

**INFORMATION TO BE PUBLISHED
UNDER SECTION IV (1) (b) OF THE RIGHT TO INFORMATION ACT 2005**



FINANCE DEPARTMENT

&

DIRECTORATE OF TREASURIES & ACCOUNTS

COMMISSIONERATE OF TAXES

DIRECTORATE OF NAGALAND STATE LOTTERIES

2011-12

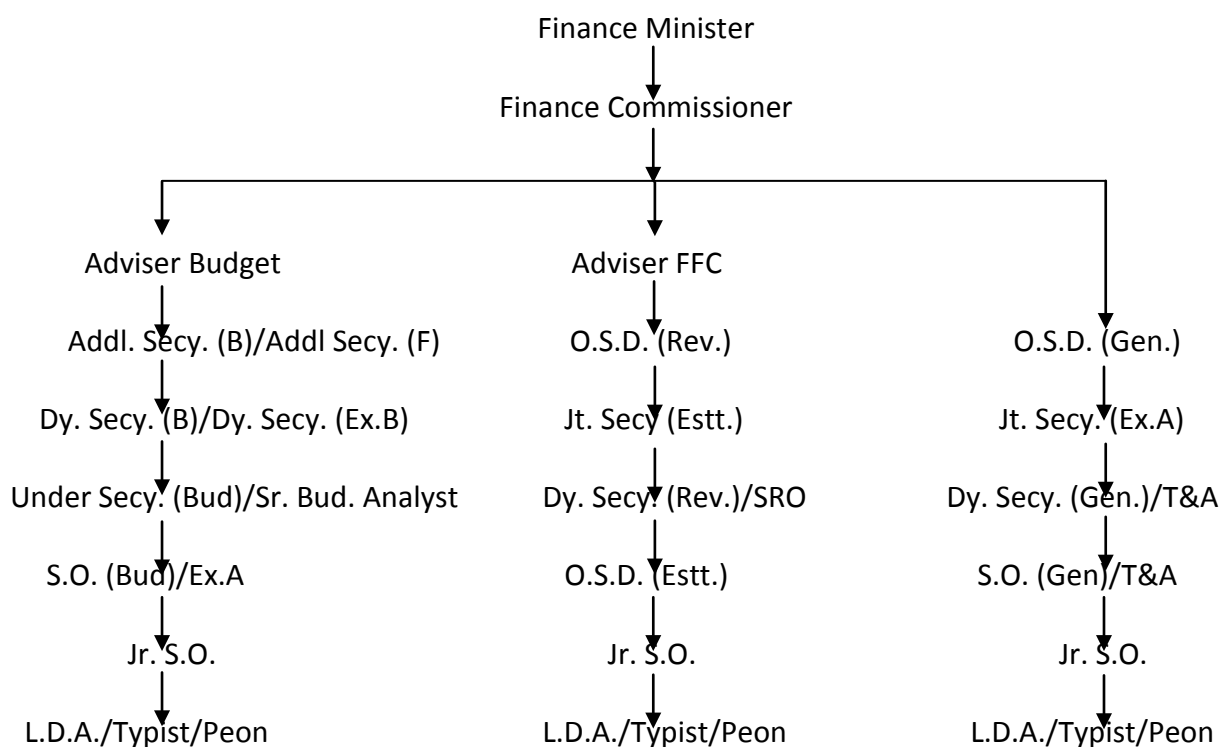
**INFORMATION TO BE PUBLISHED
UNDER SECTION 4(i) OF THE RIGHT TO INFORMATION ACT 2005**

FINANCE DEPARTMENT

MANUAL-I

(i) The particulars of its organisation, functions and duties:

(a) **Organisation:** The Finance Department is located in the south wing of the Nagaland Civil Secretariat on the first and second floors. Finance Department has been functioning since inception of the State in 1963, mainly in preparation of the State's budget. The organizational chart of the department is given below:-



Finance Department comprises of the following branches:-

- (i) General Branch;
- (ii) Budget Branch and Monitoring Cell;
- (iii) Establishment Branch and R.O.P. Cell
- (iv) Expenditure 'A' Branch;
- (v) Expenditure 'B' Branch;
- (vi) Revenue Branch;
- (vii) Treasuries and Accounts Branch;
- (viii) Lotteries Branch; and
- (ix) Computer Cell.

The functions of each of these branches are elaborated in **Annexure-A**. Finance Department also exercises control over the directorates of Treasuries and Accounts, Taxes and Lotteries.

(b) Functions and duties: The Finance Department is responsible for formulation of policies relating to levy and collection of VAT and other taxes such as Professions Tax, Entertainment Tax, Petroleum Tax, Central Sales Tax, matters relating to preparation of the State's Annual Budget, control and monitoring and management of the State's finances, matters relating to borrowings of the State Government, matters relating to General provident Fund, salaries and allowances, advances, system of accounting of all departments, matters relating to the Public Accounts Committee and Reports of the Comptroller and Auditor General of India. Further, as per the Rules of Executive Business, all State Government departments are required to obtain Finance concurrence/clearance on all matters/proposals having financial implications.

MANUAL-II

(ii) The powers and duties of its officers and employees: The Department is headed by the Finance Commissioner from the I.A.S. Cadre. He exercises control and supervision over all the branches of the Department, and exercises powers of delegated legislation on behalf of the Government in respect of the various acts being administered by the Department as per the provisions contained in them. He is also the Appellate Authority of the Department under the Right to Information Act. He is assisted by officers in the rank of Secretary, Additional Secretary, Joint Secretary, Deputy Secretary and Under Secretary, who process matters for framing of policies, decision making and disposal of references in subject matters allotted to the department under the Rules of Executive Business and the various Acts being administered by it.

Each branch processes various references or correspondences received through the Section Officers. The Section Officers submit files through the Under Secretaries, Deputy Secretaries, Joint Secretaries, Additional Secretaries, O.S.D.s etc. who also provide inputs relevant for decision making. Depending on the nature of issues, importance of the matter as well as rules and provisions laid down, files are disposed of at the level of the Finance Commissioner, Chief Secretary, Finance Minister or the Cabinet.

MANUAL-III

(iii) The procedures followed in the decision making processes, including channel of supervision and accountability: All references received by the Department are initiated by the concerned branches as per internal work allocation decided by the Government. A copy of the present scheme of work allocation of the Department is given in **Annexure-A** enclosed, which also prescribes the channel of supervision and accountability. All references are then put up for arriving at a decision either by the Finance Commissioner, the Minister in charge, or by committees or the Cabinet as the case may be, as prescribed by Government orders and instructions presently in force. Generally, it is ensured that the decisions taken are in conformity with the rules, procedures and norms prescribed by the Government from time to time.

Files are generally initiated by the Dealing Assistant as per work allocation made in each branch. All files are routed through the Section Officers who have the responsibility of supervising the functioning of the branch as well as staff of their respective branches. In turn, officers at the level of Under Secretary, Deputy Secretary, Joint Secretary, Additional Secretary and Secretary prepare files and provide their inputs for decision making by the higher

authorities. Usually, officers from the level of Deputy Secretary onwards represent Finance Department in various meetings as well as in committees set up by various departments.

Annexure-A

Distribution of work among officers and Branches of Finance Department.

The internal work allocation in Finance Department at present is as follows:-

A: Officers:

1. **Shri R.C. Acharjee**, Financial Adviser (Budget) will advise the Finance Commissioner in matters relating to Budget and Resources.
2. **Shri Gautam Sen**, Adviser (FRC), will advise the Finance Commissioner in matters relating to the Fourteenth Finance Commission.
3. **Shri K. Ashi Khieya**, OSD (Revenue) shall be in charge of Revenue, Establishment & ROP Branches. He shall submit files directly to the Finance Commissioner.
3. **Shri V. Kezo**, OSD (General) shall be in charge of 'Expenditure 'A', Treasuries & Accounts and General Branches. He shall also look after matters pertaining to the Central Finance Commissions. He shall submit files directly to the Finance Commissioner.
4. **Shri Y. Kikhetto Sema**, Additional Secretary (Budget) shall be in charge of Budget Branch and monitoring of State Finances. For critical budget matters he may refer the case to Financial Adviser (Budget). He shall submit files directly to the Finance Commissioner.
5. **Shri Wati Pongener**, Additional Secretary (Finance) shall be in charge of Expenditure 'B'. He shall submit files directly to the Finance Commissioner.
6. **Shri Vekropra**, Joint Secretary will look after 'Expenditure 'A', Establishment and ROP Branches. For Expenditure 'A' and Finance Commission matters he will submit files to O.S.D (General). For Establishment and ROP matters, he will submit files to O.S.D. (Revenue). He will sign the DA/DL in respect of Expenditure 'A'.
7. **Shri L.N. Konyak**, O.S.D. (Budget) will look after matters pertaining to Budget Branch. He shall submit files to the Additional Secretary (Budget).
8. **Shri Kevekha Kevin Zehol**, Deputy Secretary (General Branch) will look after General and Lotteries Branches. For General Branch matters he will submit files to O.S.D. (General). For Lotteries matters he will submit files to O.S.D. (Revenue).
9. **Shri W.Y. Yanthan**, Deputy Secretary will look after Expenditure 'B' Branch and shall submit files to the Additional Secretary (Finance). He will sign the DA/DL in respect of Expenditure 'B'. He shall also look after Treasuries Branch and will submit files to the O.S.D. (General).
10. **Shri I. Sanen Longkumer**, Deputy Secretary will look after Budget Branch and shall submit files to O.S.D. (Budget). He will sign the DA/DL in respect of Budget branch.

11. **Shri Kovi Meyase**, Deputy Secretary, will look after Taxation Branch. He will submit files to the O.S.D. (Revenue).
12. **Shri K.P. Kepfo**, Senior Research Officer will deal with matters pertaining to Finance Research Cell and Budget. He will submit Debt Management files through Additional Secretary (Budget) and FRC files through O.S.D. (General).
13. **Shri Ketoulhou Metha**, Senior Budget Analyst, will look after matters relating to Budget. He will submit files through the Deputy Secretary (Budget).
14. **Smti. Bedobani Choudhuri, O.S.D.** will look after Revenue and Establishment Branches. For Revenue matters she will submit files to O.S.D. (Revenue). For Establishment matters she will submit files through Joint Secretary (Establishment).

B. Branches:

1. BUDGET BRANCH & MONITORING CELL:

- i) All matters relating to budget and budgetary controls.
- ii) All matters relating to monitoring of receipts and expenditure of the State Government.
- ii) Finance concurrence/Drawal authority/Drawal Limit in respect of Demands Nos. 1, 2, 10, 12, 16, 21, 27, 31, 34, 35, 39, 44, 47, 48, 52, 55, 56, 58, 59, 60, 62, 64, 68, 74, 75, 78, 82.

*** Note: All releases approved to be kept in Civil Deposit and to be withdrawn from Civil Deposit should be endorsed to Budget Branch for monitoring purpose.**

2. EXPENDITURE 'A' BRANCH:

- (i) All matters relating to Finance concurrence and issue of Drawal authority/Drawal Limit in respect of Demand Nos. 4, 6, 7, 8, 11, 13, 14, 15, 17, 19, 23, 24, 26, 28, 29, 30, 33, 38, 43, 61, 63, 65, 67, 69, 71, 77, 79.

3. EXPENDITURE 'B' BRANCH:

- (i) All matters relating to Finance concurrence and issue of Drawal authority/Drawal Limit in respect of the Demands Nos. 3, 5, 9, 20, 22, 25, 32, 36, 37, 40, 41, 42, 45, 46, 49, 50, 51, 53, 54, 57, 66, 70, 72, 73, 76, 80, 81.

4. LOTTERIES:

- (i) All matters relating to State Lotteries.
- (ii) All matters relating to the establishment of the Directorate of Nagaland State Lotteries.

5. ESTABLISHMENT (INCLUDING ROP CELL):

- (i) All matters relating to creation/continuation of (including ROP cell) establishments/posts, appointment, entitlements, Service Rules.
- (ii) Revision of Pay & Allowances, Pensions etc.

6. RESEARCH CELL:

- (i) All matters relating to Finance Commission, including follow up action on the awards of the Finance Commission especially relating to Grants for Up-gradation, Special Problems, Local Bodies, Calamity Relief etc.
- (ii) Updating of data for use in connection with Finance Commissions.

7. TREASURIES & ACCOUNTS

- (i) All matters relating to the Directorate of Treasuries & Accounts.
- (ii) All matters relating to compilation of accounts of Works departments (including Cheque-drawing powers of Divisional Officers).
- (iii) All matters relating to the Internal Audit of Directorate of Treasuries & Accounts.

8. GENERAL BRANCH

- (i) All matters relating to Provident Funds and Group Insurance.
- (ii) All matters relating to Committees of Assembly (PAC, Estimates Committee, and Committee on Govt. Assurances etc.)
- (iii) All matters relating to Delegation of Financial and Cognate Power Rules, PSUs, Banking.

9. REVENUE BRANCH

- (i) All matters relating to administration of tax and non-tax revenue including revision of tariff/rates from time to time.
- (ii) All matters relating to promotion of Small Savings.
- (iii) All matters relating to Stamps & Registration.
- (iv) All matters relating to establishments under the Commissioner of Taxes

MANUAL-IV

(iv) The norms set by it for the discharge of its functions: The mission of Finance Department is to administer various fiscal policies and acts and tax laws with the following broad objectives:

- to efficiently manage the State's finances and control and regulate the manner in which it is released and spent in a manner that will enhance the financial health of the Government and reduce debt and borrowings;
- supervising the implementation of financial norms and guidelines prescribed by the Government to enhance financial transparency and accountability;
- to check financial frauds and misappropriations through monitoring of records and control of release of funds, and
- realizing revenues in an efficient, fair and equitable manner and generate adequate resources to fund the Government's developmental activities.

The Department seeks to achieve these objectives through measures to computerize and modernize its functions, streamlining and improving methods and procedures and by dialogue and discussions especially in matters pertaining to pensions, taxes, etc.

All references/subject matters are disposed of depending on their importance and urgency. Files are generally classified into normal, urgent or time bound and confidential. Files relating to budget and budget documents to be tabled in the Assembly are generally classified as 'Secret'. The functioning of Finance Department is generally governed by the normal office timings. However, officers are generally required to work late into the night before and during the Budget Sessions.

MANUAL-V

(v) The rules, regulations, instructions and records held by it or under its control or used by its employees for discharge of its functions: The following Acts and Rules are being administered by the Finance Department either directly or through its subordinate formations, namely:-

I: Acts:

- The Nagaland Fiscal Responsibility and Budget Management Act, 2005
- The Central Sales Tax Act
- The Nagaland Professions, Trades, Callings and Employments Taxation Act 1968
- The Nagaland Amusement Tax Act 1965
- The Nagaland Petroleum and Lubricants Act of 1965
- The Nagaland Value Added Tax Act, 2005
- The Nagaland Money Lenders Act 2005
- The Lotteries (Regulation) Act, 1988 (Central Act)

II. Rules:

- The Nagaland Value Added Tax Rules, 2005
- The Nagaland Money Lenders Rules
- The Nagaland Lottery Rules 2007
- The Lotteries (Regulation) Rules 2010
- The Central Treasury Rules

In addition to these, there are other documents such as the Annual Administrative Reports, notifications, circulars, office memorandums, various reports including the Report of the C&AG. Finance Department is also guided by the provisions of various rules of the Government of India that regulate Government service such as Pension Rules, Leave Rules, General Financial Rules, Fundamental Rules and Supplementary Rules, Leave Rules, General Provident Fund Rules, Medical Attendance Rules etc.

MANUAL-VI

(vi) A statement of the categories of documents that are held by it or under its control: The Department maintains files and documents that can be classified as 'secret', 'confidential' and 'routine'. Matters pertaining to the State Budget, Cabinet Memos, Memos for the High Committee on Upgradation and Creation of Posts and enquiries or investigations are generally classified as 'Secret'. They are kept in the custody of the officers or branches as per internal work allocation. Matters pertaining to 'Annual Performance Appraisal Reports' (APAR), Court cases, etc. are generally classified as 'Confidential'. Other documents are mostly classified as routine and are generally accessible to the public.

MANUAL-VII

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof: No specific arrangements exist at present.

MANUAL-VIII

(viii) A statement of the 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 State Finance Commissions, Departmental Recruitment Committees and Departmental Promotion Committees and Departmental Audit and Accounts Committees constituted as per Government guidelines/instructions. Though proceedings of these Committees are not open to the public, the minutes of meetings of the Committees are accessible to the public under the provisions of the Right to Information Act, 2005.

The State Finance Commission is yet to be constituted. The Departmental Promotion Committees are constituted as and when proposals for promotion of officers of the directorates under the Finance Department are submitted to the N.P.S.C. for approval. The members include the Chairman N.P.S.C. who is also the chairman of the Committee, the Member N.P.S.C., representative of the Chief Secretary, representative of the P&AR Department, Finance Commissioner and the Director of either Treasuries & Accounts, Taxes or Lotteries as the case may be, who is the Member Secretary. The Departmental Audit and Accounts Committees consist of the Finance Commissioner, the O.S.D. (Revenue) for the directorates of Taxes and Lotteries and the Commissioner of Taxes and Director Lotteries for the respective directorates. For Treasuries, it comprises of the Finance Commissioner, O.S.D. (General) and the Director of Treasuries & Accounts. The committees meet as and when required.

MANUAL-IX

(ix) A directory of its officers and employees:

May refer to **Annexure-B** enclosed below.

MANUAL-X

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations: As per **Annexure-b** enclosed.

Annexure-B **Remuneration of Officers and Employees of Finance Department**

Sl. No.	Name	Designation	Pay Band	Basic Pay (In Rs.)	Grade Pay (Rs.)
1	Shri Toshi Aier	ACS & FC	75500	80000	12000
2	Shri Ashi Khieya	O.S.D. (Revenue)	37400-67000	44470	8700
3	Shri V. Kezo	O.S.D. (General)	37400-67000	40215	8700
4	Shri Y. Kikheto Sema	Addl. Secretary (Budget)	37400-67000	40230	8900
5	Shri Wati Pongener	Joint Secretary	37400-67000	38,790	8700
6	Shri R.C. Acharjee	Adviser (Budget)	0	50000 (fixed)	-
7	Shri Gautam Sen	Adviser (Finance Commission)	0	80000 (fixed)	-
8	Shri Vekopra	Joint Secretary (Exp-A)	15600-39100	29500	7600
9	Shri Kevekha Kevin Zehol	Dy. Secretary (General)	15600-39100	24890	7600
10	Shri Sanen Longkumer	Dy. Secretary (Bud)	15600-39100	20330	7600
11	Shri Kovi Meyase	Dy. Secretary (Revenue)	15600-39100		7600

12	Shri R. Yanthan	Dy. Secretary (Ex-B/Treasuries)	15600-39100	31750	7600
13	Smt. Bedobani Choudhuri	O.S.D. (Estt/FRC)	15600-39100	18990	6600

Branch: Establishment

14	Smti Adaha Neikha	Under Secretary	15600-39100	18060	6600
15	Smti Vihoplile	Jr. Section Officer	9300-34800	15070	4600
16	Shri Vechovo Tetseo	Jr. Section Officer	9300-34800	14100	4600
17	Smt. Mesazonuo	Secretariat Assistant	9300-34800	13500	4200
18	Shri Thejangulie	Secretariat Assistant	9300-34800	13500	4200
19	Smt. Neeta Limboo	L.D.A.	5200-20200	11580	2600
20	Smt. Lezhunuo	Typist	5200-20200	10590	2000
21	Shri Sito Angami	Peon	4400-17200	9150	1400
22	Shri Aremo	Peon	4400-17200	7910	1400
23	Smti Khochilo	Peon	4400-17200	5130	1400
24	Shri Peihaungausing	Peon	4400-17200	7620	1800
25	Shri Zhaputuo	Peon	4400-17200	6930	1800
26	Shri Zubenthung	L.D.A.	5200-20200	11580	2600
27	Smt. Neivinuo	Typist (Casual)	0	3000 (Fixed)	0

Branch: Computer Cell (Budget Branch)

28	Shri W. Athungo Lotha	Sr. Computer Programmer	15600-39100	19300	5700
29	Shri Keduohetuo Huozha	Sr. Comp. Technical Supervisor	9300-34800	10600	4400

Branch: Treasuries & Accounts

30	Shri Neikhwezu Venuh	Section Officer	15600-39100	22830	5700
31	Smt. Chubasangla Lkr.	Jr. Section Officer	9300-34800	18700	4600
32	Shri Ruokuosazo Sachu	Secretariat Assistant	9300-34800	14500	4200
33	Smti Nengkhovah Singsit	Typist (Spl. Grade)	15600-39100	22830	5700
34	Smti Zavelu	Typist	5200-20200	12720	2000
35	Smt. Arenla	Typist	0	3500 (Fixed)	0
36	Smti Naomi	Stenographer	5200-20200	11580	2600
37	Smt. Mezuhloubei-u	Stenographer	0	3500 (Fixed)	0
38	Shri Imnawapang	Peon	4400-17200	5290	1300
49	Shri James	Peon	4400-17200	7530	1300
40	Shri Neizakieo	Peon	4400-17200	8210	1800
41	Shri Kekhrie Terhuja	LDA (Contract)	0	4000 (fixed)	0

Branch: Budget

42	Shri Lukheto Sema	Under Secretary	15600-39100	24420	6600
43	Shri Ketoulhou Metha	Sr. Budget Analyst	15600-39100	25130	6600
44	Shri Neiser Miachieo	Budget Analyst	15600-39100	21300	5700
45	Shri John Yanthan	Budget Analyst	15600-39100	21300	5700
46	Shri Noletho Nyuwi	Budget Analyst	15600-39100	21300	5700
47	Shri T. Rathey Jamir	Budget Analyst	15600-39100	21300	5700
48	Shri Vechotseyi Neinu	Budget Analyst	15600-39100	21300	5700
49	Shri Hukato Yeptho	Budget Analyst	15600-39100	21480	5700

50	Shri Subhas Bhattacharjee	Budget Analyst	15600-39100	21450	5700
51	Shri N. Imnalemba K'char	Asstt. Budget Analyst	9300-34800	16690	4600
52	Shri Aoyanger	Asstt. Budget Analyst	9300-34800	16690	4600
53	Shri Kedivoho Lcho	Asstt. Budget Analyst	9300-34800	16690	4600
54	Smti. Zhasalenuo	Typist Spl. Grade	15600-39100	17130	5700
55	Shri Vikhol Rhetso	Typist Spl. Grade	15600-39100	19300	5700
56	Shri Teisosilie	Peon	4400-17200	8660	1800
57	Shri Ekonthung Lotha	Peon	4400-17200	6020	1300
58	Shri Mengutuo Kense	Peon	4400-17200	7080	1400
59	Shri Kezhieketuo	Peon	4400-17200	6640	1300
60	Smt. Achong	Stenographer	5200-20200	10650	2600
61	Shri Chabemo	Peon	4400-17200	6820	1400
62	Smt. Tiasangla	Stenographer	5200-20200	11580	2600
63	Smt. Amenla	L.D.A.	0	4000 (fixed)	0
64	Shri Litsachem	Peon	0	2000 (Fixed)	0
65	Shri Ikhei	Peon	4400-17200	4400	1300
66	Shri Teisosilie	Jamadar	5200-20200	9310	1800

Branch: Lotteries

67	Shri Kammukho	Under Secretary	15600-39100	15810	6600
68	Shri S. Toshitemsu Jamir	L.D.A.	5200-20200	8640	2600
69	Smti Apenla Sangtam	Typist	9300-34800	16300	4200
70	Hokugha	Peon	5200-20200	6810	1800

Branch: Revenue

71	Shri Vimethahol Khamo	Section Officer	15600-39100	22830	5700
72	Smti Lanumongla	Junior Secretariat Assistant	9300-34800	11970	4200
73	Shri Lanuyapang	Junior Secretariat Assistant	9300-34800	11970	4200
74	Smti J. Asenla Aier	L.D.A.	5200-20200	11580	2600
75	Sm. Pezhalhoupienuo	Stenographer	5200-20200	11580	2600
76	Smti Lilongla	Typist Gr-I	15600-39100	12590	5700
77	Smti Neiphre-u	Typist Gr-II	5200-20200	12080	2600
78	Shri Dzeselie	Peon	5200-20200	7490	1800
79	Shri lmti	Peon	0	2000 (Fixed)	0
80	Shri Aremo	Peon	4400-17200	4400	1400

Branch: Expenditure -B

81	Shri K.K. Lihose	Section Officer	15600-39100	20170	5700
82	Shri Tiakumba Jamir	Jr. Section Officer	9300-34800	12910	4600
83	Shri Ngangshithung	Secretariat Assistant	9300-34800	19856	4200
84	Shri William Keze	Secretariat Assistant	9300-34800	13500	4200
85	Shri C. Miacheo	RS	5200-20300	10030	1900
86	Smti Kiezonuo	Typist Gr-I	15600-39100	17820	5700
87	Smt. Selongla	Typist	9300-34800	12380	4200
88	Smti Kezhopolu Nagi	Peon	4400-17200	6740	1300
89	Shri Sahisuyi Kezo	Peon	4400-17200	8210	1800

90	Shri Kietuo Sote	Peon	4400-17200	6970	1300
91	Smti Noghele Wanth	Typist	0	2500 (Fixed)	0

Branch: Finance Research Cell

92	Shri Selichum Thongtsar	Research Officer	15600-39100	23634	5700
93	Smti Amenla Tarep	Asstt Research Officer	9300-34800	17456	4600
94	Smti Ngangshikala	Junior Section Officer	9300-34800	14687	4600
95	Shri Keyielhou Kire	Peon	4400-17200	8799	1300
96	Shri Khrielietou Rutsa	Peon	4400-17200	7472	1300
97	Smti Imnuksungla	Typist	0	3000 (Fixed)	0
98	Smt. Avinuo	Typist	0	3000 (Fixed)	0

Branch: General

99	Smti. Imtinokchala	Section Officer	15600-39100	17130	5700
100	Smt. Vikedule	Junior Section Officer	9300-34800	15050	4600
101	Shri Ponyong Konyak	Secretariat Assistant	9300-34800	14150	4200
102	Shri Samlamding	Secretariat Assistant	9300-34800	10130	4200
103	Smti. Azo Magh	Secretariat Assistant	9300-34800	10130	4200
104	Smti. Nuvotalu	L.D.A.	0	3935 (Fixed)	0
105	Smt. Nuzolu Sapu	L.D.A.	0	3935 (Fixed)	
106	Smt. Vesashelu	L.D.A.	0	3935 (Fixed)	0
107	Smti. Yarmenla	Typist	0	3500	0
108	Smt. Eyingbeni	Typistt	0	3500	0
109	Smti. Vekupulu Vasa	L.D.A.	5200-20200	8980	2600
110	Smti. Ruth Rengma	L.D.A.	5200-20200	8980	2600
111	Smti. Aosangla	Sr.Gr. Typist	15600-39100	18530	5700
112	Smt, Khrienuo	Stenographer	9300-34800	11580	2600
113	Smti. Zhevili	Peon	4400-17200	5800	1300
114	Shri Yepiezo	Peon	4400-17200	5880	1400
115	Shri Vitsol Vitsu	Peon	4400-17200	8840	1800
116	Shri Sulanthung	Peon	0	3000 (Fixed)	0

Branch: Expenditure -A

117	Smti. Senangla	Section Officer	15600-39100	15600	5700
118	Shri T. Vihoshe Nekka	Secretariat Assistant	9300-34800	11970	4200
119	Shri K. Lungalang	Secretariat Assistant	9300-34800	11180	4200
1120	Smt. Anungla	Secretariat Assistant	9300-34800	11970	4200
121	Smt. Asela Seth	Secretariat Assistant	9300-34800	9300	4200
122	Smt. Kosabeiu	Stenographer	5200-20200	11580	2600
123	Smt Theyiehubei-u	Typist	9300-34800	12480	4600
124	Shri Krowsoyi	Peon	5200-20200	8990	1800
125	Shri Pyingchamo	Peon	4400-17200	7340	1400
126	Shri Kekhriengulie	Peon	4400-17200	4750	1400

MANUAL-XI

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made: The Finance Department has no separate demand and operates under Demand No. 26 – Secretariat Administration. Budgetary allocation of the three directorates of Taxes, Treasuries and Lotteries are reflected in the annual Demands for Grants.

MANUAL-XII

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes: Not applicable to Finance Department and the directorates under its control.

MANUAL-XIII

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it: Goods sold by the army and paramilitary agencies through their CSD outlets are given concessional rates of tax under VAT.

MANUAL-IV

(xiv) Details in respect of the information available or held by it, reduced in an electronic form: Details of the Acts and Rules administered by the Finance Department and the directorates under its control, orders and notifications issued, document relating to the annual budget etc. may be obtained from the official website of the Finance Department at <http://finngl.nic.in/>.

MANUAL-V

(xv) 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: Mainly through the provisions of the Right to Information Act 2005. In addition, information can also be obtained from the notice boards and reception counters and the official website of the State Government as well as Finance Department.

MANUAL-VI

(xvi) The names, designations and particulars of the Public Information Officers:

1. Name of Appellate Authority and Public Information Officer of Finance Department.

- | | | |
|------|-----------------|--|
| (i) | Shri Toshi Aier | Appellate Authority
Addl. Chief Secretary & Finance Commissioner
0370-2270065 (O) |
| (ii) | Shri V. Kezo | Public Information Officer (PIO)
Officer-on-Special Duty (General)
0370-2271151(O) |