

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 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 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)**
- **Myki Activities**
- **Multi Training Centre, Kohima & Dimapur**
- **Financial assistance to destitute women**
- **Integrated Development-cum-Resource Centre (IDRC), Dimapur**
- **Grant-in-aid to NGOs**
- **District Resource & Development Programmes**
- **Events (including MykiFest)**
- **Construction of working women hostel under SASCI Part X**

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 Sakhrie

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- Vacant

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*
- *Maintenance, District Resource Development Programme*
- *Projects under CSS, NLCPR,CPS,EAP including SASCI and NESIDS*

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*
- *Department Land and Buildings, MTCs and WRCs*
- *MDO Leader under iGOT Karmayogi*
- *Technical support Unit under PM Gatishakti*

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 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, Viksit Nagaland@2047*
- *Events including Hornbill & Myki Fest.*

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
- MDO Admin under iGOT Karmayogi
- APIO

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 Tsemnyu
- 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.

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 (First Amendment) Rules, 2025
8	Guidelines for implementation of various Schemes/Programmes funded under State resourced GON.
9	Annual Plan
10	Nagaland Women Resource Development (First Amendment) Service Rules, 2014

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.

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 31.03.2026*

Sl.No.	Name	DESIGNATION	Contact No.
1.	Vilone Sakhrie	Director	9436608585
2.	N.A	Additional Director	N.A
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. Sudavito 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-cum-Computer Assistant	9089459229
23.	Sedevinuo Terhase	LDA-cum-Computer Assistant	8794557067
24.	Vethita Medeo	LDA-cum-Computer Assistant	9856688689
25.	Ruyizolu Curhah	LDA-cum-Computer Assistant	7005665801

26.	Dukhotolu Rhakho	LDA-cum-Computer Assistant	9856753013
27.	P.Eshenthung Ngullie	LDA-cum-Computer Assistant	9402934761
28.	P.Sunei	LDA -cum-Computer Assistant	7005511342
29.	Asinlo Kent	LDA-cum-Computer Assistant	8794836022
30.	Diloibe	LDA-cum-Computer Assistant (District)	8974414029
31.	Abweni Kent	LDA-cum-Computer Assistant (District)	8119819889
32.	Solo Khing	LDA-cum-Computer Assistant (District)	8794819348
33.	Imlikala Imchen	LDA-cum-Computer Assistant (District)	8787605604
34.	Yanchemo Lotha	Driver	8575756110
35.	Ram Bahadur Chetri	Driver	9436402211
36.	Nusuyi Khamo	Driver	9612884180
37.	Tsalimong Yimchungru	Driver	9402457577
38.	Inaka Swu	Driver	8787542322
39.	Phutoshe Kappo	Driver	9862995617
40.	Robert Tachu	Driver	9402848234
41.	Chonbenthung Yanthan	Driver	8413833472
42.	Mapumeren	Driver	9436404578
43.	N.Sepiba Sangtam	Driver	8014681537
44.	Sorenthung Lotha	MTS	9077436981
45.	Vepelo Nuh	MTS	9089861309
46.	Ruokuozo Lohe	MTS	8575090460
47.	David Seb	MTS	9862079100
48.	Ketoulhoukho Suohumvu	MTS	8256906323
49.	Thejalhounuo	MTS	8119049398
50.	Gongthaolung	MTS	9089861309
51.	Mhalelhoulie Kreditsu	MTS	9366737268
52.	Krusie Angami	MTS	8787724626
53.	Pewaliu	MTS	6909784503
54.	Theruovilie Kreditsu	MTS	8787592587
55.	Moamongla Ao	Tailoring Instructor	8014058198
56.	Temsunaro Jamir	Tailoring Instructor	9856175254
57.	Puchonu Kennao	Tailoring Instructor	7085812421
58.	Rongpila Sangtam	Tailoring Instructor	7005312518
59.	Mongyo Konyak	Tailoring Instructor	8131875176
60.	Vethivolu Murao	Knitting Instructor	8787724626
61.	Vakranu Kikhi	Knitting Instructor	7005801566
62.	Avilo Sumi	Knitting Instructor	8730064826
63.	Meanla	Weaving Instructor	8731054171
64.	Velukholu Resu	Weaving Instructor	9366321069
65.	Zudulu Puyuo-o	Weaving Instructor	7005089751
66.	Shevohulu T. Vadeo	Knitting Instructor	9612292503
67.	Viliebeinuo Miachieo	Tailoring Instructor	9402482018
68.	Samdale	Knitting Instructor	9402206727
69.	M. Nyanglen Phom	Knitting Instructor	7005866325
70.	Kusi	Knitting Instructor	8837245604

71.	Sungjemkala Lemtur	Master Trainer	8787469005
72.	Thejangunuo Terhase	Training Instructor	8794080108
73.	Asangla Sato	Soft Skill Instructor	7640070070
74.	Lhicheu Khutso	Soft Skill Instructor	8132902217
75.	Kalepuu Kapfo	Fashion Designing Instructor	8794832243
76.	Imtisashi	Fashion Designing Instructor	9362164346
77.	Aoakum Difusa	Baking & Confectionery Instructor	9612083556
78.	T. Khiungsola	Baking & Confectionery Instructor	9774721702
79.	Manyau L.Phom	Hairstyling Instructor	7085411562
80.	Diana	Hairstyling Instructor	7629845217
81.	L.Thinglih Konyak	Mukhya Sevika	9436404578
82.	H.Ngoun Khiam	Craft Instructor	7085171439
83.	Changsonla Chang	Craft Instructor	9863521132
84.	Thingpia khiamnungan	Dhai	9862534171
85.	Menuolhoü	Dhai	8731817242
86.	P.Mongye Konyak	Dhai	8014973495
87.	Neizokhonuo	Dhai	9485286586
88.	Akhumla Chang	Dhai	8730940428
89.	Manmei Konyak	Dhai	8731953262
90.	Angule	Gram Sevika	8575426298
91.	Neisatuonuo	Gram Sevika	9402825779
92.	Munkai Konyak	Gram Sevika	9856517629
93.	Ladongrepla	Gram Sevika	8787435343
94.	Alena Yeptho	LDA-cum-Computer Assistant (Contingency)	8837408036
95.	S.Chinukiu	LDA-cum-Computer Assistant (Contingency)	8787463233
96.	Seyiekhrienuo Miari	LDA-cum-Computer Assistant (Contingency)	8257925790
97.	Tesinbu Thyug	LDA -cum-Computer Assistant (Contingency)	7005801612
98.	Mhasikhono Margaret Chaya	LDA-cum-Computer Assistant (Contingency)	8730091800
99.	Khisenle Semy	Assistant Instructor	8414085670
100.	Orenimo Lotha	Driver (Contingency)	6009533946
101.	Neiphrevilie Chakruno	Driver (Contingency)	9366259853
102.	Samuel	Driver (Contingency)	7630990830
103.	Themshao H. Rose	MTS (Contingency)	9077318296
104.	Rano Terhase	MTS (Contingency)	8794418233
105.	Viyho Sakhrie	MTS (Contingency)	8257828578
106.	Imdongmenla Longkumer	MTS (Contingency)	9383204345
107.	Mughakali Sema	MTS (Contingency)	8787540613
108.	T. Suthiu	MTS (Contingency)	8837367318
109.	Eyem Konyak	MTS (Contingency)	9366550927
110.	Renulu Thisa	MTS (Contingency)	9863941458
111.	Imkonglemla Walling	MTS (Contingency)	7005383059
112.	Vezoto Vasa	MTS (Contingency)	8787814656
113.	Chumdemo Lotha	MTS (Contingency)	8974325905