**Manual 1**

**Section 4(1) (b) (i) of Right to Information Act, 2005**

**Functions and Activities****of the Directorate of Printing & Stationery, Nagaland**

**1.INTRODUCTION:**  
The Printing & Stationery Department Nagaland was established in the year 1963.Apart from Directorate Office, Kohima there are two Branch Press Offices, viz. Mokokchung and Dimapur.The Department is basically technical oriented.

**2.NAME OF THE ORGANISATION:**  
          The Printing & Stationery Department Nagaland,Kohima.

**3.OBJECTIVES:**  
          The main objective of the Department is to cater the Printing & Stationery requirements for the State Government Deptts./Central Government Deptts. located within the State.

**4.ACTIVITIES/FUNCTION OF THE ORGANISATION:**  
          The Department has two wing**, Printing and Stationery**.The printing wing undertakes all the Government printing works including Acts and Rules ,Notifications,Service rules, Official  Gazettes,Finance Accounts,Appropriation accounts,Audit report Scheduled forms,Writing pads,Calendars,Printing VVIPS speeches/Invitation cards,Ballot papers for Municipal elections,Annual administrative reports and Budget documents etc.  
          The **Stationery wing** caters in distribution of Stationery articles to indenting deptts.on payments through Treasury challan notably the 12(Twelve) centralized stationery items and it also engages in issuing free of cost scheduled forms/gazettes,Service Book,Contingent register,A/Roll,Peon Book,Measurement Book,bill Register,Vehicle Log book etc to the entire State Govt.establishments basing of their annual indent.

**5.ADDRESS OF THE ORGANISATION:**  
          Directorate of Printing & Stationery Deptt.  
          Nagaland:Kohima  
          Upper Chandmari Colony  
          Kohima:797001  
Phone :0370-2221713  
Fax     :0370-221713  
E-mail :govtpress.nagaland@gmail.com

**6.OFFICE TIMING:**  
          Summer        :9:30AM -4:30PM  
          Winter           :9:00 AM-4:00PM

***Manual-II***

**Section 4(1) (b) (ii) of Right to Information Act, 2005**

Powers and duties of Officers and Employees :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Name & Designation | Power | | | Others | Duties |
| Admn | Financial | Stationery |
| 1. | Shri.Wati L.Imchen Addl. Director (HoD) |  |  |  |  | Head of Depttt. |
| 2. | Shri.Noklem Konyak Joint Director |  |  |  |  | Administration of ministerial wing,Drawing & Disbursing Officer. |
| 3. | Shri.Neituolie Phewhuo Dy. Director |  |  |  |  | Administration of Technical,Production sections. |
| 4. | Shri.I.Moatemjen Jamir Asstt.Director,Dimapur |  |  |  |  | Production and DDO of Branch Press,Dimapur. |
| 5. | Shri.Lanu Jamir Asstt. Director,Mokokchung |  |  |  |  | Production and DDO of Branch Press,Mokokchung |
| 6. | Shri.Vibeilie Metha Asstt. Director |  |  |  |  | Incharge Computing section. |
| 7. | Shri. Lepzukba Registrar |  |  |  |  | Appointment, Promotion, Transfer & Posting of Gr-III & IV and supervision of all files pertaining to administration and he shall look after Office Expenses (OE) |
| 8. | Smti.Vitani Supdt. |  |  |  |  | Budget & Planning,Central Correspondence relating to all account matters,Motor Vehicle,Machineries & Constructions. |
| 9. | Shri. Nribemo Asstt. Supdt. |  |  |  |  | General correspondence relating to all account matters, verification authentication of bills and he shall look after the file of Rent, Rate & Taxes. These files should be routed through Supdt. Planning & Budget. |
| 10. | Smti.Nzilo Lotha,Asstt.Supdt. |  |  |  |  | Assists the Asstt.Director, Branch Press Dimapur in administration/production. |
| 11. | Shri. Kevitheyi Asstt. Supdt. |  |  |  |  | Machinery & Equipments, Motor Vehicle and Construction to be routed through Supdt. Planning & Budget. |
| 12. | Shri.Subash Arambam Chief Foreman |  |  |  |  | Electrical and Mechanical Section,Screen & Rubber Stamp section,Confidential Section. |
| 13. | Shri.Jongpongtoshi Chief foreman |  |  |  |  | Maintenance of stock register(receipt & issue) of Printing & |
| 14. | Shri.Velakho Chief Foreman |  |  |  |  | Machine Section and Form Section. |
| 15. | Shri.Vikheto Chief Foreman |  |  |  |  | Gazette and Binding section. |
| 16. | Shri.Khuvi Khieya Reader Gr-I (Gz) |  |  |  |  | Incharge  Reading Section. |

**B.Duties and Responsibilities of Grade-III Staff.**

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Designation of employees** | **Duty allotment** |
| 1 | Foreman | Supervising the production section |
| 2 | Deputy Foreman | To assist Foreman |
| 3 | U.D.A/Accountant | To look after the Ministerial works/Accounts/Planning & Budgeting |
| 4 | L.D.A | To assist U.D.A/Accountant. |
| 5 | Typist | To type out the Official letter. |
| 6 | Driver | To drive the Departmental vehicles |
| 7 | Compositor Gr-I | To compose the printing matter. |
| 8 | Compositor Gr-II | -do- |
| 9 | Proof Puller | To draw the proof for printing matter. |
| 10 | Type distributor | To distribute the printing types. |
| 11 | Type Supplier | To supply the printing types. |
| 12 | Binder Gr-I | To look after the binding works |
| 13 | Binder Gr-II | -do- |
| 14 | Counter | To count the number of the books/pages etc. |
| 15 | Cutting Machine Operator | To cut the paper in appropriate sizes. |
| 16 | Printer | To operate the printing machines. |
| 17 | Impositor | To place the printing matters in the machines. |
| 18 | Inkman | To supply ink |
| 19 | Form Carrier | To carry the printed matter. |
| 20 | Reader Gr-I | To correct the proof. |
| 21 | Copy Holder | To read out the proof. |
| 22 | Revisor | To revised the proof. |
| 23 | Computor/Out turn writer | To evaluate the value of the printer jobs. |
| 24 | Mechanical Supervisor | To supervise the mechanical works. |
| 25 | Rubber Stamp | To make the rubber seal. |

**C. List of drivers and their allotted duties.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Name of Driver** | **Vehicle No.** | **Officer to whom attached** |
| 1 | Shri. Wanglem Konyak | NL-10 C/0178 | HoD |
| 2 | Shri.Neingutuo Sophie(Contract) | -do- | HoD |
| 3 | Shri.T.Ngathingyuo(Contract) | -do- | HoD |
| 4 | Shri.Rajesh Banowari(Contract) | NL-10/7504 | Pool Vehicle |
| 5 | Shri.Maila Biswakarma | NL-10/9392 | Joint Director |
| 6 | Shri.Avizo | NL-10/5546 | Dy.Director |
| 7 | Shri. Imkongramok(fixed) | Nl-10/6875 | Asstt.Director(Mokokchung) |
| 8 | Shri.Yichumo | Nl-10/6818 | Asstt.Director(Dimapur) |
| 9 | Shri.Gyani Lama(Contract) | NL-10/6874 | Spare |
| 10 |  | NL- 10/5201 | Attached to Parl. Secy (Ptg & Sty) |

**MANUAL-III**

**Section 4 (1)(b)(iii) of Right to Information Act, 2005**

(Procedure followed in the decision making process, including channels of Supervision and Accountability)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Activity** | **Level of Action** | **Time frame** |
| **1** | **2** | **3** | **4** |
| 1 | Final Decision Making | Addl. Director (HoD) | Depend on nature of the case |

The decision making  in respect of the Department is vested with the Addl. Director(HoD).  
          Files relating to administrative matters are generally processed initially at the level of LDAs/UDAs/Accountant who submit the files to Supdt./Registrar-Deputy Director-Joint Director-Addl.Director(HoD) for final orders.  
Matters having financial implication are processed by the Account Section and checked by Supdt(account)-Joint Director(who is DDO for comments) and finally endorsed to Addl. Director(HoD) for final decision.  
Files relating to technical matters are generally processed by Dealing Asstt.(Tech) and vetted through Asstt.Director-Deputy Director-Joint Director and to Addl. Director(HoD) for final decision.  
Matters which requires govt. approval/sanction etc are sent with approval of the HoD of the government.  
**Supervision**: The Addl. Director(HoD) supervises the works of all the different sections. The administrative/Section incharge supervise the works under them. The office staff are supervised by the Joint Director/Deputy Director/Asstt.Director/Registrar & Superintendents.  
**Accountability:**The Officers and staffs are accountable for timely disposal of the works allotted to them.

**MANUAL-IV**

**Section 4 (1)(b)(iv) of Right to Information Act, 2005**

(The norms set by it for discharge of its function)

The Department follows the norms set by the Government of Nagaland in the Nagaland Manual of Office Procedure.Besides,the departmental(Tech) Rules,Guidelines,Orders, memoran-  
dums,Acts and Rules and Regulation of the State and Central Government that are applicable.

**MANUAL-V**

**Section 4 (1)(b)(v) of Right to Information Act, 2005**

(The Rules, Regulation, Instruction, Manuals and Records held by it or under its control or used by its employees for discharging its functions).

  The Department besides,the Nagaland Government Press(Tech) Rules,follows the Instructions, Rules & Regulations issued thereof by the Govt of Nagaland.

|  |  |
| --- | --- |
| Sl.No | Name/Title of the Document |
| 1 | Nagaland Financial Rule. |
| 2 | Delegation of Financial Power rules. |
| 3 | Office Procedure (Secretariat Manual 1969) |
| 4 | Leave rules(CSS)(L) rules 1972. |
| 5 | Nagaland Services (Discipline and Appeal) Rules 1967. |
| 6 | Nagaland Government Servants Conduct Rules 1968. |
| 7 | Nagaland Directorate/Ministerial service Rules 2006. |
| 8 | The Nagaland Govt.Printing Press(Technical) Service Rules,2015. |

**MANUAL-VI**

**Section 4 (1)(b)(vi) of Right to Information Act 2005**

(A Statement of categories of document that are held by it or under its control)

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name/Nature/  Category of the document** | **Name  of  the document & its introduction in   one line** | **Procedure to obtain the document** | **Held by/under control of** |
| 1 | Report files | Financial records such as Cash Books etc. |  | Cashier/Accountant |
| 2 | Report files | Stock Registers |  | Store Keeper |
| 3 | Report files | Dispatch Register |  | LDA |
| 4 | Report files | Attendance Register |  | Superintendent |
| 5 | Report files | Monthly expenditure statement |  | Superintendent(Acctt.) |
| 6 | Report files | Audit Report |  | A.G Nagaland |
| 7 | Report files | Training Reports |  | Superintendent/Asstt.Supdt. |
| 8 | Administrative files | Office orders and work Allocation orders |  | Registrar |
| 9 | Administrative files | Administrative Correspondence with higher Authority |  | Registrar |
| 10 | Administrative files | Memos issued and related Correspondence |  | Registrar |
| 11 | Administrative files | Memos Received and related correspondence |  | Registrar |
| 12 | Administrative files | Administrative Circulars/Instructions |  | Registrar |
| 13 | Administrative files | Leave matters |  | Registrar |
| 14 | Administrative files |  |  | Registrar |
| 15 | Establishment matters | Transfers and Posting orders |  | Superintendent |
| 16 | Confidential folders | Vigilance matters/Disciplinary Proceedings |  | Registrar |
| 17 | Confidential folders | Confidential Communication with Higher authorities |  | Registrar |
| 18 | Confidential folders | Annual confidential reports |  | Registrar/D.A |

**MANUAL-VII**

**Section 4 (1)(b)(vii) of Right to Information 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)

NIL

**MANUAL-VIII**

**Section 4 (1)(b)(viii) of Right to Information Act, 2005**

(A Statement of the boards, councils, committees and other Bodies consisting of two or more persons constituted as its part or for the purposes of its advice, and as to whether meetings of those  boards, councils, committees and other bodies are open to the public, of the minutes of such meetings are accessible for public).

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Name of the Committee/Board** | **Purpose** |
| **1** | **2** | **3** |
|  | Tender/Purchase board   1. Chairman: Secretary Home 2. Member   a)Addl. Director(HoD),Ptg. & Sty. b)Member from Law Deptt. c)Member from Finance Deptt. | Tender /Purchase board was constituted to examine and approved the tender/proposal relating to purchase of materials by the Deptt. |
| 2. | Departmental Promotion Committee | a)The Departmental Promotion Committee with Chairman NPSC as Chairman was constituted to consider promotion for the Gazetted posts in the Directorate. b)The committee was also constituted to give promotion to other posts(Non-Gazetted)in the Department of Ptg & Sty. Under the Chairmanship of the Addl. Director(HoD). |

**MANUAL-IX**

**Section 4 (1)(b)(ix) of Right to Information Act, 2005**

**Directory of its Officers & Employees of Printing & Stationery****:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Edn.Qualification** | **Designation/Place of Posting** | **Contact No.** |
| **1** | **2** |  | **3** | **4** |
| 1. | Shri.Wati L.Imchen | HSLC/LPGA | Addl. Director(HoD) | 9436016070 |
| 2. | Shri.L.Noklem Konyak | BA | Joint  Director | 9436015753 |
| 3. | Shri.Neitoulie Phewhuo | PU,DPT | Deputy Director | 9436016587 |
| 4. | Shri.Vibeilie Metha | B.Sc. | Asstt.Director | 9856304506 |
| 5. | Shri.I.Moatemjen Jamir | HSLC/DPT | Asstt.Director (Dimapur) | 9856123185 |
| 6. | Shri.Lanu Jamir | HSLC/DPGA | Asstt.Director (Mokokchung) | 9615770653 |
| 7. | Shri.Lepzukba | Matriculate | Registrar | 9436402258 |
| 8. | Smti.Vitani | B.A. | Supdt. | 9436000929 |
| 9. | Shri.Nribemo | B.A | Asstt.Supdt | 9436011180 |
| 10. | Smti.Nzilo Lotha | HSLC | Asstt.Supdt. | 9856793134 |
| 11. | Shri.Kevitheyi | B.A | Asstt.Supdt. | 9402029433 |

MANUAL-X

**(X) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations****:**

[**Directorate**](http://nlsic.nagaland.gov.in/chapter/printing_pdf/manual_10.pdf)

[**Mokokchung**](http://nlsic.nagaland.gov.in/chapter/printing_pdf/mokokchung.pdf)

[**Dimapur**](http://nlsic.nagaland.gov.in/chapter/printing_pdf/dimapur.pdf)

**MANUAL-XI**

**Section 4 (1) (b) (xi) of Right to Information Act 2005**

(The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made)

**Statement showing the budget allotment 2015-16.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Head of Accounts (Strictly as per the printed demand for grants for 2012-13)** | **Budget allotment 2015-16** | | **Total Actual Expenditure 2015-16** | |
| **Non-Plan** | **State-Plan** | **Non-Plan** | **State-Plan** |
| **1** | **2** | **3** | **4** | **5** |
| **REVENUE SECTION** 2058-Sty & Ptg 101-Purchase & Supply of Sty store | 91.03 |  | 91.00 |  |
| 103-Govt.Press Salaries | 1607.95 |  | 1581.43 |  |
| Wages | 21.60 |  | 21.60 |  |
| Travel Expenses | 14.00 |  | 14.00 |  |
| Office Expenses | 20.00 |  | 20.00 |  |
| Motor Vehicles | 14.50 |  | 14.50 |  |
| Materials & Supplies | 94.69 |  | 94.69 |  |
| Machineries & Equipments | 75.00 | 150.00 | 75.00 | 150.00 |
| Maintenance | 50.00 |  | 50.00 |  |
| Rent, Rates & Taxes | 15.00 |  | 15.00 |  |
| Materials for Budget Documents | 11.00 |  | 11.00 |  |
| Training | 5.00 |  | 5.00 |  |
| **Total 103** | 2019.77 | 150.00 | 1993.22 | 150.00 |
| 104-Cost of printing by other sources | 64.00 |  | 63.78 |  |
| Total Revenue Section |  |  |  |  |
| **CAPITAL SECTION** 4059-Capital on public works |  | 150.00 |  | 131.98 |
| Total Capital Section |  |  |  |  |
| **GRAND TOTAL** | **2083.77** | **300.00** | **2057.00** | **281.98** |

**MANUAL-XII**

***Section 4 (1) (b) (xii) of Right to Information Act, 2005***

(The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes)

nil

**MANUAL-XIII**

**Section 4 (1)(b)(XIII) Right to Information Act, 2005**

**(Particulars of recipients of Concessions, Permits or Authorizations granted by it****)**

***Department of printing & Stationery, Nagaland***

            Directorate of Printing & Stationery, Nagaland does not grant any concession, permit or authorization.

**MANUAL-XIV**

**Section 4 (1)(b)(xiv) of Right to Information Act 2005**

(The details in respect of the information, available to or held by it, reduced in an electronic form)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No.** | **Information Activities for which data is available in electronic form** | **Can it be shared with the public?** | **Is it available on website or being used as back end database?** | **With whom it is held/available?** | **Whom to contact?** |
| **1** | **2** | **3** | **4** | **5** | **6** |
| 1. | Manual Office Procedure | Yes | No | --- | Addl. Director (HoD) |
| 2. | Right to Information Act,2005 | Yes | No | --- | Addl. Director (HoD) |
| 3. | Acquaintance roll of Employees | Yes | No | --- | Addl. Director (HoD) |
| 4. | Nagaland Govt. Printing Press(Technical)Service Rule,2015 | Yes | No | --- | Addl. Director (HoD) |

MANUAL-XV

**Section 4 (1) (b) (xv) of Right to Information Act, 2005**

(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)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Facility Available** | **Nature of Information available** | **Working hours** |
| **1** | **2** | **3** | **4** |
| 1 | Notice Board | Notices,Circulars | All working days(10:00 AM to 4:00 PM) |
| 2 | Inspection of records in the Office | On any matter | -do- |
| 3 | System of issuing of copies of documents | Xerox copies,soft copies | -do- |

**Manual XVI**

**Section 4(1)(b)(xvi) of Right to Information Act, 2005**

(The names, designation and other particulars of the Public Information Officers)

**a)Appellete Authority(AA)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Name** | **Designation** | **STD Code** | **Phone No.** | | | **E-Mail Address** | **Address** |
| **Office** | **Home** | **mobile** |
| 1 | Shri.Wati L.Imchen | Addl. Director(HoD) | 0370 | --- | --- | 9436016070 | --- | Directorate of Printing & Stationery,Nagaland,Kohima |

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Name** | **Designation** | **STD Code** | **Phone No.** | | | **E-Mail Address** | **Address** |
| **Office** | **Home** | **mobile** |
| 1 | Shri.Neituolie Phewhuo | Dy. Director | 0370 | --- | --- | 9436016587 | --- | Directorate of Printing & Stationery,Nagaland,Kohima |

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Name** | **Designation** | **STD Code** | **Phone No.** | | | **E-Mail Address** | **Address** |
| **Office** | **Home** | **mobile** |
| 1 | Shri.Moatemjen | Asstt. Director (Dimapur) | 0370 | --- | --- | 9856123185 | --- | Directorate of Printing & Stationery,Nagaland,Kohima |
| 2 | Shri.Lanu Jamir | Asstt.Director (Mokokchung) | --- | --- | --- | 9615770653 | --- | --- |