

**MANUAL – I****Particulars of Organization, Functions & Duties. (Section 4 (1) (b) (i) of Right to Information Act, 2005)**

- History and background of the organization.
- Aims and objectives
- Missions/ visions
- Functions and duties
- Organizational chart
- Administrative setup in the Districts
- Name and address of the Organization
- Contact details

**\* History and background of the organization:-**

The Directorate of State Institute of Rural Development (SIRD) was established in the year 1990. The SIRD Complex is situated below Nagaland Civil Secretariat building which is two kilometres away from the main city of Kohima.

The SIRD has a three-tier institutional set up under the Ministry of Rural Development (MORD) Govt. of India for training of all categories of Govt. officials and agencies related to rural development with the National Institute of Rural Development (NIRD) as the apex institute at the National level located at Hyderabad (Andhra Pradesh) and a regional center for North-East at Guwahati, the State Institute of Rural Development (SIRD) at the State level and two Extension Training Centers (ETCs) at the district level.

The SIRD is headed by a full-fledged Director with a back up of one Addl. Director (Admn.), six Faculty Members, two Principals, one Joint Director with other supporting Officers and Staff.

**\* Aims and Objectives:-**

The main thrust of the SIRD is to provide training facilities to various levels of people from all walks of life with the following aims:

- Organize training programs, seminars, workshops, conference etc. for various categories of Government functionaries including NGOs, VOs, and SHG.
- Undertaking research studies by the faculties on various subjects relating to rural development in the state.
- Dissemination of information by way of contributing articles by its Senior Faculty members in important reports and other publications.
- To provide orientation training to the village level functionaries such as Village Councils and Village Development Boards.
- To bring about better co-ordination amongst the Government Departments by way of organizing seminars and workshops on relevant issues common to the people of the State.
- To provide computer literacy (IT) to all allied agencies & rural youth.

**\* Vision & Mission:-**

To train people for improving efficiency and promoting transfer of better technology for achieving higher level of production and growth for the benefit of the rural poor in upliftment of their social and economic status.

**\* Functions and duties**

The objective of the department is to organize and impart training for rural development functionaries and other allied agencies at the State level, Block level and even to the grass-root levels.

The core objective of the department is also to take up Action Research activities, consultancy services, evaluation & monitoring works related to social problems and economic activities.

**\* Administrative set up in the Districts:-** Not applicable to SIRD.

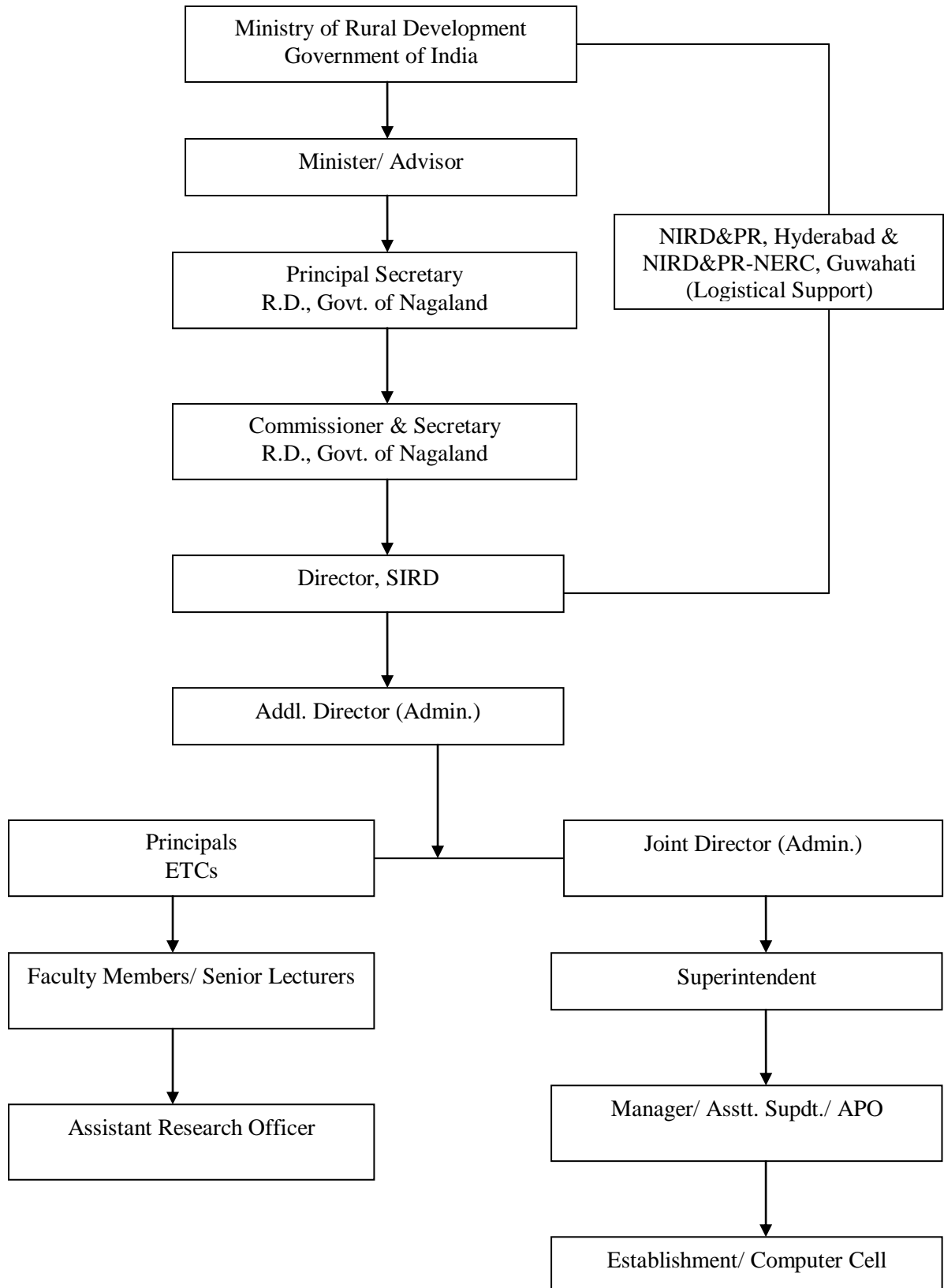
**\* Name and address of the Organization:-**

Directorate of SIRD, Nagaland, Kohima.

**\* Contact details:-**

Directorate of SIRD, Nagaland, below Civil Secretariat, Thizama Road – 797004.

## ORGANIZATIONAL STRUCTURE



**MANUAL – II****Powers and Duties of Officers and Employees [Section 4 (1) (b) (ii) of Right to Information Act, 2005]**

Sl. No.	Name & Designation	No. of employee	Powers & Duties
1	Shri Vesato Director	1	Overall supervision of Department/ Administrative Head/ Giving right direction to the Department/ Framing plan and policy in relation to the Dept. for Govt. approval/ DDO.
2	Smt. Imlimenla Longkumer Addl. Director	1	NIRD&PR/MoRD/MoPR/ Secretariat & RD Directorate/ Training Management Portal/ CPGRAMS/Supervision of all matters not assigned in this order.
3	Dr. Phola Konyak Joint Director	1	Corporate Social Responsibility (CSR)/ Centralized Public Grievance Redressal and Monitoring System (CPGRAMS)
4	Dr. Kedise Pucho Principal, ETC Phek	1	MGNREGA/Disaster Management Plan/ Social Audit/ Human Development/ Gram Panchayat Planning/ DDU-GKJ/ Skill Development Program/ Risk based Internal Audit/ ETC Phek/ LSDG/Internal Audit Wing
5	Smt. Suohienuo Kehyo Principal, ETC Tuensang	1	Social Justice/ SAGY/ Disaster Management/ Accountant General (AG)/ ETC Tuensang/ SDG/ JJM
6	Dr. Adino Vitso Senior Lecturer	1	Training & Research/ Internal Audit/ Gender Issue/ HIV-AIDS/ Colloquium
7	Dr. Juthsutho Phojo Senior Lecturer	1	IWMP/BPL/RGSA/GPDP
8	Dr. Chekhupru Nyekha Senior Lecturer	1	NRLM/PMAY/CANSSEA/SIRD Sponsored Training Programs/ IAY/PIMS
9	Dr. Rokosuno Kintso Senior Lecturer	1	Legal Rights/ Law & Justice/ /Forest/ IPR/MGNREGA
10	Shri Kühüzucho Vero Superintendent	1	All establishment matters /General correspondence/ Accounts/ Incharge : Grade-III, IV & Contingency paid staff leave/ Attendance/Complex sanitation.
11	Shri Kezhakietuo Sekhose Manager	1	Management of Hostel/ Auditorium/ Conference Hall/SIRD Complex/ RTI.
12	Smt. Caroline Assistant Research Officer	1	All Research Matters/ Planning/ Budget/ ETC/ MoRD/MoPR/NEC/Status Report/ Administrative Report/ Civil Engineering works/ Recurring & Non-Recurring Grants/Audit.
13	Shri Kulo Kromi Assistant Program Officer	1	IEC/Social Media/ IT
14	Smt. Anungla Assistant Superintendent	1	Miscellaneous/ Service book/ Stationery/ Leave/ Incumbency list/ APAR

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Sl. No.	Name & Designation	No. of employee	Powers & Duties
15	Smt. Nukrolu Accountant	1	All Account Matters/ Bills & Taxes/Salary/ GPF/ Traveling Expenses/ GIS/ MACP.
16	Smt. Tarepmongla UDA-cum-Accountant	1	All Training & Research Matters/ Colloquium/ STRoRD.
17	Shri Lanuwati Walling LDA	1	Matters relating to Election/ Parliament/ Assembly/ Celebration of important days/ Quarter/Hostel/ Transport/ Water/ Telephone/ Electricity/IT/Census.
18	Shri Sekhota Ringa, UDA	1	Cashier/ Attached to DDO/Audit.
19	Shri Mou Z. Domeh LDA	1	Attached to establishment/ Library/ Furniture/ Stationery/ Civil Secretariat & Assembly Sectt. duty.
20	Shri Timothy J. Angami Audio Visual Operator	1	Library/Conference room/ Computer Lab./ Auditorium/ Training & Photography/ Documentary films/Hospitality Service/ Assist Manager/All Teaching Aids (Hardware & Software)/ In-charge of Sweeper.
21	Smt. Alemla Aier Steno Grade-III	1	Attached to Addl. Director & Joint Director.
22	Smt. Imsuinla Steno Grade-III	1	Attached to all Faculties & Officers
23	Smt. Kevilenuo Typist Senior Grade	1	Attached to Establishment.
24	Smt. Toshili Typist Grade-III	1	Receipt & Dispatch.
25	Shri Repatemjen, Head Driver	1	Supervision of Drivers in the Directorate.
26	Shri Vilonyi, Driver	1	Attached to Faculty
27	Shri Mudosayi, Driver	1	Attached to Staff Bus
28	Shri Dhan Bahadur, Driver	1	Attached to Director
29	Shri Lanumoa, Driver	1	Attached to Faculty
30	Shri Vengota, Driver	1	Attached to Faculty
31	Shri S. Arong Jamir, Bearer	1	Attached to Addl. Director & Joint Director
32	Shri Vikho Domeh, Peon	1	Attached to Addl. Director & Joint Director
33	Smt. Supongsenla, Bearer	1	Attached to Establishment
34	Shri Melungchung Sosoly, Peon	1	Attached to Faculties / Training Hall Duty/ Generator Incharge

Sl. No.	Name & Designation	No. of employee	Powers & Duties
35	Smt. Luhman, Cook	1	Attached to Hostel/Refreshment for Staff
36	Shri Baputhan Thapa, Cook	1	Attached to Hostel & Administrative Building
37	Shri Z. Shikuto Sumi, Mali	1	Assigned as Peon/ Treasury & AG Duty
38	Shri M. Bendang, Chowkidar	1	Hostel/ SIRD Main Gate/ Faculty Block/ Administrative Block/ Auditorium/ SAU Building /Water Distribution.
39	Shri Thinuokielie Khruomo Chowkidar	1	Attached to Director
40	Shri Cekrove Dozo Chowkidar	1	Attached to Resource Centre, Dimapur
41	Smt. Atoli, Sweeper	1	Attached to Auditorium/ Faculty block & Library
42	Smt. Kilangnaro, Sweeper	1	Attached to Hostel
43	Shri Waimongba, Sweeper	1	Attached to Administrative Block
44	Shri Jovotso Nienu, Waiter	1	Attached to SIRD Hostel

### MANUAL – III

#### **Procedure followed in decision making process including channels of Supervision and Accountability (Section 4 (1) (b) (iii) of Right to Information Act, 2005)**

- Specifically identify the major outputs/ tangible results/ services/ goods as applicable that you are responsible for providing to the public.

#### **Not applicable to SIRD**

- Identify the decision making chains in the form of a flow chart explaining the rank/ grade of the public functionaries involved in decision making process and the specific stages in the decision making hierarchy.
- Give in detail the powers of each officer including the powers of supervision over subordinates involved in chain of decision making – **Same as Manual II**
- Changes in the chain of decision making or decentralization of decision making or adoption of an entirely new decision making process be explained. Process of decision making.

Sl. No.	Activity	Level of Action	Time Frame
1	2	3	4
1	Final decision making	Director	Depends on matter of the case

Files relating to administrative matters are processed initially at the level of UDA/LDA who submit the files to Assistant Superintendent/ Superintendent who in turn submit the file to Joint Director/Addl. Director and to the Director for final order/ decision.

Matters relating to accounts are processed by the Accountant / UDA-cum-Accountant and submitted to the Joint Director who in turn submits to Addl. Director for verification and comments and is endorsed to the Director for final decision.

Matters relating to training and research, planning and reports are generally processed by the ARO/ UDA and is submitted to the Lecturers/ Joint Director for verification who in turn submit it to the Senior Lecturers/ Addl. Director and is finally endorsed to the Director for final decision.

**Supervision:** The Director supervises the work of the whole Department. For administrative and training/research matters etc. The office staffs are being supervised by the Addl. Director.

**Accountability:** The officers and staffs are accountable for timely disposal of the work allotted to them.

#### **MANUAL – IV**

#### **The norms set by it for discharge of its functions. (Section 4 (1) (b) (iv) of Right to Information Act, 2005)**

- Nature of functions/ Services offered
- Norms/ Standards for functions/ service delivery
- Time- limits for achieving the targets
- Reference document prescribing the norms

**Not applicable to SIRD**

**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) of Right to Information Act, 2005)**

- Title and nature of the record/ manuals/ instructions
- Gist of content

The department does not have any specific Acts and Rules under its control or administered by it. The department normally follows the instructions, rules and regulations issued by the Govt. of Nagaland.

<b>Sl.No.</b>	<b>Name/ Title of the Document</b>
1.	Nagaland Financial Rule
2.	Delegation of Financial Power Rules
3.	Office Procedure (Secretariat Manual 1969)
4.	Leave Rules (CSS) (L) Rules 1972
5.	Nagaland Services (Discipline and Appeal) Rules 1967
6.	Nagaland Government Servants Conduct Rules 1968
7.	Nagaland Village and Area Council Act 1978 (Nagaland Act No. 1 of 1979)
8.	Nagaland Directorate/ Ministerial Service Rule 2006
9.	Procedure for implementing a Village-wise approach to Community Development Schemes in Nagaland dated 27.11.1980
10.	Village Development Boards (VDBs) Model Rules 1980
11.	Guidelines for Implementation of: <ul style="list-style-type: none"> <li>(i) Capacity Building and translation of guidelines to different dialects.</li> <li>(ii) MGNREGs</li> <li>(iii) Deen Dayal Antordaya Yojana (NRLM)</li> <li>(iv) Pradhan Mantri Gramin Awaas Yojna (PMAY-G)</li> <li>(v) Grant-in-Aid (GIA) State</li> <li>(vi) RD programs and Right to Information under Panchayati Raj</li> <li>(vii) Handbook for vigilance and monitoring committees.</li> </ul>
12.	Annual Plan



**MANUAL-VI****A statement of categories of document that are held by it or under its control. (Section 4 (1) (b) (vi) of Right to Information Act, 2005)**

Standard guidelines for categorization of documents as stipulated by Government from time to time are being followed.

<b>Sl. No.</b>	<b>Nature/ Category of the document</b>	<b>Name of the document</b>	<b>Procedure to obtain the document</b>	<b>Held by/ under control of</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Files related Capacity building and records.	SGSY, NREGS, Capacity Building		Concerned Program Officer
		Financial Records		Accountant
		Receipt & Dispatch		LDA-cum-Computer Asstt.
		Attendance Register		Superintendent
2.	Report Files	Monthly expenditure		Accountant
		Audit Report		Accountant
		Annual Report/ Status Report/ Annual Administrative Report/ ETC/ MoRD/ Plan/Non-Plan/ Monthly report (Trg)		Assistant Research Officer
3.	Administrative Files	Office Orders & Work allocation orders		Superintendent
		Administrative correspondence		Superintendent
		Memos issued by related correspondence		Superintendent
		Administrative circular/ instructions		Superintendent
		Leave matters		Superintendent
		Establishment matters		Superintendent
4.	Training Files	Conduct of trainings/ Research/ Matters relating to training		Lecturer/ Senior Lecturer
5.	Establishment Matters	Matters relating to computer		Computer in charge

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Sl. No.	Name/Nature/Category of the document	Name of the document & its introduction in one line	Procedure to obtain the document	Held by/ under control of
6.	Establishment Matters	Matters related to official tour		Superintendent
7.	Confidential Matters	Information send by investigating wing and other Agency		PIO
		Vigilance matters		Superintendent
		Disciplinary proceeding		Superintendent
		APAR		Superintendent
		Confidential correspondence with higher authority		Superintendent
		Confidential correspondence with lower authority		Superintendent

### MANUAL-VII

**The particulars of any arrangement 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) of Right to Information Act, 2005)**

- Relevant rules, circulars
- Arrangements for consultation with or representation by the members of the public in policy formulation/ policy implementation.

**Not applicable to SIRD**

**MANUAL –VIII**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or etc. (Section 4 (1) (b) (viii) of Right to Information Act, 2005)**

- Name of the Board, Council, Committee etc
- Composition
- Powers & functions
- Whether their meetings are open to the public?
- Whether the minutes of the meeting are open to the public
- Place where the minutes if open to the public are available?

\* Name of the Board, Council, Committee etc:-

**‘Society for Training and Research on Rural Development (STRORD)’ SIRD.**

\* Composition:-

The Governing Body of STRoRD, SIRD was constituted with the following Members:-

- 1) Minister in charge SIRD, Govt. of Nagaland - Chairman
- 2) Principal Secretary, RD – Vice-Chairman
- 3) Joint Secretary, RD – Member
- 4) Director/ His representative, NIRD-NERC
- 5) Member
- 6) Director, RD – Member
- 7) Director, SIRD – Member Secretary
- 8) Addl. Director, SIRD – Member

\* Powers & functions:-

- i) To coordinate and monitor training programs relating to RD.
- ii) To undertake, organize or sponsor research studies on RD through SIRD.
- iii) To raise or borrow money, collect donation, rents, present aids for the Society subject to approval of the Governing Body.
- iv) To allocate funds for sponsor of trainings to be conducted by SIRD.
- v) To acquire, hold and dispose of property and to operate reserve fund for the development of the Society.

\* Whether their meetings are open to the public? **Yes**

\* Whether the minutes of the meeting are open to the public. **Yes**

\* Place where the minutes if open to the public are available? **During office hours.**

**MANUAL-IX: A directory of its officers and employees (As on 31<sup>st</sup> March 2023)**

Sl.	Name	Designation	Contact No.	Email ID (if any)
1	Shri Vesato	Director	9436001729	vesatodozo@gmail.com
2	Smt Imlimenla Longkumer	Addl. Director	9436435282	longkumerimlimenla5@gmail.com
3	Dr. W. Phola Konyak	Joint Director	9436005305	pholakonyak@gmail.com
4	Dr. Kedise Pucho	Principal, ETC Phek	9436601269	kedisepucho4@gmail.com
5	Smt. Suohienuo Keyho	Principal, ETC Tuensang	9436435372	skeyho11@gmail.com
6	Dr. Adino Vitso	Senior Lecturer	9436435377	adivitso@yahoo.com
7	Dr. Juthsutho Phoiji	Senior Lecturer	9615850914	phoji2016@gmail.com
8	Dr. Chekhupru Nyekha	Senior Lecturer	9436263901	cnyekha6@gmail.com
9	Dr. Rokosuno Kintso	Senior Lecturer	9856000454	rokosuno@gmail.com
10	Shri Kuhuzucho Vero	Superintendent	9856535764	
11	Shri Kezhakietuo Sekhose	Manager	9436004078	
12	Smt. Caroline	Asst. Research Officer	9862136746	
13	Shri Kulo Kromi	APO	8131938286	kulokromi@gmail.com
14	Smt. Anungla Temjen	Asst. Suptd.	9383149506	
15	Smt. Nukrolu	Accountant	9402720375	
16	Smt. Tarepmongla	UDA-cum-Acctt.	9402723515	
17	Shri Sekhota Nyenga	UDA	9436435082	
18	Shri Lanuwati Walling	LDA	9378061988	
19	Shri Mou Z. Domeh	LDA	9612814322	
20	Smt. Alemla Aier	Steno Grade-III	9436077968	
21	Smt. Imsuinla	Steno Grade-III	9089583653	
22	Shri Timothy J. Angami	Audio Visual Operator	9436614932	
23	Smt. Kevilenuo	Typist Senior Grade	9089414759	
24	Smt. Toshili	Typist Grade-III	9856307238	
25	Shri. Repatemjen	Head Driver	9436404020	

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Sl.	Name	Designation	Contact No.	Email ID (if any)
26	Shri Vilonyi	Driver	9856242550	
27	Shri Mudosayi	Driver	8415982249	
28	Shri Dhan Bahadur	Driver	8118925603	
29	Shri Lanumoa	Driver	9089097868	
30	Shri Vengota	Driver	9089920165	
31	Shri Vikho Domeh	Peon	9856620816	
32	Shri Melungchung Sosoly	Peon	7085472390	
33	Smt. Atoli Rengma	Sweeper	-	
34	Smt. Kilangnaro	Sweeper	9436656698	
35	Shri Waimongba	Sweeper	9612752758	
36	Shri M. Bendang Jamir	Chowkidar	9436410387	
37	Shri Thinuokielie Khruomo	Chowkidar	9378063394	
38	Shri Cekrove Dozo	Chowkidar	8413943108	
39	Shri S. Arong Jamir	Bearer	9436216551	
40	Smt. Supongsenla	Bearer	9436824769	
41	Smt. Luhman Konyak	Cook	9402026944	
42	Shri Babuthan Thapa	Cook	9856770220	
43	Shri Z. Shikuto Sumi	Mali	9856123036	
44	Shri Jovotso Nienu	Waiter	8794458647	

**MANUAL-X: The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.  
(As on 31<sup>st</sup> March 2023)**

Sl. No.	Name	Father's Name	Gender (M/F)	Educational Qualification	Designation	Status (Regular/ Contract/ Adhoc/ Contingency)	Date of birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay Band	Grade Pay Level	Gross Salary
1	Vesato	Velhupra	M	M.A (RSPR)	Director	Regular	01.02.1973	20.04.1996	08.10.2021	SIRD	30.04.2031	123600-198300.	8900. Level 18	186658.
2	Imlimenla Longkumer	Takomeren	F	M.A (Soc.)	Addl. Director	Regular	21.08.1971	23.05.1997	08.10.2021	SIRD	31.08.2031	102000-195500.	8700. Level 17	173372.
3	Dr.W. Phola Konyak	Wangnon	M	M.VSc	Joint Director	Regular	23.08.1963	15.03.1991	26.11.2021	SIRD	31.08.2023	79900-193700.	7600. level 16	225685.
4	Dr. Kedise Pucho	Razouhol Pucho	M	PhD (Geog.)	Principal ETC, Phek	Regular	16.07.1964	28.07.1998	04.05.2021	SIRD	31.07.2024	79900-193700.	7600. Level 16	128258.
5	Suohienuo Keyho	Zelhoulie	F	M.A (Soc.)	Principal ETC, Tuensang	Regular	13.02.1971	20.04.2000	28.06.2016	SIRD	28.02.2031	67300-158500.	6600. Level 15	162130.
6	Dr. Adino Vitso	Keriho Vitso	F	PhD (Anthro.)	Senior Lecturer	Regular	22.07.1969	18.06.2004	18.06.2004	SIRD	31.07.2029	67300-189300.	6600. Level 15	125192.
7	Dr. Juthsutho Phoji	Kachurie	M	PhD (Philosophy)	Senior Lecturer	Regular	02.05.1969	01.05.2009	01.05.2009	SIRD	31.05.2029	67300-189300.	6600. Level 15	125192.
8	Dr. Chekhupru Nyekha	Rev. Poswunyi	M	PhD (RD & Planning)	Senior Lecturer	Regular	13.04.1972	02.05.2011	02.05.2011	SIRD	30.04.2032	67300-189300.	6600. Level 15	121542.
9	Dr. Rokosuno Kintso	Sapa Kintso	F	PhD (Geog.)	Senior Lecturer	Regular	20.01.1976	02.05.2011	02.05.2011	SIRD	31.01.2036	67300-189300.	6600. Level 15	121542.
10	Kuhuzucho Vero	Abo Vero	M	B.A	Superintendent	Regular	01.03.1967	10.01.1991	06.08.2015	SIRD	31.01.2026	56100-177500.	5400. Level 13	111200.
11	Kezhakietuo Sekhose	K. Sekhose	M	B.A	Manager	Regular	28.03.1969	27.01.1994	06.08.2015	SIRD	31.01.2029	43700-138500.	4600. Level 12	100372.
12	Caroline	Nikhu Nukhu	F	B.Com.	Asstt. Research Officer	Regular	15.02.1973	02.02.1994	16.03.2017	SIRD	28.02.2029	43700-138500.	4600. Level 12	97676.
13	Kulo Kromi	Weprenyi Kromi	M	B.E (CSE)	Asstt. Program Officer	Regular	25.09.1995	02.12.2022	01.12.2022	SIRD	30.09.2055	43700-138500.	4600. Level 12	64602.
14	Anungla Temjen	O.Temjen Ao	F	Matriculate	Asstt. Superintendent	Regular	15.02.1967	03.05.1993	04.05.2017	SIRD	28.02.2027	40800-129200.	3400. level 11	85772.
15	Nukrolü	Sululhu	F	P.U	Accountant	Regular	20.06.1968	03.01.1994	01.08.2004	SIRD	30.06.2028	28700-91300.	3400. Level 9	76720.
16	Tarepmongla	Lanunochet	F	P.U	UDA-cum-Accountant	Regular	07.12.1973	01.02.1997	01.02.1997	SIRD	28.02.2032	28700-91300.	2800. Level 8	72194.
17	Sekhota Ringa	Chekuresayi	M	B.A	UDA	Regular	25.02.1974	08.11.2001	01.05.2020	SIRD	28.02.2034	28700-91300.	2400. Level 8	55724.

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Sl. No.	Name	Father's Name	Gender (M/F)	Educational Qualification	Designation	Status (Regular/ Contract/ Adhoc/ Contingency)	Date of birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay Band	Grade Pay Level	Gross Salary
18	Lanuwati Walling	Imti Walling	M	B.Com PGDBM	LDA	Regular	27.04.1966	01.08.2004	01.08.2004	SIRD	30.04.2026	25300-80500.	2400. Level 6	55258.
19	Mou Z. Domeh	Lt. Derhu Z. Domeh	M	P.U	LDA	Regular	12.04.1978	15.02.2001	15.02.2001	SIRD	28.02.2036	20500-65100.	2000. Level 5	36570.
20	Alemia Aier	Lt. Toshiwati Aier	F	Matriculate	Steno Grade-III	Regular	05.06.1970	02.02.1994	02.02.1994	SIRD	28.02.2029	28700-91300.	2800. Level 8	83728.
21	Imsuinla	Marwati	F	B.A	Steno Grade-III	Contract	12.11.1981	12.06.2008	12.06.2008	SIRD	30.11.2041	4125-100-4725-125-6475	-	43125.
22	Timothy J. Angami	John Themenyu	M	Matriculate	Audio Visual Opr.	Regular	15.06.1971	02.02.1994	02.02.1994	SIRD	28.02.2029	31500-99800.	3400. Level 9	84152.
23	Kevilenuo	Chasu Nukhu	F	Class-X	Typist Senior Grade	Regular	08.12.1972	03.01.1994	19.07.2012	SIRD	31.01.2029	40800-129200.	2800. Level 11	68006.
24	Toshili	Zhehokhe	F	Class-IX	Typist Grade-III	Regular	03.04.1969	20.11.1990	20.11.1990	SIRD	30.11.2025	20500-65100.	2000. Level 5	65624.
25	Repatemjen	Imsumeren	M	Class-VIII	Head Driver	Regular	14.09.1973	01.07.1993	01.07.2008	SIRD	31.07.2028	28700-91300.	2600. Level 8	66350.
26	Vilonyi Shupao	Thezu Shupao	M	Class-VI	Driver	Regular	02.02.1976	21.01.1997	27.03.2007	SIRD	31.01.2032	26400-83600.	2400. Level 7	62558.
27	Müdosayi	Sukhringoyi	M	Class-IX	Driver	Regular	10.09.1982	01.11.2008	01.11.2008	SIRD	30.09.2042	18000-56900.	1800. Level 3	39440.
28	Dhan Bahadur	Tara Bahadur	M	Class-VIII	Driver	Regular	15.11.1984	01.03.2011	01.03.2011	SIRD	30.11.2044	18000-56900.	1800. level 3	37154.
29	Vengota	Vetsuyi	M		Driver	Regular	09.10.1989	12.01.2018	12.01.2018	SIRD	31.10.2049	18000-56900.	1800. Level 3	29017.
30	Lanumoa	Imtinungshi	M	Class-VII	Driver	Regular	13.05.1986	18.09.2019	18.09.2019	SIRD	31.05.2046	18000-56900.	1800. Level 3	27349.
31	Vikho Domeh	Pinyi Domeh	M	Class-VIII	Peon	Regular	25.03.1969	25.01.1997	25.01.1997	SIRD	31.03.2029	18000-56900.	1400. Level 3	47590.
32	Melungchung Sosoly	H. Alemba	M	Class-IX	Peon	Regular	28.12.1985	23.04.2009	23.04.2009	SIRD	30.04.2044	16100-50900.	1300. Level 2	37300.
33	Atoli Rengma	Lapithu	F	Class-VI	Sweeper	Regular	03.03.1970	15.11.1990	15.11.1990	SIRD	30.11.2025	18000-56900.	1800. Level 3	51024.
34	Kilangnaro	Akangnengsang	F	Class-VIII	Sweeper	Regular	19.07.1989	01.03.2016	01.03.2016	SIRD	31.07.2049	15500-49400.	1300. Level 1	28686.
35	Waimongba	Lt. Lanunokden	M	Class-IX	Sweeper	Regular	11.10.1970	23.03.1991	23.01.1991	SIRD	31.03.2026	15500-49400.	1300. Level 1	26330.

Contd.....

Sl. No.	Name	Father's Name	Gender (M/F)	Educational Qualification	Designation	Status (Regular/ Contract/ Adhoc/ Contingency)	Date of birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay Band	Grade Pay Level	Gross Salary
36	M. Bendang	Mejaliba	M	Class-X	Chowkidar	Regular	25.03.1969	15.02.1991	15.02.1991	SIRD	28.02.2026	18000-56900.	1800. Level 3	49072.
37	Thinuokielie Khruomo	Seyiesituo Khruomo	M	P.U	Chowkidar	Regular	04.01.1996	01.06.2022	01.06.2022	SIRD	31.01.2056	15500-49400.	1400. Level 1	24160.
38	Cekrove Dozo	Velhupra	M	Class-VIII	Chowkidar	Regular	06.07.1989	15.06.2022	15.06.2022	SIRD	31.07.2049	15500-49400.	1400. Level 1	23430.
39	S. Arong Jamir	Anoktiba	M	Class-X	Bearer	Regular	19.08.1970	14.03.1997	14.03.1997	SIRD	31.08.2030	18000-56900.	1400. Level 3	47590.
40	Supongsena	Lipokazung	F	Class-X	Bearer	Regular	18.04.1975	17.03.1998	17.03.1998	SIRD	31.03.2033	16200-50900.	1400. Level 2	44454.
41	Luhman	Pangpo	F	Class-X	Cook	Regular	01.11.1970	25.01.1997	25.01.1997	SIRD	30.11.2030	18000-56900.	1400. Level 3	44270.
42	Babuthan	Lal Bahadur	M	Class-III	Cook	Regular	01.07.1972	01.02.1997	01.02.1997	SIRD	28.02.2032	18000-56900.	1400. Level 3	45070.
43	Z. Shikuto Sumi	Zhenizu	M	P.U	Mali	Regular	25.05.1978	01.03.1997	01.03.1997	SIRD	31.03.2032	18000-56900.	1400. Level 3	45070.
44	Jovotso Nienu	Lt. Krosayi	M	Class-VIII	Waiter	Regular	15.06.1990	22.05.2008	27.01.2020	SIRD	31.05.2043	15500-49400.	1400. Level 1	25060.



**MANUAL-XI: The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

(Rs. lakh)

2515-Other Rural Development Programs	Detailed Heads	Description of Heads	Non-Development	Development	NEC/NLCPR	CSS	Total
2515-00-003 Training							
2515-00-003(1)- RD Training Centre							
<b>A. REVENUE SECTION</b>							389.22
	01	Salaries	389.22				40.23
	02	Wages	40.23				9.00
	03	Travel expenses	9.00				23.00
	04	Office expenses	23.00				9.38
	06	Rent, Rates, Taxes	9.38				5.00
	07	Printing & Publication	5.00				
	09	Grant-in-Aid					7.20
	16	Motor Vehicles	7.20				172.00
	17	Maintenance	172.00				
	45	Training		60.00			60.00
	45	Training	60.00				775.03
<b>2515-003 (01)Total:-</b>			<b>715.03</b>				
2515-00-003(02)		Extension Training Centre					
	26	Other Charges		40.00			40.00
2515-00-003(02)		Total:-		<b>40.00</b>			<b>40.00</b>
2515-00-003		Total:-	<b>715.03</b>	<b>100.00</b>			<b>815.03</b>
2515		Total:-	<b>715.03</b>	<b>100.00</b>			<b>815.03</b>
		<b>TOTAL REVENUE</b>	<b>715.03</b>	<b>100.00</b>			<b>815.03</b>
		<b>B. CAPITAL SECTION</b>					
4059		Capital Outlay on Public Works					
01		Office Buildings					
051		Construction					
01		Functional Building					
	13	Major work		100.00			100.00
4059-01-051-01		Total:		<b>100.00</b>			<b>100.00</b>
4059		Total:		<b>100.00</b>			<b>100.00</b>
		<b>TOTAL CAPITAL</b>		<b>100.00</b>			<b>100.00</b>
		<b>GRAND TOTAL</b>		<b>200.00</b>			<b>915.03</b>
		<b>NET TOTAL</b>		<b>200.00</b>			<b>915.03</b>

**MANUAL – XII**

**The manner of execution of subsidy program, including the amounts allocated and the details of beneficiaries of such programs. (Section 4 (1) (b) (xii) of Right to Information Act, 2005)**

- Name of the programme or activity
- Objective of the programme
- Procedure to avail benefits
- Duration of the programme/ scheme
- Physical and financial targets of the programme
- Nature/ scale of subsidy/ amount allotted
- Eligibility criteria for grant of subsidy
- Details of beneficiaries of subsidy programme (Number, profile, etc)

**Not applicable to SIRD.**

**MANUAL – XIII**

**The particulars of recipients of Concessions, Permits or Authorizations granted by it. (Section 4 (1) (b) (xiii) of Right to Information Act, 2005)**

- Concessions, permits or authorizations granted by Public Authority
- For each concessions, permit or authorization granted
- Eligibility criteria
- Procedure for getting the concession/ grant and or permits or authorizations
- Date of award of concessions/ permits or authorizations

**Not applicable to SIRD**

**MANUAL – XIV**

**The details in respect of the information available to or held by it, reduced in an electronic form. (Section 4 (1) (b) (xiv) of Right to Information Act, 2005)**

\* Details of information available in electronic form

<b>Sl. No.</b>	<b>Name</b>	<b>Title of the document/ record</b>	<b>Location where available</b>	<b>Other information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1		Manuals of Office procedure	www.sird.nagaland.gov.in/ Hard copy	
2		Right to Information Act 2005		
3		Nagaland Village & Area Council Act 1978		
4		VDB Model Rule 1980		
5		(i) MGNREGS (ii) Deen Dayal Antordaya Yojana (NRLM) (iii) Pradhan Mantri Gramin Awaas Yojna (PMAY-G) (iv) Grant-in-Aid (GIA) State		

**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) of Right to Information Act, 2005)**

- Name & location of the facility
- Details of information made available
- Working hour of the facility
- Contact person & contact details

<b>Sl. No.</b>	<b>Name &amp; location of the facility</b>	<b>Details of information made available</b>	<b>Working hour of the facility</b>	<b>Contact Person &amp; contact details</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Notice Board	Notices, Circulars	24 x 7	Director/ Addl. Director
2.	Website		24 x 7	
3.	Printed Manual	Books, Journals, Magazines, etc.	All working days (10:00 AM to 4:00 PM)	
4.	Inspection of Records in the Office	On any matter	All working days (10:00 AM to 4:00 PM)	
5.	System of issuing of copies of documents	Xerox copies, soft copies	All working days (10:00 AM to 4:00 PM)	

**MANUAL – XVI****The Names, designation and other particulars of the Public Information Officer. (Section 4 (1) (b) (xvi) of Right to Information Act, 2005)**

- Name and designation of the Public Information Officer, Assistant Public Information Officer & Appellate Authority
- Address, telephone numbers and e-mail id of each designated officials

**a) Appellate Authority (AA)**

Sl. No	Name	Designation	STD Code	Phone Number			Email	Address (Home)
				Office	Home	Mobile		
1	2	3	4	5	6	7	8	9
1	Shri Vesato	Director	0370	2270454		9436001729		Below Kohima College

**b) Public Information Officer (s) (PIO)**

Sl. No	Name	Designation	STD Code	Phone Number			Email	Address (Home)
				Office	Home	Mobile		
1	2	3	4	5	6	7	8	9
1	Imlimenla Longkumer	Addl. Director	0370	2270450		9436435282		Lower AG

**c) Assistant Public Information Officer (s) (APIO)**

Sl. No	Name	Designation	STD Code	Phone Number			Email	Address (Home)
				Office	Home	Mobile		
1	2	3	4	5	6	7	8	9
1	Dr. W. Phola Konyak	Joint Director				9436005305		SIRD complex
2	Dr. Kedise Pucho	Principal, ETC Phek				9436601269		Lower Agri
3	Smt. Suohienuo Keyho	Principal, ETC Tuensang				9436435372		PR Hill

**MANUAL – XVII**

**Such other information as may be prescribed. (Section 4 (1) (b) (xvii) of Right to Information Act, 2005)**

- Citizens charter of public authority
- Grievance redressal mechanism
- Details of application received and responses given under RTI Act, 2005.
- Lists of completed schemes/ projects/ programmes
- List of all contact/ projects/ programme underway
- Details of all contract entered into including name of the contractor, amount of contract and period of completion of contract
- Date of last updation of the proactive Disclosure

**As applicable.**

\*\*\*\*\*

**FORMAT FOR FURNISHING INFORMATION ON APPLICATIONS RECEIVED AT VARIOUS LEVELS BY PIOs UNDER THE RTI ACT, 2005.**Department/ Public Authority: **Directorate of SIRD, Nagaland, Kohima.**Period: from **1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023**

Sl. No.	Public Authority	RTI application received from within the State			RTI application received from outside the State			No. of RTI application transferred to other Public Authorities	No. of RTI application received/ redirected from other Public Authorities	Withdrawn by applicant	Not collected by applicant	No. of appeals submitted to the First Appellate Authority (FAA)	No. of appeals heard/ disposed by the First Appellate Authority (FAA)	Amount in Rs.)		Applicants		
		Received	Furnished	Rejected	Received	Furnished	Rejected							Fees	Cost	Male	Female	BPL
<b>A</b>	<b>Secretariat Level</b>	1	1	Nil	Nil	Nil	Nil	Nil	1	Nil	Nil	1	1	Nil		1	Nil	Nil
<b>B</b>	<b>Directorate Level</b>	<b>2</b>	<b>2</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>20</b>	<b>1</b>	<b>1</b>	<b>Nil</b>
<b>C</b>	<b>District Level</b>																	
1	Kohima	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
2	Dimapur	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
3	Mokokchung	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
4	Wokha	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
5	Zunheboto	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
6	Phek	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
7	Tuensang	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
8	Mon	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
9	Kiphire	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
10	Longleng	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
11	Peren	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
12	Noklak	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
13	Chumukidema	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
14	Nuiland	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
15	Tseminyu	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
16	Shamator	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
<b>D</b>	<b>Others/ Units</b>	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil			Nil	Nil
	<b>Total (A+B+C+D)</b>	<b>3</b>	<b>3</b>						<b>1</b>			<b>3</b>	<b>3</b>	<b>2</b>	<b>20</b>	<b>2</b>	<b>1</b>	

Name, Signature and Seal of the Administrative Head of Department/ Public Authority

N.B.

1. The *modus operandi* for submission of the Consolidated Report on the implementation of RTI under Section 25 (3) of the RTI Act, 2005 shall be as follows:- PIO concerned of the Public Authority shall submit report to the HOD of the Public Authority, who in turn shall submit the same to the AHOD of each Public Authority, who shall forward it to the Nagaland Information Commission. Consolidated Reports on the implementation of RTI Act **MUST BE FORWARDED BY THE CONCERNED ADMINISTRATIVE HEAD OF DEPARTMENT.**
2. Annual consolidated report on the implementation of RTI u/s 25 (3) of the RTI Act, 2005 shall cover the period from 1<sup>st</sup> April to 31<sup>st</sup> March of each year corresponding to the financial year period.
3. Public Authorities/ Departments which have **not received any RTI applications** during the period are still required to furnish even a NIL report.
4. Henceforth, all Departments/ Public Authorities shall furnish the Report on the implementation of RTI for the coming years as per this format till further notification.

## ANNEXURE-B

Sl. No.	Nature of Information sought	Total No. of RTI application
1	<b>Financial Matters</b> (Eg:- Funds released, Sanction orders, Financial assistance/ grants, APR, UC, Departmental charges, Revenue collected, Amount utilized, Purchases made, Bank accounts statements, Amount sanctioned etc)	-
2	<b>Incumbency List</b> (Eg:- No. of employees, List of employees, Seniority list, List of employees to be retired Vacancy of posts, Selection of employees, Date of appointment, Date of retirement etc )	2
3	<b>Schemes Related</b> (Eg:- Name of scheme/ projects, Amount allocated, Location, Welfare schemes, Guidelines etc)	1
4	<b>Verification</b> (Mark sheet, Admit cards, Degree & Diploma certificates, Driving licences, Arms licence, Certificates etc)	
5	<b>Land Issues</b> (Eg:- Land patta, Sales deed, Boundary lines, Mortgages, Mutation, Land compensation and amount of compensation, Land occupied, Land acquired, Land allotment, Maps etc)	
6	<b>Service Matters/ Related</b> (Eg:- Appointments made, Waiting list, Merit list, Promotion, Educational qualification, Enrollment, Service book, Compassionate appointment, G.O or Approval for appointment, Pensions related etc )	
7	<b>Beneficiaries</b> (Eg:- List of beneficiaries, benefits & entitlement etc )	
8	<b>Contract/ Civil works</b> (Eg:- DPR, NIT, Progress report, Completion certificates, Name of works, Name of Contractor, MB, APR, Location, Work orders etc )	
9	<b>Examination related</b> (Eg:- Answers script, Mark sheet, Result sheet, Marks obtained in oral interview & Mains exams, cutoff marks, marks obtained by other candidates etc )	
10	<b>Documents</b> (Eg:- Acts, Rules, OM, Notifications, Circulars, Orders, Reports, Certificates, MoU, Guidelines, Permits, Ration cards, Job cards, Trade licence, Rate of commodities, Affidavit etc)	
11	Election related	
12	Village Council & VDB related	
13	Miscellaneous	
<b>Total:-</b>		<b>3</b>

**ANNEXURE-C**

<b>MANUAL-X</b>													
<b>Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations</b>													
Sl. No	Name	Father's Name	Gender (M/F)	Educational Qualification	Designation	Status (Regular/ Contract/ Adhoc/ Contingency)	Date of birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay Level	Gross Salary
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
1	Vesato	Velhupra	M	M.A (RSPR)	Director	Regular	01.02.1973	20.04.1996	08.10.2021	SIRD	30.04.2031	Level 18	186658.
2	Imlimenla Longkumer	Takomeren	F	M.A (Soc.)	Addl. Director	Regular	21.08.1971	23.05.1997	08.10.2021	SIRD	31.08.2031	Level 17	173372.
3	Dr.W. Phola Konyak	Wangnon	M	M.VSc	Joint Director	Regular	23.08.1963	15.03.1991	26.11.2021	SIRD	31.08.2023	level 16	225685.
4	Dr. Kedise Pucho	Razouhol Pucho	M	PhD (Geog.)	Principal ETC, Phek	Regular	16.07.1964	28.07.1998	04.05.2021	SIRD	31.07.2024	Level 16	128258.
5	Suohienuo Keyho	Zelhoulie	F	M.A (Soc.)	Principal ETC, Tuensang	Regular	13.02.1971	20.04.2000	28.06.2016	SIRD	28.02.2031	Level 15	162130.
6	Dr. Adino Vitso	Keriho Vitso	F	PhD (Anthro.)	Senior Lecturer	Regular	22.07.1969	18.06.2004	18.06.2004	SIRD	31.07.2029	Level 15	125192.
7	Dr. Juthsutho Phoiji	Kachurie	M	PhD (Philosophy)	Senior Lecturer	Regular	02.05.1969	01.05.2009	01.05.2009	SIRD	31.05.2029	Level 15	125192.
8	Dr. Chekhupru Nyekha	Rev. Poswunyi	M	PhD (RD & Planning)	Senior Lecturer	Regular	13.04.1972	02.05.2011	02.05.2011	SIRD	30.04.2032	Level 15	121542.
9	Dr. Rokosuno Kintso	Sapa Kintso	F	PhD (Geog.)	Senior Lecturer	Regular	20.01.1976	02.05.2011	02.05.2011	SIRD	31.01.2036	Level 15	121542.
10	Kuhuzucho Vero	Abo Vero	M	B.A	Superintendent	Regular	01.03.1967	10.01.1991	06.08.2015	SIRD	31.01.2026	Level 13	111200.
11	Kezhakietuo Sekhose	K. Sekhose	M	B.A	Manager	Regular	28.03.1969	27.01.1994	06.08.2015	SIRD	31.01.2029	Level 12	100372.
12	Caroline	Nikhu Nukhu	F	B.Com.	Asstt. Research Officer	Regular	15.02.1973	02.02.1994	16.03.2017	SIRD	28.02.2029	Level 12	97676.
13	Kulo Kromi	Weprenyi Kromi	M	B.E (CSE)	Asstt. Program Officer	Regular	25.09.1995	02.12.2022	01.12.2022	SIRD	30.09.2055	Level 12	64602.
14	Anungla Temjen	O.Temjen Ao	F	Matriculate	Asstt. Supdt.ent	Regular	15.02.1967	03.05.1993	04.05.2017	SIRD	28.02.2027	Level 11	85772.
15	Nukrolü	Sululhu	F	P.U	Accountant	Regular	20.06.1968	03.01.1994	01.08.2004	SIRD	30.06.2028	Level 9	76720.
16	Tarepmongla	Lanunochet	F	P.U	UDA-cum-Acctt.	Regular	07.12.1973	01.02.1997	01.02.1997	SIRD	28.02.2032	Level 8	72194.
17	Sekhota Ringa	Chekuresayi	M	B.A	UDA	Regular	25.02.1974	08.11.2001	01.05.2020	SIRD	28.02.2034	Level 8	55724.
18	Lanuwati Walling	Imti Walling	M	B.Com PGDBM	LDA	Regular	27.04.1966	01.08.2004	01.08.2004	SIRD	30.04.2026	Level 6	55258.
19	Mou Z. Domeh	Lt. Derhu Z. Domeh	M	P.U	LDA	Regular	12.04.1978	15.02.2001	15.02.2001	SIRD	28.02.2036	Level 5	36570.



Contd...

Sl. No	Name	Father's Name	Gender (M/F)	Educational Qualification	Designation	Status (Regular/ Contract/ Adhoc/ Contingency)	Date of birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay Level	Gross Salary
1	2	3	4	5	6	7	8	9	10	11	12	13	14
20	Alemla Aier	Lt. Toshiwati Aier	F	Matriculate	Steno Grade-III	Regular	05.06.1970	02.02.1994	02.02.1994	SIRD	28.02.2029	Level 8	83728.
21	Imsuinla	Marwati	F	B.A	Steno Grade-III	Contract	12.11.1981	12.06.2008	12.06.2008	SIRD	30.11.2041	-	43125.
22	Timothy J. Angami	John Themenyu	M	Matriculate	Audio Visual Opr.	Regular	15.06.1971	02.02.1994	02.02.1994	SIRD	28.02.2029	Level 9	84152.
23	Kevilenuo	Chasu Nukhu	F	Class-X	Typist Senior Grade	Regular	08.12.1972	03.01.1994	19.07.2012	SIRD	31.01.2029	Level 11	68006.
24	Toshili	Zhehokhe	F	Class-IX	Typist Grade-III	Regular	03.04.1969	20.11.1990	20.11.1990	SIRD	30.11.2025	Level 5	65624.
25	Repatemjen	Imsumeren	M	Class-VIII	Head Driver	Regular	14.09.1973	01.07.1993	01.07.2008	SIRD	31.07.2028	Level 8	66350.
26	Vilonyi Shupao	Thezu Shupao	M	Class-VI	Driver	Regular	02.02.1976	21.01.1997	27.03.2007	SIRD	31.01.2032	Level 7	62558.
27	Müdosayi	Sukhringoyi	M	Class-IX	Driver	Regular	10.09.1982	01.11.2008	01.11.2008	SIRD	30.09.2042	Level 3	39440.
28	Dhan Bahadur	Tara Bahadur	M	Class-VIII	Driver	Regular	15.11.1984	01.03.2011	01.03.2011	SIRD	30.11.2044	Level 3	37154.
29	Vengota	Vetsuyi	M		Driver	Regular	09.10.1989	12.01.2018	12.01.2018	SIRD	31.10.2049	Level 3	29017.
30	Lanumoa	Imtinungshi	M	Class-VII	Driver	Regular	13.05.1986	18.09.2019	18.09.2019	SIRD	31.05.2046	Level 3	27349.
31	Vikho Domeh	Pinyi Domeh	M	Class-VIII	Peon	Regular	25.03.1969	25.01.1997	25.01.1997	SIRD	31.03.2029	Level 3	47590.
32	Melungchung Sosoly	H. Alemba	M	Class-IX	Peon	Regular	28.12.1985	23.04.2009	23.04.2009	SIRD	30.04.2044	Level 2	37300.
33	Atoli Rengma	Lapithu	F	Class-VI	Sweeper	Regular	03.03.1970	15.11.1990	15.11.1990	SIRD	30.11.2025	Level 3	51024.
34	Kilangnaro	Akangnengsang	F	Class-VIII	Sweeper	Regular	19.07.1989	01.03.2016	01.03.2016	SIRD	31.07.2049	Level 1	28686.
35	Waimongba	Lt. Lanunokden	M	Class-IX	Sweeper	Regular	11.10.1970	23.03.1991	23.01.1991	SIRD	31.03.2026	Level 1	26330.
36	M. Bendang	Mejaliba	M	Class-X	Chowkidar	Regular	25.03.1969	15.02.1991	15.02.1991	SIRD	28.02.2026	Level 3	49072.
37	Thinuokielie Khruomo	Seyiesituo Khruomo	M	P.U	Chowkidar	Regular	04.01.1996	01.06.2022	01.06.2022	SIRD	31.01.2056	Level 1	24160.
38	Cekrove Dozo	Velhupra	M	Class-VIII	Chowkidar	Regular	06.07.1989	15.06.2022	15.06.2022	SIRD	31.07.2049	Level 1	23430.
39	S. Arong Jamir	Anoktiba	M	Class-X	Bearer	Regular	19.08.1970	14.03.1997	14.03.1997	SIRD	31.08.2030	Level 3	47590.
40	Supongsenla	Lipokazung	F	Class-X	Bearer	Regular	18.04.1975	17.03.1998	17.03.1998	SIRD	31.03.2033	Level 2	44454.
41	Luhman	Pangpo	F	Class-X	Cook	Regular	01.11.1970	25.01.1997	25.01.1997	SIRD	30.11.2030	Level 3	44270.
42	Babuthan	Lal Bahadur	M	Class-III	Cook	Regular	01.07.1972	01.02.1997	01.02.1997	SIRD	28.02.2032	Level 3	45070.
43	Z. Shikuto Sumi	Zhenizu	M	P.U	Mali	Regular	25.05.1978	01.03.1997	01.03.1997	SIRD	31.03.2032	Level 3	45070.
44	Jovotso Nienu	Lt. Krosayi	M	Class-VIII	Waiter	Regular	15.06.1990	22.05.2008	27.01.2020	SIRD	31.05.2043	Level 1	25060.

## ANNEXURE-D

Budget allocated to each agency indicating the particulars of all plans, proposed expenditure and reports on disbursement made etc under Section 4 (1) (b) (XI)

### 1. Budget allocated to each agency:-

(` in lakh)

Sl. No.	Agency Name	Budget allocated		Total
		Development	Non-Development	
1	Directorate of State Institute of Rural Development (SIRD)	200.00	715.03	915.03

### 2. Funding agency:- Central/ State/ ADB/ NABARD/ HUDCO, etc

(` in lakh)

Budget for each agency and plan & programs					
Sl. No.	Agency Name	Plan/ Program/ Schemes/ Projects	(Revised) Budget	Proposed expenditure	Report on disbursement made and place where the related reports are available
1	C.K. Enterprise	Construction of 'Training & Research Centre in Rural Technology for Tribal Regions' at Chozuba, Phek district under Negotiated Loan (HUDCO)		100.00	Disbursement had been made on the basis of M.B/ Bills submitted by the Executive Engineer, Engineering Wing, RD.