

Government of Nagaland
Personnel and Administrative Reforms Department
(Administrative Reforms Branch)

NOTIFICATION

Dated Kohima, the 11th Dec'2003.

NO.AR-3/GEN-103/2003 : : In the interest of public service, the Governor of Nagaland pleased to create a separate **Municipal Administration Cell within the LSG (Local Self Government)** Department in order to direct, supervise and guide the Municipalities, The Cell is entrusted to exercise direction and control over municipalities as required vide Section 74 to 83 of the Nagaland Municipal Act, 2001 and further discharge the following responsibilities:-

1. Constitute Municipalities.
 2. Oversee the performance of all Municipalities
 3. Arrange training of the Municipal authorities and employees and assist in career building measures wherever required.
 4. Creation of posts and to accord approval for appointment of employees of Municipalities as per their requirement in accordance with the provision of the Nagaland Municipal Act, 2001 and relevant Government orders.
 5. Analyse the financial performance and assessment of fund requirement of the Municipalities.
 6. Assist the Municipalities in discharging its statutory functions e.g. Accounts, taxation etc.
 7. Ensuring that the provisions of the Nagaland Municipal Act, 2001 are followed in letter and spirit, which may include suspending or annulment of resolution of Municipalities adopted in contravention of Act, Rules and Government orders.
 8. Evaluate the progress on no-going development schemes of the Municipalities.
 9. Holding periodical inspections of the Municipalities, Inquiries etc.
 10. General counseling to the Municipalities.
 11. Arranging audit of the Municipalities and the follow up thereof.
 12. To obtain various reports and returns from the Municipalities regarding performance.
 13. Building of data banks of the Municipal employees etc. To act as a knowledge warehouse for the Municipalities.
 14. Administering Government grant-in-Aids to the Municipalities.
2. In order the discharge these functions the following officers and staffs will be posted in the newly created cell.
- (i) Secretary (full time or additional charge)
 - (ii) Joint Secretary : 1(one)
 - (iii) Deputy or Under Secretary : 1(one).

(iv) Developmental/Project/Engineering Branch.

- (a) Superintending Engineer (deputed from PWD or PHE Department) : 1(one).
- (b) Sub-Divisional Officer (deputed from PWD or PHE Department) : 1(one)
- (c) Junior Engineer/Computers (PWD) : 1(one).
- (d) Junior Engineer/Computers (PHE) : 1(one)
- (e) Junior Engineer/Computers (Town Planning/Housing) : 1(one)

(v) Establishment and General Administration Branch.

- (a) Superintendent : 1(one)
- (b) UDAs : 3 (three).
- (c) LDAs : 4(four).
- (d) Typist/Computer Operators : 1(one)
- (e) Stenographers : 1 (one).

(vi) Finance and Accounts Branch.

- (a) Accounts Officer : 1 (one)
- (b) Assistants/Auditors : 3(three)

3. The above posts may be filled up by drawing persons from the PWD/PHE/Planning Department and existing pool of P&AR and Home departments and wherever not available by creation of posts.

- (i) The Joint Secretary is designated as Drawing and Disbursing Officer (DDO) for operating the Head of Account for Local Bodies.
- (ii) On constitution of the Municipalities, the Local Self Government Branch/Department of the Home Department will be split into 2 (two) portions. The Rural portion with Village Councils will be merged with Home Department (GAB Branch). The Urban portion dealing with Municipalities i.e. the Municipal Administration Cell will be merged with the Urban Development Department. The Local Self Government Branch/Department will stand abolished after restructuring.

Sd/- R. S. PANDEY
Chief Secretary to the Govt. of Nagaland.