

RAJ BHAVAN NAGALAND KOHIMA

Right to information and obligations of public authorities updated on 04-11-2010

Sec 4 (1)(b) of RTI Act 2005

- (i) The particulars of its organisation, functions and duties.
- (ii) The powers and duties of its officers and employees.
- (iii) The procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) The norms set by it for the discharge of its functions;
- (v) The rules, regulations, instructions, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) 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;
- (viii) a 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 are accessible for public;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) the names, designations and other particulars of the Public Information Officers;
- (xvii) such other information as may be prescribed; and thereafter update these publications every year

MANUAL- I

PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES:- SECTION 4(1) (b)(i)

PARTICULARS OF THE ORGANISATION:

Raj Bhavan at Kohima is the residence-cum-secretariat of the Governor of Nagaland. The Raj Bhavan consists of three separate buildings-main building, Dzukou House and an Annexe (Guest House).

The Governor's establishment is organised into two wings one is Secretariat and the other is Household. The Secretary to Governor is in the over-all charge of both the wings. The Governor's Secretariat provides administrative back-up to the Governor in the exercise of his constitutional and related functions. The Governor's Secretariat looks after all matters relating to constitutional and other related functions of Governor, general petitions and memoranda, Law & Order situation etc. It looks after issues relating to Indian Red Cross Society, Rajya Sainik Board, North East Zone Cultural Centre of which Governor is the President/Chairman. It also looks after the ceremonial functions at Raj Bhavan and Governor's tour within and outside the state. The Comptroller is in charge of Governor's household, which includes Raj Bhavan buildings and garden, and the day-to-day activities of the Household Establishment.

There are 2(two) ADCs, one each from the Army and the Police. The ADCs supervise the security arrangements of the Governor and the Raj Bhavan. Besides there is also an Officer on Special Duty to the Governor and one Principal Private Secretary to Governor. Issues relating to appointment & engagements of Governor are taken care of by both the ADCs and OSD to Governor.

FUNCTIONS:

Constitutional functions

Under Article 155 of the Constitution, the Governor is appointed by the President of India by Warrant under his hand and seal. Under Article 156, the Governor shall hold office during the pleasure of the President. His normal tenure of the Governor is five years from the date of his assumption of office. The Governor shall continue to hold office even after the expiry of his term until his successor enters upon his office. In pursuance of Article 157, no person shall be eligible for appointment as Governor unless he is a citizen of India and has completed the age of 35 years. Governor shall not hold any other office of profit during his tenure as the Governor under Article 158(2). Under Article 158(3), Governor is entitled to rent-free official residence and such other emoluments, allowances and privileges as may be determined by Parliament by law. As contemplated under Article 158(3), the emoluments, allowances and privileges of the Governor are determined under the Governors (Emoluments, Allowances and Privileges) Act, 1982 and the Governors (Allowances and Privileges) Rules, 1987. The emoluments, allowances of the Governor shall not be diminished during his term of office under Article 158(4).

The Governor is not answerable to any court for the exercise of his powers or performance of his duties pertaining to his office. He also enjoys immunity against criminal proceedings during the term of his office. No process for the arrest or imprisonment shall issue from any court during his term of office. No civil proceedings claiming relief against the Governor can be issued for the acts done in his personal capacity until a two months notice has been served upon him stating the nature of the proceedings, the description of the parties etc. (Article 361).

The constitutional functions of the Governor are normally expected to be discharged on the aid and advice of the Council of Ministers headed by the Chief

Minister. There are however, some powers which may be exercised at his discretion such as the following:

1. Appointment of Chief Minister (Article 164);
2. Assent to the bills or reserving the bills for President's consideration (Article 200);
3. Recommendation for President's Rule following failure of the Constitutional machinery in the States (Article 356); and
4. Special powers under Article 371-A.

Legislative functions:

Governor is a part of the Legislative Assembly (Article 168). He is vested with the authority for summoning, proroguing and dissolving the Legislative Assembly (Article 174). He appoints protem Speaker (Article 188). He addresses the House and sends messages for necessary action by the Legislative Assembly (Article 175 & 176). He decides on the disqualification of Members on the advice of the Election Commission (Article 192). He assents to the Bills passed by the Legislative Assembly, or withholds assent, or reserves the Bill for President's assent (Article 200). Governor can issue ordinances when the Legislative Assembly is not in session (Article 213). His approval and recommendations are necessary for the following:

1. Annual Financial Statement (Article 202) popularly known as the Budget;
2. Demand for Grants [Article 203(3)];
3. Supplementary, additional or excess grants (Article 205); and
4. Financial Bills (Article 207).

Executive Functions

The Executive functions of the Governor are as follows:

1. Appointment of the Chief Minister and other members of the Council of Ministers (Article 164);
2. Right to call for information from the Chief Minister (Article 167);
3. Discharge of Executive Business of the state on the aid and advice from the Council of Ministers and discretionary functions (Article 163);
4. Conduct of the entire Executive Business of the state in the name of the Governor (Article 166); and,
5. Appointment of State Chief Information Commissioner, and State Information Commissioners under Section 15(3) of the Right to Information Act, 2005.

Judicial functions

1. To pardon, suspend, remit or commute sentences (Article 161);
2. Swearing-in of High Court Judges (Article 219);
3. Appointment of Advocate General (Article 165).

Emergency powers

The Governor may entrust to the Central Government with its consent the functions lying within the executive power of the State (Article 258A). Under Article 356, Governor can report to the President about the failure of the constitutional machinery in State and recommend proclamation of President's Rule.

Special powers and functions.

The Governor of Nagaland has special responsibilities with respect to law and order which shall be exercised after consulting the Council of Ministers on the basis of his individual judgment under Article 371A. Similarly, he is also to ensure that money provided by the Government of India is included under the appropriate grant.

Miscellaneous powers and functions

1. Appointment of the Chairman and Members of the Public Service Commission (PSC) (Article 316);
2. Suspension of PSC Chairman and Members during the pendency of a reference in the Supreme Court [Article 317(2)];
3. Causing the placing before the Legislative Assembly of the reports from the Comptroller and Auditor General (C&AG) [Article 151(2)J; and
4. Causing the placing before the Legislative Assembly of the Annual Reports of the PSC [Article 323(2)].

Ex-Officio functions:

1. Chief Rector of the Nagaland University.
2. Chancellor of the Global Open University Nagaland.
3. Visitor of the Chartered Financial Analysts of Indian University Nagaland.
4. Visitor of the Christian Institute of Health Science and Research (CIHSR).
5. President of the Rajya Sainik Board, Nagaland.
6. Chairman, the State Managing Committee of Special Fund for Rehabilitation & Re-settlement of Ex-Servicemen.
7. President, Indian Red Cross Society, Nagaland State Branch.
8. Chairman, the North East Zone Cultural Centre (NEZCC).
9. Chief Patron, the Nagaland State Bharat Scouts & Guides.

MANUAL- II

**THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:
SECTION 4(1) (b)(ii).**

Sl No.	Name of post & Scale of pay	Cadre Strength	Duties & functions
1	Secretary to Governor	1	Over-all charge of both the Governor's Secretariat, Raj Bhavan, Nagaland. He is the Head of Department in so far as the work and establishment of the Raj Bhavan is concerned. He is also the Drawing & Disbursing Officer and the Controlling Officer in respect of the expenditure and establishment of the Raj Bhavan and also Governor's Household.
2	Addl. Secretary	1	Supervise all administrative and establishment works of both the Governor's Secretariat and Household establishment.
3	Deputy Secretary	1	All correspondences relating to financial/ budget/ confidential matters, Governor's Tour, Assembly Bills, Miscellaneous petitions, arrangements for meetings/functions at Raj Bhavan.
4	Comptroller	1	Looks after the affairs of Governor's Household, up keep of Raj Bhavan, proper maintenance of Raj Bhavan Garden, supervising the day to day works of household staff etc.
5	ADC to Governor	2	Supervise the Security arrangements of Governor and Raj Bhavan, Responsible for fixing and conducting the official engagements.
6	OSD to Governor	1	Providing the secretarial assistance to Governor.
7	PPS to Governor	1	Providing the Secretarial assistance to Governor.
8	Under Secretary	1	Assist the Deputy Secretary/Addl. Secretary

			in all official works
9	Sr. PS to Secretary to Governor.	1	Helps in providing secretarial assistance to Secretary to Governor.
10	Section officer	1	Supervise the day to day works of General Section, Confidential section and Accounts Section. He is the over all in charge of keeping all files , records etc.
11	Junior Section Officer	2	Supervise the day to day works of Secretariat Assistance.
12	Senior Accountant	1	Supervise the works of Account Section.
13	Steno-Grade- I	1	Helps in providing secretarial assistance to Addl.Secretary, Deputy Secretary and Under Secretary.
14	Steno Grade-II(Sr.)	1	Providing secretarial assistance to the officers.
15	Caretaker	1	Assist the Comptroller in supervising the day to day work of Household Establishment
16	Secretariat Assistant	5	preparation of bills/ processing correspondences in files etc.
17	Typist-Grade- II	1	Typing/ despatch works
18	House Keeper/ Garden supervisor	1	Maintenance of Raj Bhavan Garden and helps the Care Taker/Comptroller in household works. Looks after in-house arrangement.
19	Record Supplier	1	Keeping record of all old files
20	Asst. Electrician	1	Supervise the internal Electrical works of Raj Bhavan.
21	Generator Operator	1	Operation of Generator
22	Plumber	1	Supervise the plumbing works of Raj Bhavan
23	Sr. Grd. Driver	4	Driving duty for VIP vehicles
24	Driver	3	Driving duty for Pool vehicles
25	Head Attendant	1	Supervising the works of Bearers.

26	Spl. Grd. Cook	1	Works as Cook & supervise the works of Asst. Cook
27	Asst. Cook	2	Works as cook
28	Masalchi	2	Helper to Cook
29	Bearer	10	Attendant to H.E. the Governor
30	Sweeper	10	Day to day cleaning works inside the Raj Bhavan compound
31	Mali	10	Works in Raj Bhavan Garden
32	Dhobi	2	Cleaning of clothes
33	Jamadar	1	Supervise the works of Daftry/Peons in the Secretariat
34	Daftry	1	Assists the Secretariat Assistants
35	Peon	5	Works as messenger

MANUAL- III

THE PROCEDURES FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY: SECTION 4(1) (b)(iii)

The Secretariat follows the office procedures and guidelines issued by the State Government with regard to handling of correspondences and processing of files. These files are put up by the dealing assistants to the concerned Section officer, Under/ Deputy secretaries and to the Secretary for a decision. Matters requiring the Governor's approval are put up to him through the Secretary. The Secretary to Governor is the Head of Department in so far as, the work and establishment of the Nagaland Raj Bhavan is concerned in terms of delegation of Financial & Cognate Power Rules, 1964 of Government of Nagaland.

MANUAL- IV

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS: SECTION 4(1) (b)(iv)

The office attempts to discharge its function in an efficient, transparent and time bound manner.

MANUAL- V

**THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND
RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS
EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:
SECTION 4(1) (b)(v)**

The functioning of the Raj Bhavan is governed by policy, rules and instruction of the Manual of Raj Bhavan and Government of Nagaland. All employees rely on these in the discharge of their official functions and duties.

MANUAL- VI

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL: SECTION 4(1) (b)(vi)

The following important documents are, inter alia, maintained in the Raj Bhavan.

1. Warrant of appointment of Governors
2. Files relating to appointment of Chief Minister and Ministers
3. Files relating to appointment of Advocate General, Chairman and Members of NPSC, State Vigilance Commissioner, Chief Justice of High Court/Judges of High Court, State Chief Information Commissioner/ State Information Commissioner and other high dignitaries as per the constitutional/Executive function of H.E. the Governor.
4. Appointment of Director, NEZCC and also matter relating to NEZCC requiring the approval of His Excellency the Governor and Chairman, NEZCC
5. Files relating to Indian Red Cross Society of Nagaland State Branch, Rajya Sainik Board, Bharat Scouts & Guides
6. Files relating to the Nagaland University, Global Open University Nagaland and Chartered Financial Analysts of Indian University Nagaland
7. Files relating to Transfer & posting of All India Service Officers and State Civil Service Officers at the level of Joint Secretary and above
8. Pardon cases of convict under Article 161 of Constitution of India
9. Personal files of Governor's Secretariat and Raj Bhavan staff

MANUAL- VII

THE PARTICULARS OF ANY ARRANGEMENTS THAT EXIST FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF: SECTION 4(1) (b)(vii)

The Governor is the Constitutional Head of the State, and discharges most of his functions on the advice of the State Government. Actual policy formulation or implementation is not undertaken by the Governor or his office. However, the Governor does provide advice and guidance to Government on various issues-both on the basis of personal experience, and also expert advice.

MANUAL- VIII

A STATEMENT OF 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 ARE ACCESSIBLE FOR PUBLIC: SECTION 4(1) (b)(viii)

The Raj Bhavan has not constituted any Board and Committees on its own. However, the following organizations/societies are headed by the Governor of Nagaland:

1. The Indian Red Cross Societies, Nagaland State Branch
2. The Rajya Sainik Board, Nagaland
3. The North East Zone Cultural Centre, Dimapur

Their meetings are open to the members of the respective organizations. The minutes can be accessed from the concerned office.

MANUAL- IX

A DIRECTORY OF ITS OFFICERS: SECTION 4(1) (b)(ix)

Sl No.	Name of the Officer	Designation	Phone number
1	Shri R.Ramakrishnan, IAS	Secretary to Governor	0370-2242917(O)/ 2242918(R) / 2242898(Fax) Mobile No.9436010439
2	Shri Motuo M.Sote	Deputy Secretary	0370-2242822 Mobile No.9436000138
3	Shri Saroj Kumar Sahoo	Under Secretary	0370-2242834 Mobile No.9436601253
4	Shri George Abraham,	Under Secretary	0370-2245790 Mobile No.9436438112
5	Shri U.K.Ghosh	Comptroller	0370-2242832 Mobile No.9436601316
6	Shri Vizhoto Hibo, NPS	ADC to Governor	0370-224881 Mobile No.9436010440
7	Maj S.K.Singh	ADC to Governor	0370-224881 Mobile No.9436063512
8	Shri K.Issac	OSD to Governor	0370-2245789 Mobile No.9436434469
9	Shri N.L.Kar.	Sr. PS to Governor	0370-2242838 Mobile No.9402489984
10	Shri Talimoa Changkija	Section Officer	Mobile No.9436601485
11	Shri Yanbeni Nguillie, Caretaker	Care Taker	Mobile No.9436010919

MANUAL- X

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS
OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF
COMPENSATION AS PROVIDED IN ITS REGULATION:
SECTION 4(1) (b)(x)**

As on 31st March, 2010

Sl. No.	Name	Designation	Scale	Basic	Gross Amount
GRADE-I & GRADE-II GAZETTED OFFICERS					
1	Shri Abhijit Sinha, IAS	Secretary to Governor	15600-39100	27430	56897
2	Shri Kevekha Kevin Zehol,NCS	Deputy Secretary to Governor	12000-375-16500	12750	35117
3	Shri Motuo M. Sote	Deputy Secretary to Governor	12000-375-16500	12000	32615
4	Shri K. Issac	OSD to Governor	14300-400-18300	15100	39560
5	Shri Nandalal Kar	Sr. P.S. To Secretary	10000-325-15200	12275	32404
6	Shri L. Ben Longkumer	ADC to Governor	10000-325-15200	11300	30074
7	Shri S.K. Sahoo	Under Secretary to Governor	10000-325-15200	10650	28212
8	Shri George Abraham	Under Secretary to Governor	10000-325-15200	10650	28212
9	Shri U.K.Ghosh	Comptroller	8500-275-11800- 300-14200	9325	24300
10	Shri Talimoa Changkija	Junior Section Officer	6500-200-10500	7500	19593

GRADE-III NON-GAZETTED (GOVERNOR'S SECRETARIAT)					
1	Shri Dziesekuolie Kire	Secretariat Assistant	5000-150-8000	5750	15452
2	Shri Kevinguzo Visa	Secretariat Assistant	5000-150-8000	5150	13464
3	Miss Jochule	Secretariat Assistant	5000-150-8000	5000	13375
4	Miss Banuo Koza	Secretariat Assistant	5000-150-8000	5000	13450
5	Shri Thsurhetho Phoji	Secretariat Assistant	5000-150-8000	5000	13450
6	Shri Ngope Zehol	Secretariat Assistant	5000-150-8000	5000	13450
7	Smti Jessy G. Abraham	Stenographer	5000-150-8000	5000	13075
8	Smti Zhalhouviu	Typist	4125-100-4725-125-6475	4525	11843
9	Shri Tapan Ch. Das	Asstt. Electrician	4000-100-8000	5500	14373
10	Shri Baburam Pradhan	Driver	4000-100-6000	5300	13949
11	Shri Surjit Singh	Driver	4000-100-6000	5200	13689
12	Shri Chobiram Sharma	Record Supplier	2750-70-3800-75-4400	4625	12103
13	Shri Raj Kumar Singh	Driver	2750-70-3800-75-440	2820	7705

GRADE-III NON-GAZETTED (HOUSEHOLD ESTT.)					
1	Miss Yanbeni Ngullie	Caretaker	5000-150-8000	5600	15052
2	Smti Vizolazeu	Housekeeper-cum- Gard. Supervisor	4125-100-4725-125-6475	4425	11916
3	Shri Naba Sigh	Driver	4125-100-4725-125-6476	6100	16025
4	Shri Pobitro Singh	Driver	4000-100-6000	4900	12911
5	Shri Sanjay Chetri	Driver	4000-100-6000	4100	10835
6	Shri Ram Krishan Thakur	Generator Operator	3050-75-3950-80-4590	4510	11803
7	Shri Bol Bahadur Sunar	Head Attendant	3050-75-3950-80-4590	4270	11201
8	Shri Sailesh Ch. Das	Cook	3050-75-3950-80-4590	3875	10176
9	Shri Surendra Kr. Rout	Plumber	3200-85-4900	3370	9098

GRADE-IV (GOVERNOR'S SECRETARIAT)					
1	Shri Videsielie Kera	Peon	2750-70- 3800-75-4400	3875	10457
2	Shri Rahim Ahmed	Peon	2610-60- 3150-65-3540	3540	9296
3	Shri Ram Bhahadur Ale	Peon	2610-60- 3150-65-3540	3540	9296
4	Shri Bhuban Pradhan	Peon	2610-60- 3150-65-3540	3660	9498
5	Shri Bijoy Khadanga	Mali	2610-60- 3150-65-3540	3540	9296
6	Shri Shuvan Mech	Driver	2610-60- 3150-65-3540	2610	6873
7	Shri Kethozelhou	Peon	2550-55- 2660-60-3200	2900	7844

GRADE-IV (HOUSEHOLD ESTT.)					
1	Shri Dal Bahadur	Bearer	2750-70-3800-75-4400	4025	10566
2	Shri Chobilal Khatka	Bearer	2750-70-3800-75-4400	4025	10566
3	Shri Vijay Kr. Mahato	Bearer	2750-70-3800-75-4400	3950	10370
4	Shri Vinay Yadav	Bearer	2750-70-3800-75-4400	3875	10176
5	Shri Gobinda Gewali	Bearer	2750-70-3800-75-4400	3800	9981
6	Smti Neichuzonuo	Sweeper	2750-70-3800-75-4400	3875	10457
7	Smti Seno Angami	Sweeper	2750-70-3800-75-4400	3730	10064
8	Smti Ganga Maya	Sweeper	2750-70-3800-75-4400	3660	9498
9	Shri Mubarak Ali	Dhobi	2750-70-3800-75-4400	3950	10360
10	Shri Md. Hanif	Dhobi	2750-70-3800-75-4400	3730	9789
11	Shri Maniram Ale	Bearer	2610-60-3150-65-3540	3475	9138
12	Shri Raju Rana	Bearer	2610-60-3150-65-3540	3215	8705
13	Shri Hiten Baishya	Bearer	2610-60-3150-65-3540	2910	7671
14	Shri Vishal Thapa	Bearer	2610-60-3150-65-3540	3215	8705

15	Shri Vikishe Shohe	Bearer	2610-60-3150-65-3540	2910	7671
16	Shri Shivalal Khanal	Asstt. Cook	2610-60-3150-65-3540	2790	7360
17	Shri Shyam Kr. Rai	Mali	2610-60-3150-65-3540	3540	9296
18	Smti Atono Natso	Sweeper	2550-55-2660-60-3200	2780	7324
19	Smti Keyiekhrie-u Phewhuo	Sweeper	2550-55-2660-60-3200	2720	7372
20	Smti Renu Yadav	Sweeper	2550-55-2660-60-3200	2720	7168
21	Shri Pradeep Kr. Sharma	Masalchi	2550-55-2660-60-3200	3140	8269
22	Shri Krushna Sahu	Masalchi	2550-55-2660-60-3200	3550	6908
23	Shri Sandeep Thapa	Mali	2550-55-2660-60-3200	2840	7470
24	Shri Om Prakash Sharma	Mali	2550-55-2660-60-3200	2840	7470
25	Shri Ningsangliba	Mali	2550-55-2660-60-3200	2720	7158
26	Shri Neetu Gogoi	Mali	2550-55-2660-60-3200	2720	7158
27	Shri Mohesh Kr. Yadav	Bearer	2610-70-3150-75-3540	2610	6873
28	Shri Krishna Mahato	Bearer	2610-70-3150-75-3540	2610	6873

MANUAL- XI

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE: SECTION 4(1) (b)(xi)

Budget Allotment for the year 2009-2010 is as under:-

Major Head-2010 President, Vice President/Governor
Head of Department Secretary to Governor, Nagaland
(Rupees in Lakhs)

Budget Estimate

<u>Minor Head/Sub head</u>	2009-10	2010-11
090-Secretariat		
Salaries/wages	104.29	139.52
Office Expenses	27.28	27.28
Motor vehicles	22.30	11.30
Travelling Allowances	4.14	4.14
Repair/Maintenance	45.00	21.37
101-Emoluments & Allowances of Governor	17.52	17.52
102-Discretionary Grants	32.00	32.00
103-Household Establishment		
01-Salaries	40.43	40.43
Travelling Allowances	7.58	7.58
Repair Maintenance/Improvement	8.63	8.63
04-Garden	3.04	3.04
05-Electricity/Water Taxes	4.17	4.17
104- Sumptuary Allowances	1.14	1.14
107- Contract Allowances	3.64	3.64
108- Tour Expenses	28.65	12.90
Total:	349.81	334.66

MANUAL- XII

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF
BENEFICIARIES OF SUCH PROGRAMMES:
SECTION 4(1) (b)(xii)**

No subsidy programme is executed by the Nagaland Raj Bhavan.

MANUAL- XIII

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORISATIONS GRANTED BY IT:
SECTION 4(1) (b)(xiii)**

The Nagaland Raj Bhavan grants no permits, concession or authorization.

MANUAL- XIV

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR
HELD BY IT, REDUCED IN AN ELECTRONIC FORM: SECTION 4(1)
(b)(xiv)**

Most of the information and record available in the Nagaland Raj Bhavan has not yet been reduced to electronic form.

MANUAL- XV

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE: SECTION 4(1) (b)(xv)

Though members of the public are free to meet the Governor at any time, with prior appointment, yet the office does not deal directly with the public. As such the facilities of the Raj Bhavan are not available for the general public. The public can, however obtain information by contacting the concerned members of the Raj Bhavan staff. There is no reading room in the Raj Bhavan for public.

MANUAL- XVI

**THE NAME, DESIGNATIONS AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS:
SECTION 4(1) (b)(xvi)**

Name of the Public Authority:-

Sl. No.	Name & Designation	Functionary under RTI	Phone No.	Fax No.
1	Shri Motuo M.Sote Deputy Secretary	Public Information officer	0370-2242822 Mobile No.9436000138	0370-2242898
2	Shri S.K.Sahoo Under Secretary	Asst. Public Information Officer	0370- 2242834 Mobile No.9436601253	0370-2242898
3	Shri R. Ramakrishnan,IAS, Secretary to Governor	Appellate Authority	0370-2242917/ 2242918 Mobile No.9436010439	0370-2242898

MANUAL- XVII

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND
THEREAFTER UPDATE THESE PUBLICATION EVERY YEAR:
SECTION 4(1) (b)(xvii)**

NIL