



Information Manual  
Under  
The Right to Information Act, 2005

Directorate of Information Technology and Technical Education  
Kohima : Nagland

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## 1. Introduction

- 1.1. In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Information Technology and Technical Education, Government of Nagaland has brought out this manual for information and guidance of the stakeholders and the general public.
- 1.2. The purpose of this manual is to inform the general public about this Department's organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.
- 1.3. This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by the Department of Information Technology and the organisations under its administrative control.
- 1.4. The Department of Information Technology has designated  
**Smt.Sarah R.Ritse**, Deputy Secretary to Government as its Public Information Officer (PIO) for all matters concerning the Department.
- 1.5. A person requiring any information under the Act may contact  
**Smt.Sarah R.Ritse**, Deputy Secretary to Government, Information Technology Department, Secretariat, Kohima : Nagaland.  
Phone(O) 9436000468.
- 1.6. The procedure and fee structure for getting information : shall be followed as under as per the Government notification vide **No. AR-3/Gen-147/2005 (A) Dated Kohima the 30<sup>th</sup> November, 2005:-**
  - (a) A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer/Head of Department/Head of Office of the public authority or the Government Department/Office.
  - (b) For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft of bankers cheque payable to the Accounts Officer/ Head of Department/Head of Office of the public authority or Government Department/ Office at the following rates:-
    - (i) rupees two for each page (in A-4 or A-3 size paper) created or copied;
    - (ii) actual charge or cost price of a copy is given in larger size paper;
    - (iii) actual cost or price for samples or models; and
    - (iv) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).

- (c) For providing the information under sub-section (5) of section 7 the fee shall be charged of cash by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer/ Head of Department/Head of Office of the public authority or Government Department/ Office at the following rates:-
- (i) for information provided in diskette of floppy rupees fifty per diskette or floppy; and
  - (ii) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.
- (d) The fees collected under these rules shall be deposited at the end of every month, in the Government Treasury through a Treasury Challan and credited to the **head of Accounts “ 0070- Other Administrative Services”**.
- 1.7. The Department has designated the Secretary to Government as **Appellate Authority** under section 19(1) of the Act. The Contact Address of the Appellate Authority is given below:-

**Shri. Abhishek Singh, IAS**  
Secretary to Government,  
Department Information Technology and Technical Education,  
Secretariat Complex ,Thizama Road  
Kohima : Nagaland  
Telephone No. 9436010439  
E.Mail: secyit-ngl@nic.in

## **2. Particulars of organization, functions and duties under section 4(1)(b)(i) of Right to Information Act, 2005**

### **2.1. Background**

The Department of Information Technology (IT) was created in November 2003 vide Government Order No. AR-3/GEN-111/2003 dated 3rd November 2003 and emerged with the State Project Implementation Unit (SPIU) which was looking after the World Bank Tech Ed.III project along with all its staff.

The Department was created with a view to promote the use of IT tools and build an IT interface with the rest of the country and the world. Accordingly, one Assistant Director was deputed from the Directorate of Industries and four programme officers were appointed to the Department of IT.

Thereafter, the subject of Technical Education was detached from the erstwhile department of Higher & Technical Education and merged with the department of IT, thereby creating the new department of Information Technology and Technical Education which became functional on 1st October 2004.

Accordingly, the staff of the technical section along with all the Directorate files and correspondences relating to Technical Education, Technical Scholarship and State Council for Technical Education excluding JEE were transferred to the new Directorate of Information Technology & Technical Education vide No. EDS/HTE/1-7/2001 dated the 24th September 2004. The Technical section had been functioning with only 9 (nine) staff till the Principal of Government Polytechnic Kohima was given additional charge of OSD in the department of IT&TE vide notification No.IT/4-7/04 dated 16th June 2005 and is currently looking after JEE, SCTE and other departmental matters involving the technical section while the IT section is being looked after by an Assistant Director who in turn is being assisted by the four programme officers.

### **2.2. Vision**

The vision of the Department is to make the State a destination for investors both within and outside the country and to initiate the people of the State to take advantage of this technology through e-Governance and providing IT-enabled services to the State, which shall aim at facilitating in providing a SMART (Simple, Manageable, Approachable, Responsive and Transparent) Government to the people, and also to inculcate quality Technical Education that caters to the demand of industry and the people.

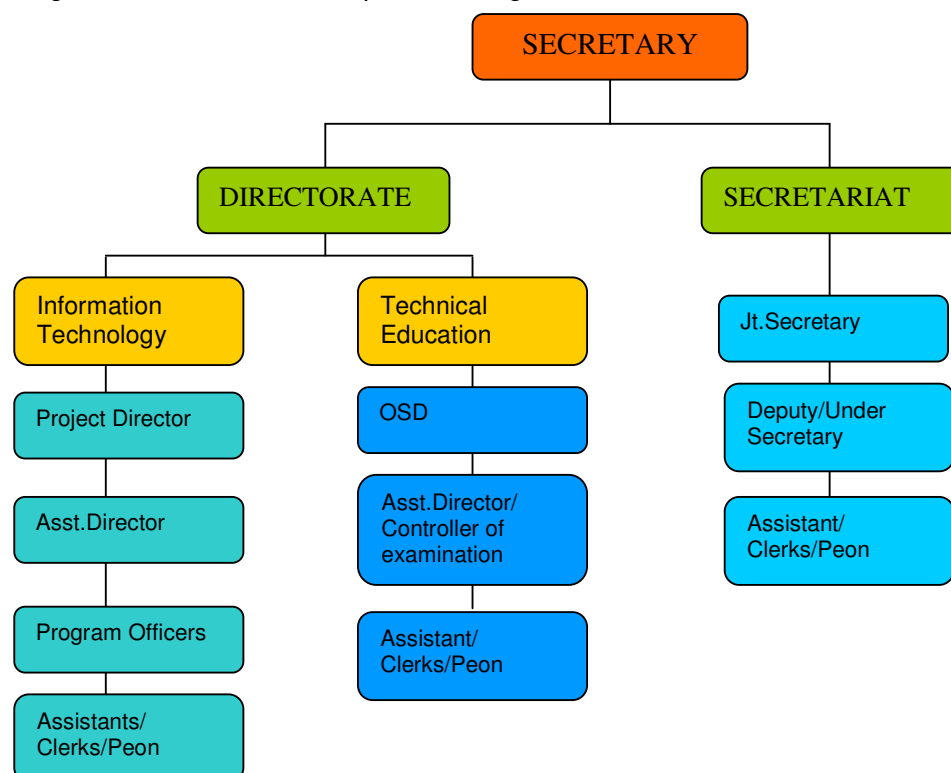
### **2.3. Objective/Function**

- (a) To play the role of a facilitator; defining standards; providing infrastructure support; interfacing with related institutions within the country and outside and build regulatory mechanisms.
- (b) Creation and systematic enhancement of IT infrastructure in the State through Public- partnerships.

- (c) Development of human resource by widening the reach of IT education in terms of quality and spatial coverage with a view to improving the employability of youth.
- (d) Encourage e-Commerce to overcome the handicap of remoteness.
- (e) Encourage electronic governance for:
- Bringing transparency in Government operations through Government-citizen interface.(G2C)
  - Improving the efficiency and effectiveness of Government's service delivery systems.
  - Faster dissemination of information.
  - Better financial management.
- (f) Encourage and popularize IT Education
- (g) Providing technically trained manpower in various fields of Engineering & Technology encompassing Diploma, Post Diploma, Degree & Post Graduate level courses conducted through technical Institutions like Polytechnics/ Engineering Colleges/ Institutions of Management/ Computer/ thereby also meeting the requirements of Industries/ Departments/ Organisations and other user agencies. To accomplish all this, the Department performs multifarious roles which, interalia, entail conducting of Entrance Tests, Admission, Examination, updating of curricula & various training programmes

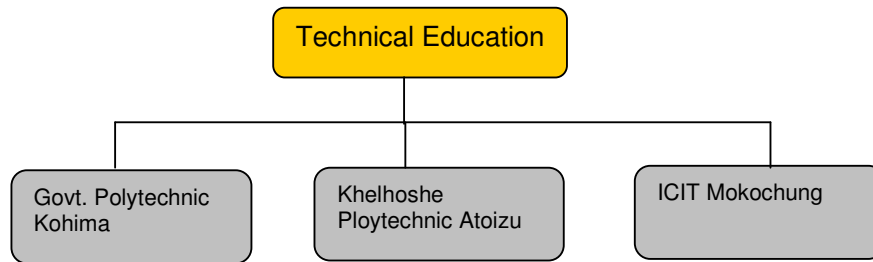
## 2.4. Organisation Chart

The organization chart of this department is given below:-



**Administrative Units**

A chart depicting the Technical Institutes under the Technical Education Section of the Department is given below:-

**2.5. Address of the organization**

Directorate of information Technology and Technical Education  
Below Secretariat Complex, Thizama Road  
Kohima : 797001, Nagaland

**2.6. Office timings**

The office timings are same as other State government offices i.e. :  
Summer - 9:00 AM - 4:00PM  
Winter - 9:30 AM - 4:30 PM

## **2.7. Activities of the Department**

### **2.7.1. IT Policy and e-Governance Plan**

The following Policy/Plan was approved in the meeting of the State Information Technology Council chaired by the Hon'ble Chief Minister on 27<sup>th</sup> July 2004:

- State Information Technology Policy, has been formulated by the Department.
- State e-Governance Plan has been prepared by the department in collaboration with WIPRO.
- Capacity Building Road map has been prepared by the Department in collaboration with WIPRO

### **2.7.2. Video Conferencing Facility (VC)**

This is the first project taken up by the Department on its inception and commissioned in record time. The project was inaugurated by the honourable Chief Minister and Minister for IT on the 24<sup>th</sup> of Nov 2004. Under this project, Video Conference facility has been provided to all 11 (eleven) district headquarters including CM's Residential office and office of the Resident Commissioner, Nagaland House, New Delhi.

### **2.7.3. VSAT/VOIP communication for ADC/SDO establishments**

The Department has taken up another project to provide VSAT/VOIP connectivity all ADC/SDO Headquarters not covered by CIC facility to provide data and voice communication to facilitate efficient administration in the State. Under this programme the following places had been provided with VSAT connectivity :

- (i) Seyochung, (ii) Tuli (iii) Chizami (iv) ATI, Kohima (v) ICIT Mokokchung  
(vi) Kheloshe Polytechnic, Atoizu (vii) Aboi

In addition to the above mentioned State funded project, the Government of India has come forward to provide connectivity to 38 Sub-Divisions through VSAT and LAN network. Site preparation in 24 sites have already been completed and are ready for installation. Site Preparation at the remaining sites are going on.

### **2.7.4. National e-Governance Plan (NeGP):**

The Department is undertaking the centrally funded project under National e-Governance Plan (NeGP) for initiating e-Governance in the state. Under this scheme the Department has undertaken the following actions:

#### **(a) Capacity Building:**

The Department has initiated the Phase-II of the project by engaging M/s Wipro Ltd. as the consultant.

Under this project, the departmental officers along with the consultants have visited various Districts to undertake the following exercises:

- (a) Stakeholder Consultations  
(b) Baseline Assessments

Basing on the findings of the above mentioned exercises, the Department has identified four (4) core departments to initiate e-Governance activities and out of the four Departments two (2) departments had been prioritized for preparation of Detailed Project Reports and the same had been submitted to the Government

of India, Ministry of Communication & Information Technology for approval and accord of sanction.

**(b) Nagaland Statewide Area Network (Naga SWAN):**

This project envisages providing connectivity to Government Offices down to ADC/SDO Headquarters in the State and it would be the backbone of the State for e-governance and IT activities of the State and would aim at:

- Providing a reliable, integrated and robust telecommunications infrastructure catering to high speed and high capacity delivery of voice, data and video transmissions
- Setting up an open standard based, interoperable, scalable network infrastructure providing a ubiquitous communication backbone for the State's distributed information processing environment in addition to enabling connectivity to various government departments
- Improving the service delivery and response time to the citizens of Nagaland enabling quick access to information
- Streamlining the Information flow within the State
- Leveraging IT for greater transparency, accountability and easier access to information

The department had proposed to provide connectivity as given below:

Particulars	No. of PoPs (Point of Presence)
State Head Quarter	1
District Head Quarter	10
Block Head Quarter	38
<b>Total</b>	<b>49</b>

In addition to the above places, Horizontal Connection to other departmental offices would be given as under:

Particulars	No. of HLs (Horizontal Locations)
State Head Quarter	40
District Head Quarter	25
Block Head Quarter	5
<b>Total</b>	<b>70</b>

The Department is in the process of preparing the SWAN RFP which is to be submitted to Government of India, Ministry of Communication & Information Technology for approval.

**2.7.5. Network Connectivity for Nagaland Civil Secretariat**

The Ministry of Information and Communication, Government of India has provided LAN for 100 Clients (Computers) in the Secretariat and this has been completed in collaboration with NIC.

**2.7.6. RF Network**

The Department has been undertaking this project of providing Radio Frequency connectivity to the Directorates and other important establishments in the State Capital. The total number of locations covered so far is 40.

**2.7.7. State Network Operating Centre**

The State Network Operating Centre will be the main hub where all network transaction will be managed. State portals, E-mail services etc will be hosted from this center. Gateway to Internet facility for the radio network will be done from this center. A room in the New Secretariat has been allotted to the department and necessary renovation, furnishings, wiring etc. are completed..

### **2.7.8. Web Portal for Community Information Centres (CICs)**

The department is in the process of developing a web portal for Community Information Centres, which would provide better and faster government to citizen (G2C) services. This portal will provide greater access to news and information for the people of Nagaland in all the 52 Blocks, on the range of topics including economic development, small business, education, job opportunities and health, while also creating a network that will allow organizations to increased information sharing across the country.

### **2.7.9. Public Information Kiosk**

The Department plans to install Information Kiosks at key locations which will provide Fast, Easy and Better access to information like Government schemes, activities, notifications, visitor guide maps, etc. This will empower citizens with knowledge based information.

### **2.7.10. State Data Centre (SDC)**

The SDC is another project under the National e-Governance Plan (NeGP) to consolidate services, applications and infrastructure to provide efficient electronic delivery of G2G, G2C and G2B services. These services can be rendered by the states through common delivery platform seamlessly supported by core connectivity infrastructure such as SWAN and Common Service Centre (CSC) connectivity extended upto village level. The state Government is in the Process selecting consultant for SDC.

### **2.7.11. Community Information Centres (CIC)/ Common Service Centres (CSCs)**

There are 52 CICs across the state located at Block level. The following services are provided at the CICs:

- Internet Connectivity and Browsing facility
- Printing
- Computer Literacy Programs in collaboration with IGNOU
- Computer Training

This was a project started by the Ministry of IT all over the North eastern states of the Country for a period of 5 years which expired in march 2007. On request from the state government the GOI has decided to extend support for another 2 years on the condition that the CICs will be converted to Common Service Centres (CSCs) which is another project under the National e-Governance Plan (NeGP).

The State Government has expressed its willingness to convert the existing CIC's to CSC's vide letter No. ITTE/3-4/00 (Pt.-III) Dated 29<sup>th</sup> March 2007. Infrastructure Leasing & Finance Service (IL&FS), who are the National Level Service Agency (NLSA) has requested for a meeting to make a detail presentation on the scope of the project.

### **2.7.12. eModop**

It is the endeavor of Government of Nagaland to provide to all citizens, integrated services, by utilizing the modern tools of Information Technology in order to ensure reliable, efficient and transparent system of governance. In order to achieve these objectives, it has been decided by Government of Nagaland to implement an e Governance project called e Modop on the lines of similar projects implemented elsewhere in the country. The vision of the e Modop project

is "to provide to the citizens of Nagaland all G2C services and information with regard to schemes and programs of departments and agencies of Central, State and Local Governments in an efficient, reliable, transparent and integrated manner through easy access to Integrated Citizen Service Centers, kiosks, mobile phones and the internet". The mission statement of the e Modop project is "to provide service 2 citizens that is reliable and always available".

The objective of the e-Modop project is to offer a variety of services to citizen pertaining to various departments and agencies of central/ State and local governments through the network of CICs and internet kiosk. The services includes :-

- Electricity/BSNL Bill Payments
- Issue of birth & Death certificates.
- Filling of application for passports.
- Issue of ST/SC, Indigenous Inhabitant certificates
- Public Grievances redressal/
- Information on PDS/rural development funds to VDBs

The pilot project is already in its roll out stage. At present these services are being offered through CIC centres at the block headquarters.

### **2.7.13. Student selection/Enrollment:-**

Selection of students to the Polytechnics is done through an entrance examination conducted every year by the SCTE with merit as the sole criterion. Enrollment of students to the 3 Polytechnics for the last five years are as follows:-

YEAR	NO.OF BOYS	NO.OF GIRLS	TOTAL
2002	60	12	72
2003	87	24	111
2004	129	36	165
2005	183	63	246
2006	177	46	223

### **2.7.14. Staff Training**

Staff development is a continuous process and needs to be enforced at regular intervals; particularly in the field of IT and technical education where "tools of the trade" need to be regularly updated if we intend to keep abreast of the rest of the world – or else we will be found wanting and be left behind because of obsolescence. Through the aid of the World Bank project, introduction of revised curriculum and new programs have been facilitated and accordingly, most of the faculty and staff of the Polytechnics have been sponsored for undergoing various trainings and attending workshops in areas identified as per program needs of the curricula.

### 2.7.15. Scholarship

The existing stipend rate for Diploma Engg. Students is Rs.250/- per month with a one time bookgrant of Rs.200 which has been in existence for the last 25 years without revision while that for Degree Engg is Rs.500/- per month with a book grant of Rs.3500/- for the whole course- this rate has been in force since the last 12 years. In order to attract more students to Technical Engg. courses, the stipend rates for Diploma and Degree courses have been proposed for enhancement by 100% and 50% to Rs.500/- and Rs.800/- PM respectively. The book grant may also be enhanced to Rs. 3000/- and Rs.6000/- respectively. This will go a long way in helping our students make ends meet for their studies keeping in view the ever increase in the cost escalation of all items especially books. Accordingly, a proposal has already been submitted to the Government for allocation of Rs. 61 Lacs (additional) to meet the above mentioned expenditure in the interest of the students.

Disbursement of scholarship for students undergoing Diploma and Degree courses both within and outside the State for the last 5 (five) years are as under:-

**(Rs. in Lac)**

SINo	YEAR	FOR DIPLOMA	FOR DEGREE	TOTAL
1	2001-2002	5.35	19.50	24.85
2	2002-2003	4.61	20.25	24.86
3	2003-2004	8.11	24.60	32.71
4	2004-2005	5.43	27.93	33.36
5	2005-2006	15.52	29.24	44.76

### 2.7.16. Joint Entrance Examination (JEE)

The department of IT and TE has taken over the subject of joint entrance examination (JEE) from 2006. With a view to making the whole selection procedure transparent and systematic, the entire process is being computerized. Till date, the joint entrance examination is being conducted by the Nagaland Board of School Education (NBSE) and the department is involved in the process of selection and nomination of candidates for the various courses on offer. Meanwhile, the department has started exploring the possibility of taking over the whole process of JEE including the conduct of examination in the near future. The department is also studying the examination system of various private companies and other states conducting similar exams in order to adopt a system which would be suitable for our state. However, conduct of JEE examination in the near future will entail additional expenditure for installation of equipment, company services, manpower training, upgradation, periodical servicing of equipment etc. These requirements have been highlighted to the Government for necessary action. The number of students nominated by the department for undergoing various courses through the JEE for the last five years are as indicated below:-

YEAR	MEDICAL & ALLIED COURSES	ENGG. COURSES	TOTAL
2002-2003	90	98	188
2003-2004	90	110	200
2004-2005	93	115	208
2005-2006	94	100	194
2006-2007	116	117	233

### **2.7.17. State Council for Technical Education (SCTE)**

The State Council for Technical Education has been overseeing admissions and examinations of the technical institutions within the State. This arrangement will continue till a full fledged Directorate for Technical Education is established. In this regard, proper streamlining and manning of the Department is absolutely essential and It has been proposed for having a parallel line up in the department; one to look after IT sector and the other to deal with matters relating to Technical Education. A proposal has also been submitted to the Government for creation of minimum number of posts to man the department.

SCTE has been regularly generating revenue for the Government by way of admission and examination fees collected from the students. Revenue earnings for the last three years are as under:-

<b>Revenue Earnings In Respect Of Polytechnic Institutes</b>				
	2004-05	2005-06	2006-07	Total
KPA	2,23,870/-	4,11,548/-	10,88,510/-	Rs.17,23,928/-
GPK	3,239/-	1,81,743/-	2,24,880/-	Rs. 4,09,862/-
ICIT	15,300/-	44,200/-	87,960/-	Rs. 1,47,460/-
SCTE	11,300/-			Rs. 11,300/-
Grand Total				Rs.22,92,550/-

### **2.7.18. Opening of Commercial training institute /Computer Centre**

A criterion for establishment of new institutes is under process. This will ensure imparting of quality technical /vocational education to the people.

### **3. Powers and duties of officers and employees under Section 4(1)(b)(ii) of Right to Information Act, 2005**

The powers and duties of the officers in the Directorate are indicated below:-

#### **3.1. Director**

The Director is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He exercises general supervision and control over the staff under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matter should be dealt with in consultation with the Director who will be in over all charge of the Department.

#### **3.2. Project Director**

The Project Director deal with cases relating to the subjects allotted and submit to Director such cases as may be specified and exercise control over the sections placed in his charge both in regard to dispatch of business and in regard to discipline. The project Director is also in charge of supervision and monitoring of all IT projects in the Department.

#### **3.3. Assistant Director (IT)**

He is also the drawing and disbursing officer(DDO) and looks after all establishment matters of the Directorate . Administration of all technical matters and overseeing the implementation of IT activities and projects.

#### **3.4. Program Officers(IT)**

There are four Program Officers in the directorate who are assigned with the implementation of following activities:-

- IT Policy/ projects and Technical opinions being sought by user Departments.
- Monitoring and supervision of community information centre.
- Technical matters relating to NSWAN, CSC, State Data Centre
- Capacity building initiatives under NeGP
- Implementation of innovative information technology project under state plan like e-Modop, Village Knowledge centre.
- Preparation of annual plan/administrative reports

#### **3.5. Office on special duty (OSD)**

OSD deals with matters relating to the technical education Administration, Scholarship/stipend, Joint entrance Exam, pension /GPF/Medical Reimbursement.

#### **3.6. Assistant Director/Controller of Exam(Technical Education)**

All account matters & planning,  
All AICTE/SCTE Matter  
Commercial training institute/Computer centre within the state  
Examination Matters other than JEE, Establishment.

#### **3.7. Junior Account Officer**

All accounts matters and planning of budget

#### **4. Procedure followed in decision making process under Section 4(1)(b)(iii) of Right to Information Act, 2005**

The Department follows the procedure laid down in

- (a) Central Civil Services (Leave) Rules 1972
- (b) Nagaland Financial Rule
- (c) Office Procedure (Secretariat Manual 1969)
- (d) Nagaland Services (Discipline and Appeal) Rules 1967
- (e) Nagaland Government Servants Conduct Rules 1968
- (f) Nagaland Directorate/ Ministerial Service Rule 2006
- (g) Annual Plan

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

if a reply is required to be made on any representations, the decisions are communicated to the petitioner.

#### **5. Norms set for the discharge of functions under Section 4(1)(b)(iv) of Right to Information Act, 2005**

For the discharge of functions allocated to the Information Technology Department, the department follows the norms set by Govt. of Nagaland, Manual of Office Procedure as also applicable Guidelines of Central/ State Schemes, Rules and Regulation.

#### **6. Rules, Regulations, Instructions, Manuals and records for discharging functions under section 4(1)(b) (v) of Right to Information Act, 2005**

The department does not have any specific Acts and Rules under its control or administered by it. The business in the department is carried out with reference to the instructions, rules and regulations and the instructions issued thereof by the Govt. of Nagaland.

**7. A statement of categories of documents that are held by it for its control under section 4(1)(b)(vi) of Right to Information Act, 2005**

SINo	Name / Nature Category of documents	Name of documents	Held by under control of
1	Establishment	General administration, Appointment, promotion, transfer and posting, confirmation of service of all non-gazetted staff. Maintenance of personal files of all gazetted officer and non-gazetted	PIO
2	Planning	Preparation of annual and five year plan documents. Preparation Plan proposals, Achievement Reports, Annual administrative plan	PIO
3	Accounts	Bills and Cash, Budget estimate, revised estimate documents, GPF, T.A. and Tours, Medical bills, leave encashment, monthly expenditure statement, reconciliation of expenditure, Audit and PAC correspondence	PIO
4	IT Projects	IT related projects egovernance projects, Trainings.	PIO
6	Technical Education	Scholarship/stipend, Joint entrance Exam, pension, All AICTE/SCTE Matter ommercial training institute/Computer centre within the state Examination Matters.	PIO

**8. 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 under Section 4(1)(b)(vii) of Right to Information Act, 2005**

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, the participation of non-officials is there in certain committees constituted by this Department. The suggestions and views on policy matters and programmes received from the public/Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations/observations made

by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

**9. 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 under section 4(1)(b)(viii) of Right to information Act, 2005**

**9.1. IT Council**

(Circular..No.IT/5-10/04, I.T. Deptt., Dated 19-7-2004)

**Purpose:**

The main objective of IT council is to formulate policy guidance for IT development in the State

**Details of Members:-**

Chief Minister	-	Chairman
Minister	-	IT,THE , S&T
Minister	-	Planning
Minister	-	Finance
Minister	-	Health & Family Welfare
Minister	-	Agriculture
Minister	-	School Education
Minister	-	Transport
Minister	-	Home
Minister	-	RD
Minister	-	Industries
Chief Secretary		
Vice Chancellor		
Chief Chancellor Nagaland University		
Director General NIC		
Advisor S&T , NEC shillong		
Secretary IT	-	Member Convener

**9.2. State Level e-governance Apex Committee(SeGP)**

(Notification No.ITTE/5-17/05 Dt. 24.10.05)

**Purpose:**

SeGP was formed with a view to increase transparency,efficiency and effectiveness for delivery of citizen services under NeGP. SeGP apex committee is entrusted to provide strategy direction and oversee the state eGovernance programme and ensure inter departmental co-ordination.

**Details of members**

Chief Secretary	-	Chairman
Addl.Chief Secretary	-	Member
Development Commissioner		
Addl.Chief Secretary	-	Member
Personnel & Adm Reforms		
Principal Secretary	-	Member
Information Technology		

### 9.3. Purchase Board

**Purpose:**

Examine the quotations and make recommendation with regard to the purchase of Computers on the basis of the report submitted by the Technical Committee.

**Details of members**

Commissioner & Secretary , ITTE  
 Finance Commissioner or Representative  
 Commissioner & Secretary , Law & Justice or Representative  
 Project Director (SPIU) Directorate of ITTE.

### 9.4. State Council of Technical Education(SCTE)

(Notification no.ITTE/10-3/04 Dt. 15 March '05)

**Purpose:**

Advised the State Government in all matters relating to technical education .

**Details of members**

Minister for IT&TE	:-	Chairman
Finance Commissioner, Nagaland	:-	Members
Development Commissioner, Nagaland	:-	Members
Commissioner & Secretary, IT&TE	:-	Members
Project Director SPIU, DITTE	:-	Members
Chief Engineer, Power, nagaland	:-	Members
Chief Engineer, PHE, Nagaland	:-	Members
One representatives from AICTE Eastern Region	:-	Members
One representatives from NITTR, Kolkatta	:-	Members
One representatives from N.U	:-	Members
Controller of Examination(TechnicalEducation)	:-	Members
Principal, Govt. Polytechnic, Kohima	:-	Members
Principal, Khelhoshe Polytechnic,Atoizu	:-	Members
Principal, Institute of Communication & Information Technology, Mokochung	:-	Members
Secretary , NBSE, Kohima	:-	Members
Engineer-in-Chief Work & housing Nagaland: Kohima	:-	Members
Director IT&TE	:-	Members

### 9.5. State level Committee

Notification no.ITTE/10-10/04 Dt. Kohima 9<sup>th</sup> March '05

**Purpose :**

Examined and recommend cases of Diploma Level Institutions in Engineering , Technology, Pharmacy, Hotel management, Catering Technology, Architecutre, Applied Arts & Crafts and Medical Lab Technoloyg for the following puposes :-

- Establishemnt of new institutions
- Variation in intake capacity of existing institutions
- Re-adjustment of courses in existing institutions
- Extension of approval of existing institution beyond the academic year 2004-05.

**Details of members**

Commissioner & Secretary (ITTE) :- Chairman  
 Regional Officer AICTE/or his :- Members  
 Nominee

**Subject Experts**

Dr.Ranjan Dasgupta(Pro) :- Members  
 Dept. of Computer Sc. & Engg  
 TITI Kolkatta  
 Prof. S.K Gupta Dept of Education :- Members  
 Nagaland University

Director, ITTE :- Members  
 Project Director , SPIU :- Members  
 Controller of Exams SCTE

**10. Directory of Officers and Employees under Section 4(1)(b)(ix) of Right to Information Act, 2005**

Sl. No	Name and Designation Of the Officer	Contact Numbers	E-Mail
1	Mr.Abhishek Singh,IAS Director	9436010439	secyit-ngl@nic.in,
2	Mr.Athili kathipri, OSD and Principal Govt. Polytechnic Kohima	070-2271432	athilikathipri@yahoo.co.in
3	Mr.Imsayuba Naga, Project Director	0370-2271470 Extn-300	imsanaga@yahoo.com
4	Mr.T.Tongtiliba Longkumer Assistant Director	0370-2271470 Extn-313	ttlkr@rediffmail.com
5	Mr.Vipulhou Lhoungu Assistant Director	0370-2271432	vipulhou@yahoo.co.in
6	Mr.Longmetang Principial , ICIT mokochung		
7	A.K.Singh Principla , Khelhoshe Polytechnic Atoizu		
8	IT section	0370-2271470	
9	TE Section	0370-2271432	

**11. Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulation under section 4(1)(b)(x) of Right to Information Act, 2005**

**(1) Directorate of Information Technology And Technical Education**

**(1-A) Information Technology Section**

Sl. No.	Name of the Employees	Name of the Post/ Designation	Group of post (A/B/C/D/ Fixed)	Scale of Pay
1	Mr.Imsayuba Naga	Project Director	A	10000-325-15200
2	Mr.T.Tongtiliba Longkumer	Asst.Director	A	8500-275-14200
3	Mr.Razou Vizo	Procurement Coordinator	A	8500-275-14200
7	Ms.Asono Mor	Program Officer	A	8000-275-13580
8	Mr.Daniel Krocha	Program Officer	A	8000-275-13580
9	Mr.Sabou Yashü	Program Officer	A	8000-275-13580
10	Mr.Chura Katiry	Program Officer	A	8000-275-13580
11	Ms.Nothono Yoho	Steno	C	4500-125-7000
12	Ms.Ketsoseno Tetse-o	UDA	C	4500-125-7000
13	Ms.Asangla Masa	LDA	C	3200-85-4900
14	Mr.Makensoba	LDA	C	3200-85-4900
15	Mr.Mezhukhotuo	Technical Assistant	Fixed	4500
16	Mr.Pudusel Theyo	Driver	Fixed	3200
17	Mr.Imnasungba	Driver	Fixed	3200
18	Mr.Akyuba Sangtem	Driver	Fixed	3200
19	Mr.Nokenkumba	Driver	Fixed	3200
20	Mr.Mukti Prasad	Peon	Fixed	3200
21	Mr.Tepusakho	Peon	Fixed	3000
22	Viphrezonuo	Office Assistant	Fixed	4500.00
23	Vilhoubetuo	Office attendant	Fixed	3500.00
24	Ketshulhoulie	Office attendant	Fixed	3500.00
25	Kevilenuo	Office Attendant	Fixed	3500.00

26	Neisavituo	Security Guard	Fixed	3500.00
27	Rokovino	Janitor	Fixed	3000.00
28	Viqheli	Janitor	Fixed	3000.00
29	Moilong Konyak	Office attendant	Fixed	3000.00
30	Amar Bahadur	Electrician/Engine Driver	Fixed	3500.00

**(1-B) Technical Education Section**

Sl. No.	Name of the Employees	Name of the Post/ Designation	Group of post (A/B/C/D/ Fixed)	Scale of Pay
1	Mr. Athili Kathipri	Officer on Special Duty(OSD)	A	14300-18300
2	Mr.Vipulhou Lhoungu	Assistant Director & Controller of Exams	A	8000-275-14200
3	Mr.Rongsensashi	Visiting Accountant	C	4750-125-7500
4	Mr.Pratsolie	UDA	C	4500-125-7000
5	Mr.Kumsangnochet	UDA	C	4500-125-7000
6	Ms.Kahonili	UDA	C	4500-125-7000
7	Mr.Imsomenba	Draftman	C	4125-100-6475
8	Ms.Opangmenla	LDA	C	3200-85-4900
9	Ms.Vepotalü	LDA	C	3200-85-4900
10	Ms.Hengwale	Typist	C	3050-75-4590
11	Mr.Nungshimayang	Peon	D	2550-55-3200
12	Mr.Petevituo	Driver	Fixed	3200
13	Mr.Purnukshi Ao	Peon	Fixed	3200
14	Mr.Kedoru Lhoungu	Peon	Fixed	3200

**(2) Khelhoshe Polytechnic Atoizu**

Sl. No.	Name of the Employees.	Name of the Post/Designation	Group of post (A/B/C/D/Fixed)	Scale of Pay
1	A.K.Singh	Principal	A	12000-275-13500
2	David Tsela	Lecturer	A	"
3	Sukheto Chishi	w/s supdt.	A	"
4	Imtiyongdang	Lecturer	A	2100-60-4000
5	Tiakaba	"	B	8000-275-13500

6	I. Metha	"	B	"
7	K. Rhutso	"	B	"
8	Among	"	B	"
9	Zapulhoulie	"	B	"
10	Nungshisosang	"	B	"
11	Vacant	Physics	B	"
12	S.K. Layek	Asstt.lect	C	5500-175-9000
13	M. Kumar	"	C	5000-150-8000
14	A. Mandal	"	C	"
15	M.N.Biswas	"	C	"
16	A. Karmakar	Demonstr.	C	5500-175-9000
17	Vacant	Demo (e)	C	5000-150-8000
18	Vacant	Demo (m)	C	"
19	M. Senti	Demo (civil)	C	"
20	P.S.R.Nair	Demo (ch)	C	"
21	T. Zhekuto Kibami	Foreman (m)	C	5500-150-8000
22	I.Toshi	Foreman(e)	C	"
23	Khutoi	Draftsman	C	5000-150-8000
24	Kashiho	Librarian	C	4125-100-6475
25	Kakuto	Instr.(b)	C	4000-100-6000
26	A. Hussain	Instr.(e)	C	4125-100-6475
27	Vikiho	Instr.(w)	C	"
28	Nihozhe	Instr.(e)	C	"
29	Lutoi	Instr.(m)	C	"
30	Hetoi	Instr.(e)	C	"
31	Zhehoshe	Instructor	C	4000-100-6000
32	Nguheto	Instructor	C	"
33	Ayepu	Instr.(carp)	C	"
34	Rokumsingh rai	Lineman	C	"
35	Hokughato	A/Lineman	C	2750-70-4400
36	Kihoto	I/Asst. phy.	C	4000-100-6000
37	Ram Kant Ram	L.A. chemistry	C	4125-100-6475
38	Vitoshe	Driver	C	4000-100-6000
39	Hoxuvi	Driver	C	2750-70-4400
40	Vihoto	H.A	C	5500-150-8000
41	Khevishe	Surveyor	C	3200-85-4900
42	Zhuhevi	Store keeper	C	4750-125-7500
43	Khuhevi	UDA	C	5500-150-8000
44	Hosheli	UDA	C	4750-125-7500
45	Hezhekhu	UDA	C	4125-100-6475
46	Khesheli	LDA	C	"
47	Atoli	LDA	C	"
48	Hoili	LDA	C	"
49	Avito	LDA	C	4125-100-6475
50	Hushili	LDA	C	3050-75-4590
51	Visheli	Typist	C	3050-75-4590
52	Kakheto	B/Conductor	D	2750-70-4400
53	Aghovi	C/Chowkidar	D	2550-55-3200

54	Hevishe	W/S helper	D	2750-70-4400
55	Mithiche	Night guard	D	"
56	Nihoto	o/peon	D	"
57	Ihoshe	o/peon	D	"
58	Vehovi	w/s helper	D	"
59	Vekhavi	"	D	"
60	Nishito	"	D	"
61	Xutoshe	"	D	"
62	Yeviye	Mali	D	"
63	Luwoto	H/Cook	D	"
64	Viwoto	"	D	"
65	Lhovuxu	w/s Helper	D	"
66	Xukivi	o/peon	D	"
67	Piwoto	o/peon	D	"
68	I. Atovi	w/s helper	D	"
69	Nitoli	m. attnd.	D	2610-60-3540
70	Ghushito	s/chowkidar	D	2500-55-3200
71	Katovi	mali	D	"
72	Akhevi	h/cook	D	"
73	Aheto	h/cook	D	"
74	T. Atovi	w/s helper	D	"
75	Kheto	o/peon	D	"
76	Kanito	o/chowkidar	D	"
77	Hesheto	sweeper	D	"
78	Vitoshe	p.peon	D	"
79	Tohoni	h/cook	D	"
80	Zheholi	m/attnd.	D	800-18-1475
81	Kisheto	h/cook	D	"
82	Khutoi	o/peon	D	"
83	Kiyekhu	h/cook	D	"
84	Yetoli	h/cook	D	-"
85	Nivili	h/cook	D	"
86	Vihuka	h/cook	D	"
87	Goikhu	s/chowkidar	D	"
88	Khetoni	lib/attnd	D	800-18-1475
89	Viheli	h/cook	D	800-18-1475
90	Shenili	typist	Fixed	3500
91	Tali sunep	demonstrator	"	4500
92	Itoli	h/chowkidar	"	2000
93	Hesheli	h/cook	"	2000
94	Zhenili	h/chowkidar	"	2000
95	Shantitoli	sweeper	"	2000
96	Izhekhu	h/cook	"	2000
97	Khatovi	h/cook	"	2000
98	Henito	w/s helper	"	2000
99	Pukhato	"	"	2000
100	Bohoi	s/chowkidar	"	2000

**(3) Government Polytechnic Kohima**

Sl. No.	Name of the Employees.	Name of the Post/Designation	Group of post (A/B/C/D/Fixed)	Scale of Pay
1	Mr. Athili Kathipri	Principal	A	14300-18300
2	Mr. Weprenyi khotso	Lecturer	A	7450-11500
3	Mr. Athalie dolie	Lecturer	A	7450-11500
4	Mr. K. Kapfo	Lecturer	A	7450-11500
5	Mrs. K. Miachio	Lecturer	A	7450-11500
6	Mrs. Vichasunuo	Lecturer	A	7450-11500
7	Mrs. Jolly mathew	Lecturer	A	
8	Mrs. Hozheli sema	Sr. H.A	B	6000-7750
9	Mr. Haidwating thou	Instructor	C	4000-6000
10	Mrs. P. samzai	Foreman	C	4125-6475
11	Mrs. Dzeisetuou	Typist	C	3050-4590
12	Mrs. Lolenyangla	Typist	C	3050-4590
13	Mrs. Chubasangla	Steno	C	4125-6475
14	Mrs. Viholi	LDA	C	3050-4590
15	Mr. Visakuo	Lab/asst.	C	4000-6000
16	Mr. Shikaho	Lab/asst.	C	4000-6000
17	Mr. Meyakumba	Driver	C	2750-4400
18	Mrs. Vezituou	Cleaner	C	2550-3200
19	Mr. Tiakumzuk	Lib. asst	C	3200-4900
20	Miss. Talirenla	Peon	D	2550-3200
21	Mrs. Mengusienuo	Typist	C	3050-4590
22	Mr. Keduolhokho	Peon	D	2550-3200
23	Mrs. Neshu movi	LDA	C	3050-4590
24	Mr. Thepfuzotuo	N/Chowkidar	D	800-1475
25	Mr. Kedilezo	Peon	D	2610-3540
26	Mr. Sanyu	Handyman	D	850-1630
27	Mr. Pezatuo	Peon	D	2610-3540
28	Mr. Thepfusezhu	Mali	D	800-1475
29	Mrs. Mezovou	Sweeper	D	2610-3540
30	Mr. Temsunungsang	Driver	D	900-1760
31	Mr. Tseibou	D/Chowkidar	D	2550-3200
32	Mrs. Neiketou	Lib/Bearer	Fixed	2000
33	Mrs. Khrielenuo	N/Chowkidar	D	800-1475
34	Ms. Tezenle	LDA cum Computer asst.	Fixed	3200

**(4) Institute of Communication And Information Technology**

Sl. No.	Name of the Employees	Name of the Post/ Designation	Group of post (A/B/C/D/ Fixed)	Scale of Pay
1	Mr. Longmetang	Principal	A	8500-275-14200
2	Mr. Neisekho Chaya	Lecturer	A	8000-275-13580
3	Mr. Khrieketoulie Rüpreo	Lecturer	A	8000-275-13580
4	Mr. Talitemjen Jamir	Lecturer	A	8000-275-13580

5	Ms. Katijungla Imchen	Lecturer	Fixed	10000.00
6	Mr. M.L. Meren	Lecturer	Fixed	10000.00
7	Mr. Meribemo	Lecturer	Fixed	10000.00
8	Mr. Videl Khieya	Lecturer	Fixed	10000.00
9	Mr. Temjenyanger	Lecturer	Fixed	10000.00
10	Meyachuba	Lecturer	Fixed	10000.00
11	Mr. Sungtimeren Jamir	Librarian	Fixed	10000.00
12	Mr Temjenyanger	Office Asst/Library Asst	Fixed	5500.00
13	Mr. Imliakum	Data Entry Operator	Fixed	5500.00
14	Arensosang jamir	Lab Assistant	Fixed	4500.00
15	Bendangsenla	Office Assistant	Fixed	5500.00
16	Purwati	Office Assistant	Fixed	5000.00
17	Moasungba	security	Fixed	3500.00
18	Lipoktemjem	security	Fixed	3500.00
19	Ghesto Sema	Driver	Fixed	3700.00
20	Lanutoshi	Driver	Fixed	4000.00
21	Ms. Sentinaro	Girls Hostel matron	Fixed	3000.00
22	Mr. Buronen	Janitor	Fixed	3000.00
23	Supongmeren	Janitor	Fixed	3000.00
24	S.Chuba Aier	Handyman	Fixed	3000.00
25	Tako	Boys Hostel cook	Fixed	3000.00
26	Asang	Boys Hostel cook	Fixed	3000.00
27	Rongsenla	Girls Hostel cook	Fixed	3000.00
28	Ms. Katijungla Imchen	Lecturer	Fixed	10000.00

***In addition to the basic pay, the officers and employees are entitled to draw other allowances such as Dearness Pay, HRA, CCA as per the orders in force.***

**12. Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made under section 4(i) (b) (xi) of Right to Information Act, 2005**

The details of the Budget Estimate 2005-2006 for all these are given below:

(Rs. In Lac)					
Sl. No.	Major Heads/Minor Heads of Development	Annual Plan 2007-08			
		State Plan	Non-Plan	CSS	Total
0	1	2	3	4	5
<b>1</b>	<b>3425-INFORMATION TECHNOLOGY</b>				
	<b>Major Head: 3425 - Other Scientific Research</b>				
	<b>001-Direction &amp; Administration</b>				
1	001(01) Salaries	47.00			47.00
2	001(02) Wages	5.00			5.00
3	001(03) Travel Expenses	7.00			7.00
4	001(04) Office Expenses	10.00			10.00
5	001(05) Motor Vehicles	4.00			4.00
6	001(06) Machinery & Equipment/Tools & Plant	80.00			80.00
7	001(07) Maintenance	4.00			4.00
8	001(08) Payment for Professional, Special Services & Training, NeGP, etc.				
	i) NeGP	475.00			475.00
	ii) Professional, Special Services & Training	3.00			3.00
	<b>3425-60-001(08) Sub-Total</b>	<b>478.00</b>			<b>478.00</b>
	<b>3425-60-001 (1): TOTAL</b>	<b>635.00</b>			<b>635.00</b>
	<b>3425-60-004 Research &amp; Development</b>	<b>15.00</b>			<b>15.00</b>
	<b>Total Revenue Section</b>	<b>650.00</b>			<b>650.00</b>
	<b>Capital Section:</b>	<b>0.00</b>			<b>0.00</b>
	<b>3425: TOTAL</b>	<b>650.00</b>			<b>650.00</b>
<b>2</b>	<b>2203-Technical Education</b>				
	<b>2203-00-001 Direction &amp; Administration</b>				
	<b>2203-00-001 (1) Direction</b>				
1	Salaries	0.00	12.25		12.25
2	Wages	0.00	4.62		4.62
3	Travelling Expenses	2.50	1.00		3.50
4	Office Expenses	3.00	0.45		3.45
5	Motor Vechicles	5.50	5.90		11.40
6	Materials & Supplies	2.00	0.14		2.14
7	Faculty Dev. Programme	1.00			1.00
8	Research & Planning	1.50			1.50
9	Maintenance	1.50			1.50
10	Library				
	<b>2203-00-001 (1): TOTAL</b>	<b>17.00</b>	<b>24.36</b>		<b>41.36</b>
	<b>2203-00-105-Polytechnics</b>				
	<b>2203-00-105(1) Principal, Khelhoshe Polytechnic, Atoizu</b>				
1	Salaries	0.00	155.83		155.83
2	Wages	0.00	1.26		1.26
3	Travel Expenses	1.00	1.00		2.00

4	Office Expenses	2.00	0.64		2.64
5	Motor Vehicles	1.00	0.35		1.35
6	Materials & Supplies	2.00	0.27		2.27
7	Tools & Plants/Machinery & Equipment	3.50	0.84		4.34
8	Maintenance/Minor Works	0.50	25.12		25.62
9	Library	1.00			1.00
10	Industrial Training/Excursion	1.00			1.00
11	Entrepreneurship				0.00
	2203-00-105(1): TOTAL	12.00	185.31		197.31
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>2203-00-105(2) Govt. Polytechnic, Kohima</b>				
1	Salaries	0.00	41.83		41.83
2	Wages	0.00	1.08		1.08
3	Travel Expenses	1.00	0.75		1.75
4	Office Expenses	2.00	0.27		2.27
5	Motor Vehicles	1.00	0.15		1.15
6	Materials & Supplies	2.00	0.21		2.21
7	Tools & Plants/Machinery & Equipment	2.00			2.00
8	Maintenance/Minor Works				0.00
9	Library	1.00			1.00
10	Industrial Training/Excursion				0.00
11	Entrepreneurship	0.00			0.00
	<b>2203-00-105(2): TOTAL</b>	<b>9.00</b>	<b>44.29</b>		<b>53.29</b>
	<b>2203-00-105(3) World Bank Assisted Third Technician Education Project (EAP)</b>				
	Khelhoshe Polytechnic, Atoizu	59.06			
	Government Polytechnic, Kohima	51.08			
	ICIT, Mokokchung	68.72			
	State Project Implementation Unit (SPIU)	88.96			
	<b>2203-00-105(3): TOTAL</b>	<b>267.82</b>			
	<b>2203-00-105(4) ICIT, Mokokchung</b>				
1	Salaries	0.00	5.00		5.00
2	Wages	0.00	0.15		0.15
3	Travel Expenses	1.00			1.00
4	Office Expenses	2.00			2.00
5	Motor Vehicles	1.00			1.00
6	Materials & Supplies	2.00			2.00
7	Tools & Plants/Machinery & Equipment	1.00			1.00
8	Maintenance/Minor Works				0.00
9	Library	1.00			1.00
10	Industrial Training/Excursion				0.00
11	Entrepreneurship				0.00
	<b>2203-00-105(4): TOTAL</b>	<b>8.00</b>	<b>5.15</b>		<b>13.15</b>
	<b>2203-00-107 Scholarships</b>				
	<b>2203-00-107(1) Technical Scholarship</b>	9.00	54.00		63.00
	<b>2203-00-107(1): TOTAL</b>	<b>9.00</b>	<b>54.00</b>		<b>63.00</b>
	<b>2203-00-800 Other Expenditure</b>				
	<b>2203-00-800 (1)-State Council of Technical Education</b>				
1	Salaries	0.00	7.00		7.00

2	Wages	0.00			0.00
3	Travel Expenses	1.00			1.00
4	Office Expenses	1.00	0.14		1.14
5	Motor Vechicles	0.50			0.50
6	Materials & Supplies	2.00	0.14		2.14
7	Professional Services	12.00			12.00
8	Machinery & Equipment	2.00	0.11		2.11
9	Capacity Expansion	0.50			0.50
10	Maintenance/Minor Works	0.00			0.00
11	Block Grant	0.00			0.00
	<b>2203-00-800 (1): TOTAL</b>	<b>19.00</b>	<b>7.39</b>		<b>26.39</b>
	<b>Total Revenue Section, Major Head 2203- Technical Education</b>	<b>341.82</b>	<b>320.50</b>		<b>394.50</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Capital Section:</b>				
	<b>4202-02 Technical Education 4202-02-104 Polytechnics 4202-02-104(1) Buildings under Externally Project Aided Third Technician Education</b>				
	Upgradation & Construction of Govt. Polytechnics & Directorate building	177.18			
	Technical Education (Staff Quarters)	0.00			
	<b>Total Capital Section</b>	<b>177.18</b>			
	<b>Grand Total Technical Education</b>	<b>519.00</b>			
	<b>Grand Total: Information Technology &amp; Technical Education</b>	<b>1169.00</b>	<b>320.50</b>		<b>1489.50</b>

**13. The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes under section 4(i) (b) (xii) of Right to Information Act, 2005**

There are no subsidy components

**14. Particulars of recipients of concessions, permits or authorisations granted by it under section 4(i) (b) (xiii) of Right to Information Act, 2005**

Nil

**15. Details in respect of the information available to or held by it, reduced in an electronic form under section 4(i)(b) (xiv) of Right to Information Act, 2005**

The Public can obtain information about the functioning of the Departments in the Web site of Information Technology Department: [www.itnql.nic.in](http://www.itnql.nic.in).

The site contains information about Department of ITTE and its organizations, technology and application development, News and advertisement, Contact info,

infrastructure facilities, guidelines for empanelment of firms, IT Act 2000, IT policy, links to other sites of interest in the country.

#### **16. Particulars of facilities available to citizens for obtaining information under section 4(1) (b) (xv) of Right to Information Act, 2005**

The public are posted with information through Notice Board, Newspapers, Web site, Exhibitions and other means of advertising. Photo copier are available in the Office of PIO(RTI) for facilitating quick information to the citizens on request, as per relevant provisions of the RTI Act.

#### **17. Name and Designation and other particulars of Public Information Officers under section 4(i)(b) (xvi) Right to Information**

<b>Appellate authority</b>				
Sl.No	Name	Designation	Phone	E-mail
1	Shri.Abhishek Singh, IAS	Secretary ITTE	9436010439	Secyit-ngl@nic.in

<b>Public Information Officer</b>				
Sl.No	Name	Designation	Phone	E-mail
1	Smt.Sarah R.Ritse	Deputy Secretary ITTE	9436000468	

<b>Assistant Public Information Officer</b>				
Sl.No	Name	Designation	Phone	E-mail
1	Shri.Imsayuba Naga	Project Director (SPIU)	0370-22701470	imsa@yahoo.com
2	Shri.Tongtiliba	Asst.Director (IT)	0370-22701470	ttlkr@rediffmail.com
3	Shri.Vipulhou	Asst.Director (TE) & Controller Exams(TE)	0370-2271432	vipulhou@yahoo.co.in

#### **18. Such other information as may be prescribed and thereafter updated every year under section 4(i)(b) (xvi) Right to Information**