

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



**THE DIRECTORATE TREASURIES AND ACCOUNTS
(2024-2025)**

**GOVERNMENT OF NAGALAND
DIRECTORATE OF TREASURIES & ACCOUNTS
NAGALAND :: KOHIMA.
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MANUAL-I

(i). (a) Organisation:

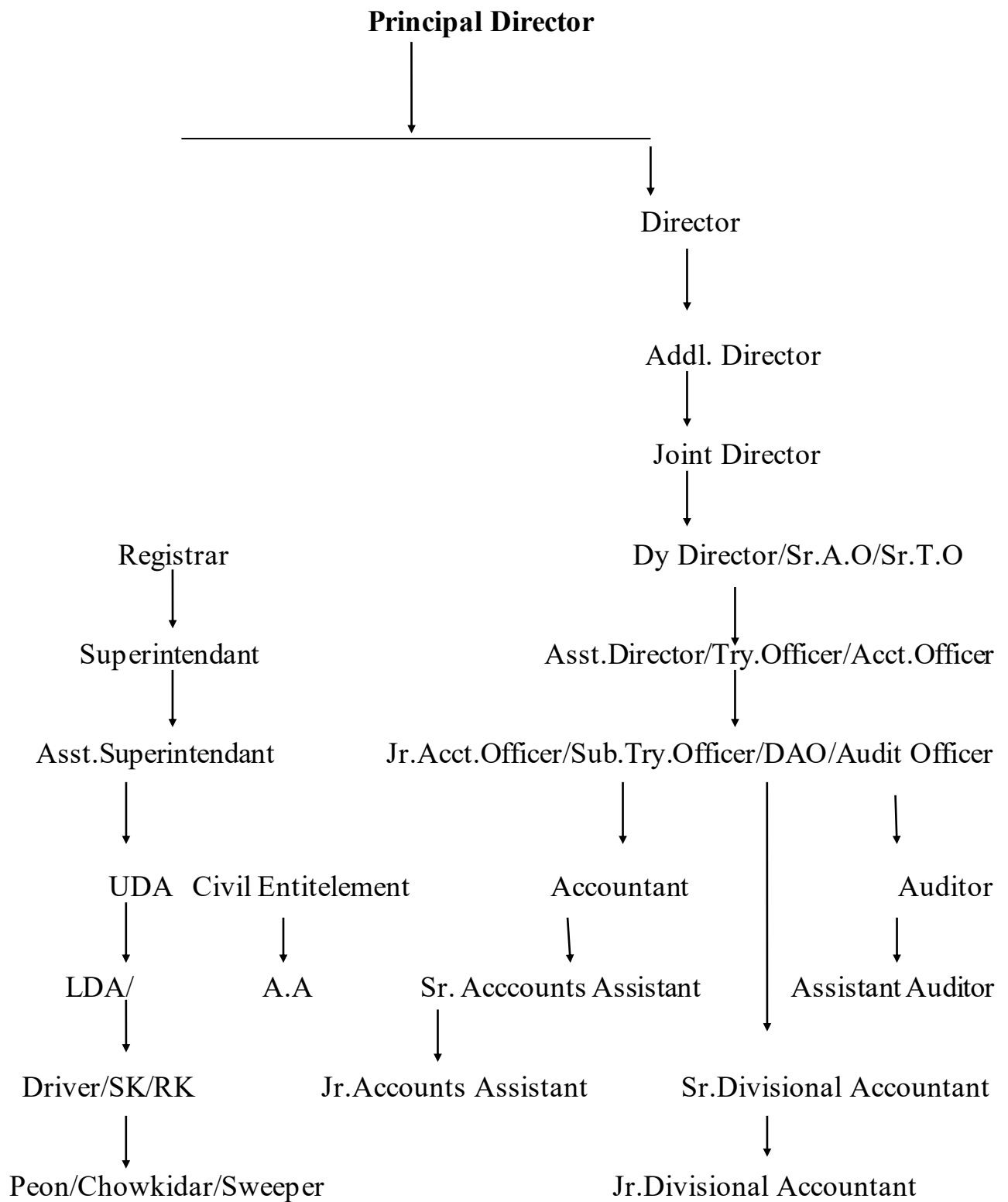
The Department of Treasuries & Accounts was established in the year 1980 with 8 District Treasuries and 2 (two) Sub – Treasuries which was subsequently increased to 11 District Treasuries and 12 Sub-Treasuries. With these, Treasuries and Sub- Treasuries the Directorate was established. Then after the establishment of the Directorate three (3) new District Treasuries and ten (10) Sub – Treasuries have been established.

The objective of setting up of Treasuries and Sub – Treasuries is to provide the people of the state the facility of Government transaction through treasuries at their door steps and it is also to ensure the financial discipline and control.

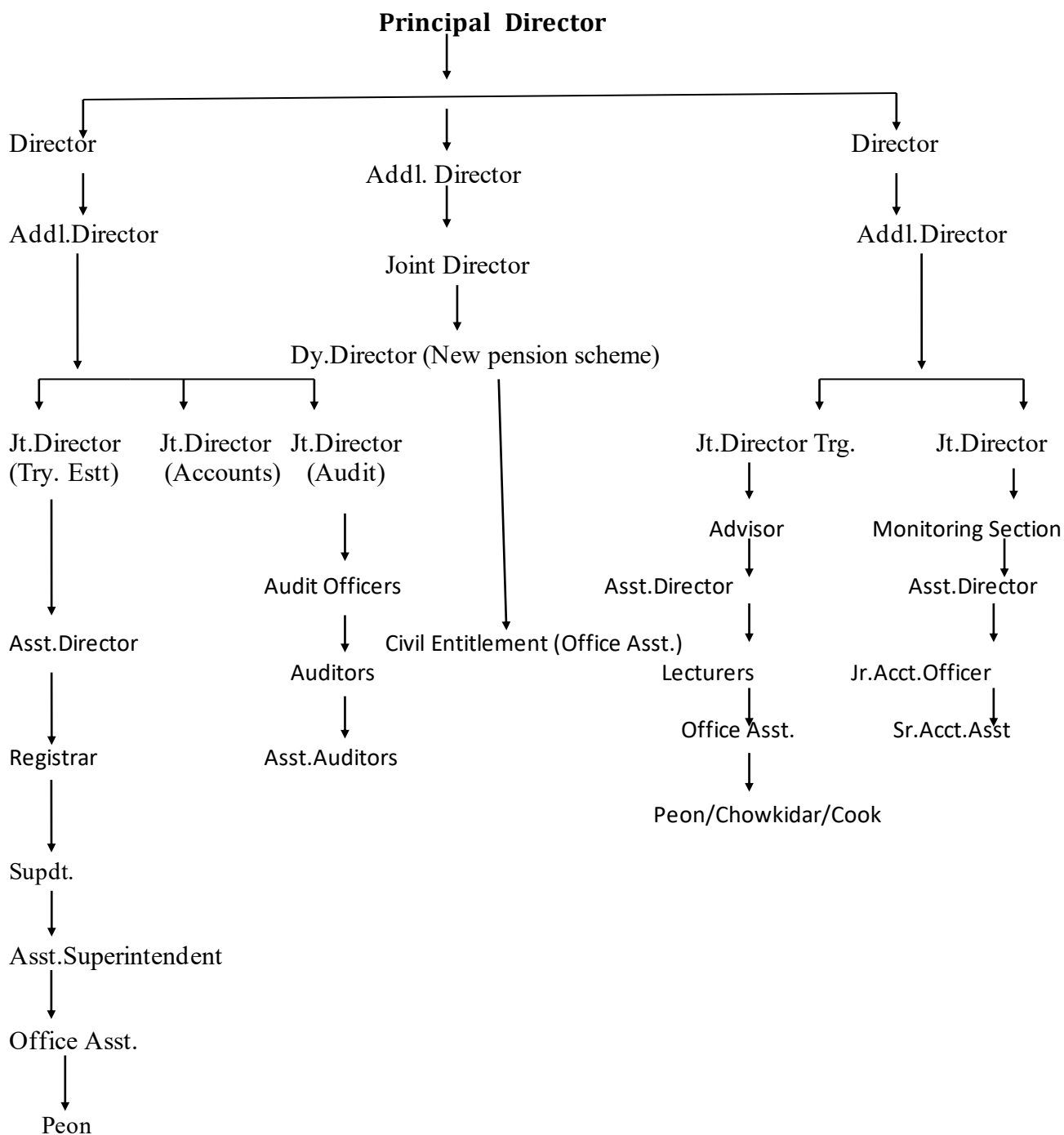
Before the establishment of the Department the Treasuries were functioning under the Deputy Commissioners at the initial stage, until it was carved out and separated to form a New Department in 1980. The Department comprises of staffs drawn from various Department such as Accountant General Office, Auditors from Nagaland State Transport, and Accountants from Works Division whose services were being absorbed into the Department.

CHART 1

Hierarchical Chart of Department of Treasuries & Accounts



Functional Chart 2
Directorate Of treasuries & Accounts
Nagaland, Kohima.



Duties and responsibilities of various units or set up:

1. Directorate

The Directorate looks after the overall administration of the Department, cadre control of non-gazetted staff, monitoring of expenditure of all Department, monitoring and regulation of expenditure of GPF, authentication of drawal authorities/ Drawing limit, over all supervision of the working of Treasuries and Sub' Treasuries and service matter of all Gazetted and non gazetted staff of the Department. It also carries pre-Audit of all Arrears bill, MR bills, leave encashment on all Government Department and issue of pay slip which the office of Accountant General could not do, etc. The Department also doing assessment and compiling of revenue realization under all revenue heads of Accounts. It also act as a nodal office for National Pension Scheme of the state.

1. The Directorate of treasuries & Accounts have nine(9) major wings, viz:-
 - (1) Directorate
 - (2) Civil Entitlement
 - (3) Computerization of Treasuries
 - (4) Internal Audit
 - (5) Treasuries & Sub-Treasuries
 - (6) Training
 - (7) Civil Accounts and various Heads of Department
 - (8) Works Accounts in division
 - (9) Monitoring Cell.
2. Again Directorate have set up sections such as i. Establishment for Directorate, Works Accounts, Audit Wing and Training Institute, Monitoring Wing, IT Branch, New Pension System and Pay Slip Branch.

Establishment (i A)

The brach look after the General Establishment matters of the Department. It also controls the administration of the various district Treasuries & Sub-Treasuries functional.

Establishment (ii B)

This Section looks after the matters relating to Accounts and Monitoring matters of the Department as well as Monthly Accounts, Compilation and submission of the various DDO's and works Divisions Accounts and submission to the Accountant General and the Government.

2. Internal audit wing:

The Internal Audit wing of the Directorate of Treasuries & Accounts comprises of 6(Six) teams, each of the five team consists of One Audit Officer and One Auditor & two/ three Assistant Auditors and One Team is lead by One Auditor. These teams conduct internal Audit of the Governmental Department and Non governmental bodies who received grants from the Government. These teams bring financial irregularities to the notice of the Government. In the process of the Audit they also tender financial advices to the Department. The team used to put emphasise on the revenue collection particularly to the revenue earning Department to enhance the revenue of the Government.

In order to make effective supervision of the Audit wing now the section is headed by one Assistant Director, Five Audit Officers, Six Auditors and Thirteen Assistant Auditors.

3. Training wing (iv)

The Departmental Training Institute is located at Purana Bazar, Dimapur, was established in February 2005. Now the Institute has become fully functional and imparting training to he newly inducted appointees both for Gazzetted as well as non-gazetted for a period of One year. In addition to that, the institute also cobnduct various Training for refresher course for In-service

employees. It has Administrative office building, two training halls, four flat residential for faculties and two hostel for trainees.

The Institute have conducted the following courses; 1. One year induction Training for NPSC recruited JAO/STO

1. One year induction Training for NPSC recruited Junior Divisional Accountant
2. One year induction Training for NPSC recruited Junior Account Assistant
3. Skill up gradation Training course for in service officers of Treasuries & Accounts Department
4. Skill up gradation for in service Non-gazetted official of Treasuries & Accounts
5. Crash course trainings for Assistants of Education Department
6. Crash course for Assistants of the Directorate's located at Dimapur.

The Training wing is manned by one Deputy Director, one Adviser and Three Faculty on Honoraum basis along with Guess Faculty as and when require for imparting training.

4. Monitoring wing:

The Monitoring section of the Directorate of Treasuries & Accounts, monitor the DDO wise expenditure of all the Departments on the basis of monthly monitoring reports submitted by the various Treasuries and Sub- Treasuries. These reports are checked and compiled in the Directorate and submitted to the Finance Department. They are an important tool in monitoring and control of expenditure. In addition to the above assignments the following works of the Department are also entrusted to this section;

1. Authentication of the Department wise drawal authority/ Drawing limit issued by the finance Department.
2. Authentication of drawal authorities for payment of GPF and sanction of scholarships and stipends issued by the head of the Departments.
3. Pre-audit of MR bills, Leave encashment bills and arrears pay presented by various Department for payment.
4. Circulation of DDO-wise sub- allotment of all Department to Treasuries and Sub –Treasuries.

The monitoring section is manned by two Joint Directors one Assistant Director and four Junior Accounts Officers and senior Account Assistants.

5. National Pension Scheme:-

With the introduction of New Pension Scheme by the state Government the Department form a new section headed by one Senior Officer of the Department and he is assisted by Junior Accounts Assistants and Ministerial staff who have computer knowledge to maintain proper records and accounts of the subscription of the Government Employees falling under the new pension scheme. The downloading of the details of the contribution of each employee will be directly linked with NSDL through online internet facility after the system is made fully functional.

6.Civil Accounts:

The Department of Treasuries & Accounts have the Officers who have been designated as Senior Accounts Officers/ Accounts officers under them who are posted to the various Directorates to guide and to assist the head of Department in all financial matters including the response to the Audit paras, draft paras CAG reports. They also carries internal Audit of the subordinates offices and help the department in preparation of budget and tender advice to the head of the Department in his financial dealings.

7. Treasuries and Sub-Treasuries:

1. All the State Government transactions are done through the Treasuries and Sub- Treasuries whether it is payment or receipts. And these Treasuries or Sub- Treasuries are under the Directorate of Treasuries and Accounts. All payments of pensioner benefits are done to the pensioners through the Treasuries. The Treasury offices used to monitor whatever bill is presented by the DDO's and the expenditure

incurred from there would be compiled and submitted their expenditure accounts to the Accountant General Office on monthly basis. At the same time the Treasuries and Sub-Treasuries will also compiled the monitor accounts and submitted to Directorate office and the Directorate compiles all the monitoring accounts which are received from all the Treasuries and Sub- Treasuries will be consolidated and that consolidated monitoring account are submitted to the Finance Department.

The District Treasuries maintained strong room which stores all Government confidential document and valuables. The Treasury also issue stamps (non-postal stamps) to the stamp vendor.

(b). Functions:

The Directorate of Treasuries & Accounts is the main organ of the state Government Department who administer and enforces financial discipline in the functioning of all department through its Accounts Officer who are posted to various Directorate and Works Division and also through the Treasuries & Sub- Treasuries and its Audit Wing. The Accounts Officer who are posted to various Departments help the Head of Department as adviser in financial matters. For they help the Department in preparation of Budget and tender advice to Head of Department as per the prevailing rules and regularization. They also, help the Department in maintaining Grade IV GPF, Settling of retiring/ retired Government employees Pension, Conducting Internal Audit to Subordinate Offices in maintaing of the Service records of Government Employees in right manner and settlement of Audit paras. The DAO, SrDA, J.D.A helps the Ddepartment in furnishing in monthly accounts to Accountant General, maintaining of service records and settlement of Audit paras and C.G Report etc.

The Audit wing conducts internal Audit to Government Offices and Institution who receives grants from the Government. The Treasuries excercises maximum control on Budgetary matters because; they do not only make payment, but maintains its budget records where the DDO could not exceed beyond the allocation of Budget. They also act as the DDO of the Pensioners.

The New Pension Scheme was introduced w.e.f. 01.01.2010, Government introduced New Pension Scheme. The New Pension Scheme is looked after by the Department and acting as the nodal of Treasuries & Accounts Department. The Directorate is the Nodal Agency of the govt in the implementation of NPS in the state. Whereby, it will interact with NSDL for registration of Treasuries, DDO's and subscribers in the NPS system for effective implementation and timely issue of PRAN Kids to the subscriber of NPS, the Department have authorized all the Treasuries for registration at their level through the application of OPGM facility. It is also use to upload the subscribers and govt's share to the trustee bank after consolidating the list received from the head of Department. It will maintain the records of the amount of contributions made by the subscribers and the matching grant given by the govt. It will act as DDO for the subscriber on withdrawl from the scheme, as the amount to be paid to the subscriber will be credited to the account of the DTA who will inturn withdraw the amount and pay it to the subscriber/nominee.

MANUAL-II:

(ii) Powers & duties of Officers and Employees:

1. The Principal Director exercises powers and duties as the HOD according to the delegation of Financial & Cognate Power of the Government of Nagaland is issued in 1964 as amended from time to time, including administrative orders and instructions issued by the Government from time to time. The officers below the Director has not been delegated any power as per existing conditions. Their main duty is to assist the Principal Director in decision making and disposal of references. The Grade-III employees are keepers of files and records. They do all initial works and submit them to higher level for disposal.

2. The Treasury Officers/Sub-Treasury Officers function as watch dogs and ensure the regularity of bills, and have powers to pass the bills within the provision of CTR and observance of all other codal formalities and instructions issued by the Government from time to time. There are altogether 960 DDOs in the State. The Treasury Officers/Sub-Treasury Officers are responsible for monitoring the fund provisions sub-allotted to each DDO. The transaction that takes place in the Treasuries/Sub-Treasuries are maintained and compiled and submitted to the Directorate each month for monitoring of transactions of the Treasuries. The monthly accounts are properly compiled and submit to the Accountant General, Nagaland.

3. The Accounts Personnel in the Works Divisions have been vested with the responsibility of checking and scrutinizing bills in the Divisions and offer their comments as per financial rules and regulations. They are responsible for proper maintenance of accounts, and guide the Divisions to follow the prescribed financial norms. They compile all the transactions of the Divisions and submit the monthly accounts to the Accountant General under the signature of the Executive Engineer.

4. The Audit team visits Government Offices/Autonomous Bodies for internal audit and have the power to requisition records that they may deem fit for the purpose of Internal Audit. In course of Internal Audit they not only point out the defects and financial irregularities but also render immense financial advice to the concerned office for future guidance. They are responsible for following up their findings to ensure that the Department rectifies the objections raised and implements the recommendations in letter and spirit.

5. The Joint Director in charge of the Training Institute has the power to draw up the Training Schedules for in-service Government employees for each calendar year with the approval of the Principal Director and implement it. He supervises the imparting of quality training. On completion of the training, he issues certificates to all the trainees for recording in their service book.

MANUAL-III:

(iii) The procedures followed in the decision making process, including channel of supervision and accountability:

The Department takes decisions based on the Government orders, notifications and instructions and guidelines as well as based on the relevant data and information received from the Subordinate offices on need basis. 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. No doubt each level of staff plays a very important and responsible role in the time bound frame works, particularly in the Treasury &Accounts Department and their service is indispensable to the Government on the virtue of their dealings in financial matters. They initiate file movement and check the correctness of the figure and supply accurate reports which feed the higher authority in taking decision making.

MANUAL-IV:

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

The discharge of duties and functions of each officers/ staff under the Directorate of Treasuries and Accounts is guided by norms and procedures that are set for all the Government Departments i.e., the administrative procedures and financial rules and regulations prescribed.

Each of the job performed by the individuals cannot be described in details; unlike many other Departments, the Officers and staff working in the Treasury Department have to perform their duties even

beyond Office hours (the prescribe timing of the Government) The Officers and staff have to forego even leaves and holidays in order to attend the urgent requirement when need arise.

As of now in order to maintain confidential matters the Sr.PA & P.A. to Principal Director has been entrusted with the works and he is doing it. In order to speed up the file which are of urgent nature are personally attended by either Officer or Assistant concern till the matter is settled.

MANUAL-V:

(v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharge of its functions:

The Central Treasury Rules, the Geneneral Financial Rules, the Nagaland Treasuries, Accounts, Audit Service Rules 2002, and guidelines and instructions issued by the Government from time to time.

In addition to already exist frame rules particularly, concerning Accounts matters and Treasury, the Department of Treasury & Accounts is cover with Service Rule, Revision of Pay which determine the pension matters, code of Conduct Rules, Vats which is also actually implementing in the Treasury and CPWD Account code etc

MANUAL-VI:

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

The Department maintains records of Service Books, Personal Files of Employees, Stock Registers, Attendance Registers, GPF Accounts for Group-“D” employees, Monitoring Registers, Authentication and Pre-Audit Registers at the Directorate level. Security Deposit Register of deductions made from Contractors bills, Revenue Receipt Register, Stamps, Cheque Books, Gazetted Salary Register, and Form No.s TA-2, TA-3, TA-36, TA-37 and TR-4 are maintained at the District level. In general, documents are classified as ‘Secret’, ‘Confidential’ and ‘Routine’. The Department executes it functions on the strength charter of duties.

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:

The Department in the Directorate level does not take policy decisions but implements the policy decisions and directions of the Government. Accordingly, there is no consultative process with the public.

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:

Departmental Recruitment Committees and Departmental Promotion 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 Department has two set up of Departmental Promotion committee one for Gazetted Officer and one for Non Gazetted Government servants.

The DPC for gazetted officers consist of the following members:

- | | |
|--|------------------|
| 1. Chairman, NPSC | Chairman |
| 2. One member NPSC | Member |
| 3. Chief Secretary, Nagaland | - do - |
| 4. Commissioner & Secretary P&AR | - do - |
| 5. Secretary, Finance Department | -do- |
| 6. Principal Director, Treasuries & Accounts | Member Secretary |

The DPC for regularisation of Adhoc or officiating appointment are done vide P & AR O. M No.AR-5/ASSO/98 Dt. 20.10.15 at the Directorate level with the committee comprised of members from the following members;-

- | | |
|-----------------------------------|------------------|
| 1. Finance Commissioner | Chairman |
| 2. Director (T&A) | Member |
| 3. Under Secretary Finance Deptt. | - do - |
| 4. Under Secretary P & AR | -- do - |
| 5. Principal Director (T&A) | Member Secretary |

There has no tenure to this committee except sit once or twice and settled the matter and it stand as good as dissolved.

MANUAL-IX

(ix) A directory of its officers and employees:

Directory of the officers & Employees

Sl. No	Name	Designation
1	Tssurenthung Odyuo	Director
2	O. Imliwati	Director
3	Amenla Jamir	Addl. Director
4	Vechiso Chakhesang	Addl. Director
5	I. Aochuba Pongener	Addl. Director
6	Temsu Longkumer	Jt. Director
7	Imti Chang	Jt. Director
8	Toshizenba	Dy. Director
9	Pangermayang	Dy. Director
10	Sentipokla	Steno Gr-I (Sr)
11	B. Alem	Registrar
12	Ghokali Shohe	Suptd.
13	Meyisenla	Suptd.
14	Merentila	Asst. Supdt
15	Esak Konyak	Asst. Supdt
16	Kelhouvikho Chase	D.A.O
17	R Aotongpang	D.A.O
18	Asüngba Yaden	D.A.O

19	B. Takum Chumikan	D.A.O
20	Merensangla	Superintendent
21	T. Akumlong Ao	Asst. Supdt
22	S. Chichamo Odyuo	Asst. Supdt
23	Longngam Konyak	Asst. Supdt
24	Longchaba	Steno Gd. II(Jr)
25	Sangjenkala	Typist Gr I
26	Akangkokla	Typist GrIII
27	A. Pangton	Typist Gr I Sr
28	Seno Ngone	Typist Gr I
29	Punameren	Sr. Driver
30	Odiyanger	Driver
31	Metsivinu	Typist Gr I
32	Ayte Man Rai	Driver
33	Lhiwetso	Driver
34	Hukato Awomi	Driver
35	Xukhupu Shohe	Driver
36	Chubanungdang	Driver
37	Petekhrienuo	Asst. Supdt
38	Kelhousithie Mere	UDA
39	T. Nyanbeni Murry	Steno Gd. III
40	Tzudinaro Longchari	UDA
41	Temjennungla	UDA
42	Avika Chishi	UDA
43	Kapoulo Koza	UDA
44	Subenthung Ezung	Store Keeper
45	Sungtienla	UDA
46	Athrongba S. Thonger	UDA
47	H. Akali	Steno Gd. III
48	Welka Sumi	L.D.A
49	Thungrensheni Marina Lotha	L.D.A
50	Nipulo K. Yeptho	L.D.A
51	Z. Ponthungo	L.D.A
52	Zhokhahi Sasu	L.D.A
53	K Bendang Moa Yim	D.A.O
54	Moses Rose	Sr.D.A
55	Neiphrenuo Soliezuo	S.A.A
56	Vikiyeto Noel	S.A.A
57	Tohoto K.Chishi	S.A.A
58	Imjungmeren	A.A
59	Ketouvilie Bier	A.A
60	Tabenla	A.A
61	Xhochili Sangtam	A.A
62	Chophathung K. Yanthan	A.A
63	Moatemsu Changkija	A.A
64	V. Longnyei Phom	A.A
65	Vilasietuo Chakruno	A.A
66	Bimbi Naleo	A.A
67	Lhite Sekhamo	A.A
68	Theputo Kezo	A.A
69	Sentilemla Jamir	A.A
70	Tongpangkokla Walling	JAA
71	Lobeni	Duftry

72	Solengol	MTS
73	Limawatila	MTS
74	Viravonuo	MTS
75	Vitouzo Zuyie	MTS
76	Kikruneinuo Zumu	MTS
77	Peteneingu Peter Vizo	MTS
78	Kezhaleü Rio	MTS
79	Tasensola	MTS
80	Kevisetuo Joseph	MTS
81	Vevoto	MTS
82	Keluoze-u Mepfhuo	MTS
83	Kekhriesilie Rupreo	MTS
84	Tangmong Khamniungan	Audit Officer
85	Kevi Angami	Auditor
86	Khrieketouzo	Auditor
87	Ajungla	Auditor
88	Vizotuolie Kuotsu	Assistant Auditor
89	Nathan Rengma	Assistant Auditor
90	David Ngone	Auditor
91	Benjamin Ngullie	Assistant Auditor
92	R. Meriyani Yanthan	Assistant Auditor
93	Khrienyuhu Solo	Assistant Auditor
94	Edongro	Auditor
95	Motilo Mesen	Auditor
96	Jonathan	Assistant Auditor
97	Dazilo	Assistant Auditor
98	Adel Lcho	Accounts Assistant
99	Aja Khieya	Accounts Assistant
100	Chibeni Humtsoe	Accounts Assistant
101	Visakhonuo Sachu	Accounts Assistant
102	Kevileü Metha	Accounts Assistant
103	Seyiekhrietuo Terhase	Accounts Assistant
104	Kongie Ozukum	Accounts Assistant
105	Newton K Sumi	Accounts Assistant
106	Kekhrongulo Letro	Accounts Assistant
107	K. Vizolie Soliezuo	Accounts Assistant
108	Eyam Konyak	Accounts Assistant
109	Imlitongzuk	Accounts Assistant
110	Pusabunuo Viswentso	Accounts Assistant
111	Neivilhuonuo Sanchu	Accounts Assistant
112	Manom Konyak	Accounts Assistant
113	Monyu Konyak	Accounts Assistant
114	Neitho Rossi	Accounts Assistant
115	T Bechung Konyak	Accounts Assistant
116	Zhokhoto Yhobu	Accounts Assistant
117	Venüsalü Vero	Accounts Assistant
118	Awoto	Accounts Assistant
119	Tezenen Mesen	LDA
120	Kusolie Thorie	LDA
121	Sendongyanger	LDA
122	Neilhiu	LDA
123	Buno Yhoshu	LDA
124	Keneisanuo Sokha	Accounts Assistant

125	Kezholesa Rolnu	Accounts Assistant
126	Dzuthozonu Rote	Accounts Assistant
127	Vozenuo Sanchu	Accounts Assistant
128	Mengukhrienuo Zumvu	Accounts Assistant
129	Sarah Wetsah	LDA
130	Chingat P. Konyak	MTS
131	Dziesechulie Rio	MTS
132	Kedutolu	MTS
133	Mhachano	MTS
134	Toshikaba Aier	MTS
135	Wangshoi Konyak	MTS
136	Kekhwezo Kepfo	Consultant
137	S.Imtimendang Adviser	Adviser
138	Watinungsang	Legal Consultant
139	J D Sharma	Consultant Finance
140	Gopal Mondal	Driver
141	Shekholu	Sweeper
142	Alemba Jamir	Driver
143	Supongtoshi	Bus Conductor
144	Nitenlo	Driver
145	Neitsovinuo Rio	Sweeper
146	Moanungsang	Driver
147	Tsukjemkaba	Driver
148	Tating Khamnumgan	Driver
149	Nentile Kath	Driver
150	Monteih Konyak	Driver
151	Awele Yhoshü	Driver
152	Godwen Odyuo	Driver
153	Saras Subha	Bus Conductor
154	Sosangnuken	Driver
155	James R Lotha	Driver
156	Yekuto Futhena	Driver
157	Zuvekho Rakho	Driver
158	Zholezo Swuro	Driver
159	Peter Merry	Driver
160	Dzesebie-o	Peon
161	Philangam	MTS
162	Imyangluba Ozukum	JAO
163	Kikato H. Chophy	JAO
164	Jakpolong Alinger	JAO
165	S. Denngoi Phom	JAO
167	Khriemenuo Thur	JAO
168	Tsuyila M	JAO
169	Yeshika K. Zhimo	JDA
170	Kekhriengunuo Suokhrie	JDA
171	Florence Jamir	JDA

List of Treasuries and Sub-Treasuries

Sl No.	Name of Try/Sub-Treasury	District under	Remark	Contact No.
(1)	(2)	(3)	(4)	(5)
1.	Kohima (N) Treasury	Kohima		0370-2290339
2.	Kohima (S) Treasury	Kohima		0370-2222720
3.	Dimapur Treasury	Dimapur		03862-226393
4.	Chumoukedima Treasury	Chumoukedima		
5.	Mokokchung Treasury	Mokokchung		0369-2226303
6.	Tuensang Treasury	Tuensang		03861-220229
7.	Mon Treasury	Mon		03869-221223
8.	Zunheboto Treasury	Zunheboto		03867-220236
9.	Wokha Treasury	Wokha		03860-222058
10.	Phek Treasury	Phek		03865-223044
11.	Kiphire Treasury	Kiphire		03863-222563
12.	Peren Treasury	Peren		03869-231224
13.	Longleng Sub-Treasury	Longleng		03869-236313
14.	Aboi Sub- Treasury	Mon		
15.	Changtonya SubTreasury	Mokokchung		0369-263301
16.	Chozuba Sub-Treasury	Phek		03865-63162
17.	Tseminyu Sub- Treasury	Kohima		0370-235138
18.	Pfustero Sub-Treasury	Phek		
19.	Mangkolemba Sub-Try.	Mokokchung		
20.	Baghty Sub-Try	Wokha		
21.	Aghunato Sub-Try.	Zunheboto		
22.	Akuluto Sub-Try.	Zunheboto		
23.	Tobu Sub-Try.	Mon	-do-	
24.	Naginimora Sub-Try.	Mon	-do-	

Sl. No	Name & Designation of Appellate authority	Name of the Designation of P.I.O and Mobile No.		Name of the Designation of A.P.I.O and Mobile No.
1	Shri. Tsuren M. Odyuo, Director	Shri. Temsu Longkumer, Joint Director, D.T.A	9862635152	Smti. Meyisenla, Supdt, D.T.A : 8794526516
2		Smti Temsuinla Aier, Joint Director, Training Inst.	9612521958	
3		Shri Limatemsu, Sr.T.O Kohima(N)	8794309273	
4		Shri Zubenthung Murry, Sr.T.O Kma(S)	7005111390	
5		Shri. T. Khekaho Aye, Sr.T.O, Dimapur	8974344929	
6		Smti , Temsupongla Sr.T.O, Mokokchung	7005797174	
7		Shri , Pangkhai S.T.O, Mon	8413804131	
8		Shri Kiviho Kinny, T.O, Wokha	7085838701	
9		Shri , Yilobemo Y. Kithan S.T.O, Tuensang		
10		Shri K. Lashika Sema T.O, Phek	8731826344	

11		Shri Vikeqhe, S.T.O, Kiphire	8974437482	
12		Shri Aboto H. Zhimomi, Sr.T.O, Zunheboto	8974613892	
13		Shri Lanu, Sub-T.O, Longleng	9436401004	
14		Shri. Zubenthnug Murry, Sr.T.O, Kohima South	7005111390	
15		Shri. Hokheto Chishi, Sr.T.O, Chumoukedima	7005808201	
16		Shri. Imchanochet, S.T.O Mangkolemba	9862950432	
17		Shri Christopher Chadi S.T.O Tseminyu	7005876005	
18		Shri. Zujamo A. Lotha S.T.O Baghty	8371911706	
19		Shri. Wafulo Katiry S.T.O Chozuba	7005760965	
20		Shri. Ketrusebi Senotsu S.T.O Pfutsero	6009392077	
21		Smti. Talinungla S.T.O Changtongya		
22		Shri. Itingaule Mpon, T.O Peren	7005866230	
23		S.T.O Aboi attached to Mon		
24		Shri. Obed Sumi, S.T.O Akuluto	8414901030	
25		Shri. Chubamong Z. S.T.O Aghunato	8730938540	

MANUAL-X

(x). The monthly remuneration received by each of it officers and employees, including the system of compensation as provided in its regulations.

Manual – XI

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:

Sl. No.	Detail Head	Particulars	B.E-2024-25	R.E-24-25	Actual Expenditure
		REVENUE			
1	2030 - Stamps & Registration				
	80	Purchase	50	242.83	242.83
		Total-2030	50	242.83	242.83
2	2054 - Treasury & Accounts Administration				
	1	01-Salaries	6071.15	4214.57	4156.90
	2	02-Wages	50.76	50.76	46.81
	3	03-Travel Expenses	45.00	45.00	44.97
	4	04-Office Expenses	60.00	86.30	86.29
	5	04-office Expenses NPS	0.00	0.00	0.00
	7	RRT	19.00	31.34	31.34
	15	M & E	10.00	10.00	10.00
	16	MV	45.00	65.42	65.42
	17	Maintenance	49.60	136.60	136.60
	19	M&S	2.00	2.00	2.00
	26	Others	0.01	35.52	35.07
	26	Others Charges (NPS)	0.00	0.00	0.00
	31	OAS	42.30	42.30	42.27
	45	Trg.	10.00	20.00	20.00
		Total-2054	6404.82	4739.47	4677.33
		Total Revenue Head			
		CAPITAL			
3	4059-Capital Outlay on Public Works		200	300	300
		Total-4059	200	300	300
4	4216-Capital Outlay on Housing		0	0	0
		Total-4216	0	0	0
		Total Capital Head			

Manual-XII

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

The Department has no subsidy schemes.

Manual-XIII

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it:

Not applicable.

Manual –XIV

(xiv). Details in respect of the information held by it, reduced in an electronic form:

The Treasuries, Accounts & Audit Service Rules, Annual Administrative Reports and incumbency list of employees.

Manual-XV

(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:

All information relating to the departments are available to the public during working hours. No library is maintained for public use. We have notice boards, reception counter etc by which the public could access information.

Manual-XVI

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

Sl. No.	Name	Designation	Other Particulars
1	Shri. Tsuren M. Odyuo	Director	Appellate Authority
2	Shri. Temsu Longkumer	Joint Director	P.I.O.
3	Smti. Meyisenla	Supdt	A.P.I.O.
4	Shri. Zubenthung Murry	Sr. T.O, Kohima (South)	P.I.O.
5	Shri. Aboto Zhimo	Sr. T.O, Zunheboto.	P.I.O.
6	Shri. Limatemsu	Sr. T. O, Kohima (North)	P.I.O.
7	Shri. Pangkhai	S. T. O, Mon.	P.I.O.
8	Shri. Temsupongla	Sr. T. O, Mokokchung	P.I.O.
9	Shri. Khekhaho Aye	Sr. T. O, Dimapur.	P.I.O.
10.	Shri Kiviho Kinny	Sr. T.O, Wokha.	P.I.O.
11	Shri. Yilobemo Y. Kithan	S. T.O, Tuensang	P.I.O.
12	Shri. Itingaule Mpon	T.O, Peren.	P.I.O.
13	Shri. K. Lashika Sema	T. O, Phek.	P.I.O.
14	Shri. Vikeqhe	S.T. O, Kiphire.	P.I.O.
15	Shri. Lanu	S.T.O. Longleng	P.I.O.
16	Shri. Christopher Chadi	S.T.O, Tseminyu	P.I.O.
17	Shri. Wafulo Katiry	S.T.O, Pfutsero/ S.T.O, Chozuba	P.I.O.
18	Shri. Imchanochet	S.T.O, Mangkolemba	P.I.O.
19	Shri. Chubamong Z.	S.T.O, Aghunato	P.I.O.
20	Shri. Pangkhai	S.T.O, Aboi	P.I.O.
21	Smti. Talinungla	S.T.O, Changtongnya	P.I.O.
22	Smti. Temsuienla	Joint Director, Training Institute	P.I.O.
23	Shri. Obed Sumi	S.T.O, Akuluto	P.I.O.
24	Shri. Ketrusebi Senotsu	S.T.O, Pfutsero	P.I.O.
25	Shri. Hokheto Chishi	Sr.T.O, Chumoukedima	P.I.O.

Manual-XVII

Such other information as may be prescribed.

Last updation of the proactive Disclosure was on 31.05.2025.

(TEMSU LONGKUMER)
Public Information Officer