 7. Reconciliation with Treasury
 8. Treasury duty
 3. **Smti. Shurhonuo,
LDA**
 1. Bill Assistant (Pay)
 2. Preparation of Pay Bills
 3. Maintenance of A-Roll with TV No. & Bill No.
 4. Correspondence for issue of LPC
 4. **Smti. Keneirienuo Vizo,
LDA**
 1. Bill Assistant (For other Bills)
 2. Preparation of all other Bills
 3. Collection of TV No. from Treasury.
 4. Preparation of MR Bills
 5. MR Bill Sanction from Government level
 6. House Building Loan, Motor car Loan, Personal Loan, Sanction, drawal etc.
 5. **Shri. Vidilie, S/K**
 1. Storekeeper for Sports Materials & Equipments
 2. Maintenance of Stock ledger
 3. Maintenance of Issue Vouchers
 4. Maintenance of Bill vouchers

Construction Section:

1. **Shri. Chenithung Patton,
LDA**
 1. All construction/ Sports infrastructure relating to NGOs under NEC/CSS/NLCPR (Doner) etc.
 2. All matters relating to NGOs/ Societies Grant-in –Aid received from NEC/CSS/NLCPR (Doner) for conducting Seminar/ Adventures /Trekking programme etc.
 3. Any Youth Activities under State Plan programme
 4. Grant-in-Aid to villages/Societies/Organization/Clubs for development programme etc.
 5. Maintenance /Allotment etc. of Staff Quarter
 6. Installation of telephone/ Fax etc.
2. **Smti. Mezangunuo Khazo,
LDA**
 1. All Departmental project under State Plan /NEC/ NLCPR (Doner)
 2. All proposal fro the Departmental Projects/Works under State Plan/NLCPR (Doner)
 3. All correspondence relating to Departmental Projects/Works (U/C, Progress report, Up-date Expenditure etc.)

Transport Section:

1. **Smti. Zuheli,
Asstt. Superintendent**
 1. Detailment of vehicles for various duties
 2. Detailment of Driver with Officers for various duties
 3. Maintenance of Driver's names & attached with vehicles
2. **Shri. Mhonbemo,
UDA**
 1. Proposal & sanction for Motor vehicles for the Directorate Establishment, DSOs, YROs & NCC Units.
 2. Purchase of New Materials
 3. Any other correspondence regarding vehicle
3. **Shri. Neisetso,
UDA**
 1. Maintenance of vehicle records
 2. Vehicle Tax clearance
 3. Condemnation of vehicle

As per Work Assignment, all the files Proposal/Sanctions/ Purchase of Sports Materials/ Purchase of all other Materials/ Issue of Sports Materials/ Construction Works/ Project release etc. through Director for final decision & approval.

Sl. No.	Name & Designation	Work assigned
1	2	3

Establishment Section:

1. **Smti. Imlikumla,
UDA**
 1. Grant of Annual Increment
 2. Gazetted Officers Rent
 3. Correspondence for issue of Pay slip.
 4. Transfer & Posting case of the Department (Non-Gazetted)
2. **Smti. Abeni Ezung,
LDA**
 1. Grant of Earned Leave & Maintenance of leave Account for the Department (Gazetted & Non-Gazetted Officers)
 2. Incumbency list.
 3. Continuation of Temporary Post.
 4. Employment Exchange/ Service Census Report.
 5. Proposal for Post Creation of the Department.
 6. Correspondence for Up- gradation of Post.
 7. Maintenance of Post Creation order & Register.
3. **Smti. Vekhozulü Thingo,
LDA**
 1. Pension & Retirement cases
 2. Correspondence for No Demand Certificate for the Pensioners
 3. General Provident Fund for Gazetted & Non-Gazetted Staff of the Department.
 4. Maintenance of GPF Account in r/o Grade IV Staff.
 5. Training for Government Employees.
 6. Training for Grade III & Grade IV & Contingency Fixed Staff for the Establishment of Directorate, DSOs, YROs & NCC Units.

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| 4. Smti. Vilaseinuo,
Typist | 1. Dispatch & Receipt. |
| 5. Smti. Vilhouzhanuo,
Peon | 1. Assist to Sl. No.4
2. Photo Machine operate. |

As per Work assigned all the files must be routed through Superintendent, Registrar, Accounts Officer, to Director for final approval.

<i>Sl. No.</i>	<i>Name & Designation</i>	<i>Work assigned</i>
<i>1</i>	<i>2</i>	<i>3</i>

Sports Section:

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| 1. Shri. Lhousatuo,
Asstt. Superintendent | 1. General correspondence for DSO Estt/Leave.
2. Sports Policy
3. Correspondence for Sports Training Centre
4. Selection of Players to admit in the Sports Hostels.
5. Enhancement of Players strength in the Sports Hostels
6. Correspondence for selection (Seat Reservation for Trainees/Coaches Diploma Courses & Refresher Courses.
7. Detailment of Trainees for various Courses
8. Approval of Tour programme/Tour Diary for Gazetted Officers of Directorate Establishment. |
| 2. Smti. Zehovono, UDA | 1. Detailment order for various DSOs & Coaches
2. Approval of Tour Programme/Tour Diary of DSO Establishment & Coaches.
3. Correspondence for National level Scholarship & Stipends
4. Matters relating to Sports Association.
5. Correspondence of Sports Stipends & Scholarship. |
| 3. Shri. M.Khoto,
UDA | 1. Annual Sports & Youth Calendar
2. Correspondence & selection Teams to take part in the Tournament/Championships within & Outside the State.
3. Correspondence & selection Team to take part in the School Games Tournaments/North-East Sports & Games.
4. Correspondence for Gender basis Tournaments
5. Correspondence for Marathon Race |
| 4. Smti. Kailem Chang,
LDA | 1. Advertisement/ Press Release/Publication etc.
2. Correspondence for selection of Cash awardees
3. Maintenance of Sports Achievements Reports/ Photographs record in the register
4. Financial assistance to the various clubs/Organization. |
| 5. Smti. Nghelo, LDA | 1. Approval of Tour Programmes & Tour Diary for |

- Non-Gazette Staff for the Directorate Establishment.
2. Correspondence for allotment of Stadiums.
 3. Correspondence for SAI Training Centre.
 4. Assist to Nodal Officer.

6. Smti. Dzeisebeinuo, PIS

1. Temporarily attached to Deptt.Nodal Officer

All the files are routed through Registrar, Assistant Director (Sports), Dy. Director, Jt. Director and to Director for final approval.

All the Sanction/Proposals will be moved from Accounts Section as per Budget Provision after receiving of all details from the Sports Section as Work assigned.

<i>Sl. No.</i>	<i>Name & Designation</i>	<i>Work assigned</i>
<i>1</i>	<i>2</i>	<i>3</i>

Youth Resources Section:

1. Smti. Yupangla,

Asstt. Superintendent

1. All correspondence of YRO Establishment
2. All correspondence for Bharat Scouts & Guides
3. Correspondence for Youth Festival/ District/State & National level.
4. Youth Activities Reports /Photographs & Maintenance of Record Register
5. Correspondence for Disaster Management Training Programme.
6. Correspondence & selection of beneficiaries under Disability Scheme like Orphan /Blind /Polio /Dumb & Deaf affected youth.
7. Ground of Leave for YROs

2. Smti. Keneisenuo, LDA

1. Approval for Tour programme/Tour Diary for YROs Establishments
2. Youth Policy
3. Correspondence for Adventure Trekking Programme
4. Correspondence for Youth Empowerment Programme/ Capacity building etc.
5. Matters relating to important days
6. Right to Information (RTI)
7. All general correspondence for NCC Units/Leave
8. All Defence matters relating to Sainik Schools/ RIMC/ Army/ Navy & Air Force
9. Correspondence to Admission to Army/Navy etc.
10. Correspondence for NCC Activities programme
11. Maintenance for Record Register for NCC Troupes, P Time Offices with strength

3. Smti. V.Lucy, LDA

1. All Proposal for NSS
2. General correspondence for NSS
3. NSS Reports to be submitted to Central Government
4. UC to be submitted against received Grants from

- Directorate Establishment
5. Maintenance of Volunteers Record with Central Government sanction Orders.
 6. Computer works for NSS Cell.

All files are routed through Asstt. Director (Youth), Dy. Director, Jt. Director and Director for final approval.

<i>Sl. No.</i>	<i>Name & Designation</i>	<i>Work assigned</i>
<i>1</i>	<i>2</i>	<i>3</i>

Computer Section:

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| <ol style="list-style-type: none"> 1. Shri. Kekhriezhazo, LDA 2. Shri. L.Sekhaba, Fixed paid, 3. Vitoi, Fixed paid 4. Smti. Abau, Typist 5. Smti. Bendanglila, Typist 6. Smti. Kenyüle Kent, Fixed paid 7. Smti. Keletsonuo, Fixed paid 8. Smti. Vekhozolu, Fixed paid 9. Smti. Atula Longchari, Fixed paid | <ol style="list-style-type: none"> 1. Attached with Yanchumong, UDA for Budget works 2. PYKKA Scheme 1. Computer works for Sports Section 1. Computer works for Bill Branch 1. Computer works for Youth Branch 1. Computer works for Sports Branch 1. Computer works for MTF/Establishment 1. Computer works for Transport Branch 1. Computer works for PYKKA 1. Computer works for Youth Branch |
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Engineering Division:

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| <ol style="list-style-type: none"> 1. Smti. Vizokhono Dorothy, LDA, District 2. Shri. Kochajang, LDA, District 3. Smti. Mulutalü, LDA- cum-computer Assistant (fixed paid) | <ol style="list-style-type: none"> 1. Attached to Engineering Division 1. Attached to Engineering Division 1. Attached to Engineering Division |
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Steno

1. Smti. Christina, Steno II
2. Smti. Neilhouviu, Steno III
3. Smti. Watienla, Steno III
4. Smti. Pusavino, Steno III

Work Assigned

- PA to Director
- PA to Jt. Director
- PA to Dy. Director
- PA to SLO, NSS

Grade IV Staff

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| 1. Shri. Ram Prasad, Duftry | 1. Attached with Cashier for Treasury Duty. |
| 2. Shri. Vilaseli, Peon | 1. Assistant Director, Sports
2. Sports Section. |
| 3. Shri. Gokul Thapa, Handyman | 1. Director duty. |
| 4. Shri.Lhoutshulie, Peon | 1. A.G.duty
2. Authentication of sanction and Drawal Authority permission from Directorate Treasury & Accounts |
| 5. Shri. Keresai Ringa, Peon | 1. Registrar. |
| 6. Shri. Veshovo, Peon | 1.To assist Lhoutshulie Peon for A.G. duty & Drawal Authority permission from Directorate Treasuries & Accounts. |
| 7. Shri. Pulhukhwuyi, Peon | 1. Dak duty. |
| 8. Shri. Makou, Handyman | 1. Dy. Director |
| 9. Shri. Neivozolie, Groundman | 1. Accounts section /Attached with Cashier for Treasury Duty. |
| 10. Smti. Menuo Rio, Peon | 1. NSS Cell. |
| 11. Shri. Savio, Day Chowkidar | 1. Day Chowkidar |
| 12. Shri. Sakuolie, Night Chowkidar | 1. Night Chowkidar |
| 13. Smti. Satuonuo, Sweeper | 1. Sweeper (1 st Floor) |
| 14. Shri. Mengutuo, Peon | 1. Youth Section Duty. |
| 15. Shri. Khriesaneituo, Groundman | 1. Attached with Asstt. Director (Youth) |
| 16. Smti.Thepfukie, Sweeper, fixed paid | 1. Top floor. |
| 17. Smti. Dzuzieu, Sweeper, fixed paid | 1. Sweeper (Ground floor) |
| 18. Shri. Nanda Prasad Tiwari, Handyman | 1. Joint Director. |
| 19. Shri. Kuveluto, Peon fixed paid | 1. Director Duty. |

Driver

1. Shri. Gokul Rana
2. Shri. Kevidel
3. Kamal Singh
4. Shri. C.B.Chetri
5. Shri.David
6. Shri. Kezhapietuo
7. Shri.Veyini
8. Meyikumzuk
9. Raju Chetri

Attached with

- Staff Bus
Tata Truck
Pool Vehicle
Director, YRS
Spare
Dy. Director

Director
Joint Director

10. Biru Thapa	Former Secretary
11. T.Akaba	Registrar
12. Kikumsangba	SLO, NSS
13. Haireu	Director

Handyman

1. Nokro Peon	Bus
2. Shri. Noujulhoulie Handyman	Truck

Accountability: -

All the Officers and Staff are accountable to their assigned duties.

Communication: -

Communications of the decisions to the public are made through Official letters / Orders / Notifications / Press Release / Notice Board / Doordarshan / Radio / Pamphlets / Brochures etc.

Authority of final decision: -

The final decision of the head of the Department is binding.