

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



THE DIRECTORATE OF NAGALAND STATE LOTTERIES

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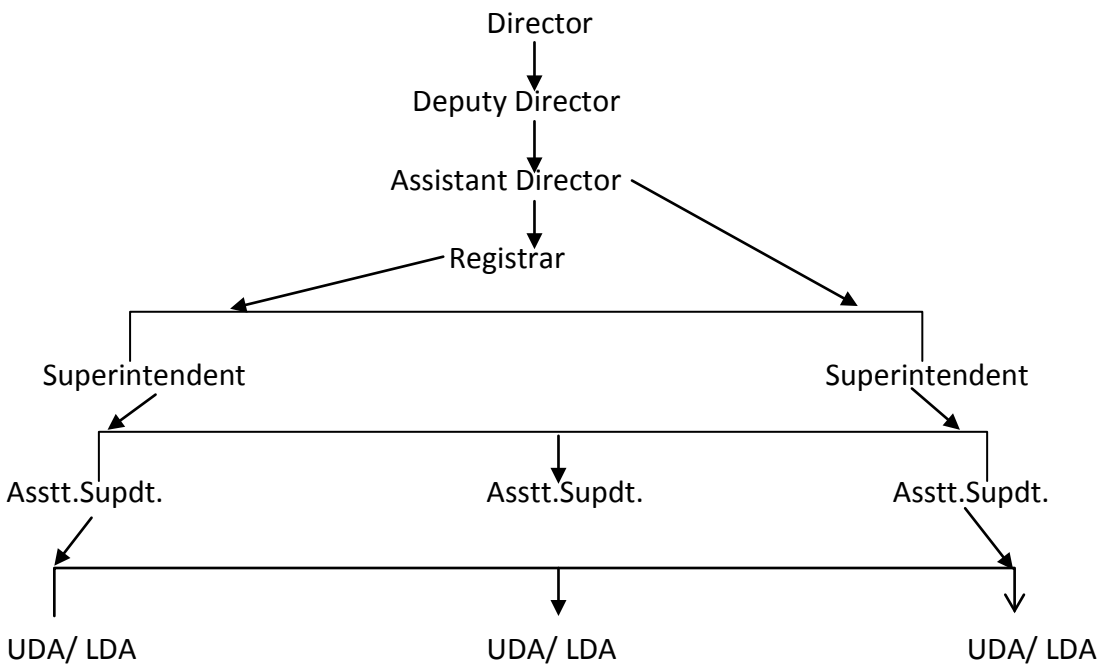
Introduction:

The Directorate of Nagaland State Lotteries under the department of Finance, Government of Nagaland, was established in the year 1972. The main objective of setting up the directorate was to generate revenue for the State by organizing, conducting and marketing lotteries through the Distributors duly appointed by the State Government in accordance with the Acts and Rules framed by the Government of India. Presently, the functioning of the department is governed by the Lotteries (Regulation) Act, 1998, and Lotteries (Regulation) Rules, 2010 framed under the act by the Government of India. The directorate is located in its own building near the Traffic Police Point at P.R. Hill Junction.

MANUAL-I

(I) Particulars of organization, functions and duties:

The organizational structure of the Directorate of State Lotteries as on 31.03.2012 is shown below:-



The present strength of the staff is given below:-

1. Director	- 1	9. Stenographer	- 2
2. Deputy Director	- 1	10. Typist	- 5
3. Assistant Director	- 1	11. Duftry	- 1
4. Registrar	- 1	12. Record Keeper	- 1
5. Superintendent	- 2	13. Driver	- 3
6. Asstt. Superintendent	- 3	14. Office Peon	- 9
7. UDA	- 5	15. Sweeper	- 2
8. LDA	- 13	16. Chowkidar	- 2

The basic role of the Department is to conduct and monitor the weekly lottery draws which are held in the office of the Directorate. The Department maintains records of lottery draws conducted, lottery schemes, printing of tickets, processing and releasing of prize money, prize claim/unclaimed, deduction of Income Tax (TDS), monitoring of Government revenue and other establishment matters.

The Department deposits monthly revenue receipts into Government account under the Head of Account "0075" M.G.S. "103" State Lotteries through Treasury Challans and submits monthly report to the Government.

The department is divided into 3 (three) main branches - Commercial, Establishment & Bill & Cash. The Commercial Branch looks after all lottery matters. The Establishment Branch looks after all general matters and the Bill & Cash Branch looks after all monetary transactions. It has other sub-branches like RTI section, Dispatch Section and Typing Section. It has no subordinate offices unlike other departments.

MANUAL-II

(II) Powers and duties of officers and employees: The department is headed by the Director who is posted from the NCS Cadre. He exercises control and supervision over all the branches of the directorate and exercise powers on behalf of the Government under various Acts/Rules presently in force. He is also the Appellate Authority of the department under the RTI Act, 2005. He is assisted by one Deputy Director who is also the Public Information Officer, one Assistant Director, one Registrar, two Superintendents and three Assistant Superintendents and other ministerial staff. The primary duties of the officers and employees are shown below:-

- 1) Director : Overall in charge.
- 2) Deputy Director : Works pertaining to all matters.
- 3) Asstt. Director : Works pertaining to all matters.
- 4) Registrar : In-charge of establishment & general matters.
- 5) Superintendent-I : Establishment & general matters.
- 6) Superintendent-II : Commercial matters.
- 7) Asstt. Superintendent-I : Establishment & general matters.
- 8) Asstt. Superintendent-II : Commercial matters.
- 9) Asstt. Superintendent-III : Commercial matters.
- 10) Two UDAs : Establishment & general matters.
- 11) Two UDAs : Commercial matters.
- 12) One UDA : Bill & Cash matters.
- 13) Three LDAs : Establishment & general matters.
- 14) Three LDAs : Commercial matters.
- 15) Two LDAs : Bill & Cash matters.
- 16) Two LDAs : Computerized typing and formatting.
- 17) Two LDAs : Diarists.
- 18) One LDA : Attached to Director.
- 19) Stenographer I I Jr. : Attached to Director.
- 20) Stenographer III : Attached to Deputy Director.
- 21) Five Typists : All works in typing pool.
- 22) Driver I : Attached to Director.

- 23) Driver II : Attached to pool vehicle I.
- 24) Driver III : Attached to pool vehicle II.
- 25) Record Keeper : Documentation of all lottery records and closed files.
- 26) Duftry : All works related to Treasury & Bank.
- 27) Two Peons : Attached to Director.
- 28) One Peon : Attached to Deputy Director.
- 29) Two Peons : Dak runners.
- 30) Two Peons : Duty in branches at second floor.
- 31) Two Peons : Duty in branches at third floor.

MANUAL-III

(III) The procedures followed in the decision making process including channel of supervision and accountability: Whenever any file/letter/reference is received, the Director examines and endorses them to the Deputy Director who further endorses them to the Assistant Director. The Assistant Director marks them to either the Registrar or Superintendent (Lotteries) according to nature of subject. The file/letter is accordingly endorsed down to the Assistant Superintendent and Dealing Assistants respectively. The Dealing Assistant examines the subject and processes the matter in file which moves upward in the path of downward endorsement for decision/approval of the authority.

The department takes decisions based on the Government orders, notifications and instructions and guidelines including the related Acts and Rules, including all relevant data and information received that may be relevant to the matter. There are other factors that affect decision making such as the conduct and behavior of the employees, contingency, circumstances etc. Once orders are issued the directorate is to see that they are properly implemented or carried out by subordinate officers. The subordinate staff initiate file and check the correctness of information and give proper comments to help the higher authority in taking decision. Based on the importance of the matter under reference, final decisions are either taken by the Director, Finance Commissioner, Chief Secretary, Finance Minister or the Cabinet.

MANUAL-IV

(IV) The norms set by it for the discharge of its functions:

The directorate functions during office hours as per the timings fixed by the Government from time to time. During summer the working hours are fixed from 10.00 a.m. to 4.00 p.m. while winter timings commencing from October are set from 9.30 a.m. to 3.30. p.m. However, because of the peculiar nature of the work of the directorate on conducting lottery draws which are held from 9.30 a.m. to 10.00 p.m. every day except on national holidays, most of the staff are required to work beyond normal working hours in shifts. The directorate in the discharge of its other duties and functions is guided by norms and procedures that are set for all the Government Departments i.e., the manual of office procedure, the administrative procedures and financial rules and regulations prescribed.

References received by the directorate are disposed of on the basis of their urgency and importance, with priority given to matters relating to the Nagaland Legislative Assembly, the

Public Accounts Committee, Court cases, R.T.I. references, Budget matters and confidential and urgent matters. Other references are attended to in the routine course of functioning.

MANUAL-V

(V) The Rules Regulations, instructions and records held by it or under its control or used by its employees for discharging of its functions:

- The Lotteries(Regulation) Act, 1998
- The Lotteries(Regulation) Rules, 2010
- The Right to Information Act, 2005.
- The Nagaland Government Servant Conduct Rules, 1968
- The Nagaland Service (Discipline and Appeal) Rules, 1967
- Leave Rules, Pension rules, GPF Rules, General Financial Rules, Fundamental Rules, Medical Attendance Rules, Conduct Rules etc.

MANUAL-VI

(VI) A statement of the categories of documents that are held it or under its control:

The department maintains files and documents that are classified as 'secret' 'confidential' and 'routine'. These include the Annual performance Appraisal reports (APARs), Service Books, Personal Files of Employees, Stock Registers, Attendance Registers, GPF Accounts, etc. They are kept in the custody of the concerned officer/Assistant as per the internal work allocation. Agreements/MoUs and classified matters relating to policy of the Government are treated as 'secret' while the APARs of the staff are treated as confidential.

MANUAL-VII

(VII) The Particulars of 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 such 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, committee and other bodies are open to the public or the minutes of such meetings are accessible for public:

Various Committees are constituted from time to time as per Government guidelines/instructions as and when required. The minutes of their proceedings are not open to the public. However, they are accessible to the public on an application filed under the provisions of the RTI Act, 2005. Presently, the department has (1) Departmental Promotion

Committee and (2)MACP Screening Committees. The brief details of these committees are as follows:-

(1) Departmental Promotion Committee:

- Chairman - Director, State Lotteries.
- Member-I - Representative from Finance Department.
- Member-II - Representative from P&AR Department.
- Member Secretary - Deputy Director, State Lotteries.

- *Terms of reference is taken from Nagaland Directorate Ministerial Service Rules, 2006.*

(2) MACP Screening Committee:

- Chairman - Director, State Lotteries.
- Member-I - Representative from Finance Department.
- Member-II - Representative from P&AR Department.
- Members Secretary - Deputy Director, State Lotteries.

- Terms of reference prescribed by the State Government issued vide O.M. No. FIN/ROP-19/2011 dated 12.10.2010 and dated 10.03.2011 of Finance Department.

MANUAL-IX

(IX) A directory of its officers and employees as on 31.03.2012 are given below:-

<i>Sl. No.</i>	<i>Name of the Officer's</i>	<i>Designation</i>	<i>Place of posing</i>	<i>Telephone Number</i>
(1)	(2)	(3)	(4)	(5)
1	Shri. Kenilo Apon (NCS)	Director	Directorate of State Lotteries, Kohima	0370-2229982 (O)
2	Shri. K.Tohovi Sema	Deputy Director	- do -	0370-2241305 (O)
3	Shri. Sievitho Katiry	Asstt. Director	- do -	0370-2229981 (O)
4	Smt. Kevizakieü Angami	Registrar	- do -	9436601251
5	Shri. M.Eyilo Kikon	Superintendent	- do -	9436831136
6	Shri. Rosiepa Nyuthe	Superintendent	- do -	9856150363
7	Smt. Jonchobeni Kikon	Asstt. Supdt.	- do -	9856793316
8	Shri. Ezanbemo Lotha	Asstt. Supdt.	- do -	8729927909
9	Shri. Chopathung Kikon	Asstt. Supdt.	- do -	9436400059
10	Shri. M. Wapang Jamir	UDA	- do -	9612304017
11	Smt. Emilo Ovung	UDA	- do -	9856123205
12	Shri. W. Libemo Lotha	UDA	- do -	9862301279
13	Smt. Lily Ovung	UDA	- do -	9436071371
14	Smt. Neimelieü Mhasi	UDA	- do -	9856117587
15	Shri. E. Konthungo Odyuo	LDA	- do -	9436005378
16	Shri. Neilakholie	LDA	- do -	9206170437
17	Shri. Rendinungba Ao	LDA	- do -	9402832870
18	Smt. Asenla Lolen	LDA	- do -	9856141027
19	Shri. Bendangnukshi	LDA	- do -	9436400597
20	Shri. A. Imna Pongener	LDA	- do -	9856472765

21	Smt. Asenla Imty	LDA	- do -	9436001156
22	Smt. N. Pemrawon	LDA	- do -	9436401170
23	Smt. Rhokhusa Nyuthe	LDA	- do -	9612457432
24	Shri. Atomi Yeptho	LDA	- do -	9856197204
25	Shri. Nchungti Shitiri	LDA	- do -	9089830525
26	Shri. S.Thangpong Khamniungan	LDA	- do -	9436813857
27	(Vacant)	LDA	- do -	
28	Shri. Apemo Tungoe	Steno Gr.II Jr.	- do -	9856140505
29	Smt. Yangertola Amlari	Steno Gr.III	- do -	9856217803
30	Shri. Brikha Bahadur Gurung	Driver Gr-I	- do -	9774209411
31	Shri. Beizo Angami	Driver Gr-I	- do -	9402205248
32	Shri. Limasashi Ao	Driver Gr-I	- do -	
33	Smt. K. Ayangla Aonok	Typist Gr.I	- do -	9856260204
34	Smt. Motsülo Lotha	Typist Gr.II	- do -	9856127949
35	Smt. Talimenla	Typist Gr.II	- do -	9615103838
36	Smt. Neizelieü	Typist Gr.III	- do -	9856950298
37	Shri. Z. Shanjanthung Ezung	Typist Gr.III	- do -	9856235587
38	Shri. Imkongsowa Jamir	Duftry	- do -	9856206042
39	Smt. Mhonsali Kikon	Peon	- do -	9436071952
40	Shri. Yiremo Lotha	Peon	- do -	9402843031
41	Shri. Lhouvotsolie Angami	Peon	- do -	9615085414
42	Smt. Nzano Merry	Peon	- do -	9856468256
43	Shri. Zhekiye Sema	Peon	- do -	9615240288
44	Shri. G. Kahoi Sema	Peon	- do -	9436241183
45	Smt. Sechono	Peon	- do -	9856928369
46	Smt. Arali Kikon	Sweeper	- do -	9615621079
47	Smt. T. Ayangla Ao	Chowkidar	- do -	9856484174
48	Shri. Zevihu Solo	Record Keeper (fixed)	- do -	9612244399
49	Smt. Banuo Angami	Sweeper (fixed)	- do -	9856244660
50	Shri. N. Rabenthung	Night Chowkidar (fixed)	- do -	9856752909
51	Shri. Thepfüsetuo Kense	Peon	- do -	9774642587
52	Shri. Haiwalhu Apon	Personal Peon to Director (fixed)	- do -	

MANUAL-X

(X) The monthly remuneration received by each officers and employees including the system of compensation as provided in its regulations as on 31/03/2012.

<i>Sl. No.</i>	<i>Name of the Employee</i>	<i>Designation</i>	<i>Group of post</i>	<i>Scale of pay</i>	<i>Basic pay (in `)</i>	<i>Gross total (in `)</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>
1	Shri. Kenilo Apon (NCS)	Director	A	PB-3 15600-39100	38760	65517
2	Shri. K.Tohovi Sema	Dy. Director	A	- do -	30660	51909
3	Shri. Sievitho Katiry	Asstt. Director	A	- do -	21940	37260
4	Smt. Kevizakieü Angami	Registrar	A	- do -	24580	41695
5	Shri. M.Eyilo Kikon	Supdt.	A	- do -	22520	35982
6	Shri. Rosiepa Nyuthe	Supdt.	A	- do -	22280	37831
7	Smt. Jonchobeni Kikon	Asstt.Supdt.	B	PB-2 9300-37800	19790	31669
8	Shri. Ezanbemo Lotha	Asstt.Supdt.	B	- do -	19790	33648
9	Shri. Chopathung Kikon	Asstt.Supdt.	B	- do -	17910	30489
10	Shri. M. Wapang Jamir	U.D.A	C	PB-1 5200-20000	16310	27801
11	Smt. Emilo Ovung	-do-	C	- do -	14690	23611
12	Shri. W. Libemo Lotha	- do -	C	- do -	14690	25080
13	Smt. Lily Ovung	- do -	C	- do -	14690	25080
14	Smt. Neimelieü Mhasi	- do -	C	- do -	14690	25080
15	Shri. E. Konthungo Odyuo	L.D.A	C	- do -	14690	25080
16	Shri. Neilakholie	- do -	C	- do -	14690	25080
17	Shri. Rendinungba Ao	- do -	C	- do -	14690	25080
18	Smt. Asenla Lolen	- do -	C	- do -	14690	25080
19	Shri. Bendangukshi	- do -	C	- do -	14690	25080
20	Shri. A. Imna Pongener	- do -	C	- do -	13020	22674
21	Smt. Asenla Imty	- do -	C	- do -	12810	21921
22	Smt. N. Pemrawon	- do -	C	- do -	11400	19552
23	Smt. Rhokhusa Nyuthe	- do -	C	- do -	8710	15033
24	Shri. Atomi Yeptho	- do -	C	- do -	8200	14176
25	Shri. Nchungti Shitiri	- do -	C	- do -	8200	14176
26	Shri. S.Thangpong Khamniungan	- do -	C	- do -	8200	14176
27	<i>(Vacant)</i>	- do -	C	PB-1 5200-20000		
28	Shri. Apemo Tungoe	Steno Gr.II Jr.	C	5200-150-8000	7500	17500
29	Smt. Yangertola Amlari	Steno Gr.III	C	PB-1 5200-20000	12630	21619
30	Shri. Brikha Bahadur Gurung	- do -	C	- do -	12770	21854
31	Shri. Beizo Angami	- do -	C	- do -	10510	18057
32	Shri. Limasashi Ao	Driver Gr-I	C	- do -	13810	23601
33	Smt. K. Ayangla Aonok	Typist Gr-I	C	- do -	13180	22542
34	Smt. Motsülo Lotha	Typist Gr-II	C	- do -	12660	21669
35	Smt. Talimenla	- do -	C	- do -	10060	17301

36	Smt. Neizelieü	Typist Gr-III	C	- do -	12660	21669
37	Shri. Z. Shanjanthung Ezung	- do -	C	- do -	8870	15302
38	Shri. Imkongsowa Jamir	Duftry	D	- do -	11220	19660
39	Smt. Mhonsali Kikon	Peon	D	- do -	10010	17427
40	Shri. Yiremo Lotha	- do -	D	- do -	10010	17227
41	Shri. Lhouvotsolie Angami	- do -	D	- do -	9560	16871
42	Smt. Nzano Merry	- do -	D	- do -	9560	16471
43	Shri. Zhekiye Sema	- do -	D	PB-1S 4400-17200	8600	15258
44	Shri. G. Kahoi Sema	- do -	D	- do -	8330	14805
45	Smt. Sechono	- do -	D	- do -	6830	12285
46	Smt. Arali Kikon	Sweeper	D	- do -	10010	17227
47	Smt. T. Ayangla Ao	Chowkidar	D	- do -	7430	12893
48	Shri. Zevihu Solo	Fixed Pay R.K	D	3000
49	Smt. Banuo Angami	Fixed Pay Sweeper	D	3000
50	Shri. N. Rabenthung	Fixed Pay Night Chowkidar	D	3000
51	Shri. Thepfüsetuo Kense	Fixed Pay Peon	D	3000
52	Shri. Haiwalhu Apon	P.P of Director	D	3000

MANUAL-XI

(XI) The budget allocation to each of its agency indicating particulars of all plans, proposals expenditure and reports on disbursements made: The department does not have any plan allocation except Non-Plan expenditures as per the details reflected in the Demand for Grants 2011-12.

Final Expenditure figures for the Year 2011-12 in respect of Demand No. 17 - NAGALAND STATE LOTTERIES

Head of Account Strictly as per the Printed Demand for Grand for 2011-12.	B.E	R.E	Final expenditure during 2011-2012		
			Non-Plan Expenditure	Balance/surrender	Reasons for saving/excess expenditure.
(1)	(2)	(3)	(4)	(5)	(6)
Revenue Section. Major Head: '2075'- M.G.S, Minor Head: 103-State Lotteries					
1. Salaries	135.05	130.05	1,29,55,947	49,053	
2. Wages	3.86	3.86	1,35,000	2,51,000	

3. Travel Expenses	5.00	10.00	9,99,919	81	
4. Office Expenses	6.00	10.00	9,98,600	1,400	
5. Motor Vehicles	4.00	4.00	4,00,000	Nil	
6. Rent, Rates & Taxes	4.00	4.00	3,99,998	2	
7. Machinery & Equipment	0.40	6.89	6,89,000	Nil	
8. Advertising, Sales and Publicity	10.42	10.42	10,41,893	107	
Total: Revenue Section	168.73	179.22	1,76,20,357	3,01,643	

The revenue target during the year 2011-12 was Rs. 10.00 crores. Against this target, the department was able to collect revenue of Rs. 13,11,30,177/- (Rupees thirteen crores eleven lakh thirty thousand one hundred and seventy seven) only.

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 this directorate.

MANUAL-IV

(XIII) Particulars of recipients of concessions permits or authorities granted by it:

The department issues permits for sale of Nagaland State Lotteries subject to obtaining of shop licenses from the respective Town Councils/Municipal Councils.

MANUAL-V

(XIV) Details in respect of the information available or held by it reduced in an electronic form:

Details of information like the Lotteries Act and Rules and the Annual Administrative Report of the department.

MANUAL-VI

(XV) The particulars of facilities available to citizens for obtaining information including the working hours of a library as reading room, if maintained for Public use:

Presently, the Notice board is the only facility by which public can access immediate information. The directorate has no library facilities.

MANUAL-VII

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

- | | | |
|-------|------------------------|---|
| (i) | Shri. Kenilo Apon | Appellate Authority
Director
Contact No.9436000127
0370-2229982 (O) |
| (ii) | Shri. K.Tohovi Sema | Public Information Officer (PIO)
Deputy Director
Contact No.9436247123
0370-2241305(O) |
| (iii) | Shri. Rosiepa Nyuthe | Assistant Public Information Officer (APIO)
Superintendent
Contact No.9856150363. |
| (iv) | Smti. Jonchobeni Kikon | Assistant Public Information Officer (APIO)
Assistant Superintendent
Contact No.9856793316. |