**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:**  
         With the advent of statehood, the **Printing and Stationery** Office was immediately established in the year 1963 as a vital component of the state government. This office was tasked with assessing various stationery requirements, its procurement and distribution to all government offices. While the technical wing of the department was responsible for printing scheduled forms and formats, gazettes, budget documents, CAG and Audit reports, official speeches, cards, calendars, secured documents related to the election process, Legislative Assembly sessions, and the Annual Administrative Report etc.

**5.ADDRESS OF THE ORGANISATION:**  
          Directorate of Printing & Stationery Deptt.  
          Nagaland: Kohima  
          Upper Chandmari Colony  
          Kohima:797001  
 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:

1. **Details of Powers and responsibilities of Officers and Employees.**

***Period: From 1st April 2023 to 31st March 2024***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Name & Designation** | | | **Power** | | | **Others** | | **Duties** |
| **Admn.** | **Financial** | **Stationery** |
| 1**.** | Shri.Neituolie Phewhuo Director | | |  |  |  |  | | Head of Deptt. |
| 2. | Shri.I.Moatemjen Jamir Addl. Director | | |  |  |  |  | | Drawing & Disbursing Officer (DDO). All the files (Both Technical and Establishment) shall be routed through Addl. Director |
| 3. | Shri. Jongpongtoshi, Jt.Director, | | |  |  |  |  | | Over all Technical In charge. |
| 4. | Shri. Vilekho, Dy. Director | | |  |  |  |  | | Gazette Publication, MACP & Pension File |
| 5. | Shri. Vikheto, Asstt. Director | | |  |  |  |  | | Screen Section, Confidential, Mechanical and Electrical |
| 6. | Shri. Subash Arambam, Asstt. Director, (Mokokchung) | | |  |  |  |  | | Production and DDO of Branch Press Mokokchung. |
| 7. | Shri. Ongpa, Registrar | | |  |  |  |  | | Appointment, Promotion, Transfer & Posting of Gr-III & IV and supervision of all files pertaining to administration and Office Expenses (OE) |
| 8. | Smti.T Akala, Asstt. Director (Chumoukedima) | | |  |  |  |  | | Production and DDO of Branch Press Chumoukedima |
|  | | | | |
| 9 | | Shri. Neisolie, Asstt. Director | |  |  |  |  | Offset machine, Plate making and Binding I-II | |
| 11. | | Shri. Kezhaletuo, Supdt. | |  |  |  |  | Bank Loan, Personal File of Grade IV, ATI related files. | |
| 12. | | Smti. Arenla, Supdt. | |  |  |  |  | Accounts, Planning & Budgeting, Central Correspondence relating to all account matters, Personal & Service Books of Ministerial Staff. | |
| 13. | | Shri. Lirenthung, Supdt. | |  |  |  |  | Staff Training File & File relating to printing by other sources. Centralized Stationery. | |
| 14. | | | Shri. Renbemo, Asstt. Supdt. |  |  |  |  | Nodal Officer, Court Case, RTI, Motor Vehicle and Audit Files | |
| 15. | | | Shri. Phomli Phom, Asstt. Supdt. (Mokokchung) |  |  |  |  | All Personal Files and all account matters. | |
| 16. | | | Shri. Kasahi Vero, Asstt. Supdt. |  |  |  |  | Pension Section | |
| 17. | | Shri. I Toshi Tsudir, Editor | |  |  |  |  | Reading Section | |
| 18. | | Smti.Meripeni Khuvung, Proof Reader Gr. I (Senior) | |  |  |  |  | Reading Section | |
| 19. | | Smti. Akanili, Chief Computor | |  |  |  |  | Computing 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 | Stenographer | Writing/Transcripting Speeches/ Official Meetings and documenting it. |
| 7 | Driver | To drive the Departmental vehicles. |
| 8 | Compositor Gr-I | To compose the printing matter. |
| 9 | Compositor Gr-II | -do- |
| 10 | Proof Puller | To draw the proof for printing matter. |
| 11 | Type Distributor | To distribute the printing types. |
| 12 | Type Supplier | To supply the printing types. |
| 13 | Binder Gr-I | To look after the binding works |
| 14 | Binder Gr-II | -do- |
| 15 | Counter | To count the number of the books/pages etc. |
| 16 | Cutting Machine Operator | To cut the paper in appropriate sizes. |
| 17 | Printer | To operate the printing machines. |
| 18 | Impositor | To place the printing matters in the machines. |
| 19 | Inkman | To supply ink |
| 20 | Form Carrier | To carry the printed matter. |
| 21 | Proof Reader Gr-II | To correct the proof. |
| 22 | Copy Holder | To read out the proof. |
| 23 | Revisor | To revised the proof. |
| 24 | Computor/Out Turn Writer | To evaluate the value of the printer jobs. |
| 25 | Mechanical Supervisor | To supervise the mechanical works. |
| 26 | Rubber Stamp Maker | To make the rubber seal. |

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

***Period: From 1st April 2023 to 31st March 2024***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Name of Driver** | **Vehicle No.** | **Officer to whom attached** |
| 1 | Shri.Rajesh Banowari (Contract) | NL-10C/2695 (SCORPIO) | Director |
| 2 |  | NL-10 C/0178 (INNOVA) | -do- |
| 3 | Shri. Manshok (Fixed) | NL-10C/3432 (BOLERO) | Addl. Director |
| 4 | Shri.Gyani Lama (Contract) | NL-10 /2325 (BOLERO) | Jt. Director |
| 5 | Shri.T. Ngathingyo (Contract) | NL-10C/1026 (CRETA) | Registrar |
| 6 | Yet to be attached | NL-10C/1678(BOLERO) | Dy. Director |
| 7 | Yet to be attached | NL-10/6875 (MARUTI VAN) | Asstt. Director (Kohima) Shri. Neisolie (In-charge) |
| 8 | Yet to be attached | Nl-10/0463 (MAHINDRA TUV) | Asstt. Director (Mokokchung) |
| 9 | Shri.Yichumo | NL-10C/1677(BOLERO) | Asstt. Director (Chumoukedima) |
| 10 | Yet to be attached | NL-10/9392 (BOLERO) | Advisor |

**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 | Director | Depend on nature of the case |

The decision making in respect of the Department is vested with the Director.  
          Files relating to administrative matters are generally processed initially at the level of LDAs/UDAs/Accountant who submit the files to Asstt. Supdt./Supdt/Registrar-Deputy Director-Joint Director-Addl. Director-Director for final orders.  
Matters having financial implication are processed by the Account Section and checked by Supdt (account)-Registrar-Joint Director(who is DDO for comments) and finally endorsed to Director for final decision.  
Files relating to technical matters are generally processed by Dealing Asstt.(LDA/UDA) and vetted through Asstt. Director-Deputy Director-Joint Director- Addl. Director and to Director for final decision.

Matters which requires govt. approval/sanction etc are sent with approval of the Director of the government.

**Supervision**: The Director supervises the works of all the different sections. The administrative/Section in-charge supervise the works under them. The office staffs 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, memorandums, 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/Acco  untant |
| 2 | Report files | Stock Registers |  | Store Keeper |
| 3 | Report files | Dispatch Register |  | LDA/UDA |
| 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) Director, 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 Director |

**MANUAL-IX**

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

***Period: From 1st April 2023 to 31st March 2024***

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Edn. Qualification** | **Designation/Place of Posting** | **Contact No.** |
| **1** | **2** | **3** | **4** | **5** |
| 1. | Shri.Neitoulie Phewhuo | PU,DPT | Director | 9436016587 |
| 2. | Shri.I.Moatemjen Jamir | HSLC/DPT | Addl. Director | 9856123185 |
| 3. | Shri. Jongpongtoshi | Matric/DPT | Joint Director | 9436001571 |
| 4. | Shri. Vilekho | PU/DPT | Dy. Director | 9856304506 |
| 5. | Shri.Vikheto | Matriculate/DPT | Asstt. Director | 9436402258 |
| 6. | Shri. Subash Arambam | Matriculate | Asstt. Director (Mokokchung) | 9402900289 |
| 7. | Smti. Akala | Matriculate/DPT | Asstt. Director (Chumoukedima) | 7005164513 |
| 8. | Shri. Ongpa, | P.U | Registrar | 9612797590 |
| 9. | Shri. Kezhaletuo, | Matriculate | Supdt. | 8794859064 |
| 10. | Smti. Arenla | B.A | Supdt. | 8132061457 |
| 11. | Shri. Lirenthung | P.U | Supdt. | 9402902224 |
| 12. | Shri. Renbemo | B.A | Asstt. Supdt. | 7085812460 |
| 13. | Shri. Phomli Phom | Matriculate | Asstt. Supdt. | 9402915866 |
| 14. | Shri. Kasahi Vero | MSc | Asstt. Supdt. | 9856306600 |

**MANUAL-X**

***Period: From 1st April 2023 to 31st March 2024***

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

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

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

**Chumoukedima Branch Press**

**MANUAL-XI**

Section 4(1)(b)(xi) of Right to Information Act,2005 (The Budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditure and reports on disbursement made) Statement showing the budget allotment 2023-2024.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Head of Accounts (Strictly as per the printed demand for grants for 2023-2024)** | | **Budget Estimates 2023-2024** | | |
| **Non Development** | **Development** | **Total** |
| **REVENUE** | |  |  |  |
| 01 | Salaries | 2,868.99 | 0.00 | 2,868.99 |
| 02 | Wages | 36.75 | 0.00 | 36.75 |
| 03 | Travel Expenses | 16.00 | 0.00 | 16.00 |
| 04 | Office Expenses | 15.00 | 0.00 | 15.00 |
| 06 | Rent, Rate & Taxes | 10.00 | 0.00 | 10.00 |
| 07 | Printing & Publication | 60.00 | 0.00 | 60.00 |
| 15 | Machinery & Equipment | 20.00 | 0.00 | 20.00 |
| 16 | Motor Vehicles | 8.68 | 0.00 | 8.68 |
| 17 | Maintenance | 80.00 | 0.00 | 80.00 |
| 19 | Materials & Supplies | 35.00 | 50.00 | 85.00 |
| 26 | Other Charges | 0.00 | 0.00 | 0.00 |
| 45 | Training | 2.00 | 0.00 | 2.00 |
|  | **Total (REVENUE)** | **3152.42** | **50.00** | **3202.42** |
|  | **CAPITAL** |  |  |  |
| 13 | Major works | 0.00 | 250.00 | 250.00 |
| 14 | Minor works | 0.00 | 0.00 | 0.00 |
| 15 | Machinery & Equipments | 0.00 | **00.00** | **00.00** |
|  | **Total(Capital)** | **0.00** | **250.00** | **250.00** |
|  | **GRAND TOTAL :** | **3152.42** | **300.00** | **3452.42** |

**MANUAL-XII**

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

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

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 | --- | Director |
| 2. | Right to Information Act,2005 | Yes | No | --- | Director |
| 3. | Acquaintance roll of Employees | Yes | No | --- | Director |
| 4. | Nagaland Govt. Printing Press (Technical) Service Rule,2015 | Yes | No | --- | Director |

**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/Hard copies, soft copies | -do- |

**Manual XVI**

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

***Period: From 1st April 2023 to 31st March 2024***

(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.Neituolie Phewhuo | Director | 0370 | --- | --- | 9436016587 | --- | 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.I. Moatemjen Jamir | Addl. Director | 0370 | --- | --- | 9856123185 | --- | 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 | Smti.Akala | Asstt. Director (Chumoukedima) | 03839 | --- | --- | 9856233369 | --- | Asst. Director, Branch Press, Chumoukedima |
| 2 | Shri. Subash Arambam | Asstt. Director (Mokokchung) | 0369 | --- | --- | 9856070721 | --- | Asst. Director, Branch Press Mokokchung |
| 3 | Shri. Renbemo | Asstt. Supdt. (Kohima) | 0370 | --- | --- | 7085812460 | --- | Dte. Of Printing & Stationery, Kohima |

**Manual XVII**

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

**(Such other information as may be prescribed and thereafter updated every year)**

**The Department updates new guidelines as prescribed by the Government of India and the state Government of Nagaland**