

**RTI DISCLOSURE
NAGALAND INFORMATION COMMISSION
UNDER SECTION 4 OF THE RIGHT TO INFORMATION
ACT, 2005.**

A) Background of Nagaland

Nagaland, part of Assam and Northeast frontier Agency (NEFA) in 1847, became the 16 State of India and was inaugurated on December 1, 1963. Special constitutional provision is provided under Article 371(A) of the Indian Constitution to safeguard the culture, traditions and way of life of the Nagas. One of the smaller hill states of India, Nagaland is known for its myriad tribes with their rich culture and traditions.

Nagaland is one of the ‘seven sisters’ of the Northeast. The state is bounded by Assam in the west, Myanmar in the east, Manipur in the South, and Arunachal Pradesh and part of Assam on the North. The state has an area of 16,579 sq. km. The state is predominantly rural with 82.26% of the population living in villages, generally situated on high hilltops.

B) Statistic of Nagaland

Total Population (2001) :	19,88,636
Urban Population	17.74%
Annual Population Growth Rate	64.41%
Infant Mortality Rate (per 1000 live births)	6.86%
Literacy Rate	61.11% (71.77% Male/61.92% Female)
Sex Ratio	909 F : 1000 M
Surface Area (km 2)	16,579
State Boundaries	East-Myanmar (Burma) and Arunachal Pradesh West- Assam North- Assam and Arunachal Pradesh South- Manipur
State Capital	Kohima (1444.12 mtrs above sea level)
Administration Divisions	11 districts (Kohima, Mokokchung, Tuensang, Dimapur, Wokha, Phek,,Peren, Longleng, Mon, Kiphire, Zunheboto)
Official Language	English
Connectivity	Railway : Dimapur Airport : Dimapur

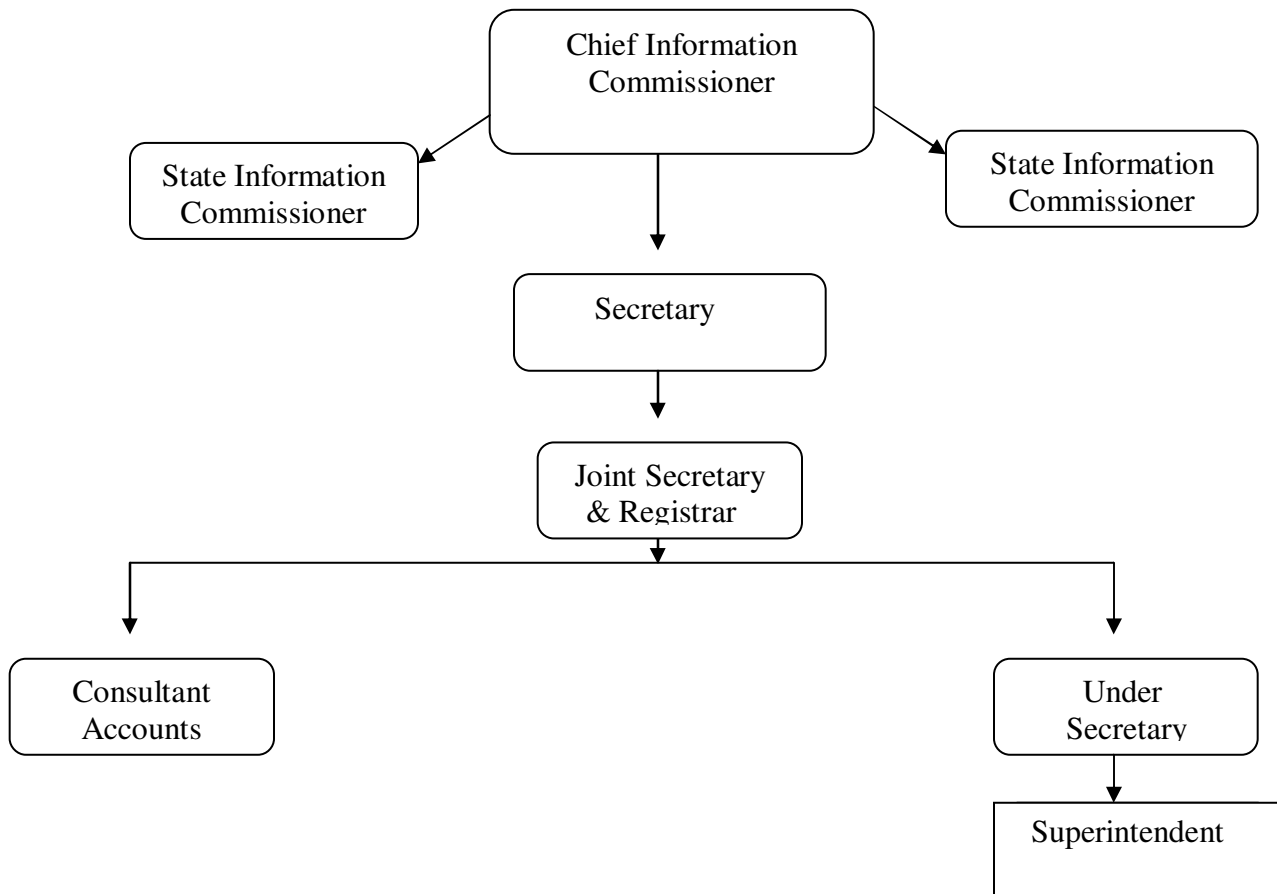
Manual-I

Organization, functions and duties.

Name of the Office : **Nagaland Information Commission**
Address : **Old Secretariat Complex, P.O. Box 148, Kohima, Nagaland**
PIN – 797001
Ph: 0370 – 2291595 / 2291200/ 2290654
Fax: 0370 – 2291774
Email: cic.nagaland@gmail.com

The Nagaland Information Commission was constituted on 14 th March 2006, vide Government Order NO. AR- 3/ Gen-147/2005. On the recommendation of the Appointment Committee constituted in terms of Section 15(3) of the Right to Information Act, 2005 and under the provision of Section 15(1) & (2) of the said Act, His Excellency, the Governor of Nagaland Shri Shyamal Datta administered the oath of office to the Chief Information Commissioner and 2 (two) State Information Commissioners to form the Information Commission and to exercise the power conferred on them and to perform the functions assigned to it under the Act.

Organizational Structure



As per the RTI Act, 2005 the Nagaland Information Commission is assigned with the task of receiving complaints and appeals, for providing suitable relief to the appellants as per the provision of the RTI Act 2005. The Commission has also power to receive and inquire into a complaint from any person, who is unable to submit a request to Public Information Officer either by reason that no such officer has been appointed under this Act, or because the Public Information Officer has refused to accept his or her application or appeal under this Act or the applicant has not received any response from PIO. If the Commission is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof. During the inquiry of any complaint under this Act, the Commission has the power to examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds. While making an inquiry the Commission shall have all powers, as are vested in a civil court while trying a suit under the code of civil procedure. The Section 19(8) of the Act gives the Information Commission very broad ranging decision making powers. The Commission shall perform all other responsibilities as assigned to it, autonomously without being subjected to direction given by any other authority under this Act.

The Information Commissioners:



Shri Lalhuma, IAS (Rtd)
Chief Information
Commissioner



Shri Bukchem Phom
State Information Commissioner



Smti. Kevinino
State Information Commissioner

The general superintendence, direction and management of the affairs of the Nagaland Information Commission vests in the Chief Information Commissioner who is assisted by the State Information Commissioners and exercise all such powers and does all such acts and things which may be exercised or done by the Nagaland Information Commission autonomously without being subjected to directions by any other authority under the RTI Act.

The Act enjoins upon the state government to provide the Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed. The Nagaland Information Commission had submitted proposal for creation of 33 (thirty three) Nos. of posts to the Government. Out of the proposed number of posts, 4 (four) posts were created in the first year of the Commission's functioning and subsequently 6 (six) posts were created in the following year. A total of 10 (ten) posts of various categories have been created in a phase-wise manner till date.

Manual-II : Powers and duties of its Officers and Employees:

Sl. NO.	Designation	Powers and Duties
1.	Chief Information Commissioner (CIC)	General superintendence, direction and management of affairs of the Nagaland Information Commission which receives appeals and complaints under the RTI Act.
2.	State Information Commissioners (SICs)	To assist the CIC, each Commissioner has been allocated departments & PSUs for receiving appeals and complaints.
3.	Secretary	To supervise the office, perform Secretarial and administrative work of the Commission Office. Perform duty as the Appellate Authority of the Commission.
4.	Joint Secretary & Registrar (Post creation awaited)	To assist the Secretary and perform the function of Registrar for all appeals and complaints coming to Commission.
5.	Consultant Accounts	To handle budget and Account matters.
6.	Under Secretary	To handle RTI Matters in jurisdiction of CIC/ SICs which will be assigned. Perform duty as the PIO of the Commission.
7.	Superintendent	To assist Under Secretary and to perform any other Responsibility that may be assigned from time to time.

Allocation of Departments & Public Sector Undertakings to Information Commissioners:

I. **Chief Information Commissioner:**

1. Governor Secretariat
2. Chief Minister's Secretariat
3. Cabinet Cell
4. High Court
5. Home department:
 - (a) Civil Secretariat
 - (b) District Administration
 - (c) Police
 - (d) Jails
 - (e) Nagaland Houses
 - (f) Home Guards
 - (g) Rajya Sainik Board
 - (h) Fire Services
6. Election department
7. Assembly Secretariat
8. Parliamentary Affairs
9. Forest & Environment
10. Border Affairs
11. Finance department:
 - (a) Treasury and Accounts
 - (b) Taxes
 - (c) State Lotteries
12. Personnel & Administrative Reforms department
13. Nagaland Public Service Commission
14. Vigilance Commission
15. Administrative Training Institute
16. Law and Justice department

II. **State Information Commissioner (K):**

1. Department of Planning & Coordination
2. Urban Development department
3. Women Development department
4. Nagaland Women Commission
5. Industries & Commerce department
6. Agriculture and Allied departments:
 - (a) Agriculture department
 - (b) Soil and water Conservation
 - (c) Registrar Cooperative Societies/MARCOFED
 - (d) Land Resources department
 - (e) Horticulture department

- (f) Irrigation & Flood Control department
- (g) Veterinary & Animal Husbandry department
- (h) Fisheries department
- 7. Rural Development department
- 8. Information & Public Relations department
- 9. Tourism department
- 10. Power department
- 11. Food and Civil Supplies department
- 12. Health & Family Welfare department
- 13. Naga Hospital Authority, Kohima
- 14. Christian Institute of Health Sciences & Research, Dimapur
- 15. Transport and Communication Department
- 16. Excise department
- 17. Land Revenue Department
- 18. Corporations/PSUs:
 - (a) Nagaland Handloom and Handicrafts Development Corporation (NHHDC)
 - (b) Nagaland Industries Development Corporation (NIDC)
 - (c) Nagaland Khadi and Village Industries Board (NKVIB)

III. **State Information Commissioner (BP):**

- 1. School Education department
- 2. Higher Education department
- 3. Technical Education department
- 4. Youth Resources and Sports department
- 5. Social Welfare department
- 6. Art and Culture department
- 7. Geology and Mining department
- 8. Labour and Employment department
- 9. Sericulture department
- 10. Information, Technology and Communication department
- 11. Science and Technology department
- 12. Corporations/PSUs:
 - (d) Nagaland Industrial Raw Material Supply Corporation (NIRMSC)
 - (e) Nagaland State Mineral Development Corporation (NSMDC)
- 13. Engineering departments:
 - (a) Roads and Bridges department
 - (b) Housing department
 - (c) Mechanical department
 - (d) Public Health Engineering department
 - (e) National Highways department
- 14. The Global Open University

Manual-III : Procedure followed in the decision making process including channels of supervision and accountability :

Matters relating to RTI Appeals, Complaints are dealt with in the manner explained below :-

The Commission receives the complaints under Section 18 and Appeals under Section 19 of the RTI Act, 2005. The Complaint is placed before the State Information Commissioner who has been allocated the departments whose Public Information Officer (PIO) has been complained against. The SIC will study the matter and present the same to the full Commission for further action. Then the Commission will summon both the appellant/complainant and the PIO for hearing. Both the parties will be given an opportunity to state their case after which the Commission will give its decision and order.

With regard to administrative matters, final decision rests on the Chief Information Commissioner.

Manual-IV : The norms set by it for the discharge of its functions:

The Information Commission is an autonomous organization. Each officer is assigned with specific responsibilities under the control of the Chief Information Commissioner. All the officers and staffs are accountable to the Chief Information Commissioner.

The functioning of the Commission may broadly be divided into two categories, viz, all Administrative functions under the Secretary and the Commission's functions under the control of the Chief Information Commissioner.

Manual V : Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :

1. A Handbook for Trainers on RTI Act, 2005.
2. A Guidebook for Civil Society Organizations on RTI Act, 2005.
3. A Guide for Media on RTI Act, 2005
4. Manual for Public Authorities, Public Information Officers & Appellate Authorities on RTI Act, 2005.
5. Right to Information Act, 2005, published by YASHADA.
6. Nagaland State Right to Information (Regulation of Fee and Cost) Rules, 2005
7. Nagaland State Information Commission (Appeal Procedure) Rules, 2005
8. RTI Act, 2005, in local dialects, viz, Ao, Sema, Lotha, Tenyidie, Chakhesang, Sangtam, Rengma, Zeliang, Yimchungru, Khamniungan, Kuki, Kachari
9. A Handbook for citizens on RTI Act, 2005.
10. Citizen's guide to RTI Act, 2005, in local dialects, viz, Ao, Sema, Lotha, Tenyidie, Chakhesang, Rengma, Sangtam, Yimchungru, Zeliang, Khamniungan, Kuki, Kachari
11. Citizen's guide to RTI Act, 2005 in English
12. Guide on Right to Information Act, 2005 (A DoPT publication)
13. Annual Report of the Commission on the implementation of the RTI Act, 2005. (2006-07, 2007-08)
14. Directory of Public Authorities, Appellate Authorities, PIOs and APIOs in Nagaland.

Manual VI : A statement of the categories of documents that are held by it or under its control:

1. Administrative documents.
2. Documents relating to Commission Finances.
3. Commission decisions on Appeals/Complaints

Manual VII : 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 :

No such arrangement exists in the Commission presently.

Manual VIII : Statement of the boards ,councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards ,councils, committees and other bodies are open to the public, or the minutes of such meetings of such bodies are accessible to public

No such Boards, councils, committees or other bodies have been constituted under the Commission presently.

Manual IX : Directory of its officers and employees:

Sl. No	Name and Designation	Telephone Number/Fax	e-mail address
1.	Shri Lalhuma, IAS (Retd) Chief Information Commissioner	0370-2291595(O) Fax – 0370- 2291774	cic.nagaland@gmail.com
2.	Smti. Kevinino P.Meru State Information Commissioner	0370- 2291200 (O)	sic1.nagaland@gmail.com
3.	Shri Bukchem Phom State Information Commissioner	0370-2290654 (O)	sic2.nagaland@gmail.com
4.	Smt. Soyimna Aier Koza Secretary	0370-2291041 (O) Telefax:0370-2291041	
5.	Shri Worhonthung Ezung Under Secretary	0370-2291798(O)	Usecy.nlsic@mail.com
6.	Shri. I.Tongpanglong Superintendent		Supdt.nlsic@mail.com
7.	Shri Kikrovi Sakhrie Pr.I.P.S to CIC	0370-2291595(O)	
8.	Shri Ph Asosu Mao Consultant (Accounts)		
9.	Smti. R.Asangla Steno Gr.III		
10.	Kum.Neikhotsono		

	Steno Gr.III		
11.	Shri Visizo LDA-cum-Computer Assistant		
12.	Shri Thujota Keyho LDA-cum-Computer Assistant		
13.	Shri Mhasilezo Yhosu Office Chowkidar		
14.	Shri Z.Longta Phom Office Peon		
15.	Kum.Vizokhou Office Assistant		
16.	Shri Lanupangjung Driver		
17.	Shri. Ghokiho Aye Driver		
18.	Shri. Paujei Phom Driver		
19.	Shri Teihnyei Konyak Office Peon		
20.	Shri Tiayanger Longkumer Office Peon		
21.	Shri Vikou Koza Office Peon		
22.	Kum. Rosely Assumi Office Peon		
23.	Shri Thepang Phom Personal peon		
24.	Shri Mongolsing Teron Personal peon		
25.	Ms. Kesana Personal peon		

Manual X : Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :

According to the RTI Act, 2005, the salaries and allowances payable to and other terms and conditions of service of the:

- (a) Chief Information Commissioner shall be the same as that of the Election Commissioner in the Centre.
- (b) State Information Commissioner shall be the same as that of the Chief Secretary of the state government.

Provided that if the Chief Information Commissioner or the State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of the State, his salary in respect of the service as the

Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity.

Provided further that if the Chief Information Commissioner or State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits.

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

Apart from the Commissioners, the Commission has working staffs, some of who are regular appointees and some who are either on deputation from other departments or appointed on contingency basis. The monthly remuneration of the Commissioners and other staffs are shown below:

Sl NO	Name of the incumbent	Designation	Pay Bands	Basic pay	Grade Pay	Total emolument	Remarks
1.	Shri Lalhuma, IAS (Retd)	Chief Information Commissioner	Super Scale Rs. 90,000 (Fixed)	Rs.50,000	-	Rs. 1,46,750	Tenure post
2.	Smti. Kevinino P. Meru	State Information Commissioner	Super Scale Rs.80,000 (Fixed)	Rs.52,930	-	Rs.1,05,830	Tenure post
3.	Shri Bukchem Phom	State Information Commissioner	Super Scale Rs.80,000 (Fixed)	Rs.64,000	-	Rs.1,16,900	Tenure post
4.	Smti. Soyimna Aier Koza	Deputy Secretary	PB-3 15600-39100	Rs.25,190	Rs.7,600	Rs.53,642	On deputation
5.	Shri Worhonthung Ezung	Under Secretary	PB-3 15600-39100	Rs.23,590	Rs.6,600	Rs.45,987	On deputation
6.	Shri Kikrovi Sakhrie	Prl.P.S to CIC	Rs.20,000/- (Fixed)	-	-	-	On contract
7.	Shri. Ph.Asosu	Consultant (Accounts)	Rs.20,000 (Fixed)	-	-	Rs. 20,000	On contract
8.	Shri. I. Tongpanglong	Superintendent	PB-3 15600-39100	Rs.16,900	Rs.5,700	Rs.34,526	On deputation
9.	Kum.Neikhotsono	Steno Gr. III	PB- 1 5200-20200	Rs.11,970	Rs.2600	Rs.22,984	On attachment from Civil Sectt.
10.	Smti. R.Asangla	Steno Gr.III	PB-1	Rs.12,450	Rs.2600	Rs.23,728	On attachment

			5200-20200				from Civil Sectt.
11.	Shri Visizo	LDA-cum- Computer Assistant	PB-1 5200-20200	Rs.7,680	Rs.2,600	Rs.16,951	Regular appointment
12.	Shri Thujota Keyho	LDA-cum- Computer Assistant	PB-1 5200-20200	Rs. 7,680	Rs.2,600	Rs. 16,951	Regular appointment
13.	Shri. Mhasilezo	Office Chowkidar	IS - 4400- 17200	Rs.4,940	Rs.1,300	Rs.10,446	Regular Appointment
14.	Shri.Z. Longta Phom	Office Peon	IS - 4400- 17200	Rs.4,940	Rs.1,300	Rs.10,446	Regular Appointment
15.	Shri. Ghokiho Aye	Driver	Rs. 3000 (Fixed)	Rs. 3000	-	Rs. 3000	On contingency
16.	Shri Paujei Phom	Driver	Rs. 3000 Fixed)	Rs. 3000	-	Rs. 3000	On contingency
17.	Shri Lanupangjung	Driver	Rs.2000 (Fixed)	Rs.2000	-	Rs.2000	On contingency
18.	Shri Teihnyei Konyak	Office Peon	Rs.2000 (Fixed)	Rs.2000	-	Rs.2000	On contingency
19.	Shri Vikou Koza	Office Peon	Rs.2000 (Fixed)	Rs.2000	-	Rs.2000	On contingency
20.	Kum. Rosely Sumi	Office Peon	Rs.2000 (Fixed)	Rs.2000	-	Rs.2000	On contingency

21.	Shri Tiayanger Longkumer	Office Peon	Rs.2000 (Fixed)	Rs.2000	-	Rs.2000	On contingency
22.	Kum. Vizokho-u	Office Assistant	Rs.6,500/- (Fixed)	Rs.6,500/-	-	Rs.6,500/-	On contract
23.	Shri Thepang Phom	Personal peon	Rs.2000 (Fixed)	Rs.2000	-	Rs.2000	On contingency
24.	Shri Mongolsing Teron	Personal peon	Rs.2000 (Fixed)	Rs.2000	-	Rs.2000	On contingency
25.	Ms. Kesana	Personal peon	Rs.2000 (Fixed)	Rs.2000	-	Rs.2000	On contingency

Manual XI : Budget of the Commission :

The budgetary provision of the Commission is provided by Government of Nagaland under Charged. The expenditure is debitabe under Demand NO. 80, NIC under Major Head of Account 2075 – Miscellaneous Non-Plan. The budget provision provided for the year 2010-2011 was amounting to Rs. 99.12(RE). The details of budget for 2010-2011 is shown below:

**FINAL EXPENDITURE STATEMENT FOR THE YEAR 2010-11 IN
RESPECT OF NAGALAND INFORMATION COMMISSION.**

2010-2011

(Rs in lakhs)

Sl. No.	Head of Accounts	Non - Plan	Plan	CSS	NEC	Total
1.	2075-Misc General Services 00-800 other Expenditure 00-800(2) Nagaland Information Commission					
	1. Salary	Rs.66.62				Rs.66.62
	2.Wages	Rs. 2.90	-	-	-	Rs. 2.90
	3. Travel Expenses	Rs. 5.33	-	-	-	Rs. 5.33
	4.Office Expenses	Rs. 8.50	-	-	-	Rs. 8.50
	5. Motor Vehicle	Rs. 7.26	-	-	-	Rs. 7.26
	6. Rent, Rate & Taxes	Rs. 4.50	-	-	-	Rs. 4.50
	7. Printing/Publicity	Rs. 4.01	-	-	-	Rs. 4.01
	Total =	Rs.99.12				Rs.99.12

(Rupees Ninety nine lakhs & twelve thousand) only

Major Head, Sub-Major Head, Minor Heads, Detailed Heads	Actual 2009-2010			Revised Estimate 2010-2011			Budget Estimate 2011-2012			Revised Estimate 2011-2012			Total
	State Plan	CSS/CPS	Non-Plan	State-Plan	CSS/CPS	Non- Plan	State-Plan	CSS/CPS	Non-Plan	State-Plan	CSS/CPS	Non-Plan	(10 to 12)
	1	2	3	4	5	6	7	8	9	10	11	12	13
000-00-000													
<u>REVENUE SECTION</u> 2075 MISCELLANEOUS GENERAL SERVICES 2 075-00-800 Other Expenditure 2 075-00-800(20) State Information Commission Lump Provision for ROP 2010
Salaries	80.77	67.00	70.15
Wages	2.70	3.00	3.00
Travel Expenses	5.43	5.50	5.50
Office Expenses	8.50	8.50	8.50
Motor Vehicles	5.78	7.00	5.00
Rent, Rates & Taxes	3.00	4.50	3.00
Printing &Publicity	4.00	2.00

	0.00	0.00	106.18	0.00	0.00	99.50	0.00	0.00	97.15	0.00	0.00		
2075 : TOTAL:	0.00	0.00	106.18	0.00	0.00	99.50	0.00	0.00	97.15	0.00	0.00		
GRAND TOTAL:	0.00	0.00	106.18	0.00	0.00	99.50	0.00	0.00	97.15	0.00	0.00		

Manual XII : **The manner of execution of Subsidy programmes , including the amounts allocated and the details of beneficiaries of such programmes :**

Not applicable.

Manual XIII : **Particulars of recipients of concessions, permits or authorizations granted by it:**

Not applicable.

Manual XIV : **Details in respect of the information, available to or held by it, reduced in an electronic form:**

1. RTI disclosures of State public authorities.
2. RTI disclosure of the Commission.
3. Decisions and orders on Appeals and Complaints.
4. List of PIOs of all Govt. Departments & Public Sector Undertakings.
5. Minutes of meetings on Commission's policy matters.
6. Commission circulars.
7. Nagaland State Right to Information (Regulation of Fee and Cost) Rules, 2005
8. Matters of public importance/Commission's releases.
9. Commission's Annual Report on the implementation of the RTI Act, 2005 (2006-07, 2007-08)
10. The RTI Act, 2005.
11. A Handbook for citizens on RTI Act, 2005
12. Citizen's guide to RTI Act, 2005 in local dialects, viz, Ao, Sema, Lotha, Tenyidie, Chakhesang, Rengma, Sangtam, Yimchungru, Zeliang, Khamniungan, Kuki, Kachari
13. Guide on Right to Information Act, 2005
14. The RTI Act, 2005 in local dialects, viz, Ao, Sema, Lotha, Tenyidie, Chakhesang, Sangtam, Rengma, Zeliang, Yimchungru, Khamniungan, Kuki, Kachari
15. List of state Public Authorities.

Manual XV : **Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use :**

1. Office library (Timings: 10 a.m to 4 p.m)
2. Commission Notice Board.
3. Commission Website (www.nlsic.gov.in)
4. Video Conferencing facilities.

5. Photo Gallery of the activities of the Commission.
6. Open proceedings during hearings.
7. RTI disclosures of various public authorities.
8. RTI disclosure of the Commission.
9. Decisions and orders on Appeals and Complaints.
10. List of PIOs of all Govt. Departments & Public Sector Undertakings.
11. Minutes of meetings on Commission's policy matters.
12. Commission circulars.
13. RTI Cost and Appeal Rules.
14. Commission's Annual Report on the implementation of the RTI Act, 2005 (2006-07, 2007-08)

Manual XVI : Names, Designations and other particulars of the Public Information officers:

1. Shri I.Tongpanglong
Superintendent
Assistant Public Information Officer (APIO)
2. Shri Worhonthung Ezung
Under Secretary
Public Information Officer (PIO)
3. Smti. Soyimna Aier Koza
Deputy Secretary
First Appellate Authority (FAA)

Manual XVII : Such other information as may be prescribed:

The jurisdiction of the Information Commission extends to All Public Authorities funded by the Government all over the state of Nagaland. The Personnel & Administrative Reforms department is the Nodal department for the Nagaland Information Commission.

Apart from performing the assigned task of receiving complaints and appeals, and for providing suitable relief to the appellants as per the provision of the RTI Act 2005, the Information Commission have interactions with the Administrative Heads of the Government departments, Heads of offices, PIOs/APIOs of the Public Authorities, media organizations etc. from time to time. The Commission also tour the districts and sub-divisions to have interaction with government officials, NGOs, Churches and civil societies for creating RTI awareness and also to monitor implementation of the Act by various Public Authorities.

For effective implementation of the RTI Act, the Commission periodically monitors the pro-active disclosures of all Public Authorities. Likewise, the Chief Information Commissioner and the State Information Commissioners tour the district headquarters and the sub-divisions for implementation of the same.

The Commission has also been actively promoting awareness generation of the RTI Act through circulation of guide books and handbooks on the Act among the masses.

With the establishment of Video Conferencing facilities the Commission has been holding interactions with heads of offices as well as with the PIOs and APIOs in the districts.

In due course the Commission proposes to utilize the VC facility for online presentation and creating awareness of RTI and also for conducting hearings and disposing of cases.

Under the Centrally Sponsored Plan Scheme on “**Strengthening, Capacity Building and Awareness Generation for Effective Implementation of the RTI Act**” the Commission has undertaken implementation of the following:

(a) Development of dynamic website with online registration of Appeals/Complaints.

The website with dynamic content management has the following features:

- Publishing of Notifications with Notification No., date and subject.
- Publishing of Minutes of Meeting
- Publishing of Circulars with Notifications No., date and subject.
- Publishing of Success stories/Best practices
- Photo gallery of the events related to RTI with date of uploading and caption.
- Cause list
- Link to decision of CIC
- Links to other State Information Commissions
- Status of the application on Web
- FAQs
- Profile of the ICs
- Proactive disclosure of NIC
- RTI Vault which includes Govt. Orders, Sanction Orders, Letters etc.
- Search engine for documents published on NIC website.
- Online submission of RTI Complaint/Appeal
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(b) Electronic Office Management System (DAK Digitization) and Appeals /Complaints filing and status of Appeal/Complaints through Mobile application via SMS:

For the implementation of the RTI Act, 2005 the Nagaland Information Commission envisaged to maintain its records in electronic format so as to become a role model to the public authorities in the state. To achieve this, an Electronic Office Management System (DAK Digitization) is under implementation.

This module includes tracking of entire life cycle of the Appeal/Complaints from receipt in the Commission to its final disposal. This system incorporates following features:

- Registration of Appeals/Complaints (generation of unique number) and updating the status at every stage from receipt to disposal.
- Reports viz, Year-wise, month-wise and Commissioner-wise
- Cause List of Commission-wise, Respondent/Petitioner-wise and Complaint/Appeal-wise will be provided.
- Check Status

The Nagaland Information Commission has requested the Centre for Good Governance, Hyderabad for implementation of both the EOMS and Dynamic website for NIC and the project is underway.

