Right to Information Act (RTI) Manual 2023-24

DIRECTORATE OF NAGALAND STATE LOTTERIES

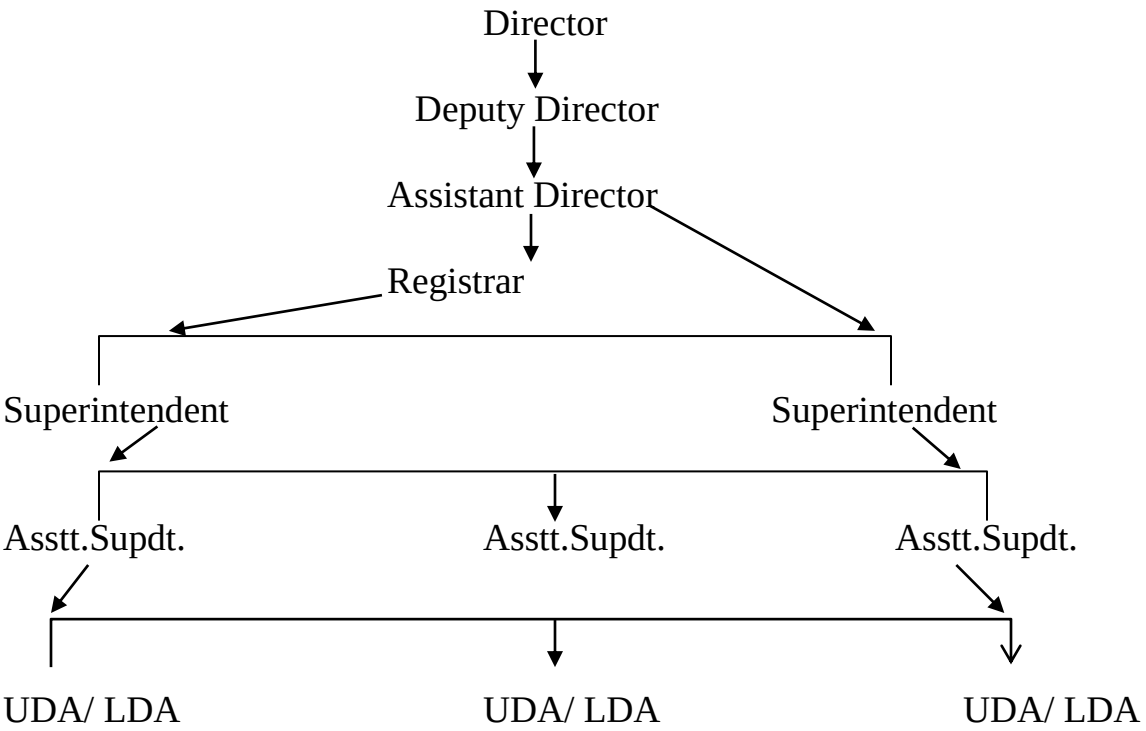
Introduction:

The Directorate of Nagaland State Lotteries under the department of Finance, Government of Nagaland, was established in 1972. The main objective is to generate revenue for the State by organizing, conducting and marketing lotteries through the Distributor duly appointed by the Government in accordance with the Lotteries (Regulation) Rules, 2010 in conformity with the provisions laid down by the Government of India in the Lotteries (Regulation) Act, 1998.

In order to augment the revenue of the State, Government of Nagaland has passed the Nagaland Prohibition of Gambling and Promotion and Regulation of Online Games of Skill Act, 2015 and Rules 2016 framed there under to be monitored by the Directorate of Nagaland State Lotteries.

(I) Particulars of organization, functions and duties:

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



The present strength of the staff is given below:-

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

The basic role of the Department is to conduct and monitor the weekly lottery draws and bumper draws which is held in the office of the Directorate. The Department maintains records of lottery draws, lottery schemes, printing of tickets, processing and releasing of prize money, prize claim/unclaimed, deduction of Income Tax (TDS), monitoring of Govt. revenue, and establishment matters. Beside, the department also monitors the activities of the licensee of Online Games of Skill which has launched w.e.f. 7th December, 2016.

The Department deposits monthly revenue receipt into Govt. Head of Account "0075" M.G.S., "103" State Lotteries through Treasury Challan and submits monthly report to the Government.

The department is generally divided into 4(four) Branches; Commercial, Establishment, General and Bill & Cash. The Commercial branch takes care of all lottery matters, the Establishment branch deals with all service matters, the general branch deals with all general matters and the Bill & Cash branch takes care of all monetary transactions. It has other sub-branches/ cells like RTI, receipt, dispatch, and typing pool.

(II) Powers and duties of officers and employees*:* The department is headed by the Director who is posted from NCS cadre. He exercises control and supervision over the branches of the department and exercise powers on behalf of the Government under various Acts/ Rules being implemented from time to time. He is also the Appellate Authority of the department under the RTI Act, 2005. He is assisted by one Deputy Director (PIO), one Assistant Director, one Registrar (APIO), one LDA-cum-Computer Assistant (APIO), two Superintendents and three Assistant Superintendents. The primary duties of the officers and employees are shown below:-

1)	Director	: HoD: Overall in-charge.
2)	Deputy Director/DDO	: Assist the HoD in all matters.
3)	Asstt. Director	: All matters as assigned by HoD.
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)	Three LDAs	: Computerized typing and formatting.
17)	Two LDAs	: Diarists.
18)	One LDA	: Attached to Director.
19)	Stenographer I I Jr.	: Attached (PA) to Director.
20)	Stenographer III	: Attached to Deputy Director.
21)	Four 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)	Two Peons	: Attached to Director.
26)	One Peon	: Attached to Deputy Director.
27)	Two Peons	: Dak runners.
28)	Two Peons	: Duty in branches at second floor.
29)	Two Peons	: Duty in branches at third floor.

(III) The procedures followed in the decision making process including channel of supervision and accountability: When any file/letter is received, the Director examines and endorses to Deputy Director who further endorses to Assistant Director. Assistant Director marks to either Registrar or Supdt. (Lot) according to nature of subject. The file/letter is accordingly endorsed down to Asstt. Supdt. and Dealing Assistant respectively. The Dealing Assistant examines the subject and processes in file which moves in the higher hierarchy for decision/approval of the authority (HoD).

(IV) The norms set by it for the discharge of its functions: The Directorate conducts weekly lottery draws every day except on National Holidays i.e. 26thJanuary, 15thAugust & 2ndOctober (362 working days in a calendar year). Matters relating to Courts, MHA, Assembly questions, or any immediate subject as directed by Finance Department, are disposed within the shortest possible time. Time-bound matters like print orders/ payment of lottery ticket, prize disposal and RTI are disposed off within the time frame. All other works are treated as 'normal'.

(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 Nagaland State Lotteries (Regulation) Rules 2022
- The Nagaland Prohibition of Gambling and Promotion and Regulation of Games of Skill Act, 2015
- The Nagaland Prohibition of Gambling and Promotion and Regulation of Games of Skill Rules, 2016.

(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'. They are kept in the custody of the concerned officer/Assistant as per the internal work allocation.

(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 specific arrangement at present.

(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 provision of RTI Act, 2005. Presently, the department has (1) Departmental Promotion Committee/ Screening Committee (direct recruitment) and (2) MACP Screening Committee.

(1) Departmental Promotion Committee/ Screening Committee (direct recruitment):-

Chairman	-	Director, State Lotteries.
Member-I	-	Representative from Finance Department.
Members-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 is taken from Government the guidelines issued vide O.M. No.FIN/ROP-19/2001 dated 12.10.2010 and dated 13.03.2011 of Finance Department.

(IX) A directory of its officers and employees as on 31.03.2024are given below:-

Sl. No.	Name of the Officer's	Designation	Telephone Number	Email: ID (if any)
(1)	*(2)*	*(3)*	*(4)*	*(5)*
1	Smti. Olemjungla Aier (NCS)	Director	0370-2229982 (O)	olemmaier@gmail.com
2	Shri.Sievitho Katiry	Deputy Director	0370-2241305 (O)	katirysievi@gmail.com
3	Smti.Thejazhanuo Metha	Assistant Director	9436831004	…….
4	Smt. Neimelieü Solo	Registrar	9856117587	…….
5	Shri. E. Konthungo Odyuo	Superintendent	9436005378	…….
6	Shri. Neilakuolie	Superintendent	9206170437	…….
7	Shri. Rendinungba Ao	Asstt. Supdt.	9402832870	…….
8	Smt. Asenla Lolen	Asstt. Supdt.	9856141027	…….
9	Smt. Asenla Imty	Asstt. Supdt.	9436001156	…….
10	Shri. Apemo Tungoe	P.A to Director & Steno Gr.II	8132918470	apemo_tungoe@yahoo.co.in
11	Smt. N. Pemrawon	UDA	9436401170	…….
12	Smt. Rhokhusa Sema	UDA	9612457432	…….
13	Shri. Nchungti Shitiri	UDA	9089830525	nchungtishitiri@yahoo.com
14	Shri. S.Thangpong Khiamniungan	UDA	9436813857	thangpongk.lam@gmail.com
15	Smt. Neithonuo Sanchu	LDA-cum CA	8974763134	sneithonuo@gmail.com
16	Shri Haitenlo Apon	LDA-cum CA	9774641139	…….
17	Shri. Ngampai Konyak	LDA-cum CA	7085189939	ngampai@gmail.com
18	Smt. Mongsenlepla	LDA-cum CA	8575871127	…….
19	Shri. Dievizo Nagi	LDA-cum CA	9402868417	avizonagiangami1@gmail.com
20	Shri. C.Homang Konyak	LDA-cum CA	9485209846	…….
21	Shri. Keduoneilie Rupreo	LDA-cum CA	8974492489	…….
22	Shri. Medovi	LDA-cum CA	9366734763	…….
23	Shri.Vekhohu Puro	LDA-cum CA	8527723686	Vekho.puro7@gmail.com
24	Smti.Nungshilila	LDA-cum CA	8731011250	nungshilila486@gmail.com
25	Shri.Thungpang Chingmak	LDA-cum CA	7005693735	thungpangchingmak1998@gamil.com
26	Smt. Yangertola Amlari	Steno Gr.III	9856217803	…….
27	Shri.Beizo Angami	Driver Gr-I	9402205248	…….
28	Shri. Khezheto Sumi	Driver Gr-II	9862745666	…….
29	Shri. Thepfüsetuo Kense	Driver Gr-II	9774642587	…….
30	Smt. Motsülo Lotha	Typist Gr.I	9856127949	…….
31	Smt. Talimenla	Typist Gr.I	9615103838	…….
32	Smt. Neizelieü	Typist Gr.I	9856950298	…….
33	Shri.Z. Shanjanthung Ezung	Typist Gr.I	9856235587	…….
34	Shri.Lhouvotsolie Angami	MTS (Peon)	9615085414	…….
35	Smt. Nzano Merry (Rtd. on 29.02.24)	MTS (Peon)	9856468256	…….
36	Shri. Zhekiye Sema	MTS (Peon)	9615240288	…….
37	Shri. G. Kahoi Sema	MTS (Peon)	9436241183	…….
38	Smt. Sechonuo	MTS (Peon)	9856928369	…….
39	Shri. Zevihu Solo	MTS (Peon)	9612244399	…….
40	Smti. Thenulanuo Angela	MTS (Peon)	7642920024	
41	Smt. T. Ayangla Ao	MTS (Chowkidar)	9856484174	…….
42	Smt. Benuo Angami	MTS (Sweeper)	9856244660	…….
43	Miss Mhalo Ngullie	MTS (Peon)	8258963229	
44	Shri. N. Rabenthung	Night Chowkidar (fixed)	9856752909	…….
45	Miss. Shinglong Konyak	Peon (fixed)	8787575925	…….

(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 2023-24.

Expenditure figures for the Year 2023-24 in respect of DemandNo.**17 - NAGALAND STATE LOTTERIES.**

Sl.No.	Head of Account Strictly as per the Printed Demand for Grand for 2023-24	B.E *(Rs. in lakhs)*	R.E *(Rs. In lakhs)*	Expenditure incurred as on March 2024
1	*2*	*3*	*4*	*5*
	Revenue Section. **Major Heads: 2075** **Minor Head: M.G.S 103-State Lotteries,** **Scheme Heads-01**			
1	Salaries-01	322.67	319.81	30,629,803
2	Wages-02	3.81	3.81	177,760
3	Travel Expenses-03	15.00	15.00	1,498,618
4	Office Expenses-04	12.00	12.00	1,198,618
5	Professional & Special Services-05	4.00	4.00	400,000
6	Rent, Rates & Taxes-06	5.00	5.00	497,718
7	Advertising & Publicity Expenses-08	0.00	8.81	881,000
8	Machinery & Equipment-15	0.00	0.00	0.00
9	Motor Vehicles-16	7.00	18.43	1,842,908
10	Maintenance-17	0.00	0.00	0.00
	Total: Revenue Section	**369.48**	**388.86**	**37,325,924**

(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.

(XIII) Particulars of recipients of concessions permits or authorities granted by it: Whenever the Government of Nagaland desires to sell lottery tickets in the State of Nagaland, the department issues permit to agents for sale of Nagaland State Lottery tickets subject to obtaining shop/ trade license from the respective Town Councils/ Municipal Councils.

(XIV) Details in respect of the information available or held by it reduced in an electronic form: Details of information like Rules, Acts, Budget documents, Orders, Notifications, Circulars, etc. can be obtained @ *http://finance.nagaland.gov.in*

(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: No such facilities are provided to citizens as it is not a public service delivery department. However, they can access the Notice Board being placed in the office for any information.

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

(i)	Smti. Olemjungla Aier Director.	Appellate Authority Contact No. 0370-2229980 (O)
(ii)	Shri.Sievitho Katiry, Deputy Director.	Public Information Officer (PIO) Contact No. 0370-2241305(O)
(iii)	Shri. S.Thangpong Khiamniungan, UDA.	Assistant Public Information Officer (APIO) Contact No.9436813857

(OLEMJUNGLA AIER)
Appellate Authority &Director
Nagaland State Lotteries, Kohima.