

PROACTIVE DISCLOSURES

(17 Manuals under Section 4(I) b, RTI Act)

NAGALAND PUBLIC SERVICE COMMISSION



**NAGALAND PUBLIC SERVICE COMMISSION
SECRETARIAT COMPLEX
KOHIMA – 797004**

As on 1st June, 2020

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MANUAL No.1

Particulars of organization, functions and duties
(Section 4(I)(b)(i) of Right to Information Act, 2005)

1. ORGANISATION

1. Introduction: The NPSC was set up in 1965 to recruit suitable candidates for Government Jobs. The composition in 1965 was Chairman and two Members. The composition was revised in 1985 by addition of one more Member. It was again revised in the year 2006 by the addition of another Member. The Commission, at present, comprises of one Chairman and four Members.

2. Name of the Organization:

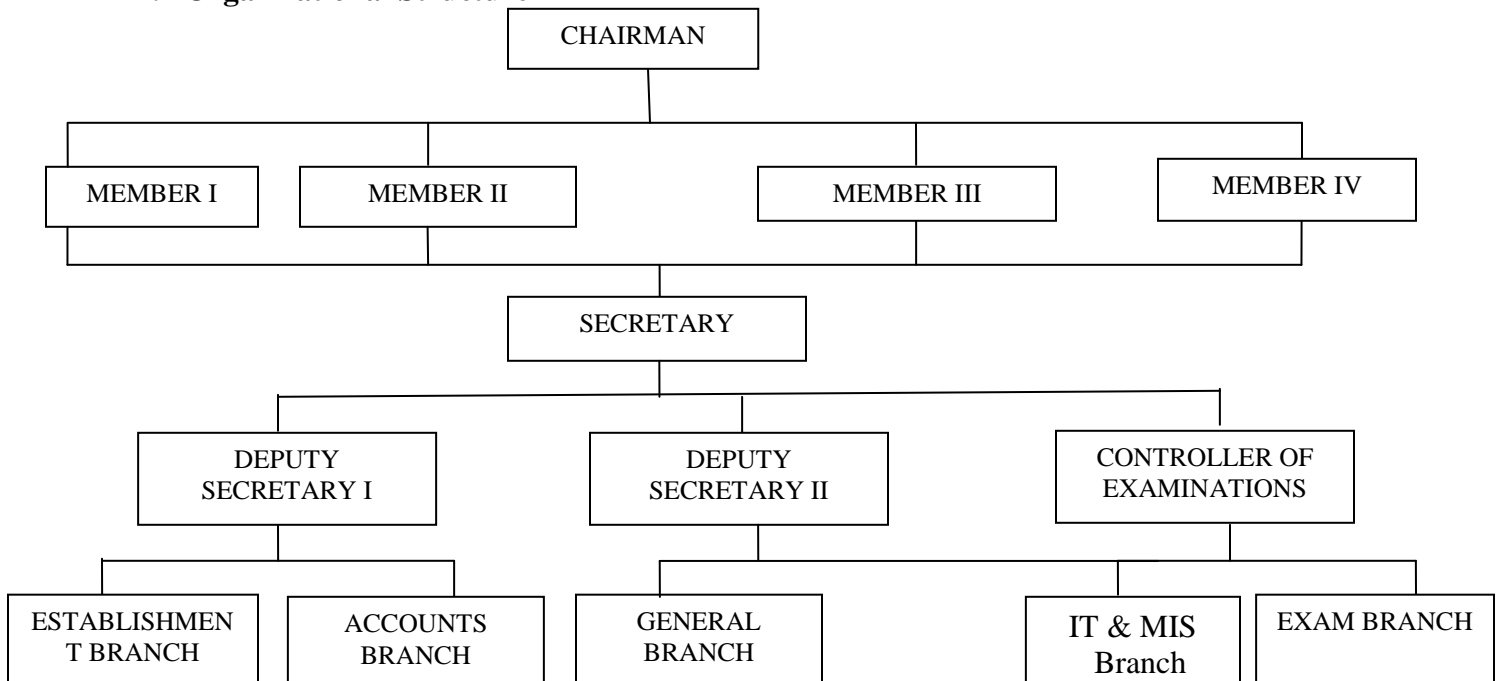
Nagaland Public Service Commission, Secretariat Complex, Kohima- 797004, Nagaland.

3. Activities/Functions of the Organization:

The activities and functions of the organizations are:

- (i) Release of Advertisement/Notification for direct recruitment and in-service examinations.
- (ii) Conduct various competitive examinations for direct recruitment and recruitment by interview only. In addition, Examination for in-service candidates is annually held in phase manner.
- iii) The Commission also assists UPSC and SSC (Staff Selection Commission) in conducting various examinations.
- (iv) Conduct Departmental Promotion Committees (DPCs) meetings for consideration of promotion and regularization of officiating promotion.
- (v) Examine and give advice/clearance to Departmental Draft Service Rules, Appointment & extension of contract services and extension/absorption of deputation services received from various Government Departments.

4. Organizational Structure



5. Address of the Organization:

NAGALAND PUBLIC SERVICE COMMISSION
SECRETARIAT COMPLEX
NEW CAPITAL COMPLEX, KOHIMA – 797004
TELEFAX – 03702271480

Web : www.npsc.co.in , E Mail : npsc.nagaland@gmail.com

Facebook: www.facebook.com/npsc.nagaland

6. Office Timings

Summer : From 9.30 A.M. to 4.30 P.M. (From April 1 to September, 30)
Winter : From 9.00 A.M. to 4.00 P.M. (From October 1 to March, 31)
Working Days :- Monday to Friday
Holidays :- Saturday (2nd & 4th) & Sunday

MANUAL No.2

The Powers and Duties of its officers and employees
(Section 4(I)(b)(ii) of Right to Information Act, 2005)

A. Details of Powers and Duties of Officers.

A) Details of Powers and Duties of Officers.

Sl. No.	Name & Designation	Powers/Duties
1.	Er. T.S Angami, Chairman, wef, 6 th July, 2018	The State Public Service Commission functions as per provision content in Article 315 to 323 of the Constitution of India.
2.	Shri Idailung Thou, Member - I	
3.	Smti W. Chubala Aier – Member – II	
4.	Shri S. Chonta Khiam – Member - III	
5.		
6.	Shri Kevekha Kevin Zehol, NCS Secretary	HoD
7.	Shri Kelhouseto Nakhro, Deputy Secretary	General Branch, Service Rules & DPC Matters, Court Matters. Assisted in the Conduct of UPSC (CS) Exams.
8.	Smti Asangla Imti, Deputy Secretary	Establishment/Accounts Branches, Conduct of Departmental Examination, Assisted in the conduct of UPSC. Exams.
9.	Shri T. George Kire, Controller of Examinations	Supervise of all Examinations conducted by NPSC.
10.	Shri Yimtsu Patton, Under Secretary	Examination Branch.
11.	Shri I Chuba Ltr, Accounts Officer	Accounts Branch.
12.	Shri Churatho Katiry, Under Secretary	General /Establishment Branch/DDO
13.	Smti Akala Jamir, Superintendent.	Accounts Branch
14.	Er. Vikepelie Suohu, Sr. Programme Officer	Supervise Computer Cell.

		Assist in the conduct of examination.
15.	Smti Katia C. Ladu, Superintendent	Examination Branch .
16.	Smti Moamenla, Superintendent	Establishment Branch
17.	Shri Thejasalie Nuh, Asstt. Superintendent	Files relating to DPC and related matters. Disciplinary matters referred to the Commission. Commission's disciplinary matters.
18	Shri M. Metha, Asstt. Superintendent	Nodal Officer to AG and Finance Department. Matters relating to appointment- oath taking, pension, benefits and entitlement of Chairman/Members. Commission's meeting compilation of agendas Annual Reports and its publication.
19	Shri Vi-ekrul, Assistant Superintendent	Stationary & TPT. i/c in the maintenance & upkeep of the Commission's Office Building.
20.	Shri Innayanger Steno Grade - I	Attached to Chairman
21.	Smti Moasungla Imchen, Steno Gr. - I	Attached to Secretary
22.	Smti Tinutula, Steno Gr. – I	Attached to Examination Branch

B) Duties and Responsibilities of Grade-III Staff.

1	Kumari Thejasenuo, UDA	Service matters relating to officers, staff including contingency/fixed pay staff of the Commission. Maintenance of Service Book, leave accounts, appointment and promotion orders, Disciplinary cases, pension cases Orders, Notifications within the Commission
2	Shri Lanuyapang, UDA	TPT Branch. Issue and stock register Telephone, electricity bills and all sundry expenditures. Issue of stationary articles.
3	Shri Imtitongpang, U.D.A.	Clearance for Contract/Adhoc, extension, deputation. Service Rules of various departments. Court cases and related matters. Compilation of Recruitment Rules, etc.
4	Shri Kikato UDA	On deputation to RD Department.

5	Shri Akumba, UDA	Non-technical requisition, advertisement, scrutiny of documents thereof. Post relating to non-technical, preparation of examination venues including medical and security during conduct of non-technical examinations.
6	Shri Lhoumeyalie Sakhrie, UDA	Matters relating to Accounts – Pay Bill and Other Bills relating to office expenses, advertisement etc. GPF Accounts of Gd-IV Amendment of ROP, GPF Register for all advances. Assist the Nodal Officer for Finance Department and A.G.
7	Kumari C.N. Moe, UDA	Maintenance of Personal files/Service Book/Leave of all Grade –IV Staff Appointment/Discharge/Disciplinary cases of Grade-III & IV under the Establishment of the Commission All matters relating to NPSCV (Members) Regulation. Civil List/Census of Government Employees. Administrative orders relating to Service conditions. All correspondences with Government/Other State PSCs/UPSC and any matter relating to the Commission from outside..
8	Shri Iruteing Lungalung, LDA	Receipt of all Technical requisition. Release of advertisement. Receipt and scrutiny of documents. Proper maintenance of files relating to technical post Correspondence with other department, relating to timely submission of requisition of all technical posts within the preview of the NPSC Correspondence with medical, security, magistrate etc on examination days Confirmation of examination venues and preparation of Supervisors and Invigilators list.
9	Shri Chumrenthung Tungo, LDA.	DPC Branch
10	Smti Nzanbeni,	Record Sorter
11	Smt Zeneisanuo, Steno - III	Attached to Secretary
12	Smti V. Khetoli, Typist	Typing Pool
13	Smti Narola, Typist	Typing Pool
14	Kumari Vesulu Puro, LDA	Statement/scrutiny of candidates for interview/vivavoce. Direct interview matter thereof. Nomination of selected candidates. Publication of result, syllabus and matters relating to using unfair means in examinations.

15	Smt Nilivi Kinimi, LDA	Matters relating to pay & allowances, house rent/tax. GPF files for withdrawal and final settlement Matters relating tom audit reply
16	Kumari Jailong Konyak, Computer Asstt.	Maintain all files pertaining to purchase/upgradation, maintenance of systems. Update necessary information in the website of the Commission and maintain records thereof. Collect all data such as requisition received, requisition allowed to be withdrawn, results of all examinations etc.
17	Shri Hamtha Phom, LDA	Receipt of Common Educational Services requisition, advertisement, receipt and scrutiny of application forms. Matters relating to medical, security, Magistrate on duty etc during examinations. Matters relating to examination venues, supervisors, invigilators etc.
18	Kumari Vivonu Sothu, LDA	Attached to DPC Branch.

(C) Duties and Responsibilities of Grade-IV Staff.

1	Shri Yam Bahadur, Jamadar	
2	Shri Sil Phinyo, Peon	
3	Smti Tiamenla, Peon	
4	Shri Tsukjemmeren, Peon	
5	Shri Bishnu Bahadur, Peon	
6	Shri Nutso Khesoh, Peon	
7	Shri Akato Wotsa, Peon	
8	Shri N. Honka Konyak, Peon	
9	Shri T. Nguvito Nekha	
10	Smti Marienla, Peon	
11	Shri Neiheo Tseikha, Peon	
12	Smti Thungyani, Peon	
13	Shri Ghoito Sema, Chowkidar	
14	Shri Asakuo, Linyu, Chowkidar	
15	Smti Visheli Achumi, Sweeper	
16	Smti Nganuo, Sweeper	
17	Smti Dzesevinuo, Mali	
18	Shri Arha Puro, Peon	
19	Smti Mengsai, Peon	

D) Duties and Responsibilities of Drivers.

1	Shri Pursuram	NL-10/ 9966	Chairman
2	Shri Temjenkaba	NL-10/8875	Secretary
3	Shri Thia Phom	Under Suspension	
4	Shri Longjem (Fixed pay)	NL-10C/0199	Member III
5	Shri Mapulemba	NL-10/0851	Staff Bus
6	Shri Lamdinlung	NL- 10/9691	Member-I
7	Shri Joshua Yimchunger	NL-10/4482	COE
8	Shri Gopal Pradan	NL-10/9690	Member-II
9	Shri Ahoka	NL-10/5773	Dy. Secretary-II
10	Shri Tonivi	NL-10/5773	Dy. Secretary -I

MANUAL No. 3

Procedure followed in decision making process including channels of supervision and accountability
(Section 4(I)(b)(iii) of Right to Information Act, 2005)

All Policy matters are placed before the full Commission for decision reduced to writing through a minute. The minutes so arrived at are implemented by the Secretary and Controller of Examination.

In a narrative form, the stages through which procedure for decision making for each proposal are shown in the format below:-

1. ESTABLISHMENT BRANCH

- Activity: 1.** Matters relating to Chairman, Members of the Commission.
2. Matters relating to Officers and staff of the Commission.
3. Reports & Compilation of Reports.

Level of Actions:

1. All Establishment matters are put up by the Dealing Assistant to Asstt. Superintendent or Superintendent concerned.
2. The Asstt. Superintendent or Superintendent then puts up the file to Under Secretary who in turn put up the matter to Deputy Secretary – I
3. The Deputy Secretary-I after studying the matters puts up the file to Secretary for decision after giving his/her comments etc.
4. If the matter pertains to usual office establishment matters or any other matter which have prior approval of the Commission or Government, the final decision is taken by the Secretary for execution. However, if the matter is a policy matter then it is put up to the Commission for its deliberation and decision.

2. GENERAL BRANCH

Activity: 1. Matters relating to DPC, clearance for contract, adhoc, deputation and service extension of various Departments.

2. Matters relating to service Rules of various Departments.

3. Matters relating to various disciplinary proceedings etc.

4. Court cases

Level of Actions:

1. All General Branch matters are put up by the Dealing Assistant to Asstt. Superintendent or Superintendent concerned.

2. The Asstt. Superintendent or Superintendent then puts up the file to Under Secretary who in turn put up the matter to Deputy Secretary – II

3. The Deputy Secretary-II after studying the matters puts up the file to Secretary for decision after giving his/her comments etc.

4. If the matter pertains to usual office establishment matters or any other matter which have prior approval of the Commission or Government, the final decision is taken by the Secretary for execution. However, if the matter is a policy matter then it is put up to the Commission for its deliberation and decision.

3. Accounts Branch:

Activity:

All accounts matters of the Commission.

Level of Actions:

1. The Bill Assistant puts up the matter to Superintendent.

2. After verification, the same is put up to the Senior Accounts Officer for further perusal and comment.

3. The Senior Accounts Officer then puts up the matter to Deputy Secretary

4. The Deputy Secretary - I after studying the matter puts up the file to Secretary for decision after giving his/her comments etc.

5. If the matter pertains to usual office accounts matters or any other matter which have prior approval of the Commission or Government, the final decision is taken by the Secretary for execution. However, if the matter is a policy matter, then it is put up to the Commission for its deliberation and decision.

4. Examination Branch

Activity : 1. All examination matters.

2. Post examination matters (confidential).

Level of Actions:

1. The matter is put up by the Dealing Assistants to Assistant Superintendent/Superintendent.

2. The Asstt. Superintendent or Superintendent study the matter and then put up to Under Secretary.

3. The Under Secretary, after studying the matter puts up the matter to Controller of Examination.

4. The Controller of Examinations after necessary comments puts up the matter to Secretary.

5. If the matter pertains to usual examination matter such as requisition of posts from various departments or release of advertisement, etc. final decision is taken by the

Secretary. However, for all other examination matters, decision is taken by the Commission.

6. Post Examination Matters : The Controller of Examinations supervise officials and staff. For this confidential work, officials and staff are assigned duties on day to day basis.

5. IT & MIS BRANCH:

- Activity :
1. Matters relating to all IT matters.
 2. Compilation of all records and digitization.

Level of Action :

1. All IT matters are put up by the Computer Operator who is Also the Dealing Assistant to Sr. Programme Officer.
2. The Sr. Programme Officer then puts up the file to Deputy Secretary – II
3. The Deputy Secretary-II after studying the matters puts up the file to Secretary for decision after giving his/her comments etc.
4. If the matter pertains to usual office establishment matters or any other matter which have prior approval of the Commission or Government, the final decision is taken by the Secretary for execution. However, if the matter is a policy matter then it is put up to the Commission for its deliberation and decision.

Accountability:

All the officers and staffs are accountable for their respective assigned works/duties.

Communication arrangements:

Communications of decisions to the public are made by the Secretary through official letters/ orders/ notifications / press releases / notice boards / Web Site etc.

Authority of final decisions:

The main authority for the final decision making lies with the Secretary who have the delegated authority by the Commission within the respective limit and cognate power.

MANUAL No. 4

Norms set for discharge of functions
(Section 4(I)(b)(iv) of Right to Information Act, 2005)

The norms/standards set by the corporation for execution of various activities:

Types of Norms

1. Norms for officers : The Secretary may assign or delegate to any officer as he/she may deem fit from time to time.
2. Staff norms : Every staff shall serve the Commission honestly & faithfully with utmost integrity and maintain absolute confidentiality while discharging the duties assigned to him/her.

3. Quality norms : The whole time of an employee shall serve the Commission in its mandated duties in such capacity and at such place as he/she may be from time to time may be assigned.

4. Monitoring & Evaluation norm : The Annual Performance Assessment Report (APAR) is prepared taking into account based on employee performance.

Sl. No.	Activity	Time frame/norms	Remarks
1	Conduct of recruitment examinations as per requisition sent by various departments.	Annual Exam schedule as under submission to Government.	NCS, & Allied Services Exam, CESE.
2	Assists UPSC/SSC in conducting various recruitment examinations conducted by them.	As per schedule of UPSC/SSC	
3	Review of Departmental Service Rules, deputation and absorption.	Regularly taken up	

MANUAL No. 5

Rules, regulations, instructions, manuals and records for discharging functions (Section 4(I)(b)(v) of Right to Information Act, 2005)

Sl. No.	Name of the acts, rules, regulations, instructions ,manuals and records.	Type of document	Brief gist of the document	From where one can get a copy.	Fee charged by the deptt. for the copy of rules, regulations, instructions ,manuals and records.
1	Nagaland Public Service Commission (Chairman, Members & Staff) Regulations, 2008	Regulate the composition and conditions of service of the chairman, members and office staff of the Commission	Power functions and duties of Chairman, Members and Staff	Department of Personnel & Administrative Reforms, Nagaland Kohima or downloaded from the Commission's website.	No Fee
2	Nagaland Public Service Commission(State Civil & Other Services) Recruitment Rules, 2008	Regulation for conduct of recruitment Examinations		Department of Personnel & Administrative Reforms, Nagaland Kohima	

				or downloaded from the Commission's website.	
3	All Standing Instruction/Notifications Issued by Government pertaining to recruitments, absorption, regularization in service.	Recruitment/Regularisation, absorption		Commission's Website.	

MANUAL No. 6

A statement of the categories of documents that are held by it or under its control
(Section 4(I)(b)(vi) of Right to Information Act, 2005)

Sl. No.	Name/nature/category of the document	Procedure to obtain the document	Held/under control of
1	NCS/NPS & Allied Services. 1. Preliminary Examination Marks. 2. Mains Examination Marks 3. Viva Voce Marks	After declaration of results, individual candidates may apply to the Commission for mark sheet enclosing copy of their call letter to the respective examination.	Commission
2	Combined Technical Examination. 1. Written Mark sheet 2. Viva Voce Mark sheet.	After declaration of results, individual candidates may apply to the Commission for mark sheet enclosing copy of their call letter to the respective examination.	Commission
3	Common Educational Services Examination. 1. Written Mark sheet 2. Viva Voce Mark sheet.	After declaration of results, individual candidates may apply to the Commission for mark sheet enclosing copy of their call letter to the respective examination	Commission
4	Departmental Examination/Speed Test For Stenographer	After declaration of results, individual candidates may apply to the Commission for mark sheet enclosing copy of their call letter to the respective examination	Commission
5	Waiting List	Cannot be disclosed	
7	D.P.C. Minutes	Only on request through proper channel.	

MANUAL No. 7

Particulars of any arrangement that exists for consideration with or representation by the public in relation to the formulation of its policy or implementation thereof
(Section 4(I)(b)(vii) of Right to Information Act, 2005)

Does not arise.

MANUAL No. 8

A statement of boards, council, committees and other bodies constituted
(Section 4(I)(b)(viii) of Right to Information Act, 2005)

The Commission consists of two Committees and one Board:-

1. Departmental Promotion Committee
2. Interview Board
3. Verification Committee

The Commission constitutes the Departmental Promotion Committee for regularization of officiating promotion and promotion of all Gazetted officers.

1) Departmental Promotion Committee.

The Committee consists of:

- | | | |
|--|---|------------------|
| 1. Chairman, NPSC | - | Chairman |
| 2. One Member from NPSC nominated by Chairman, NPSC | - | Member |
| 3. The Chief Secretary or representative
& Secretary to be nominated by the Chief Secretary | - | Member |
| 4. Administrative Head or representative of (P & AR) | - | Member |
| 5. Administrative Head or representative of concern Deptt. | - | Member |
| 6. Head of the Department | - | Member/Secretary |

The minutes of the Departmental Promotion Committee meeting is not accessible to public.

b) Recruitment Board

The Commission also has one Interview Board, where recruitment by viva-voce for various Technical and Non-Technical posts are held. The Interview Board is headed by the Chairman, NPSC along with 4(four) Members of the NPSC, Representative of P&AR, Representative of Home/DGP and Subject Experts.

c) Verification Committee

A committee consisting of representative from Personnel & Administrative Reforms Department is constituted to verify the complaints of candidates of NCS, NPS, NSS & Allied Services (Preliminary) Examination after publication of the answer keys to the questions of the examination conducted.

MANUAL No. 9

A directory of its officers and employees
(Section 4(I)(b)(ix) of Right to Information Act, 2005)

Sl. No.	Name	Designation	Mobile
1	Er. T.S. Angami	Chairman	7085022440
2	Shri Idailung Thou	Member-I	9436427204
3	Smti W. Chubala Wai	Member - II	9856861341
4	Shri Chontha Khiam	Member - III	8119886799
5			
5	Shri Kevekha Kevin Zehol, NCS	Secretary	9436005629
6	Shri T. George Kire	C.O.E.	8014061433
7	Smti Asangla Imti	Deputy Secy.	9863152664
8	Shri Kelhouseto Nakhro	Deputy Secy	9436600680
9	Shri Yimtsu Patton	Under Secretary	9436077128
10	Shri Churatho Karity	Under Secretary	8974025616
11	Shri Imnayanger	Steno Sr.Grade	9862795970
12	Er. Vikepelie Suohu	Sr. Programmer	9436017898
13	Kum Akala Jamir		9856124532
14	Smti Moasungla Imchen	Steno Grade-I	9436001899
15	Smti Tinutula	-do-	9862127687
16	Smti K. Catherine Ladu	Supdt	9402905393
17	Kum Moamenla Aier	.- do -	9856912607
18	Shri Thejasalie Nuh	Asst. Supt	9402640353
19	Shri Mhowetuo Metha	Asst. Supt	9436016675
20	Shri Viekrul Dzune	Asst. Supt	9862676716
21	Shri Thejasenuo	UDA	9856125096
22	Shri Lanuyabang	-do-	9856821581
23	Imti Chang	-do-	9436405495
24	Shri T. Akumba Yimchunger	-do-	9612076475
25	Shri Lhoumeyalie Sakhrie	-do-	9856441567
26	Shri Kikato Yepthomi	-do-	8974249748
27	Kum C.N. Moe	-do-	9436617592
28	Shri Iruteing Zeliang	-do-	9436807376
29	Shri Chemrenthung Tungo	LDA	9612960292
30	Kum Vesalu Puro	LDA	
31	Smti Nilivi	LDA	
32	Kum Jailong Konyak,	Computer Oper.	9089206955
33	Smti Khetoli Swu	Typist	9856557694
34	Smti Naro	-do-	9856217339
35	Shri Zeneisanuo Suohu	Steno Grade-III	9436062644
36	Shri Nzanbeni	Record Sorter	9436811594
37	Shri Gopal Pradhan	Driver	
38	Shri Lanlimlung Rongmei	-do-	9856185690
39	Shri Tonivi Chophy	-do-	9615744841

40	Shri Parsuram Chettri	-do-	9402993183
41	Shri Temjenkaba	-do-	9089630876
42	Shri Thia Phom	-do-	9436643381
43	Shri Mapulemba	-do-	
44	Shri Joshua Yimchunger	-do-	9612096923
45	Shri Yam Bahadur	Jamadar	9856766838
46	Shri Akato Wotsa	Peon	9615847675
47	Shri Bishnu Bahadur	-do-	9436607460
48	Smti Marienla	-do-	9856873080
49	Shri Neiheo Tseikha	-do-	9612248159
50	Shri Nguvito Nyekha	-do-	9862074994
51	Shri Nutso Khesoh	-do-	9856793677
52	Shri Tiamenla	-do-	9856767109
53	Shri Tsukjemmeren	-do-	9612606110
54	Shri Arha Puro	-do-	
55	Smti Thungyani Kikon	-do-	9774698166
56	Shri Sil Phinyo	-do-	9856021198
57	Shri Honka Konyak	-do-	9089315559
58	Shri Ghoito Sema	Chowkidar	9436656661
59	Shri Asakuo Linyu	-do-	9436010144
60	Smti Nganuo	Sweeper	9862286532
61	Smti Visheli	-do-	8014574818
62	Smti Dziesevinuo	Mali	8794245991
63	Kum Vivonu Sothu	LDA	
64	Shri Hantha Phom	LDA	
65	Shri I Chuba Ltr	Accounts Officer	
66	Smti Mengsai	Peon	

MANUAL No - 11

The budget allocated to each agency indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

(Section 4(I)(b)(xi) of Right to Information Act, 2005)

Budget For the Year 1-4-2020 to 31-3-2021

Head of Account	Salaries	Wages	Travel Expenses	Office Expenses	Motor Expenses	Rent, Rates & Taxes	Prof. & Spl. Services	Adv & Publicity	Total
2051-PSC 102-STAT E PSC	616.84	8.09	8.50	17.00	8.50	4.00	60.00	8.00	730.93

EXPENDITURES FOR 2019-2020

	Allotment	Actual Expenditure
Salaries	587.48	5,83,80,326.00
Wages	6.35	5,90,580.00
Travel Expenses	10.00	9,44,835.00
Rent, Rates & Taxes	4.00	2,96,669.00
Office Expenses	29.54	29,53,914.00
Motor Vehicles	25.00	25,00,000.00
Prof & Spl. Services	90.01	90,01,000.00
Advt. & Publicity	8.00	7,99,801.00
Total	760.38	7,54,67,125.00

MANUAL No. 12

The manner of execution of subsidy programme, including the amounts allocation and the details of beneficiaries of such programmes.

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

NOT APPLICABLE IN RESPECT OF NPSC

MANUAL No. 13

Particulars of recipients of concessions permits or authorizations granted by it.

(Section 4(I)(b)(xiii) of Right to Information Act, 2005)

Does Not Arise.

MANUAL No. 14

Details in respect of information available in electronic format.

(Section 4(I)(b)(xiv) of Right to Information Act, 2005)

Sl. No.	Information/Activities for which data is available in electronic form	Can it be shared with the public	Is it available on the website or is being used as back end database	With whom it is held/available	Whom, to contact
1	Advertisements, Notifications, Instructions to candidates, etc.	Yes	Website	Controller of Examinations	CEO or PIO
2	Results of various examinations held by the Commission	Yes	Website	- do -	-do-
3	List of candidates of each examination since 2010.	Yes	database	- do -	-do-
4	Application forms	yes	Uploaded as and when advertised.	- do -	-do-
5	Detail results of each candidate with marks etc.	Yes (individual)	database	- do -	-do-

MANUAL No. 15

The particulars of facilities available to citizens for obtaining information.

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

- 1. Information Counter** : No specific information counter however public can avail information from Office during office hours.
: Summer : 9.30 A.M. to 4.30 P.M. (April to September)
: Winter : 9.00 A.M. to 4.00 P.M. (October to March)
(Mon to Fri. Sat (2nd & 4th) & Sun closed)
- 2. Notice Board** : During Office Hours.
- 3. Website** : www.npsc.co.in
- 4. Email** : E Mail : npscnagaland@gmail.com
- 5. Facebook** : www.facebook.com/npsc.nagaland
: Access 24x7
- 6. Printed Manual** : During Office Hours.
- 7. Inspection of records in the office** : During Office Hours.
- 8. System of issuing of copies of documents.** : During Office Hours.
- 9. Others** : During Office Hours.

MANUAL No. 16

The names, designations and other particulars of the Public Information Officers.
(Contact information about the Public Information Officers, Assistant Information Officers and
Departmental Appellate Authority of the public authority)
(Section 4(I)(b)(xvi) of Right to Information Act, 2005)

A) Departmental Appellate Authority (DDA)

Name	Designation	Phone (Off)	Mobile	Address
Kevekha Kevin Zehol	Secretary	2271480	943605629	NPSC, Secretariat Complex, Kohima, Nagaland

B) Public Information Officer (PIO)

Name	Designation	Phone (Off)	Mobile	Address
Kelhouseto Nakhro	Deputy Secretary		9436600680	NPSC, Secretariat Complex, Kohima, Nagaland

C) Assistant Public Information Officer (APIO)

Name	Designation	Phone (Off)	Mobile	Address
Yimtsu Patton	Under Secretary		9436077128	NPSC, Secretariat Complex, Kohima, Nagaland

MANUAL No. 17

Right to information (Regulation of Fee and Cost) Rules, 2005
(Section 4(I)(b)(xvii) of Right to Information Act, 2005)

RIGHT TO INFORMATION (REGULATION OF FEE AND COST) RULES 2005

In case some body wants to get more information on topics covered in the handbook as well as other information they may make the payment and send their request in writing addressed to the concerned official(s) :

1. Shri Kelhouseto Nakhro, Public Information Officer (PIO)

ADDRESS : NAGALAND PUBLIC SERVICE COMMISSION.

SECRETARIAT CMPLX

TELEPHONE – 03702271480.

Web Site ; www.npsc.co.in , E Mail : npsc.nagaland@gmail.com

Facebook: www.facebook.com/npsc.nagaland

FEE/COST RATES

1. Application Fee : Rs.10/-
2. A3/A4 Size Paper(created or copied) : Rs.2/- per page
3. Copy in larger size paper : Actual charge or cost
4. Samples or models : Actual cost
5. Information in Floppy/Diskette : Rs.50/- per Floppy/Diskette
6. Printed material : Cost of printing or @Rs.2/-per page of photocopy for extracts from the publication
7. Inspection of records : No fee for the first hour, and a fee of Rs.5/- for each subsequent hour (or fraction thereof) thereafter

To obtain information, prescribed fee can be deposited with the PIO of NPSC or Demand Draft/Bankers Cheque/Postal Order in favour of Nagaland Public Service Commission, payable at Kohima.