

Government of Nagaland
Department of Women Resource Development
Nagaland, Kohima



**MANUAL ON RIGHT TO INFORMATION
ACT, 2005.**

Section 4 of RTI Act, 2005

DIRECTORATE

SECTION 4 OF RIGHT TO INFORMATION ACT 2005 MANUAL OF DEPARTMENT OF WOMEN RESOURCE DEVELOPMENT

Section 4 (1) (b) (i) of RTI Act.2005

Particulars of organization, function & duties:

Introduction:

Recognizing the need to accelerate the empowerment process of women, while also acknowledging the fact that women are now accepted agents of development, during 2003-04 the *Department of Women Development* was created out of the bifurcation of the erstwhile Department of Social Security & Welfare.

With the renaming of the Department from “Women Development” to Women Resource Development” and revision of its mandate vide Cabinet Decision notified through No.CAB-2/2013 dated 16th April, 2014 and Government Notification No.WD/ESTT-1/1/2013/554 dated 3rd June 2014, the activities of the Department are now primarily focused on socio-economic development of women in the State.

The financial, human and technological resources required to uplift women are truly enormous and the logistics involved would be staggering. As such, the Department is working in partnership with NGOs to promote a more active and deliberate involvement of women in development.

The target group of the Department is: Women in difficult circumstances, school and college dropout girls, differently-abled women, women entrepreneurs, women SHG, grassroots women leaders and women in general. The activities of the Department, which are mainly focused in addressing needs of aforementioned women, include:

- **Transformative Livelihood Intervention(TLI)**
- **Training Programmes**
- **Events**
- **Financial Assistance to Destitute Women**
- **Grand in Aid to NGO**

Section 4 (1) (b) (ii) of RTI Act.2005

Powers and Duties of its Officers and employees

DIRECTORATE LEVEL

Director

The Director is the executive Head of the Department. All matters and administrative decision concerning the department will need the final concurrence of the HOD. The specific duties of the HOD as such cannot be pinpointed, as the HOD’s function is mainly regarding policy matters, while interacting with the Government, and delegation of work responsibilities and duties to subordinate officers and staff and

oversee their progress. The HOD has to ensure that the policies and the decisions of the Govt. are given proper interpretation and that the Schemes and Programmes adopted are being implemented properly.

Director - Vilone Sakhrrie

Work Responsibilities:

- *Overall supervision and administration of Department*
- *Framing & interpretation of plan and policy relating to Dept.*
- *Interaction with Government and policy makers.*
- *Department Appellate Authority (DAA) RTI Act 2005*

Additional Director:

The Additional Director is the second-in-command in the department after the Director. He/ She is the main personnel administrator and controls all the officers and staff in the department. It is his/her chief duty to assist the Director in day-to-day administration of the department and appraise the HOD on the latest development and activities of the department. In the absence of the Director, he/she assumes the responsibilities of the Director. The practical function and operation of the department is his/her responsibility. Once the general outline of the tasks at hand is briefed, it is the job of the Addl. Director to lead the team of the subordinated officers in the actual operation and practical work, down to the nitty-gritty.

Additional Director- V. Kavito Zhimomi

Work responsibilities

- *Assisting. the HoD in Overall supervision and administration of Department*
- *Framing & interpretation of plan and policy relating to Dept.*
- *All subject matters with additional charge of Establishment & Development matters*
- *Land and Building matters*
-

Joint Director:

The Joint Director is expected to be an expert and conversant and familiar with the subjects that have been delegated to him. His primary job is to look into details by cutting down unnecessary choices and giving the Addl. Director only the bare minimum necessary option to choose from. It is his duty to assist and guide the Addl. Director regarding all subjects. This would enable the Addl. Director to make swift decisions, as he would not have to start from the starch.

Joint Director - Melumlungbo Zeliang

Work responsibilities

- *All Subject matters*
- *DDO*
- *Audit Matters*
- *Events*
- *TLI Project with special focus on Apparels & Accessories Production*
- *Direction & Administration i/c Department and Project Vehicles*

Deputy Director:

In the Directorate of Women Resource Development there is one Deputy Director. The Deputy Director is expected to be an expert and conversant and familiar with all the subjects that have been delegated to him. His primary job is to look into the details by cutting down the unnecessary choices by giving the Jt. Director only the bare minimum necessary option to choose from. It is the duty of the Deputy Director to assist and guide the Jt. Director in all assigned subject matters. This would enable the Jt. Director to make swift decisions, as he would not have to start from scratch.

Deputy Director - Chonben Odyuo***Work Responsibilities***

- *Charge of all Establishment , Development & Accounts matters*
- *In charge of PIMS, NIC, CMHIS, MIS, RTI, e-NPS, GST, Gem Portal, Department Website*
- *IT Matters*
- *MTC Kohima & Dimapur, IDRC, WRCs;*
- *Programmes/Events pertaining to State & National Days*

Assistant Director:

The Assistant Directors in the Department have to do the actual running around and legwork, and are think-tanks in the Department. They play a crucial part in the functioning's of the Department, plus they are the link between the ministerial staffs and the officers. It is very important that at their level all files and matters are thoroughly studied and examined minutely. It is from this juncture that the senior officers will depend on the assessments and recommendations of the Assistant Directors, since they themselves cannot spend too much time on the nitty-gritty of a particular case.

As the duties and functions of the HOD are multifarious, it becomes very difficult for them to give their undivided attention to each and every topic. Thus the Assistant Directors are expected to be proficient and knowledgeable in their respective fields and assist the senior officers. Occasionally they are given independent charges according to the works distribution.

At present there are two incumbent Assistant Director.

Assistant Director - Nzanthung K. Yanthan***Work Responsibilities***

- *Development matters including CSS, NEC, DoNER etc*
- *To assist Jt. Director on matters relating to TLI Project*
- *Audit matters, Speeches, Annual Plan; Yearly Action Plans*
- *Protection & Promotion of Tribal Designs*
- *I/C of Shamator & Noklak Districts and other training & skill up gradation matters*
- *Events including Hornbill & Myki Fest; GIA to NGOs & SHGs*

Assistant Director – T.Thungbemo Patton***Work Responsibilities***

- *All establishment matters & Election matters & NLA matters*
- *Nodal Officer to the Secretariat*
- *In charge of Phek (including Meluri) District*
- *MTC Kohima & FP & RC Meriema*
- *Financial Assistance to Destitute Women*

Assistant Research Officer:

All matters relating to Research studies and Documentation, all Acts, National awards, state policy for women is handled by this cell. The main areas are data collection, co-relating all information and data, monitoring and assessing the impact of the Schemes and Programmes of the Department.

Assistant Research Officer (ARO) – Rotiba G. Sangtam

- To assist Dy. Director on PIMS, NIC, CMHIS, MIS, RTI, e-NPS, GST, Gem Portal
- To assist Jt. Director on TLI matters and to assist in Grant-in-Aid to NGOs & SHGs
- Speeches; Annual Plan; and Annual Administrative Report
- In charge of Mon, Tuensang & Longleng Districts.

Women Resource Development Officer:

There are 5 (five) post of WRDOs. At present 4 (four) post of WRDOs is occupied and 1 (one) post of WRDO is lying Vacant. All the Departmental Schemes, Programmes and activities implemented in the districts fall under their purview. However, in the absence of infrastructure and manpower at the Districts, Women Resource Development Officer are presently attached to the Directorate, who undertake tours for inspecting, monitoring and supervising not only the beneficiaries of various Departmental schemes but also partner-NGOs/sub-partner NGOs.

1. Women Resource Development Officer : Cholongse P. Sangtam

Work Responsibilities

- I/C of Dimapur, Peren, Chumukedima and Niuland Districts
- Multi Training Centre (MTC) & IDRC & Myki Store Dimapur

2. Women Resource Development Officer : Pezavinuo Sharon Kire

Work Responsibilities

- Team Leader- Multi Media Cell (Social Media, Annual Calenders, Brochures, Phamlets etc)
- I/C of Kohima and Tseminyu Districts
- To assist AD(Dev) on Protection & Promotion of Tribal Designs.

3. Women Resource Development Officer : Bendangkumzuk Walling

Work Responsibilities

- I/C of Department Website updation
- To assist in Financial Assistance to Destitute Scheme, Events and District Resource Development Programmes
- I/c of Kiphire and Zunheboto Districts.

4. Women Resource Development Officer : Zhoto Khamo

Work Responsibilities

- I/C of Wokha & Mokokchung Districts
- In charge of MTC Kohima and Food Processing & Resource Centre, Meriema

Section 4(1) (b) (iii) of RTI Act 2005.

Procedure followed in the decision making process, including channels of supervision and accountability.

All policy matters are made by Government and interpreted by the HOD who is also consulted. While formulating any project and schemes and other decision making matters, all the executive officers of the directorate are involved. Suggestions and views wherever necessary are collected from the Partner NGOs of the Department and several rounds of meetings are held and detailed project proposals are chalked out. These are forwarded to the Government for the perusal and approval. If any changes are suggested, necessary alterations are accommodated and corrections made. After obtaining the approval, all the schemes are properly implemented in the respective identified area under the close supervision of the senior officers and with the co-ordination of the field officers and PNGOs.

In lieu of establishing district offices and resultant necessary infrastructure, a novel mechanism has been introduced enabling the Department to implement its programmes in the district level. Here, the Women Organizations in each district has been identified. These recognized Women Organizations have been named as the Partner NGOs of the Department. District Women Resource Development Programme Monitoring Committee (DWDPMC), with the respective Deputy Commissioner of the district, has also been constituted by the Government. The powers, functions and duties have been formulated and it is through this structure that the programmes of the Department are being conceptualized, monitored and implemented.

Supervision:

The Director, assisted by the officers, supervises the work of all the different schemes/programmes in the department.

Accountability:

The Officers and staffs are accountable for timely disposal of the works allotted to them.

Section 4(1)(b)(iv) of RTI Act 2005.

The norm set by it for discharge of its function.

The fund provided by the Government for implementation of various Schemes/Programmes are carried out and completed as per the guidelines and time frame given by the Government of India and State Government.

Section 4(1)(b)(v) of RTI Act 2005.

The Rules, Regulations, Instructions, manuals and records held by it or under its control or used by its employees for discharging its functions

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

Sl.No	Name/Title of the Document
1	Delegation of Financial Rules
2	Nagaland Financial Rules
3	Office Procedures (Sect. Manual 1969)
4	Leave Rule (CSS)1972

5	Nagaland Services (Discipline & Appeal) Rules 1967
6	Nagaland Government Servants Conduct Rules
7	Nagaland Directorate/Ministerial Service Rules 2006
8	Guidelines for implementation of various Schemes/Programmes funded under State resourced GON.
9	Annual Plan
10	Nagaland Women Resource Development Service Rules 2006

Section 4(1)(b)(vi) of RTI Act 2005.

Statement of categories of documents that are held by it or under its control

Sl.no.	Name/Nature Category of the Dept.	Name of the Document & its introduction in one line	Procedure to obtain the document	Held by/ under control of
1	Files related (Director)	Establishment Matters	As per RTI Act	HoD
2	Report files	Financial matters/ audit matters	-DO-	DDO & Acct.branch
3	Administrative files	-leave matters -office orders -circulars & instructions	-DO-	HoD
4	Files related to	-stocks -stores	-DO-	Registrar
5	Administrative files	-correspondence with higher authorities -dispatch -attendance	-DO-	Registrar. & dealing asst.
6	Establishment matters	Matters relating to construction and work programmes	-DO-	HoD assisted by Executive Engineer PWD(H)
7	Establishment matters	Confidential files	-DO-	HoD

Section 4(1) (b) (vii) of RTI Act 2005

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;

For implementation of various State sponsored schemes and programmes under the Department consultations are made with various authorities such as:

- Concerned departments
- Village Councils etc wherever necessary for formulation of the departmental policy and implementation of various programmes.

- For the consultation with, or representation by the members of the public in relation to the formulation of its policy, various workshops, seminars, meetings etc are conducted with the following:
 - Partner NGO of the Department
 - various women organizations & NGOs
 - Subject matter experts

Section 4(1) (b) (viii) of RTI Act 2005.

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.

The following boards, committees are constituted by the department with the approval of the Govt. for implementation of and finalizing all departmental activities and schemes.

1. Various selection Committees in the State for selection of beneficiaries under various schemes
2. District Women Development Programme Monitoring Committee (DWDPMC) for various programmes & schemes.
3. Committee headed by AHoD for selection of beneficiaries and others assistance to NGOs.

Section 4(1)(b)(ix) of RTI Act 2005.

A directory (phone numbers) of Officers and employees of Department of Women Resource Development As on 31.03.2024

Sl.No.	Name	DESIGNATION	Contact No.
1	Vilone Sakhrie	Director	9436608585
2	V.Kavito Zhimomi	Additional Director	9436438915
3	Melumlungbo Zeliang	Joint Director	9436011007
4	Chonben Odyuo	Deputy Director	8974783707
5	Nzanthung K.Yanthan	Assistant Director	8974065466
6	T.Thungbemo Patton	Assistant Director	8787831301
7	Cholongse P Sangtam	WRDO	9612382942
8	Pezavinuo Sharon Kire	WRDO	7005658092
9	Rotiba G. Sangtam	ARO	8731953679
10	Bendangkumzuk Walling	WRDO	6009908295
11	Zhoto Khamo	WRDO	9862228777
12	Aluno Sophie	Registrar	9436016592
13	Temsumenla Jamir	Superintendent	9774408966
14	Khrieletuou Aleü Chielie	Asst. Superintendent	9436831977
15	V.Bohoto Sema	UDA	7005839974
16	Aosunep	UDA	7085190397
17	Tsukjemwati Lemtur	UDA	9862944583
18	Khriesamhalie	UDA (Dist)	9856248977
19	Phuhovi Kappo	UDA “	8837494592
20	Lanusungit	UDA	8787859415

21	Bano Bio	Steno Gr.III	7640830053
22	Sato Chotso	LDA	9089459229
23	Sedevinuo Terhase	LDA	8794557067
24	Vethita Medeo	LDA	9856688689
25	Ruyizolu Curhah	LDA	7005665801
26	Dukhotolu Rhakho	LDA	9856753013
27	P.Eshenthung Ngullie	LDA	9402934761
28	P.Sunei	LDA	7005511342
29	Asinlo Kent	LDA	8794836022
30	Diloibe	LDA (Dist)	8974414029
31	Abweni Kent	LDA “	8119819889
32	Solo Khing	LDA “	8794819348
33	Yanchemo Lotha	Driver	8575756110
34	Ram Bahadur Chetri	Driver	9436402211
35	Nusuyi Khamo	Driver	9612884180
36	Tsalimong Yimchungru	Driver	9402457577
37	Inaka Swu	Driver	8787542322
38	Phutoshe Kappo	Driver	9862995617
39	Robert Tachu	Driver	9402848234
40	Chonbenthung Yanthan	Driver	8413833472
41	Mapumeren	Driver	9436404578
42	N.Sepiba Sangtam	Driver	8014681537
43	Neivonyu Kreditsu	Peon	7005639746
44	Sorenthung	Peon	9077436981
45	Vepelo Nuh	Peon	9089861309
46	Ruokuozo Lohe	Peon	8575090460
47	David Seb	Peon	9862079100
48	Ketoulhoukho Suohumvu	District Multi Tasking Staff (MTS)	8256906323
49	Gongthaolung	Chowkidar	9089861309
50	Mhalehoulie Kreditsu	Chowkidar (Dist)	9366737268
51	Vizokhou Angami	Sweeper	8256972878
52	Krusie Angami	Sweeper (Dist)	8787724626
53	Pewaliu	Sweeper	6909784503
54	Moamongla Ao	Tailoring Instructor	8014058198
55	Temsunaro Jamir	Tailoring Instructor	9856175254
56	Mongyo Konyak	Tailoring Instructor	8131875176
57	Vethivolu Murao	Knitting Instructor	8787724626
58	Vakranu Kikhi	Knitting Instructor	7005801566
59	Avilo Sumi	Knitting Instructor	8730064826
60	Meanla	Weaving Instructor	8731054171
61	Velukholu Resu	Weaving Instructor	9366321069
62	Zudulu Puyuo-o	Weaving Instructor	7005089751
63	Shevohulu T. Vadeo	Knitting Instructor	9612292503
64	Viliebeinuo Miachieo	Tailoring Instructor	9402482018
65	Samdale	Knitting Instructor	9402206727
66	M. Nyanglen Phom	Knitting Instructor	7005866325
67	Kusi	Knitting Instructor	8837245604

68	Sungjemkala Lemtur	Master Trainer	8787469005
69	Thejangunuo Terhase	Training Instructor	8794080108
70	Asangla Sato	Soft Skill Instructor	7640070070
71	Lhicheu Khutso	Soft Skill Instructor	8132902217
72	Kalepuu Kapfo	Fashion Designing Instructor	8794832243
73	Imtisashi	Fashion Designing Instructor	9362164346
74	Aoakum Difusa	Baking & Confectionery Instructor	9612083556
75	Manyau L.Phom	Hairstyling Instructor	7085411562
76	L.Thinglih Konyak	Mukhya Sevika	9436404578
77	Kudecholu Vadeo	Craft Instructor	9402087698
78	Zachihulu Nyekha	Craft Instructor	9862666725
79	Kurenulu	Craft Instructor	9862297258
80	Kewetselo-ü	Craft Instructor	9612093838
81	Liya James	Craft Instructor	8974827802
82	Khrietuoi Kets	Craft Instructor	9862677655
83	Kevisu Linyü	Craft Instructor	9402489282
84	Noswedele Richa	Craft Instructor	8014664348
85	Yanjila Chang	Craft Instructor	8575500532
86	H.Ngoun Khiam	Craft Instructor	7085171439
87	Changsonla Chang	Craft Instructor	9863521132
88	Tonglih Konyak	Dhai	8415047147
89	P.Akoi Konyak	Dhai	8974634126
90	Thingpia khiamnungan	Dhai	9862534171
91	Menuolhoi	Dhai	8731817242
92	P.Mongye Konyak	Dhai	8014973495
93	Neizokhonuo	Dhai	9485286586
94	Akhumla Chang	Dhai	8730940428
95	Manmei Konyak	Dhai	8731953262
96	Nozonelü	Dhai	8415090229
97	O.Nyimangsonla Chang	Gram Sevika	9436616671
98	H. Sangmoi Konyak	Gram Sevika	9612044066
99	H.Thongpe Khiamnungan	Gram Sevika	8119849898
100	C.Rechila Chang	Gram Sevika	8837340417
101	Angule	Gram Sevika	8575426298
102	Neisatuonuo	Gram Sevika	9402825779
103	Vizosienuo	Gram Sevika	9612059890
104	Munkai Konyak	Gram Sevika	9856517629
105	Ladongrepla	Gram Sevika	8787435343
106	Alena Yeptho	LDA	8837408036
107	S.Chinukiu	LDA	8787463233
108	Seyiekhrienuo Miari	LDA	8257925790
109	Tesinbu Thyug	LDA	7005801612
110	Mhasikhono Margaret Chaya	LDA	8730091800
111	Khisenle Semy	Weaving Instructor	8414085670
112	Orenimo Lotha	Driver	6009533946
113	Neiphrevilie Chakruno	Driver	9366259853
114	Samuel	Driver	7630990830

115	Themshao H. Rose	Peon	9077318296
116	Rano Terhase	Peon	8794418233
117	Viyho Sakhrie	Peon	8257828578
118	Imdongmenla Longkumer	Peon	9383204345
119	Mughakali Sema	Peon	8787540613
120	T. Suthiu	Sweeper	8837367318
121	Eyem Konyak	Sweeper	9366550927
122	Renulu Thisa	Sweeper	9863941458
123	Imkonglemla Walling	Mali	7005383059
124	Vezoto Vasa	Chowkidar	8787814656
125	Chumdemo Lotha	Chowkidar	8974325905