

GOVERNMENT OF NAGALAND



**DIRECTORATE OF ECONOMICS & STATISTICS
NAGALAND: KOHIMA**



**SUO-MOTO DISCLOSURE UNDER SECTION 4(1)(B) OF THE
RTI ACT, 2005
&
CONSOLIDATED REPORT ON THE IMPLEMENTATION OF
THE RTI ACT FOR 2019-20**

**GOVERNMENT OF NAGALAND
DEPARTMENT OF ECONOMICS & STATISTICS
NAGALAND: KOHIMA**

SUO-MOTO DISCLOSURE UNDER SECTION 4(1) (B) OF THE RTI ACT, 2005

MANUAL-I

Particulars of Organisation, Functions and Duties. (Section 4(1) (b) (i) of Right to Information Act, 2005).

History and Background of the Organisation:

In 1964, a Statistical Branch headed by a Statistical Officer with a small number of staff was established under the administrative and supervisory control of the Secretary to the Govt. of Nagaland, Planning Department. However, in consideration of the importance, necessity and indispensability of Statistical data by different Govt. departments for preparation/formulation of various developmental schemes, policies, evaluation, etc. the Govt. of Nagaland, Planning & Co-ordination and Community Development Department through a Notification No. STAT/(P)-66/67 dated 20th June, 1969 accorded sanction and upgraded the then Statistical Branch to full-fledged Directorate with its Headquarter at Kohima for direction, control, supervision, guidance of Districts and other set ups under the Department vide para 2 of the above stated Notification. At present, the Department of Economics & Statistics is functioning under the administrative control of Secretary, Economics & Statistics. The Directorate has a total strength of 564 employees comprising of (a) Class I-59 (b) Class II-23 (c) Class III-413 and (d) Grade IV-69.

Organizational Chart

The Department of Economics & Statistics has been functioning as Nodal Department for implementation of all statistical activities in the State since 2009 vide Govt order No: E&S/GEN/4-27/2009. The Department is entrusted with the responsibility of data collection, compilation, analysis, interpretation and dissemination of socio-economic data to assist the planners and policy makers with factual statistical data to formulate sound economic policy of the State. The Department is functioning under three-tier system i.e. (1) State Level (2) District Level and (3) Block Level.

STATE LEVEL

DIRECTORATE OF ECONOMICS & STATISTICS AND CELLS

At the State Level, the Directorate is the apex Statistical Body and functions as Nodal Agency for all Statistical enquiries, investigation, census and survey. It is headed by a Director, 2 (Two) Additional Director, 3 (Three) Joint Director, 3(Three) Deputy Directors and 9 (Nine) Economics & Statistics Officers and a host of technical & non-technical staff. The Directorate under the Director coordinates with the other Departments in the State and Govt. of India on all issues pertaining to implementation of Statistical Surveys & Schemes.

The Department has opened Statistical Cell in 26 Directorates located in Kohima and Dimapur and the Cell are manned by Statistical Personnel some of which are headed by Deputy Director, Economics & Statistics Officers and Inspector of Statistics, depending upon the size and statistical activities of the Directorates. These statistical personnel assist the concerned Directorates in collection, compilation, analysis and preparation of various Statistical Reports.

Name, Address & Contact Details:

**DIRECTORATE OF ECONOMICS & STATISTICS
NEW CAPITAL COMPLEX,
NAGALAND: KOHIMA-797004
TELEPHONE: -0370-2290592/ 0370-2290358**

DISTRICT LEVEL

DISTRICT ECONOMICS & STATISTICS OFFICE:

District Economics & Statistics Offices have been established in all the Districts except Noklak. The District Offices are headed by District Economics & Statistics Officer who is in the rank of Deputy Director and is assisted by a number of supporting staff. The District Economics & Statistics Officer co-ordinate and supervise all the Statistical activities within the District and coordinates with the other Departmental agencies on Statistical issues. The District Economics & Statistics Officer is also the District Registrar of Births & Deaths.

BLOCK LEVEL

STATISTICAL CELL UNDER BLOCK DEVELOPMENT OFFICE:

Out of the present 74 R.D. Blocks, One Inspector of Statistics is posted in each of the 26 R.D. Blocks to assist and provide guidance to the Block Development Officers in collection, compilation of various Statistical Reports particularly in the preparation of Village Directory, in collaboration with the Village Level workers.

FUNCTIONS AND DUTIES

Statistical Activities of the Department:

1. Estimation of State Domestic Product (SDP):

The Department has been estimating annually the State Domestic Product (SDP) which is also called as the State income. The purpose of estimation of SDP is to measure the State's economic development and also to assess the condition and structure of the State's economy. SDP is also one of the best statistical indicators to measure the economic growth and development of the State. It is through the SDP that the Per Capita Income of the State is determined. During 2019-20 (A.E), the Gross State Domestic Products at constant prices has increased to Rs.18922.63 crore from Rs.17647.36 (Q.E) crore in 2017-18. (A.E- Advance Estimates, Q.E- Quick Estimates)

2. National Sample Survey (NSS):

Under the supervision and guidelines of National Sample Survey Organization (NSSO), the NSS cell of the Directorate conduct survey along with the rest of the country to collect data on socio-economic activities as determined by the NSSO. Some of the subjects on which survey were already conducted by NSS cell are employment and unemployment, consumer expenditure, enterprises survey for un-organized sectors etc. The Department has released the report " Drinking water, Sanitation, Hygiene, Housing condition" based on the State sample collected during the 69th round. The department has also completed the canvassing of schedule for NSS 77th Round on the subject "Land and Livestock Holdings of Households and Situation Assessment of Agricultural Households" and "Debt and Investment". Presently, the Department is engaged in the 78th round survey on "Domestic Tourism Expenditure" and "Multiple Indicator Survey".

3. Registration of Births & Deaths:

The Department of Economics & Statistics has been functioning as the nodal department for implementation of Registration of Births & Deaths Scheme (Vital Statistics) in Nagaland since 1974 under the central Registration of Births & Deaths Act 1969. The Act envisages among other things, the collection of data on vital events such as births, deaths and still births.

With the implementation of revamped model Registration of Births & Deaths Rules 1999, the State Govt. has appointed the Head teachers of each Govt. Lower Primary Schools as the Rural Registrars of Births & Deaths and in Urban areas statistical personnel of the department as the Registrar of Births & Deaths. As on 2020, there are 1455 registration units (1423 rural area and 32 urban) spread across the State.

At the State level, Secretary to the Govt. of Nagaland, Dept. of Economics & Statistics is the Chief Registrar of Births & Deaths, the Director, Economics & Statistics is the Joint Chief Registrar of Births & Deaths and the Deputy Director, Economics & Statistics is the Deputy Registrar of Births & Deaths.

At the District Level, the Deputy Commissioner is the District Chief Registrar of Births & Deaths, the District Economics & Statistics Officer is the District Registrar of Births & Deaths and the Block Development Officers of every RD Block is the Circle Registrar of Births & Deaths.

The Department of Economics & Statistics in collaboration with the IT department has introduced online registration of Births and Death for Kohima district on pilot basis and the same will be extended to all the district in phase manner. The online registration facilities is accessible through the State portal.

4. Price Statistics:

Price Bulletin is a quarterly and annual publication of the Directorate of Economics & Statistics. The Directorate of Economics & Statistics construct CPI with new base 2010=100 so as to reflect the fast changing economic scenario due to price variation. With a view to study the price of different essential commodities prevailing at different centres/areas of the State, retail price of essential commodities are collected from 8(eight) selected centres along with wholesale prices from Dimapur on weekly basis. Price reports are compiled, analyzed and presented in comparative statement and published regularly in the form of quarterly price bulletin.

The department has released the quarterly report up to the 2nd quarter for the year 2019.

5. Village Level Development Indicator (VLDI):

The VLDI is a publication of the DES which indicates the basic amenities available at the village level. The latest report on VLDI 2019-20 containing information on 1238 recognised villages has been compiled and the report will be made available in the public domain through www.statistics.nagaland.gov.in.

6. Economic Survey:

The Economics Survey of Nagaland is one of the annual publications of the Directorate of Economics and Statistics. Since 2014-15, the Department have been presenting the Nagaland Economic Survey in the Budget Session of Nagaland State Legislative Assembly. The Nagaland Economic Survey summarized the various achievement as well as the socio-economic activities undertaken by the State. It also highlights the various schemes and programmes being undertaken by different Departments. The Nagaland Economic Survey 2019-20 could not be laid in the Budget session of the State Assembly due to the Budget session being held in the month of February 2020, however the compilation of the same is in progress and will be made available to all the Government Departments and to the public once the publication is out through the Department website www.statistics.nagaland.gov.in.

7. Index of Industrial Production (IIP):

Industrial Sector plays a vital role in the Economic development of the Country/State. The development in the Industrial sector is measured by means of a statistical tool called "Index of Industrial Production (IIP)". This IIP shows the Macro Economic condition of the Industrial sector. It portray the magnitude of the industrial growth achieved over the previous month/quarter there by enabling the policy planner, economist, administrator and the research scholar to analyse the industrial scenario in the short-run as well as in the long-run. It also specifically shows the contribution of the different industries toward industrial growth in the State/Country.

At regular interval, The CSO has been shifting the base year. Presently, the base year for IIP is 2011-12. It is with reference to this base year that the growth rate is determined. At the central level CSO has been releasing the all India IIP on monthly basis since 1964. In the state of Nagaland, DES has taken the responsibility of compiling the State IIP.

The scope and coverage of IIP is confined to registered Manufacturing, Electricity and Mining & Quarrying. Presently the compilation of State IIP is in progress.

8. Statistical Hand Book:

Statistical Hand Book is one of the major annual publications of the Department. It contains information relating to all spheres of economic activities being undertaken in the State. During 2019-20 the Department has published the Nagaland Statistical Handbook 2019. The Statistical Hand Book is available in the public domain through the website www.statistics.nagaland.gov.in.

9. Housing Statistics:

The Ministry of Housing & Urban Poverty Alleviation, the nodal organisation at the center directed the State/UTs to develop a robust and authentic statistics on housing. The ministry is constructing the Housing Start Up Index (HSUI) from selected cities in the country. In the State of Nagaland, the DES is collecting data from three Districts namely, Kohima, Dimapur and Tuensang towards assisting the construction of HSUI by the Ministry.

Housing statistics and data on building construction material for the quarter ending December 2018 has been collected from municipal and town council and had been transmitted to the Ministry for bringing out HSUI.

10. Environmental Statistics:

Under the guideline of the Ministry of Environment & Forest, Govt. of India, the DES Nagaland has opened Environment Statistics Cell in the Directorate headed by a Deputy Director and assisted by subordinate Staff. The Cell coordinate with the Statistical Cell attached to the Department of Forest, Ecology and Environment and Climate Change to collect information relating to Environment Statistics.

11. Training Division

A training division in the Directorate has been established to developed and formulate need based training modules for enhancing the quality of human resources of the department. As part of strengthening the statistical system in the State, the training division conduct in-service training for officer and staff of the Directorate and District Statistics Offices on office procedures, official statistics, basic computer operation etc. Sensitisation and orientation programme were also conducted for registrar of births and deaths.

MANUAL-II

Powers and Duties of Officers and Employees (Section 4(1) (b) (ii) of Right to Information Act, 2005)

Details of Duties and Responsibilities of Officers in the Directorate:

Sl. No.	Name& Designation	Powers and Duties
1	Shri,Y. Sacheo Ovung, Director	Head of Department, General Administration- All policy & Plan for development, supervise and guide officer and staff of the Department
2	Shri,Rewelhi Kronu, Addl. Director	To assist the Director in all policy matter & Administration of the Department.
3	Shri,Paokhokam Singson, Addl. Director	Establishment, ICT, Motor vehicles, PAC matters, Gender statistics and Environmental statistics
4	Shri,Neidilhou Angami, Joint Director	NSS, Price statistics, VLDI, Training, Assembly questions, Housing statistics.
5	Shri,Neisatuo Puro, Joint Director	CRS, Economic Survey, Planning & Development, Publication and Public Information Officer (PIO)
6	Shri,Charles N.Kikon, Joint Director	SDP, Budget Analysis, IIP, Economic indicator, Misc statistics.
7	Smti.Theyieneinuo Belho, Deputy Director	Statistical Handbook, Publication, Gender statistics and Environmental statistics
8	Shri,Remchingkangba Deputy Director & DDO	Establishment & Account, Budget, Motor Vehicle, Stationery
9	Shri,Kezhalelhou Solo, Deputy Director	NSS, Price statistics, VLDI, Training, Assembly questions, Housing statistics.
10	Shri,K.Rhanbemo Kithan, Economics & Statistics Officer	Economic Survey, Statistical Handbook, Miscellaneous, Progress Report, APIO
11	Shri,Vikosieto Krose, Economics & Statistics Officer	SDP, Budget Analysis, IIP, Economic Survey, APIO
12	Shri, N Nyuthe, Economics & Statistics Officer	NSS
13	Shri,David Khutso, Economics & Statistics Officer	Price Statistics, VLDI, Assembly Question, Training.
14	Smti.Limongi S.Ovung, Economics & Statistics Officer	SDP, Gender statistics, Disaster Management
15	Shri,Sedevizo Ziephrü, Economics & Statistics Officer	CRS, Environmental statistics.
16	Smti.Visi Yhokha, Economics & Statistics Officer	NSS

17	Shri. Hekato Thonger, Economics & Statistics Officer	SDP
18	Shri, VS Tharmi ESO	VLDI
19	Smti.Neibou Linyü Registrar	Pension/Service loan, M.R. Department quarters, Vehicle & Establishment
20	Shri,Teisongulie Sarah, Superintendent	Establishment & Accounts & Bill
21	Smti.Moainla, Superintendent	Establishment
22	Shri,Kevin Sekhose, Superintendent	Establishment
23	Shri, Azuthang Sep, Asst. Superintendent	Establishment
24	Smti, Petevinuo Nguzhü, Asst. Superintendent	Establishment
25	Smti, Neikhonuo Haralu, Asst. Superintendent	Establishment
26	Smti, Rhonbeni, Accounts Officer	Accounts
27	Shri. Salvester Chubasenba, P.O	ICT and Nodal Officer

Details of Duties and Responsibilities of Officers in the Statistical Cells:

Sl. No.	Name and Designation	Statistical Cell, Duties and Responsibilities
1	Shri. Khriesatuo Kerets, Dy. Director	Chief Er., Water Resources. Irrigation statistics
2	Shri. Peter Chumdemo, Economic & Statistics Officer	Dte. of Vety & AH, Livestock Census, Annual Sample Survey
3	Shri. Aotemsu, Economic & Statistics Officer	P.W.D.Traffic Cell
4	Shri.Neikote Dozo Dy.Director	Dte. Of Agriculture.
5	Shri. Keneilhounyu Daniel I.O.S	Dte. Of Industry & Commerce, Analysis, compilation and collection of Statistics.
6	Smti.Nchumbeni Lotha, Dy.Director	Dte. Of H & F.W, Analysis, compilation and collection of Statistics.
7	Shri.Tsupithong Yimchunger Economic & Statistics Officer	Dte. of School Education. Analysis, compilation and collection of Statistics.
8	Smti. I. Anandy Lotha, Economic & Statistics Officer	PWD (R&B) Analysis, compilation and collection of Statistics.
9	Shri. Beduhu, I.O.S	P.W.D (Housing) Analysis, compilation and collection of Statistics.
10	Smti. H Ayimla Esther Yimchunger, Economic & Statistics Officer	Dte. Of Rural Development. Analysis, compilation and collection of Statistics.
11	Shri.Kuolhousieo Khale, Dy. Director	DGP, PHQ. Analysis, compilation and collection of Statistics.
12	Shri.A.Temjenmeren, Economic & Statistics Officer	Dte. of Sericulture. Analysis, compilation and collection of Statistics.
13	Shri.P.Imtilepden, Economic & Statistics Officer	Directorate.of Higher Education. Analysis, compilation and collection of Statistics.
14	Smti.Henile Kemp, Economic & Statistics Officer	Dte of Horticulture. Analysis, compilation and collection of Statistics.
15	Smti.Anungla Lemtur, Economic & Statistics	Registrar Cooperative. Analysis,

	Officer	compilation and collection of Statistics.
16	Shri. Phukhulu Chakhesang Sr. I.O.S	Forest Deptt, Forest Statistics Analysis, compilation and collection of Statistics.
17	Smti. N.Bongmai Konyak, Economic & Statistics Officer	Labour Commissioner. Analysis, compilation and collection of Statistics.
18	Shri. Wedelo Letro, I.O.S	Employment & Craftman Training,
19	Smti. Temsunaro, F.I	Taxes
20	Smti. Mecienuo, I.O.S	Transport, (RTO)
21	Shri. Vandamo Tungoe, Economic & Statistics Officer	Dte. Of Food & Civil Supplies
22	Smti.Holivi Chopi, Economic & Statistics Officer	Dte. Of Geology & Mining
23	Shri.Ezonthung Ezung, I.O.S	Dte. Of Tourism
24	Smti. Akumsenla, Field Investigator	Dte. Of Social Welfare

Details of Duties and Responsibilities of Officers in the Districts:

Sl. No.	Name and Designation	Duties and Responsibilities
1	District Economics & Statistics Officer (DESO)	All the 11(eleven) Districts are manned by the District Economics & Statistics Officer along with a host of Technical and Ministerial supporting staff. All activities of Department in the District fall under the purview and functionalities of the DESO. The DESO also acts as a co-ordinator with the Directorate and other Department/Agencies for smooth conduct of survey in the Districts.

MANUAL-III

Procedures followed in decision making process including channels of supervision and accountability (Section 4(1) (b) (iii) of Right to Information Act, 2005).

Decisions are made in the department after a consultative meeting with the officer and staff both at the Directorate and the District level depending on matter concern. Suggestions and views are discussed in the meetings which are then approved by the Director. It is then forwarded to the Govt. for approval and further prerequisite. Survey and Schemes are implemented in the respective identified areas under the close supervision of the Officer in Charge by co-ordinating with the District offices or any other subordinate staff in the Directorate or Cells.

Supervision: Director supervises the overall activities and programmes of the Department. The Additional Director & Joint Director supervises the overall administration of the Directorate.

Accountability: The Officers and Staff are accountable for timely disposal of the works assigned under their jurisdiction.

MANUAL-IV

The norms set for discharging the functions. (Section 4(1) (b) (iv) of Right to Information Act, 2005).

The Department follows the norms set by Govt. of Nagaland in the Nagaland Secretariat Manual of Office Procedure and also Guidelines of Central/State Schemes, Rules and Regulations.

MANUAL-V

The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees discharging its functions. (Section 4(1) (b) (v) of Right to Information Act, 2005).

The Department normally follows the rules, regulations and instructions issued by the Government of Nagaland from time to time.

Sl. No.	Name/Title of the document
1	Delegation of Financial Power Rules
2	Nagaland Financial Rule
3	Office Procedure (Sect. Manual 1969)
4	Leave Rules (CSS) (L) Rules 1972
5	Nagaland Services (Discipline and Appeal) Rules 1967
6	Nagaland Govt. Servants Conduct Rules 1968
7	Nagaland Ministerial Service Rules 2006
8	Nagaland Economics & Statistics Service Rule 2010
9	Registration of Births and Deaths Act, 1969

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).

Sl. No.	Nature/Category of the Document	Name of the Document	Held by/ under control of
1	Files related	Financial record, cash book etc.	Cashier
		Stock Register	DDO
		Dispatch Register	LDA
		Attendance Register	Section Controlling Officer of respective section
2	Report files	Monthly expenditure statement	DDO
		Audit report	DDO & Cashier
3	Administrative files	Office order, Work allocation order	Registrar
		Administrative correspondence with higher authorities	Registrar
		Memos issue & related correspondence	Registrar
		Administrative Circulars/ instructions	Registrar
		Leave matters	Registrar
4	Technical files	Technical files	Concern section officer
5	Establishment matter	Matters related to construction	Deputy Director in-charge
		Matters related to computer	Deputy Director in-charge
		Matters related to Training	Deputy Director in-charge
		Matters related to official tour	UDA, Accounts
		Transfer & Posting order	UDA, Accounts

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).

The Department in consultation with the State Govt. initiates Statistical Survey in the State on need basis from time to time, which are projected in the State Plan of the Department.

The Department also undertakes several other Statistical Survey schemes under the guidance of the Central Government (GOI) such as National Sample Survey (State Sample) under NSSO, Housing Statistics, under national Building Organisation, estimation of State Domestic Product (SDP) under CSO, price statistics, Registration of Births & Deaths, etc. These central schemes are formulated in consultation with the Central Ministry concerned and implemented as per their direction.

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).

The Directorate of Economics & Statistics has not constituted any such boards or councils or Committees.

MANUAL-IX

Directory of its Officers and Employees (As on 31st March, 2020)

Sl. No.	Name	Designation	Contact No.	Email ID (If any)
1	Shri. Y. Sacheo Ovung	Director	9436607730	ysovung@gmail.com
2	Shri.Rewelhi Kronu	Addl. Director	9436312096	
3	Shri. Paokhokam Singson	Addl. Director	9436401078	
4	Shri. Neidilhou Angami	Joint Director	9436400185	
5	Shri. Neisatuo Puro	Joint Director	8413826539	
6	Shri.Charles Nchumthung Kikon	Joint Director	8974008311	
7	Shri.Remchingkangba	Deputy Director		
8	Shri. Khrietsolei Whuorie	Deputy Director	9774016260	
9	Smti.Asangla Ao	Deputy Director		
10	Smti. Vikeyielienuo Chielie	Deputy Director	9612874101	
11	Shri.Lhoulabeituo Khezhe	Deputy Director	9862556884	
12	Shri.A.Chubathung Ezung	Deputy Director	9856447792	
13	Shri.Kulhiseo Khale	Deputy Director	9856848808	
14	Shri. Kezhalelhou Solo	Deputy Director		
15	Shri.Neikote Dozo	Deputy Director	8415068429	
16	Smti Theyieneinuo Belho	Deputy Director (Ex-cadre)	9436011872	
17	Shri.Khriesatuo Kerets	Deputy Director	9436211765	
18	Smti.Nchumbeni Lotha	Deputy Director	9856768110	
19	Shri. Aotemsu	E.S.O	9436205542	
20	Shri.Neizekho Angami	E.S.O	8974007510	
21	Shri.Vandamo Tungoe	E.S.O		
22	Shri.Akanjongshi Chang	E.S.O	9436407248	
23	Shri.R.Thsanso Yimchunger	E.S.O	9402469307	
24	Shri.K.Rhanbemo Kithan	E.S.O	9436428305	
25	Shri.Vikosieto Krose	E.S.O	9856016711	
26	Shri.Nyushotho Nyuthe	E.S.O	9612076534	
27	Smti.Anungla lemtur	E.S.O	9436012806	
28	Smti.Holivi Chophi	E.S.O	7308201653	
29	Shri.Holikhum Sangtam	E.S.O	9612935772	
30	Shri.P.Imtilepden	E.S.O	9856950510	
31	Shri.Peter Chumdamo	E.S.O	9436400457	
32	Smti Hinile Kemp	E.S.O	9615459549	
33	Shri.A.Temjenmeren	E.S.O	9436439377	
34	Shri M.Akang yimchunger	E.S.O	9862884410	
35	Smti. I.Anandy Lotha	E.S.O	9402865040	
36	Shri. N. Lokhiye Yeptho Sema	E.S.O	8416015251	
37	Shri. David Khutso	E.S.O	9856206668	

38	Shri.Kewekolo Khalo	E.S.O	9862979305	
39	Shri. Imnasashi	E.S.O		
40	Smti. N. Bongmai Konyak	E.S.O		
41	Smti.Limongi Ovung	E.S.O	9436298724	
42	Shri.Sedevizo Ziephru	E.S.O	9862175460	
43	Smti.H.Ayimla Esther	E.S.O	8974614816	
44	Shri.Tsupithong Y. Yimchunger	E.S.O	9862260307	
45	Smti. Visi Yhokha	ESO	8787726123	
46	Shri. Hekato Thonger	ESO	7085841347	
47	Shri. VS Tharmi	ESO		
48	Shri. N. Chanbemo Ovung	SR. I.O.S		
49	Shri. Y. Nkhomo Kithan	SR. I.O.S		
50	Shri.Phukhuhu Chakhesang	SR. I.O.S		
51	Shri. L. Liponthung	SR. I.O.S		
52	Shri. James Ngully	SR. I.O.S		
53	Shri. Limayanger Phom	SR. I.O.S		
54	Shri. Mhonchumo	SR. I.O.S		
55	Shri. V.S. Tharmi	SR. I.O.S		
56	Shri. Aoluen	SR. I.O.S		
57	Shri.Yhunchelo	SR. I.O.S		
58	Shri. Keneilhounyu Daniel	SR. I.O.S		
59	Shri. Thunglamo Khuvung	SR. I.O.S		
60	Shri. Moatemjen	SR. I.O.S		
61	Smti. Tsuktimenla	SR. I.O.S		
62	Shri. Sony Thong	SR. I.O.S		
63	Shri.Kevechilu	SR. I.O.S		
64	Shri. Vechisayi Vese	SR. I.O.S		
65	Shri.Longshak Phom	SR. I.O.S		
66	Shri. Thetsimong Sangtam	SR. I.O.S		
67	Shri.Salvester Chubasenba	Programme Officer	8575200476	
68	Smti.Neibou Linyu	Registrar	9615329814	
69	Shri.Teisongulie Sarah	Superintendent	9402009115	
70	Smti.P.Moainla	Superintendent	9436651049	
71	Shri. Kevin Keneitsolie Sekhose	Superintendent		
72	Smti. Petevinuo Nguzhu	Asst.Superintendent		
73	Shri. Azuthang Sep	Asst.Superintendent		
74	Smti. Neikhonuo Haralu	Asst.Superintendent		
75	Smti, Rhonbeni,	Accounts Officer		

MANUAL-XI

The Budget allocated to its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

(Budget allocation for the Department as per Demand for Grant 2019-20)

Budget allocation for the Department as per Demand for Grant 2019-20

Major Heads, Sub-Major Heads, Minor Heads, Scheme, Detailed Heads	Actual 2017-18	Revised Estimates 2018-19	Budget Estimates 2019-20
	1	2	3
REVENUE SECTION			
3454-CENSUS SURVEY & STATISTICS			
3454-02 Survey & Statistics			
3454-02-111 Vital Statistics			
3454-02-111(01) Direction			
Salaries	872.83	996.63	830.99
Wages	4.64	1.66	1.66
Travel Expenses	13.47	21.37	11.37
Office Expenses	22.50	40.33	11.90
Rent, Rates & Taxes	6.00	5.00	3.50
Printing and Publications	95.73	0.00	0.00
Motor Vehicles	17.43	30.16	15.97
Other Charges	0.00	0.00	0.00
Computerization	2.50	22.50	5.00
Training	3.00	3.00	3.00
3454-02-111(01) Total:	1038.10	1120.65	883.39
3454-02-111(02) Subordinate Establishments			
Salaries	1333.00	1453.48	1518.46
Wages	12.81	9.80	9.11
Travel Expenses	11.50	9.44	9.44
Office Expenses	0.00	2.50	2.50
Rent, Rates & Taxes	0.00	2.50	2.50
Motor Vehicles	0.00	2.98	2.98
3454-02-111(2) Total	1357.31	1480.70	1544.99

Major Heads, Sub-Major Heads, Minor Heads, Scheme, Detailed Heads	Actual 2017-18	Revised Estimates 2018-19	Budget Estimates 2019-20
	1	2	3
3454-02-111(3) Registration of Births & Deaths			
Salaries	258.62	393.77	541.95
Wages	0.00	6.04	6.04
Travel Expenses	0.00	4.19	4.19
Office Expenses	0.00	5.60	5.60
Printing & Publication	58.20	79.84	58.20
Motor Vehicles	0.00	1.29	1.29
Other charges	0.00	0.00	0.00
3454-02-111(3) Total	316.82	490.73	617.27
3454-02-111(4) Other Schemes			
Salaries	349.98	665.43	722.26
Travel Expenses	0.00	0.00	0.00
3454-02-111(4) Total:	349.98	665.43	722.26
3454-02-111(05) Support for Statistical Strengthening			
Printing & Publications	0.00	0.00	0.00
Other Charges	0.00	0.00	0.00
3454-02-111(05) Total	0.00	0.00	0.00
3454-02-111(06) Urban Statistics for Human Resources and Assessment			
Other Charges	0.00	0.00	0.00
3454-02-111 (06)	0.00	0.00	0.00
3454 TOTAL:	3062.21	3757.51	3767.91
TOTAL: REVENUE	3062.21	3757.51	3767.91
CAPITAL			
5475-CAPITAL OUTLAY ON OTHER ECONOMIC SERVICES			
5475-00-112 Statistics			
5475-00-112(1) Construction			
Major Works	0.00	150.00	150.00
Minor Works	190.00	0.00	0.00
5475-00-112 (1) Total:	190.00	150.00	150.00
5475 TOTAL:	190.00	150.00	150.00
TOTAL CAPITAL:	190.00	150.00	150.00
Grand Total	3252.21	3907.51	3917.91
Net Total	3252.21	3907.51	3917.91

MANUAL-XII

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

The Department do not have any such schemes or subsidy under its jurisdiction.

MANUAL-XIII

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

The Department does not have any particulars of recipients of concessions or permits except authorization to issue of **Birth Certificate & Death Certificate, under Registration of Births & Deaths Act, 1969.**

MANULA-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).

The detail information available in electronic form in the Directorate of Economics & Statistics, Nagaland are:-

Sl. No.	Name	Title of the Document/Record	Location where available	Other information
1	Manuals of the Office Procedure		www.statistics.nagaland.gov.in	
2	Right to Information Act 2005		www.statistics.nagaland.gov.in	
3	Guidelines for Registration of Births & Deaths		Directorate	
4	Nagaland Economics & Statistics Service Rule, 2010		www.statistics.nagaland.gov.in	
5	Annual Administrative Reports		www.statistics.nagaland.gov.in	
6	Nagaland Statistical Handbook		www.statistics.nagaland.gov.in	
7	Nagaland Economic Survey		www.statistics.nagaland.gov.in	

MANUAL-XV

(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).

Sl. No.	Name & Location of the Facility	Details of information made available	Working hour
1	Notice Board	Notices, Circulars, Posters, Chart, etc.	All working days (9.:30A.M to 04:00PM)
2	Printed manuals	Annual Administrative Report, Statistical Handbook, VLDI, State Domestic Product, Nagaland Economic Survey, Price bulletin, NSS Reports	All working days (9:30Am to 04:00Pm)
3	System of issuing of Document	Both Hard & Soft copies	All working days (9:30 Am to 04:00Pm)

MANUAL-XVI

The names, designation and other particulars of the Public Information Officer. (Section 4(1) (b) (xvi) of Right to Information Act, 2005).

Public Information Officer***Department of Economics & Statistics (Secretariat)***

Sl. No.	Name of Incumbent	Designation	Contact No.
1	Smti. Kevilenuo Angami, Appellate Authority	Special Secretary	9436063516
2	Smti. Rabeni Kikon, PIO	Deputy Secretary	-
3	Shri. Imti, APIO	J.S.O	9615504390

Directorate of Economics & Statistics

Sl. No.	Name of Incumbent	Designation	Contact No.	Email ID
1	Shri.Y.Sacheo Ovung, Appellate Authority	Director	9436063516	ysovung@gmail.com
2	Shri.Neisatuo Puro, (PIO)	Jt. Director, DES	8729880289	npurocxn@gmail.com
3	Shri.K.Rhanbemo Kithan, (APIO)	E.S.O	7005207776	rhankithan@gmail.com
4	Shri.Vikosieto Krose, (APIO)	E.S.O	9856016711	vikosietokrose@gmail.com

District Economics and Statistics Offices

5	Shri. Khrietsolie Whuorie (APIO)	DESO, Kohima	9774016260	
6	Shri.Lhoulabietuo (APIO)	DESO, Dimapur	9862556884	
7	Shri. N.Lokiyie Yeptho Sema (APIO)	DESO, Zunheboto	8416015251	
8	Shri.R. Thanso (APIO)	DESO, Longleng	9862964373	
9	Shri.Neizekho (APIO)	DESO, Mon	8974007510	
10	Shri.Akangjungshi chang (APIO)	DESO, Tuensang	9436407248	
11	Smti. Vikeyielienuo Chielie (APIO)	DESO, Peren	9612874101	
12	Shri.A.Chubathung Ezung (APIO)	DESO, Wokha	9856447792	
13	Smti. Asangla Ao (APIO)	DESO, Mokokchung	9856021364	
14	Shri.Kewekolo Khalo APIO	DESO, Phek	9436830033	
15	Shri. Holikhum (APIO)	DESO, Kiphire	9612442824	

MANUAL-XVII

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

Date of last updation of the RTI Proactive Disclosure: 10th June 2020

FORMAT FOR FURNISHING INFORMATION ON APPLICATIONS RECEIVED AT VARIOUS LEVELS BY PIOs UNDER THE RTI ACT, 2005.

Department/Public Authority: **Department of Economics & Statistics**. Period: From **1st April, 2019** to **31st March, 2020**.

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	No. of appeals heard/dispensed by the first appellate authority	Amount in (RS)		Applicants		
		Received	Furnished	Rejected	Received	Furnished	Rejected							RTI Application Fee	Cost of Information	Male	Female	BPL
A	Secretariat level	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
B	Directorate level	05	05	Nil	Nil	Nil	Nil	Nil	Nil	Nil	01	Nil	Nil	50	345	05	Nil	Nil
C	District level																	
	1.Kohima	Nil	Nil	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	Nil	Nil
	3.Mokokchung	Nil	Nil	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	Nil	Nil
	5.Zunheboto	Nil	Nil	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	Nil	Nil
	7.Tuensang	Nil	Nil	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	Nil	Nil
	9.Kiphire	Nil	Nil	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	Nil	Nil
	11.Peren	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
D	Others/ Units	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	TOTAL (A+B+C)													50	345			

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

Sl. No	Nature of Information sought	Total no. of RTI Application
1	Financial Matters (Eg:- Funds Released, Sanction Orders, Financial Assistance/grants, APR, UC, Departmental Charges, Revenue Collected, Amount Utilized, Purchases Made, Bank Account Statements, Amount Sanctioned etc)	Nil
2	Incumbency List (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)	4(Four)
3	Schemes Related (Eg:- Name of Scheme/Projects, Amount Allocated, Located, Welfare Schemes, Guidelines etc)	Nil
4	Verification (Eg:- Marks Sheet, Admit Cards, Degree & Diploma Certificates, Driving Licenses, Arms License, Certificates etc)	Nil
5	Land Issues (Eg:- Land Patta, Sales Deed, Boundary Lines, Mortgages, Mutation, Land Compensation and Amount of Compensation, Land Occupied, Land Acquired, Land Allotment, Maps etc)	Nil
6	Service Matters/Related (Eg:- Appointments Made, Waiting List, Merit List, Promotion, Educational Qualification, Enrolment, Service Book, Compassionate Appointment, G.O or Approval for Appointment, Pensions Related etc)	1(one)
7	Beneficiaries (Eg:- List of Beneficiaries, Benefits & Entitlements etc)	Nil
8	Contract/Civil Works (Eg:- DPR, NIT, Progress Report, Completion Certificates, Name of Works, Name of Contractor, MB, APR, Location, Works Order etc)	Nil
9	Examination Related (Eg:- Answers Script, Marks Sheet, Result Sheet, Marks Obtained in Oral Interview & Mains Exams, Cut off Marks, Marks Obtained by Other Candidates etc)	Nil
10	Documents (Eg:- Acts, Rules, OM, Notifications, Circulars, Oreders, Reports, Certificates, MOU, Guidelines, Permits, Ration Cards, Trade License, Rate of Commodities, Affidavit etc)	Nil
11	Election Related	Nil
12	Village Council & VDB Related	Nil
13	Miscellaneous	Nil