

**Government of Nagaland**  
**Department of Women Resource Development**  
**Nagaland, Kohima**



**MANUAL ON RIGHT TO INFORMATION  
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 16<sup>th</sup> April, 2014 and Government Notification No.WD/ESTT-1/1/2013/554 dated 3<sup>rd</sup> 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 mandate of the Department to empower women is founded on the principle of upliftment through the promotion and propagation of entrepreneurship and businesses for individual women as well as skill development and up gradation for women cultivators, artisans and artistes with market tie-ups. This approach aims to enhance income and livelihoods, ultimately leading to improved socio-economic status in the society. The following programmes and activities are being implemented by the Department:

- **Transformative Livelihood Intervention(TLI)**
  - **Resource Development Programme for Women**
  - **Apparels & Accessories Production Programme**
  - **Food Processing & Resource Centre, Meriema**
- **Integrated Development-cum-Resource Centre (IDRC), Dimapur**
- **Multi Training Centre, Kohima & Dimapur**
- **Events (including MykiFest)**
- **District Resource & Development Programmes**

## **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*
- *Projects under CSS, NLCPR, CPS, EAP including SASCI AND NESIDS etc.*
- *Department Land and Building matters, MTCs, WRCs, Maintenance*
- *District Resource Development Programme*

##### ***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.

##### ***Joint Director - Melumlungbo Zeliang***

###### ***Work responsibilities***

- *All establishment, Development and Accounts matters*
- *DDO & Audit Matters*
- *Multi Media Cell, PFMS*

- *Events including Hornbill & MykiFest*
- *TLI Project and Myki Activities*
- *Direction & Administration i/c Department and Project Vehicles*
- *Financial Assistance to Destitute Women*

### ***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***

- *In charge of all Establishment , Development & Accounts matters*
- *IT Matters, PFMS, PIMS, NIC, CMHIS, MIS, e-NPS, GST, GeM Portal, Department Website*
- *PIO*
- *MTC Kohima & Dimapur, IDRC, WRCs;*
- *Programmes/Events pertaining to State & National Days*
- *Audit matters*
- *GIA to NGOs & SHGs*
- *District Officer (Delegate): Peren and Nuiland*

### ***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 Directors.

### ***Assistant Director - Nzanthung K. Yanthan***

#### ***Work Responsibilities***

- *TLI Project and Myki Activities*
- *Audit matters, Speeches, Annual Plan; Yearly Action Plans*
- *CSS, NLCPR, CPS, EAP including SASCI & NESIDS etc*
- *District Officer (Delegate): Mokokchung & Zunheboto*
- *Other Training & Skill Upgradation matters*

- Events including Hornbill & Myki Fest.

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### **Assistant Director – T.Thungbemo Patton**

#### **Work Responsibilities**

- All establishment matters & Election matters & NLA matters
- Nodal Officer to the Secretariat
- District Resource Development Programme
- Department Land & Buildings, Audit matters
- District Officer (Delegate) : Wokha

### **Women Resource Development Officer:**

There are 6 (six) post of WRDOs. 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**

- District Officer : Dimapur, Chumukedima
- Multi Training Centre (MTC) & IDRC & Myki Store Dimapur
- To assist in Events and District Resource Development Programme

#### **2. Women Resource Development Officer : Pezavinuo Sharon Kire**

##### **Work Responsibilities**

- Myki Apparels & Accessories Production Programme and Myki Store Kohima
- Multi Media Cell (Social Media, Annual Calendars, Brochures, Pamphlets etc )
- District Officer : Kohima and Tseminyu
- To assist in Events & District Resource Development Programme

#### **3. Women Resource Development Officer – Rotiba G. Sangtam**

- Food Processing & Resource Centre
- To assist in Events and District Resource Development Programme
- District Officer : Tuensang & Longleng

#### **4. Women Resource Development Officer : Bendangkumzuk Walling**

##### **Work Responsibilities**

- I/C of Department Website matters
- To assist in Financial Assistance to Destitute Scheme, Events and District Resource Development Programmes
- To assist in PIMS, NIC, CMHIS, MIS, RTI, e-NPS, GST, GeM Portal
- District Officer: Mon

**5. Women Resource Development Officer : K. Sudanvito Justin**

*Work Responsibilities*

- To assist in MIS Cell, Events and District Resource Development Programme
- To assist in Grant-in-Aid to NGOs & SHGs
- District Officer : Noklak & Shamator

**6. Women Resource Development Officer : Zhoto Khamo**

*Work Responsibilities*

- MTC Kohima
- To assist in Events and District Resource Development Programme
- District Officer: Phek, Meluri & Kiphire

**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	WRDO	8731953679
10	Bendangkumzuk Walling	WRDO	6009908295
11	K. Sudanvito Justin	WRDO	7005436042
12	Zhoto Khamo	WRDO	9862228777



13	Aluno Sophie	Registrar	9436016592
14	Temsumenla Jamir	Superintendent	9774408966
15	Khrieletuou Aleü Chielie	Asst. Superintendent	9436831977
16	V.Bohoto Sema	UDA	7005839974
17	Aosunep	UDA	7085190397
18	Khriesamhalie	UDA	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	Sorenthung	MTS	9077436981
44	Vepele Nuh	MTS	9089861309
45	Ruokuozo Lohe	MTS	8575090460
46	David Seb	MTS	9862079100
47	Ketoulhoukho Suohumvu	MTS	8256906323
48	Thejalhounuo	MTS	8119049398
49	Gongthaolung	MTS	9089861309
50	Mhalelhoulie Kreditsu	MTS	9366737268
51	Krusie Angami	MTS	8787724626
52	Pewaliu	MTS	6909784503
53	Moamongla Ao	Tailoring Instructor	8014058198
54	Temsunaro Jamir	Tailoring Instructor	9856175254
55	Mongyo Konyak	Tailoring Instructor	8131875176
56	Vethivolu Murao	Knitting Instructor	8787724626
57	Vakranu Kikhi	Knitting Instructor	7005801566
58	Avilo Sumi	Knitting Instructor	8730064826
59	Meanla	Weaving Instructor	8731054171
60	Velukholu Resu	Weaving Instructor	9366321069

61	Zudulu Puyuo-o	Weaving Instructor	7005089751
62	Shevohulu T. Vadeo	Knitting Instructor	9612292503
63	Viliebeinuo Miachieo	Tailoring Instructor	9402482018
64	Samdale	Knitting Instructor	9402206727
65	M. Nyanglen Phom	Knitting Instructor	7005866325
66	Kusi	Knitting Instructor	8837245604
67	Sungjemkala Lemtur	Master Trainer	8787469005
68	Thejangunuo Terhase	Training Instructor	8794080108
69	Asangla Sato	Soft Skill Instructor	7640070070
70	Lhicheu Khutso	Soft Skill Instructor	8132902217
71	Kalepuu Kapfo	Fashion Designing Instructor	8794832243
72	Imtisashi	Fashion Designing Instructor	9362164346
73	Aoakum Difusa	Baking & Confectionery Instructor	9612083556
74	Manyau L.Phom	Hairstyling Instructor	7085411562
75	L.Thinglih Konyak	Mukhya Sevika	9436404578
76	H.Ngoun Khiam	Craft Instructor	7085171439
77	Changsonla Chang	Craft Instructor	9863521132
78	Thingpia khiamnungan	Dhai	9862534171
79	Menuolhoü	Dhai	8731817242
80	P.Mongye Konyak	Dhai	8014973495
81	Neizokhonuo	Dhai	9485286586
82	Akhumla Chang	Dhai	8730940428
83	Manmei Konyak	Dhai	8731953262
84	Angule	Gram Sevika	8575426298
85	Neisatuonuo	Gram Sevika	9402825779
86	Munkai Konyak	Gram Sevika	9856517629
87	Ladongrepla	Gram Sevika	8787435343
88	Alena Yeptho	LDA (Contingency)	8837408036
89	S.Chinukiu	LDA “	8787463233
90	Seyiekhrienuo Miari	LDA “	8257925790
91	Tesinbu Thyug	LDA “	7005801612
92	Mhasikhono Margaret Chaya	LDA “	8730091800
93	Khisenle Semy	Weaving Instructor “	8414085670
94	Orenimo Lotha	Driver “	6009533946
95	Neiphrevilie Chakruno	Driver “	9366259853
96	Samuel	Driver “	7630990830
97	Themshao H. Rose	MTS “	9077318296
98	Rano Terhase	MTS “	8794418233
99	Viyho Sakhrie	MTS “	8257828578
100	Imdongmenla Longkumer	MTS “	9383204345
101	Mughakali Sema	MTS “	8787540613
102	T. Suthiu	MTS “	8837367318
103	Eyem Konyak	MTS “	9366550927
104	Renulu Thisa	MTS “	9863941458
105	Imkonglemla Walling	MTS “	7005383059
106	Vezoto Vasa	MTS “	8787814656
107	Chumdemo Lotha	MTS “	8974325905