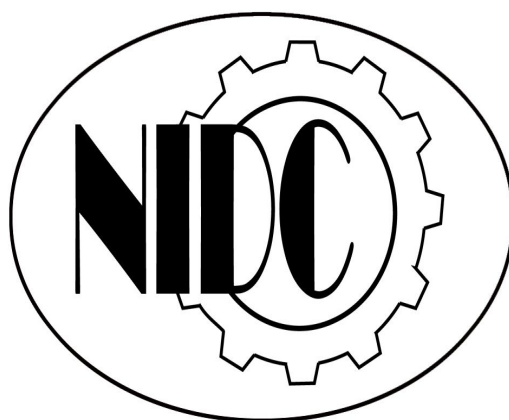


# **RIGHT TO INFORMATION ACT 2005**

***17 Manuals under Section 4(I) b, RTI Act***



**NAGALAND INDUSTRIAL DEVELOPMENT CORPORATION LIMITED**  
**(A Government of Nagaland Undertaking)**  
**IDC House, Dimapur 797 112, Nagaland**

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## **MANUAL NO.1**

Particulars of organization, functions and duties  
(Section 4(I)(b)(i) of Right to Information Act, 2005)

### **1. ORGANISATION**

The Nagaland Industrial Development Corporation Limited (NIDC) is a Government of Nagaland undertaking, incorporated on March 26, 1970 under the Companies Act, 1956 with a mandate to assist, develop and promote industrial growth in the State. Besides funding long-term needs of industrial ventures by way of loans and capital infusion, NIDC is instrumental in development of infrastructure, providing technical and commercial know-how to entrepreneurs. NIDC operates as a dual function as an SFC in the absence of a separate State Financial Corporation in the state. In the backdrop of the liberalized National economy, NIDC is undergoing organizational and operational restructuring to meet the demands of a dynamic economy. To promote economic and developmental activities for the benefit of the backward sections amongst the Minorities, preference being given to the occupational groups and women.

### **2 MISSION/VISION**

The Corporation has a mission to facilitate rapid and sustained industrial development in the State through enhanced investment, an investor friendly environment, provision of infrastructure and institutional support, attractive incentive package and optimum utilization of existing resources in order to gainfully exploit emerging opportunities in the national and international markets and generate substantial income and employment avenues for the people of Nagaland.

### **3. BROAD OBJECTIVES/FUNCTIONS**

The broad objectives of the organization, in brief is as under:-

- (i) To promote, develop, establish and assist industries in the State
- (ii) Create gainful employment opportunities for local population.
- (iii) Develop human resources and bring about improvement in the quality of life by promoting industrial ventures in sectors in which the State has a comparative advantage.
- (iv) To promote, act as an implementing agent and operate the Central/State Schemes especially in infrastructure development.
- (v) Develop industrial infrastructure in selected areas by providing common facilities in a compact area for specialized categories of industrial units. Provide other critical infrastructure such as power, water, communications, etc.
- (vi) To act as a State Channeling Agency (SCA) for availing assistance from central developmental agencies for the economic development of the region.
- (vii) Promote export-oriented industries with a view to exploit the emerging market opportunities in the neighboring countries.
- (viii) Develop marketing facilities for industrial products.
- (ix) Provide investor friendly environment by removing procedural bottlenecks and legal hurdles.

- (x) Encourage large and medium scale industries in the public, private, joint and assisted sectors to create an industrial base making use of the available resource base of the State in selective categories compatible with the local environment and ecology.
- (xi) To promote self-employment and other ventures for the benefit of minorities.
- (xii) To grant loans and advances at such rates of interest as may be determined from time to time in accordance with the guidelines or schemes prescribed by the Central Government Agencies or Decided by the Board of Directors of NIDC or by the State Government or by the Reserve Bank of India
- (xiii) To assist the state level organizations dealing with the development of the minorities by way of providing financial assistance or equity contribution and in obtaining commercial funding or by way of refinancing;
- (xiv) To work as an apex institution for coordinating and monitoring the work of all the beneficiaries under various schemes operated by NIDC.
- (xv) To help in furthering the Government policies and programmes for the development of of the region.

### **3. DUTIES OF THE GOVERNMENT UNDERTAKING.**

It is the duty of NIDC to carry out the objectives mentioned in Memorandum & Articles of Association set for the organization in a transparent and effective manner. Apart from this, in the functioning of the Company, it is also the duty of the Company to adhere to regulations contained in Memorandum & Articles of Association of the Company, and various norms, policies, guidelines issued by various Statutory Authorities.

### **4. Category of enterprises or individual to avail financial assistance from NIDC**

- \* SSI units
- \* Tiny units
- \* Small Road Transport Operators
- \* Small Scale Service & Business Enterprises (SSSBs)
- \* Large and Medium sector units
- \* Export Oriented Units
- \* Units undergoing Expansion/Diversification/Modernization

### **5. Organizational Structure**

Nagaland Industrial Development Corporation Limited (NIDC) is headed by a Managing Director consisting of following officials:-

Managing Director	: 1 No.
General Manager	: 3 Nos
Deputy General Manager	: 1 No
Manager	: 5 Nos
Deputy Manager	: 7 Nos
Assistant Manager	: 8 Nos
P.S. to Managing Director	: 1 No
Accountant	: 1 No
Senior Assistant	: 7 Nos

Junior Assistant	: 9 Nos
System Assistant	: 1 No
Receptionist	: 1 No
Steno	: 1 No
Data Entry Operator	: 8 Nos
Duftry	: 2 No.
Plumber	: 1 No.
Electrician	: 1 No.
Driver	: 9 Nos
Peon	: 15 Nos

## **6. Address of the Organization**

NAGALAND INDUSTRIAL DEVELOPMENT CORPORATION LTD.  
 IDC HOUSE, POST BOX NO. 5, DIMAPUR-797112. NAGALAND.  
 TEL ( :230571/230572/230573/230574)  
 FAX ( (03862) 228209  
 Website : [www.nagaind.com](http://www.nagaind.com) E-mail: [nidc@nagaind.com](mailto:nidc@nagaind.com)

## **7. Office Timings**

Summer : From 9.30 A.M. to 4.30 P.M. (From April 1 to September, 30)  
 Winter : From 9.00 A.M. to 4.00 P.M. (From October 1 to March, 31)

Working Days :- Monday to Friday  
 Holidays :- Saturday & Sunday  
 Transaction Hours :- 10.00 A.M. to 2.00 P.M.

## MANUAL NO.2

The Powers and Duties of its officers and employees  
(Section 4(I)(b)(ii) of Right to Information Act, 2005)

### A. Details of Powers and Duties of Officers.

<b>Name</b>	Smt Rose I Jamir
<b>Designation</b>	Managing Director
<b>Powers &amp; Duties</b>	Being Chief Executive Officer of the Corporation, all functions and activities are under her control.

<b>Name</b>	Shri R.K. Mitra
<b>Designation</b>	P.S. to Managing Director
<b>Powers &amp; Duties</b>	Assisting the Chairman & C.E.O. in all official matters. Maintenance of register of Directors and Shareholders, Annual Reports, monitoring of follow-up action on the decisions taken in the Board of Directors and instructions issued from the desk of C.E.O. and co-ordination with all Departments

### ***SECTION :- LOAN-I (NMDFC & CLS)***

<b>Name</b>	Shri Imsu Jamir
<b>Designation</b>	General Manager ( Section Incharge)
<b>Powers &amp; Duties</b>	In charge of overall supervision of the NMDFC, CLS, HPL Loans. Appraisal/disbursement and recovery including supervision and control of officials in the section.

<b>Name</b>	Shri N.Kakheho Aye
<b>Designation</b>	Manager
<b>Powers &amp; Duties</b>	Deals with appraisal, sanction, disbursement, recovery & follow-up under NMDFC & CLS loan.

<b>Name</b>	Shri Tongpangwati
<b>Designation</b>	Deputy Manager
<b>Powers &amp; Duties</b>	Assisting to Manager in NMDFC loan in regard to appraisal, sanction, disbursement & recovery of loan.

<b>Name</b>	Shri Benthang Ghap Rengma
<b>Designation</b>	Deputy Manager
<b>Powers &amp; Duties</b>	Assisting to Manager in NMDFC loan in regard to inspection & recovery of loan.
<b>Name</b>	Shri N.Odyuo
<b>Designation</b>	Deputy Manager
<b>Powers &amp; Duties</b>	Assisting to Manager in NMDFC loan in regard to inspection & recovery of loan.

<b>Name</b>	Shri T. Kiso
<b>Designation</b>	Deputy Manager
<b>Powers &amp; Duties</b>	Recovery & follow up of CLS & HPL Cases

<b>Name</b>	Shri Visato Pusa
<b>Designation</b>	Assistant Manager
<b>Powers &amp; Duties</b>	Assisting to Manager in NMDFC loan in regard to inspection & recovery of loan.

***SECTION :- LOAN-II (NSTFDC, NSFDC, TLI, SRTO, HUDCO)***

<b>Name</b>	Shri N.Sohe
<b>Designation</b>	General Manager
<b>Powers &amp; Duties</b>	In charge of overall supervision of the NSTFDC, HUDCO, TLI & SRTO Loans.Appraisal/disbursement and recovery including supervision and control of officials in the section.

<b>Name</b>	Shri P.Zuvito Waths
<b>Designation</b>	Manager
<b>Powers &amp; Duties</b>	Deals with appraisal, sanction, disbursement, recovery & follow-up under NSTFDC loan.

<b>Name</b>	Shri H.Pienyu
<b>Designation</b>	Manager
<b>Powers &amp; Duties</b>	Deals with appraisal, sanction, disbursement, recovery & follow-up under HUDCO, TLI & SRTO loan.

<b>Name</b>	Shri Imtisangba Walling
<b>Designation</b>	Deputy Manager
<b>Powers &amp; Duties</b>	Assisting to Manager in HUDCO, TLI & SRTO loan in regard to appraisal, sanction, disbursement & recovery of loan
<b>Name</b>	Shri Alemwapang
<b>Designation</b>	Assistant Manager
<b>Powers &amp; Duties</b>	Assisting to Manager in NSTFDC loan in regard to appraisal, sanction, disbursement & recovery of loan

**SECTION :- (Promotion & Development) and (Personnel & Administration)**

<b>Name</b>	Shri B.Longkumer
<b>Designation</b>	General Manager
<b>Powers &amp; Duties</b>	<p>In charge of overall supervision of the Promotion &amp; Development-Division. Responsible for the overall functioning of the New business, EDP and Management Information System (MIS), maintenance &amp; management of computer Hardware &amp; Software including supervision and control of officials.</p> <p>In charge of supervision of the Personnel &amp; Administration-Division. Responsible for functioning of the P&amp;A including supervision and control of officials.</p>

<b>Name</b>	Shri C.P Samy
<b>Designation</b>	Deputy Manager (Engg)
<b>Powers &amp; Duties</b>	Assisting General Manager in regard to all maintenance and premises related matters, Staff quarter at 5th mile, Office furnitures & fixtures, Telephone & Power supply (maintenance & bills), All kind of civil works, upkeep of office premises, office umbrella insurance, premises/offices related insurance.



<b>Name</b>	Smt Watila Jamir
<b>Designation</b>	Assistant Manager
<b>Powers &amp; Duties</b>	Deals with establishment matters, vehicle maintenance, printing & stationery, EDP matters, General charges, Office equipments, training & seminars.

<b>Name</b>	Smt Tiamongla Ao
<b>Designation</b>	Assistant Manager
<b>Powers &amp; Duties</b>	Deals with personnel matters, pay & allowances/leave salary & pension contribution, CPF/FBS/GIS/Gratuity/SSS, loans & advances, TA/DA bills, medical re-reimbursement bill, personal files/ACR/Increment/Appointment/ leave, ACP/VRS matters, allotment of duties & control of Grade IV staff.

<b>Name</b>	Shri Temjen Jamir
<b>Designation</b>	Assistant Manager
<b>Powers &amp; Duties</b>	Assisting the General Manager in new business proposals, ASIDE schemes, export/import information, matters relating to EPIP, IIDC & SEZ, International Trade Centre (ITC), Business summit, FIEO, Export House, State Mineral Dev. Corpn., National Housing Board, Cold Storage Plant, Rural Electrification, SLEPC (State Level Export Promotion Committee).

***SECTION :- Finance & Accounts***

<b>Name</b>	Shri C.M. Lotha
<b>Designation</b>	Deputy General Manager
<b>Powers &amp; Duties</b>	In charge of overall supervision of the Finance & Accounts Division. Responsible for the overall functioning of the finance & accounts, tax matters, C&AG matters, all kinds of audits, assets classification, finalization of accounts, PSU matters including supervision and control of officials under finance and accounts section.

<b>Name</b>	Shri Meyanungba
<b>Designation</b>	Manager
<b>Powers &amp; Duties</b>	Assisting DGM in matters relating to Finance & accounts, income tax, C&AG matters, audit, assets classification, finalization of accounts & audit, PSU, sanction & disbursement of loans, IDBI & SIDBI refinance, state equity share, annual budget & control, resources planning, maintenance of accounts, payments & receipts.

<b>Name</b>	Shri I.H.Shikhu
<b>Designation</b>	Deputy Manager
<b>Powers &amp; Duties</b>	Deals with checking of transaction of all loan files, reconciling of ledger, cash book, money receipts, issuance of clearance certificate.

<b>Name</b>	Shri Robin Mech
<b>Designation</b>	Assistant Manager
<b>Powers &amp; Duties</b>	Deals with generating reports, statements, MIS, reconciliation of receipts, journals, writing off, OTS, repayment advice, financial concurrence register, reconciliation of loan ledger, assets classification.

***SECTION :- Legal***

<b>Name</b>	Shri K. Nakhro
<b>Designation</b>	Manager
<b>Duties</b>	In charge of overall supervision of the Legal, Company and Board matters. Responsible for the overall functioning of the legal department, convening of all types of statutory meetings, issue of notices, compilation of Board agenda and minutes, obtaining approval of minutes, recording the Board meeting minutes, filing of necessary reports with the ROC including supervision and control of officials.

<b>Name</b>	Ms Joyee Sen
<b>Designation</b>	Assistant Manager
<b>Duties</b>	Deals with documentation for all schemes available in NIDC including staff loan, custodian of legal documents, title deeds, security documents, handling of Board of Directors meeting matters.

**B. Duties and responsibility of Staff:**

Sl. No.	Name	Section	Designation	Duty allotment
1	Smt. C. Koilong	P&A	Sr. Assistant	Deals with Staff Quarter at 5th Mile, commercial complex/SIDBI/Industrial Estates, Library & advertisement/ID & Ration Card, Newspapers & Periodicals, Telephone & Electric Bills, vehicle maintenance, office equipments, Furniture & Fixtures.
2	Smt. Kedo	P&A	Jr. Assistant	Deals with CPF/FBS/GIS/Gratuity/SSS, leave salary & pension contribution, pay & allowances. TA/DA bills, medical reimbursement, ACP/VRS matters, allocation of duties and control of IV Gr. staff
3	Smt. Alienla	P&A	Jr. Assistant	Deals with Printing & stationery, sales tax, POL reimbursement, upkeep of office premises, Insurance, general charges, receipt & dispatch/postage & stamps, staff quarter at 5 <sup>th</sup> mile/commercial complex.
4	Smt. Keviseno	P&A	Receptionist	Reception duty, delivery & distribution of newspapers, up keeping of reception lobby
5	Smt. Taveselu	P&A	Data Entry Operator	Deals with DAK receipt & dispatch, postage & stamp, data entry & typing
6	Smt Tadongchila	P&A	Jr. Assistant	Deals with DAK receipt & dispatch, postage & stamp, data entry & typing
7	Smt I.Arenla	P&A	Jr. Assistant	Deals in loans & advances to staff and all kinds of leave & attendance.
8	Miss. Helen Kajen	LM-I	Data Entry Operator	Deals with receipt of loan applications and data entry.
9	Shri Langanglong	LM-I	Sr Assistant	Assisting to Manager (LM-I) for recovery & follow-up assignments.

10	Shri Asaba Aier	LM-I	Sr Assistant	Deals with file management in regard to appraisal, sanction, disbursement, recovery & follow-up under LM-I section.
11	Shri Imtha Jamir	LM-I	Jr Assistant	Deals with file management in regard to appraisal, sanction, disbursement, recovery & follow-up under LM-I section.
12	Shri Inakhu Kath	LM-I	Jr Assistant	Assisting to Manager (LM-I) for recovery & follow-up assignments.
13	Shri Leiphoa	LM-II	Sr Assistant	Deals in files regarding the appraisal, sanction, disbursement, recovery & follow-up under TLI, SRTO, and also the recovery under HUDCO, Joint Ventures.
14	Shri Teyieno	LM-II	Data Entry Operator	Deals with the data entry under TLI, SRTO, HUDCO and Joint Ventures.
15	Shri Imti Longchar	LM-II	Jr. Assistant	Deals in files regarding the appraisal, sanction, disbursement, recovery & follow-up under TLI, SRTO, and also the recovery under HUDCO, Joint Ventures.
16	Shri Kakiho	LM-II	Sr. Assistant	Deals in files regarding the appraisal, sanction, disbursement under NSTFDC.
17	Shri V.T. Sangtam	LM-II	Jr. Assistant	Deals in files regarding recovery & follow-up under NSTFDC.
18	Shri Haichulo	LM-II	Steno Gr-II	Deals in files regarding recovery & follow-up under NSTFDC.
19	Smt. Mapulemla	LM-II	Data Entry Operator	Deals with receipt of loan applications and data entry.

20	Shri R. Hussain	F&A	Accountant	Deals with balance confirmation with FIs, Preparing Financial Statements along with schedules to accounts and note on accounts for initiating Statutory Audit process, Maintaining computerized Fixed Assets Register, calculation of item-wise depreciation, Co-coordinating Statutory/ CAG Accounts audit, reply to queries and settlement of audit paras up to the conduct of Annual General Meeting, Co-coordinating supplementary, transaction audit. Disbursement of loans to SCAs, Calculation of dues, utilization of funds Investment of Funds and other finance related matters, Checking of all financial transactions, expenditure bills (TA/DA, pay & allowances, loans and advances, repairs & maintenance etc. proper posting of head of account and code, cash book, ledger, journals, vouchers, receipts, issuance of Cheques & collection, reconciliation of cash & bank balances, payments & receipts and enforcement of laws, acts, rules, orders etc.
21	Smt. T. Akokla	F&A	Data Entry Operator	Assist Dy. Manager (IA), reconciliation of loan ledger etc. for issuance of clearance certificate, filing & indexing of vouchers for checking and other typing works.
22	Miss. Ade Rose	F&A	Sr Assistant	Deals with payment & receipt of all transactions, sell of loan application forms, maintenance of cash book, ledger, bank statement and bank duty.

23	Smt. T. Arenla	F&A	Jr Assistant	Deals with maintenance of budget control register, FC register, daily recovery register, distribution of receipts/payments/journals, respective FC code number verification, voucher filing, generation of daily payment advice.
24	Smt. Nukshimenla	F&A	Data Entry Operator	Deals with preparation of payments /receipts/ journal voucher and filing and assisting the Asstt. Manager.
25	Smt. P. Imtila Jamir	Legal	Data Entry Operator	Assist Manager (Legal) in data entry and maintenance of legal notices & service.
26	Smt. Kakheli	Legal	Data Entry Operator	Filing & indexing of all legal documents, maintenance of file movement register in addition to data entry works.
27	Shri Temsutoshi	P&D	System Assistant	Deals with Maintenance & up keeping of office computers and EDP.
28	Shri Inavi	P&D	Peon	Attached to P&D Section
29	Shri Sheshnath	MD	Peon	Attached to MD
30	Shri Tenglong Phom	LM-I & II	Peon	Attached to LM-I & LM-II section
31	Smt kenile	Legal & LM-II	Peon	Attached to Legal & DM (LM-II) Section
32	Smt Neliya	LM-II	Peon	Attached to Mgr (LM-II)
33	Shri Teputha	F&A	Peon	Attached to F&A section
34	Shri Merenlong	LM-I	Peon	Attached to Mgr (LM-I)
35	Shri Anungba	P&D	Peon	Attached to P&D section
36	Shri Aosashi	P&A	Peon	Attached to P&A section
37	Shri Sapinu	P&A	Peon	Attached to P&A section
38	Smt Asenli	P&A	Peon	Attached to P&A section
39	Shri Imlikumzuk	P&A	Peon	Attached to P&A section
40	Shri Tikhini	P&A	Drufty	Attached to P&A section
41	Shri Sukha	P&A	Drufty	Attached to reception
42	Shri Imkongsashi	P&A	Peon	Night Duty
43	Shri Tirtha	P&A	Peon	Night Duty
44	Shri Ramu Mondal	P&A	Peon	Outdoor Duty
45	Smt Geeta	P&A	Peon	Sweeper

46	Shri Kithan Mondal	P&A	Plumber	Attached to DM(Engg)
47	Shri Meren	P&A	Electrician	Attached to DM(Engg)
48	Miss Mary Ayemi	P&A	Jr. Asstt.	Deals with T/A & Pay Bills.
49.	Shri. Jimmy Jigdung	P&A	Chowkidar	Assigned duty at EPIP, Ganeshnagar.
49.	Smt. Lolita	P&A	PP	Attached to MD

**C. List of drivers & their allotted duties:**

Sl. No	Name of Driver	Vehicle No.	Officer to Whom attached
1	Shri Rahim	NL-10-6573	M.D.
2	Shri. Vikheto	NL-07-0879	Hon'ble Chairman
3	Shri Noklen Jamir	NL-10-5159	GM(LM-I)
4	Shri Khruketo	NL-10-4979	G.M. (LM-II)
5	Shri Md. Nur Ali	NL-10-2766	GM(P&D) & (P&A)
6	Shri Sunil Singh	NL-10- 4856	D.G.M. (F&A)
7	Shri Sutsungkaba	NL-10-2677	Pool Vehicle
8	Shri Merentoshi	NL-10-3076	Pool Vehicle

**Note:** Presently three officers from the Corporation are on deputation to other Corporation/Department. 1) Shri. K. Haralu, Executive Director NIDC, on deputation to Government of Nagaland, Department of Industries and Commerce as OSD. 2) Shri. Takuyabang Jamir, GM NIDC, on deputation to Nagaland Hotels Limited as Managing Director of NHL. 3) Shri. P. Yikishe Zhimomi Asstt. Manager, NIDC on deputation to the Department of Border Affairs as Deputy Director.

### **MANUAL NO. 3**

Procedure followed in decision making process including  
channels of supervision and accountability  
(Section 4(I)(b)(iii) of Right to Information Act, 2005)

In a narrative form, the stages through which procedure for decision making for each proposal are shown in the format below:-

#### **1. PERSONNEL & ADMINISTRATION DEPARTMENT**

##### **Activity:**

Disposal of works related to the Corporation needs recommendation/approval for final disposal are as follows:

Sl. No.	Name/title of the document:
1	Guidelines/Circulars/Govt. Orders
2	TA/DA Rules
3	Medical Attendance Rule
4	Annual Confidential Report Recording
5	Library
6	Vehicle Maintenance
7	POL
8	Newspapers & Periodicals
9	Postage & Stamp
10	Telephone
11	Printing & Stationery
12	Legal Fees
13	Bank Charges
14	Office Equipment
15	Office Up-keep/repair & maintenance
16	DG Set
17	Loan to Staff
18	Furniture & Fixture
19	TA/DA to MD
20	POL to MD
21	POL to Chairman
22	General Charges
23	Insurance
24	Service Rules

##### **Level of Actions:**

1. Subordinate staff put up vouchers/records/routine files relating to Service conditions/rules, transfer and posting, ACRs and DPC matters, deputation/lien/absorption matters, pay fixation matters, liaison work thereof, manpower planning, motivational schemes, industrial relation matters including meetings, negotiation and grievance handling, office accommodation, office norms and entitlements, sitting arrangements, operation and maintenance of office vehicles, interest paid loan and advances, probation, confirmation, maintenance of service records, recruitment matters, time office management and disciplinary matters, procurement of office equipments,



stationary, office printing, maintenance (AMC) of office equipments. Other personnel matters not covered under this office order and any other jobs as assigned. All Establishment matters, All Personnel matters, Preparation of draft agenda, Loans & Advances, CPF/Gratuity, NHL matters, General correspondences to the Asstt. Manager (P&A) & Asstt. Manager (Estbl), Dy. Manager and DGM(P&A).

2. As per the delegated powers, DGM forward the files to Finance & Accounts for financial concurrence and verification and imposition of rules/laws if any.

3. Dy. Gen. Manager (F&A) put up the files relating to administrative & establishment nature to GM(Admn.) who in turn gives/obtain necessary approval.

4. In case of decisions pertaining to Administrative & Planning, Dy. Gen. Manager (F&A) put up the files to concerned GM(s) who in turn give/obtain necessary approval from M.D.

5. In case of files pertaining to other than P&A, files are marked to General Manager (LM) & GM(P&D) who in turn give/obtain necessary approval.

6. For decision pertaining investment of funds, committee consisting of GM(Admn.), GM(LM), GM(P&D) & DGM(F&A) Managing Director has been constituted.

**Time Frame:**

Routing of files are routine work and no time frame or limitation is fixed but early decision is on the matters taken as far as practicable.

**Note :** The Post of DGM (P&A) is to be filled up by a deputationist from the Directorate of Industries & Commerce. However, with the unfortunate death of the incumbent in December, 2007 the post is yet to be filled up by the deputationist from the Directorate of Industries & Commerce.

**2. LOAN MANAGEMENT DEPARTMENT :**

**Activity:**

Disposal of loans to the proposed unit/beneficiary on approval from the loan management selection committee.

**Level of Actions:**

**A. Loan processing function**

- a. Receipt of proposal
- b. Scrutiny of documents.
- c. Personal Interview
- d. Inspection of unit
- e. Submission of Inspection Report
- f. Process of sanction
- g. Sanction by C.E.O.
- h. Legal documentation
- i. Pre-Disbursement Inspection
- j. Process for disbursement

#### B. Recovery & Follow-up

1. Moratorium period-3 months
2. Issue of Demand Notice
3. Issue of 2nd Demand Notice
4. Final Notice
5. Legal Notice/Legal action
6. Seizure of Units/Lock-up etc.
7. Filing of Recovery Suits

#### C. One-Time Settlement/ Concessional Package

1. Receipt of proposal
2. Scrutiny of One Time Settlement/Concessional proposal by Inhouse Default Review Committee.
4. Approval of C.E.O.
5. Consideration of Committee on Concessional Package Committee for final settlement.

#### **Time Frame:**

- i. Ultimate decision is taken by M.D. However, in cases where delegation of power is there, files are directly disposed off at the level where officer has the delegated power.
- ii. On fulfillment of the required criterias proposals are cleared of at the earliest possible time.
- iii Ultimate decision is taken by M.D. However, in cases where delegation of power is there, files are directly disposed off at the level where officer has the delegated power. Where decision is to be taken by Managing Director, file is routed in the following manner:

The procedure followed to take decisions on various matters and documented procedures - laid down procedures, defined criteria, rules to arrive at a particular decision for important matters and levels through which decision process moves detailed as under : Initially, loan applications are received from the beneficiaries. The proposals are processed for scrutiny. On satisfactory conduct of an interview with the beneficiary, inspection is conducted at the level of Asstt. Managers & Deputy Managers. On submission of Inspection report, files are moved for sanction through Manager and GM of the concern section to C.E.O. The C.E.O. sanctioned the loan against the proposed unit/beneficiary. On sanctioned, file moves to Legal Department for proper documentation/security part etc. Then file moves to the concerned General Manager through Finance & Accounts Department for disbursement.

### **3. PROMOTION & DEVELOPMENT/ NEW BUSINESS & MIS DEPARTMENT**

#### **Activity:**

Implementation of Central Schemes for infrastructure development, MIS, correspondence for business submits & Seminars and matters relating to new business development.

**Level of Actions:**

1. Subordinate staff put up files relating to Correspondences with COSIDICI, Data Management (Collection of information from all departments), Analysis of fund position, Preparation of administrative report, Status and analytical report of recovery performance, New business proposals, ASIDE schemes, Export/import information, Monitoring & execution of work on FPIP/IIDC, Special Economic Zone, International Trade Centre (ITC), Business summit, Federation of Indian Export Organization (FIEO), Export House, Nagaland State Mineral Dev. Corpn., National Housing Board, Cold Storage Plant, Rural Electrification, SLEPC (State Level Export Promotion Committee).
2. As per the delegated powers, Asstt. Manager forwards the files to G.M. (P&D) and G.M (P&D) in turn routing the files to C.E.O.
3. In case of decisions pertaining to some planning & administrative decision, CEO send the files back with advise to place proposal for Board approval.
4. In case of files pertaining to financial approval, moves to DGM (F&A) and routed to C.E.O.

**Time Frame:** Routing of files are routine work and no time frame or limitation is fixed but early decision taken as far as practicable.

**Administrative & Financial Decisions:**

The final decisions are made by the Managing Director basing on the suggestions/ recommendations of the sub-ordinates.

**Channel of supervision:**

Managing Director supervises the department and the respective section in-charge supervises the assignment / works / programme.

**Accountability:**

All the officers and staffs are accountable

**Communication arrangements:**

Communications of decisions to the public are made through official letters/ orders/ notifications / press releases / notice boards / brochure etc.

**Authority of final decisions:**

The main authority for the final decision making lies with the Managing Director who have the delegated authority by the Board of NIDC within the respective limit and cognate power.

**MANUAL NO. 4**  
Norms set for discharge of functions  
(Section 4(I)(b)(iv) of Right to Information Act, 2005)

The norms/standards set by the corporation for execution of various activities:

**Types of Norms**

1. Norms for officers : The Managing Director, under proper authority from the Board of Directors may delegate any of his/her power for issue of such administrative instructions to any officer as he/she may from time to time.
2. Staff norms : Staff shall serve the corporation honestly & faithfully and shall use his utmost endeavour to promote the interest of the corporation.
3. Quality norms : The whole time of an employee of the corporation shall be at the disposal of the corporation and he shall serve the corporation in its business in such capacity and at such place as he may be from time to time directed.
4. Monitoring & Evaluation norm : The Annual Confidential Report (ACR) is prepared taking into account based on employee performance.

Sl. No.	Activity	Time frame/norms	Remarks
1	Income generating Schemes & projects through its own resources or through refinance from NSTFDC, NMFDC, etc.	Depends on the schemes/projects.	
2	Acts as an Implementing Agent for central schemes for Industrial Infrastructure Development in the state.	Depends on the type of the projects.	

### MANUAL NO. 5

Rules, regulations, instructions ,manuals and records for discharging functions  
(Section 4(I)(b)(v) of Right to Information Act, 2005)

Sl. No.	Name of the acts, rules, regulations, instructions ,manuals and records.	Type of document	Brief gist of the document	From where one can get a copy.	Fee charged by the deptt. for the copy of rules, regulations, instructions ,manuals and records.
1	Memorandum & Articles of Associations of NIDC.	Main Objectives of NIDC	To promote, establish, execute and run industries & projects.	NIDC, IDC House P.B# 5 Dimapur. Nagaland.	Nil
2	Service Rules of N.I.D.C. Ltd.	Employment and service of the employees	Rules and Regulations regarding service conditions of the employees.	NIDC, IDC House P.B# 5 Dimapur. Nagaland.	Nil
3	The State Financial Corporations Act, 1951.	An Act of the Parliament of India for making effective recoveries	Provisions relating to recovery and taking over the defaulting financed units.		

### MANUAL NO. 6

A statement of the categories of documents that are held by it or under its control  
(Section 4(I)(b)(vi) of Right to Information Act, 2005)

Sl. No.	Name/nature/category of the document	Name of the document & its introduction in one line	Procedure to obtain the document	Held/under control of
1	Personnel & Administration	(a) All the service records related to its employees. (b) Rules & regulation for regulating the service of its employees.	On request and permission of the head of the department	P&A Section
2	Finance related	Books of accounts of the Company and related documents maintained in accordance with the various Acts viz. Companies Act, 1956.	-do-	F&A Section
3	Loans related	Loan proceeding , recovery performance etc.	-do-	LM-I & LM-II Sections
4	Legal Matter	(a) Documentation for all schemes available in NIDC including staff loan (b) Issuance of legal notice (c) All legal proceedings & court cases (d) Custodian of legal documents, title deeds, security documents	-do-	Legal Section
5	Promotion & Development related	New business proposals, Business summit and central industrial infrastructure development schemes.	-do-	P&D Section
6	Secretarial related	Records/documents are maintained and retained in accordance with the provisions of the Companies Act 1956	-do-	P&A Section

## **MANUAL NO. 7**

Particulars of any arrangement that exists for consideration with or representation by the public in relation to the formulation of its policy or implementation thereof  
(Section 4(I)(b)(vii) of Right to Information Act, 2005)

- (a) The Board is empowered to make, vary and repeal By-laws for the regulations of the business of the Corporation, its officers and servants. Accordingly, from time to time rules and regulations are made by the Board of Directors and delegations are made to the officers of the Corporation. The powers of the Board are detailed in the Memorandum and Articles of Association.
- (b) The Board of NIDC, as on date, comprises of one Member of Legislative Assembly and senior government officials nominated by the Government of Nagaland through notification from time to time, one representative of Industrial Development Bank of India (IDBI) and one representative of Small Industries Development Bank of India (IDBI).
- (c) The arrangement exists in decision making process by way of provision/requirements and planning by the Board of the Corporation and periodic review of the role, functions and performance of the Corporation by the various Auditing Authorities/Comptroller & Auditor General of India/Committee on Public Undertakings/Public Accounts Committee.

## **MANUAL NO. 8**

A statement of boards, council, committees and other bodies constituted  
(Section 4(I)(b)(viii) of Right to Information Act, 2005)

### ***(a) NAME & ADDRESS OF THE AFFILIATED BODY:***

The Board of Directors of NIDC Ltd.  
NAGALAND INDUSTRIAL DEVELOPMENT CORPORATION LTD.  
IDC HOUSE, POST BOX NO. 5, GRAM: NIDCORP  
TEL ( :230571/230572/230573/230574  
FAX ( (03862) 228209 E-mail: nide@nagaind.com

### ***(b) SHAREHOLDERS OF NIDC:***

Chief Secretary on behalf of Governor of Nagaland  
Financial Commissioner on behalf of Government of Nagaland  
Secretary (Industries & Commerce) on behalf of Government of Nagaland  
Director of Industries & Commerce, Government of Nagaland  
Industrial Development Bank of India

### ***(c) COMPOSITION OF BOARD OF DIRECTORS OF NIDC:***

Chairman-MLA,  
Chief Secretary, Government of Nagaland  
Pr. Secretary (Ind. & Com.), Government of Nagaland  
Financial Commissioner, Government of Nagaland  
Director (Industries & Commerce), Government of Nagaland  
Managing Director, NIDC  
Nominee Director-IDBI,  
Special Director-SIDBI.

### ***(d) COMMITTEES:***

At present following Committees are constituted in the organization:

#### ***(i) Departmental Screening Committee for ACP:***

- |                            |                    |
|----------------------------|--------------------|
| i. General Manager (Admn.) | - Chairman         |
| ii. General Manager (LM)   | - Member           |
| iii. General Manager (P&D) | - Member           |
| iv. Deputy General Manager | - Member           |
| v. Deputy General Manager  | - Member           |
| vi. Manager (Legal)        | - Member Secretary |



(ii) Committee on Memorandum and Article of Association (By Board)

- |                                   |                    |
|-----------------------------------|--------------------|
| i. Shri. B. Longkumer, G.M.       | - Chairman         |
| ii. Shri. C.M. Lotha DGM (F&A)    | - Member           |
| iii. Shri. K. Nakhro Mgr. (Legal) | - Member Secretary |

(iii) Departmental Promotion Committee cum-Organization Structure Review Committee  
(Board of Directors)

- |                                |                    |
|--------------------------------|--------------------|
| i. Pr. Secretary (Ind. & Com.) | - Chairman         |
| ii. Director (Ind. & Com.)     | - Member           |
| iii. Managing Director, NIDC   | - Member Secretary |

(iv) Gratuity Trust Committee :

- |                               |            |
|-------------------------------|------------|
| i. General Manager(P&A)       | - Chairman |
| ii. Dy. General Manager (F&A) | - Member   |
| iii. Manager (Legal)          | - Member   |

(v) Disposal Committee :

- |                               |            |
|-------------------------------|------------|
| i. General Manager(P&A)       | - Chairman |
| ii. Dy. General Manager (F&A) | - Member   |
| iii. Manager (Legal)          | - Member   |

(vi) In-House Default Review Committee

- |                                      |                    |
|--------------------------------------|--------------------|
| i. General Manager (Loan Management) | : Chairman         |
| ii. General Manager (Admn.)          | : Member           |
| iii. General Manager (P&D/NB)        | : Member           |
| iv. Deputy General Manager (F&A)     | : Member           |
| v. Manager (Legal)                   | : Member Secretary |

(vii) Committee on Concessional Package

- |                              |                    |
|------------------------------|--------------------|
| i. Director Of Industries    | : Chairman         |
| ii. Managing Director NIDC   | : Member           |
| iii. General Manager (LM-II) | : Member Secretary |

(viii) Medical Reimbursement Committee :

- |                                    |                    |
|------------------------------------|--------------------|
| i. General Manager (Admn.)         | - Chairman         |
| ii. One Doctor from Civil Hospital | - Member           |
| iii. Dy. General Manager           | - Member           |
| iv. Dy. General Manager (P&A)      | - Member Secretary |

**MANUAL NO. 9**

A directory of its officers and employees  
(Section 4(I)(b)(ix) of Right to Information Act, 2005)

				Phone Nos.			
				Office	Home	Mobile	
1	Rose I Jamir	MD	03862	226473		9856053244	N.I.D.C., IDC House, Dimapur - 797 112 (Nagaland)
2	Imsu Jamir	G.M	03862	230573	226375	9436002035	-do-
3	Nihoto Sohe	G.M	03862	230574	223925	9436002290	-do-
4	B.Longkumer	G.M.	03862	226848	233382	9436002160	-do-
5	C.M.Lotha	D.G.M	03862	230571	229809	9436012959	-do-
6	Zuvito Waths	Manager	03862	230571	242029	9436012985	-do-
7	N.Kakheho Aye	Manager	03862	230571	242310		-do-
8	H.Pienyu	Manager	03862	230571		9436013757	-do-
9	Meyanungba	Manager	03862	230571	230618	9436001239	-do-
10	K.Nakhro	Manager	03862	230571		9436600680	-do-
11	R.K.Mitra	P.S. to MD	03862	226473	244117		-do-
12	Benthang Ghap	Dy. Mgr.	03862	230571	228951		-do-
13	Imtisangba Walling	Dy. Mgr	03862	230571	227752	9436261864	-do-
14	Tongpangwati	Dy. Mgr	03862	230571	244606	9436600021	-do-
15	Nribemo Odyuo	Dy. Mgr	03862	230571	243229	9436060642	-do-
16	T.Kiso	Dy. Mgr.	03862	230571	233520		-do-
17	Shri. H.I.Shikhu	Dy. Mgr.	03862	230571			-do-
18	C.P.Samy	Dy. Mgr.	03862	230571	224414	9436003046	-do-
19	Joyee Sen	Asstt Mgr	03862	230571	224681	9436008259	-do-
20	Visato Pusa	Asstt. Mgr	03862	230571			-do-
21	Robin Mech	Asstt. Mgr.	03862	230571	227656	9436261863	-do-
22	Watila Jamir	Asstt. Mgr	03862	230571	230618	9436012975	-do-
23	Alemwabang	Asstt. Mgr.	03862	230571		9436066553	-do-
24	Temjen Y Jamir	Asstt. Mgr	03862	230571		9436266379	-do-
25	Tiamongla Ao	Asstt. Mgr.	03862	230571	255094	9436266223	-do-
26	Riazul Hussain	Accountant	03862	230571	233520		-do-
27	L. Konyak	Sr. Assistant	03862	230571		9436425772	-do-
28	Ade Rose	Sr. Assistant	03862	230571	224692	9436430833	-do-
29	Longanglung	Sr. Assistant	03862	230571	225960	9562120428	-do-
30	H.Kakiho	Sr. Assistant	03862	230571		9436202774	-do-
31	C.Koilong	Sr. Assistant	03862	230571			-do-
32	Asaba Aier	Sr. Assistant	03862	230571	231487		-do-
33	T.Arenla	Jr. Assistant	03862	230571	223006		-do-
34	Kedo Khate	Jr. Assistant	03862	230571		9436008704	-do-
35	Inakhu Kath	Jr. Assistant	03862	230571			-do-
36	Imtha Jamir	Jr. Assistant	03862	230571			-do-
37	I.Arenla	Jr. Assistant	03862	230571		9863153459	-do-

				Phone Nos.			
				Office	Home	Mobile	
38	Alienla	Jr. Assistant	03862	230571			-do-
39	V.T.Sangtam	Jr. Assistant	03862	230571			-do-
40	Imti Longchar	Jr. Assistant	03862	230571	230641	9436079538	-do-
41	Tadongchila	Jr. Assistant	03862	230571			
42	Keviseno Khate	Receptionist	03862	230571	226484	9436012463	-do-
43	Temsutoshi	Sym Asstt	03862	230571	229158	9436430721	-do-
44	Haichulo Tep	Steno	03862	230571			-do-
45	T.Akokla	D.E.O.-II	03862	230571			-do-
46	Mapulemla	D.E.O.-II	03862	230571	229907		-do-
47	Helen Kajen	D.E.O.-II	03862	230571	226913		-do-
48	Nikshimenla	D.E.O.-II	03862	230571			-do-
49	Tavesulu	D.E.O.-III	03862	230571			-do-
50	Teyieno	D.E.O.-III	03862	230571			-do-
51	Kakheli	D.E.O.-III	03862	230571			-do-
52	P.Imtila Jamir	D.E.O.-III	03862	230571	228719		-do-
53	Sutsungkaba	Driver	03862	230571	243485	9856468798	-do-
54	Merentoshi	Driver	03862	230571	236801		-do-
55	Khruketo	Driver	03862	230571			-do-
56	Noklen Jamir	Driver	03862	230571		9436073050	-do-
57	Nur Ali	Driver	03862	230571			-do-
58	Netai Anand	Driver	03862	230571			-do-
59	Rahim	Driver	03862	230571			-do-
60	Vikheto Sumi	Driver	03862	230571			-do-
61	Sunil Singh	Driver	03862	230571			-do-
62	Tikini Apon	Duftry	03862	230571			-do-
63	Sukha Rengma	Duftry	03862	230571			-do-
64	Aomeren	Electrician	03862	230571			-do-
65	Khitin Mondal	Plumber	03862	230571			-do-
66	Imkongangshi	Peon	03862	230571			-do-
67	Imlizumzuk	Peon	03862	230571			-do-
68	Tirtha Naik	Peon	03862	230571			-do-
69	Ramu Mondal	Peon	03862	230571			-do-
70	Sheshnath	Peon	03862	230571			-do-
71	Tenlong Phom	Peon	03862	230571			-do-
72	Kenile	Peon	03862	230571			-do-
73	Aosashi	Peon	03862	230571			-do-
74	Sapinyu	Peon	03862	230571			-do-
75	Anungba	Peon	03862	230571			-do-
76	Merenlong	Peon	03862	230571			-do-
77	Teputha	Peon	03862	230571			-do-
78	Inavi	Peon	03862	230571			-do-
79	Neliya	Peon	03862	230571			-do-
80	Asenli	Sweeper	03862	230571			-do-
81	Geeta	Sweeper	03862	230571			-do-
82	Mary Ayemi	Jr. Asstt.	03862	230571			-do-
83	Lolita	PP to MD	03862	230571			-do-
84	Jimmy Jigdung	Chowkidar	03862	230571			-do-

### MANUAL NO. 10

The monthly remuneration of officers and employees and system of compensation  
(Section 4(I)(b)(x) of Right to Information Act, 2005)

- (i) The total remuneration consists of Basic pay + Dearness Allowance + Various perks & benefits applicable under the Rules of the Corporation.
- (ii) Compensation for out station office duty are given in the form of Daily Allowance/Traveling Allowance as applicable for all the employees of the Corporation.
- (iii) The details of Basic and Gross Pay are as below:

Sl. No.	Name	Designation	Basic	Gross
1	Rose I Jamir	M.D	15,900.00	35,196.00
2	Imsu Jamir	G.M	17,500.00	39,076.00
3	Nihoto Sohe	G.M	18,300.00	40,828.00
4	B.Longkumer	G.M	16,700.00	37,449.00
5	C.M.Lotha	DGM	15,750.00	35,192.00
6	Zuvito Waths	Manager	13,900.00	31,092.00
7	K.Nakhro	Manager	12,600.00	28,244.00
8	H.Pienyu	Manager	12,295.00	27,576.00
9	N.Kakheho Aye	Manager	12,600.00	28,244.00
10	Meyanungba	Manager	11,950.00	26,820.00
11	R.K.Mitra	P/A to MD	11,950.00	26,820.00
12	Benthang Ghap	Dy. Manager	11,525.00	25,850.00
13	Imtisangba Walling	Dy. Manager	10,150.00	22,908.00
14	Tongpangwati	Dy. Manager	9,875.00	22,247.00
15	Nribemo Odyuo	Dy. Manager	9,325.00	21,042.00
16	T.Kiso	Dy. Manager	9,325.00	21,042.00
17	Shri. H.I.Shikhu	Dy. Manager	9,325.00	21,042.00
18	C.P.Samy	Dy. Manager	9,050.00	20,440.00
19	Joyee Sen	Asst. Manager	7,900.00	17,902.00
20	Robin Mech	Asst. Manager	7,700.00	17,464.00
21	Watila Jamir	Asst. Manager	7,700.00	17,464.00
22	Visato Pusa	Asst. Manager	8,500.00	19,216.00
23	Alemwabang	Asst. Manager	6,500.00	14,835.00
24	Temjen Y Jamir	Asst. Manager	6,500.00	14,835.00
25	Tiamongla Ao	Asst. Manager	6,900.00	15,752.00
26	Riazul Hussain	Accountant	6000.00	13,240.00
27	L. Konyak	Sr. Assistant	6,250.00	13,788.00
28	Ade Rose	Sr. Assistant	5,250.00	11,798.00
29	Longanglung	Sr. Assistant	5,250.00	11,798.00
30	H.Kakiho	Sr. Assistant	5,875.00	12,526.00
31	C.Koilong	Sr. Assistant	6,000.00	13,240.00
32	Asaba Aier	Sr. Assistant	5,750.00	12,692.00

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Basic</b>	<b>Gross</b>
33	T.Arenla	Jr. Assistant	5,500.00	12,146.00
34	Kedo Khate	Jr. Assistant	5,375.00	11,872.00
35	Inakhu Kath	Jr. Assistant	5,000.00	11,050.00
36	Imtha Jamir	Jr. Assistant	6,000.00	13,840.00
37	I.Arenla	Jr. Assistant	5,000.00	11,080.00
38	Alienla	Jr. Assistant	5,000.00	11,050.00
39	V.T.Sangtam	Jr. Assistant	4,305.00	9,618.00
40	Imti Longchar	Jr. Assistant	3,200.00	7,108.00
41	Tadongchila	Jr. Assistant	3,200.00	7,108.00
42	Temsutoshi	System Asstt.	3,097.00	6,882.43
43	Haichulo Tep	Steno	5,725.00	12,638.00
44	T.Akokla	D.E.O.-II	5,000.00	11,050.00
45	Mapulemla	D.E.O.-II	4,815.00	10,675.00
46	Helen Kaje	D.E.O.-II	4,390.00	9,714.00
47	Nikshimenla	D.E.O.-II	4,815.00	10,645.00
48	Keviseno Khate	Receptionist	5,250.00	11,598.00
49	Aomeren	A. Electrician	3,200.00	7,108.00
50	Tavesulu	D.E.O.-III	4,730.00	10,459.00
51	Teyieno	D.E.O.-III	4,730.00	10,489.00
52	Kakheli	D.E.O.-III	4,645.00	10,273.00
53	P.Imtila Jamir	D.E.O.-III	4,390.00	9,714.00
54	Sutsungkaba	Driver	5,400.00	11,521.00
55	Merentoshi	Driver	5,300.00	11,708.00
56	Khruketo	Driver	4,500.00	9,618.00
57	Noklen Jamir	Driver	4,500.00	9,956.00
58	Nur Ali	Driver	3,875.00	8,587.00
59	Netai Anand	Driver	2,550.00	5,864.00
60	Sunil Singh	Driver	2,500.00	2,500.00
61	Vikheto Sumi	Driver	2,750.00	6,123.00
62	Rahim	Driver	2,500.00	2,500.00
63	Tikini Apon	Duftry	4,325.00	9,632.00
64	Sukha Rengma	Duftry	4,400.00	9,736.00
65	Khitin Mondal	Plumber	2,840.00	6,380.00
66	Imkongangshi	Peon	4,325.00	9,632.00
67	Imlikumzuk	Peon	2,468.00	5,505.00
68	Tirtha Naik	Peon	3,950.00	8,810.00
69	Ramu Mondal	Peon	3,800.00	8,482.00
70	Sheshnath	Peon	3,800.00	8,482.00
71	Tenlong Phom	Peon	3,260.00	7,300.00
72	Kenile	Peon	2,960.00	6,644.00
73	Aosashi	Peon	2,780.00	6,189.00
74	Sapinyu	Peon	3,280.00	7,283.00
75	Anungba	Peon	3,800.00	8,482.00
76	Merenlong	Peon	2,550.00	5,685.00

Sl. No.	Name	Designation	Basic	Gross
77	Teputha	Chowkidar	3,875.00	8,617.00
78	Inavi	Chowkidar	3,020.00	6,774.00
79	Neliya	Peon	3,020.00	6,774.00
80	Asenli	Sweeper	2,550.00	5,744.00
81	Geeta	Sweeper	2,000.00	2,000.00
82	Jimmy Jigdung	Chowkidar	2,000.00	2,000.00
83	Mary Ayemi	Jr. Asstt.	3,200.00	7,108.00
84	Lolita	PP to MD	2,000.00	2,000.00

Traveling Allowance applicable in the Corporation is as follows:

Pay range	All Places Within The State	Places outside the state other than state capital	State Capital & other cities	A-I Class cities as notified by Government of India
1	2	3	4	5
Rs. 16400 & above	Rs 335	Rs 425	Rs 525	Rs 650
Rs 8000 and above But less than Rs. 16400.	225	330	405	505
Rs 6500 and above But less than Rs 8000	200	250	305	380
Rs 4100 and above But less than Rs. 6500	130	160	195	245
Below Rs 4100	65	85	100	125

# MANUAL NO. 11

The budget allocated to each agency indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

(Section 4(I)(b)(xi) of Right to Information Act, 2005)

## Corporate budget proposal for financial year 2007-2008

### **CAPITAL BUDGET:**

<b>A</b>	<b>SOURCES:</b>	<b>Budgeted 2007-08</b>	<b>Actual 2007-08</b>	<b>Projection 2008-09</b>
1	Equity from State Government	26.57	26.57	23.91
2	Borrowings from; i. NSTFDC	140.00	314.57	400.00
	ii. NMDFC	400.00	400.00	480.00
	iii. SIDBI	500.00	0.00	0.00
3	Loan Recovery (Principal) i. NIDC Scheme/SIDBI/IDBI	50.00	14.08	30.00
	ii. NSTFDC Scheme	180.00	81.31	150.00
	iii. NMDFC Scheme/CLS/HPL	250.00	185.32	250.00
	iv. HUDCO	25.00	12.78	25.00
4	Staff Loan recovery (Principal)	15.00	15.31	15.00
5	ASIDE Scheme (Grant from Centre)	220.00	220.00	220.00
6	IIDC Scheme Kiruphema (Kohima) i. Central Grant	199.53	175.00	24.53
	ii. State Share.	49.77	49.77	0
7	IIDC Scheme Longnak (Mokokchung) i. Central Grant	400.00		400.00
	ii. State Share.	100.00		100.00
8	Upgradation of Industrial Estate i. Central Grant	0.00	0.00	544.00
	ii. State Share	0.00	0.00	136.00
<b>TOTAL:</b>		2555.87	1494.71	2798.44

<b>B</b>	<b>USES:</b>			
1	Disbursement i. NIDC Scheme	50.00	16.50	20.00
	ii. NSTFDC Scheme	140.00	219.00	400.00
	iii. NMDFC Scheme	400.00	284.60	480.00
	iv. SIDBI Scheme	500.00	0.00	0.00
2	Repayments (Principal) i. To NSTFDC	180.00	143.94	200.00
	ii. To NMDFC	250.00	183.78	200.00
	iii. HUDCO	25.00	11.33	20.00
3	Loan to Staff	20.00	6.55	15.00
4	Leave Encashment Fund	3.00	3.00	3.00
5	Purchase of Computer hardware	3.00	2.08	3.00
6	Purchase of Office Equipment & Machy.	1.00	0.11	1.50
7	Purchase of furniture & fixtures	1.50	0.00	0.20
8	Purchase of Library books	0.20	0.00	0.50
9	Capital works ##	5.25	0.00	8.40
10	Upgradation of Industrial Estate	0.00	0.00	680.00
11	ASIDE Scheme	466.07	27.60	713.47
12	IIDC Scheme i. Kiruphema, Kohima District	436.52	299.07	194.77
	ii. Longnak, Mokokchung District	375.00	0.00	500.00
<b>Total</b>		2856.54	1197.56	3439.84
<b>Surplus</b>		<b>-300.67</b>	297.15	-641.40

## Installation of Transformer in Office Rs. 4.50 lakh, Conference Hall for SISI in I.E Rs. 0.90 lakh and Rs. 3.00 lakh for Commercial complex

## REVENUE BUDGET:

A	<b>SOURCES:</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Projection</b>
		2007-2008	2007-2008	2008-2009
	Interest recovery (Term Loan)			
	i. NIDC/SIDBI Scheme	40.00	4.22	10.00
	ii. NSTDFC Scheme	50.00	29.94	50.00
	iii. NMDFC Scheme	70.00	58.17	80.00
	iv. HUDCO	20.00	11.76	20.00
1	v. Interest from Bank (FD)	12.00	26.73	20.00
2	Interest from staff loan	5.00	4.11	5.00
3	Interest from NIRMSC Ltd.	16.12	0.00	16.12
4	Rent from Industrial Estate	15.80	12.44	13.00
5	Rent from Office & Com. Complex	8.05	6.04	6.00
6	Other operational receipt	0.50	0.66	0.50
7	Consultancy service	3.00	2.63	6.00
8	Other Revenue receipt	10.00	12.82	10.00
	<b>TOTAL:</b>	250.47	169.52	236.62

## B USES:

	Interest Payment			
	i. To NSTFDC	25.00	29.40	30.00
	ii. To NMDFC	60.00	36.22	45.00
1	iii. HUDCO	20.00	14.15	30.00
	Repairs & Maintenance of			
	i. Industrial Estate	1.00	0.00	3.00
	ii. Commercial Complex	0.75	0.31	1.00
	iii. Office Building	1.00	0.29	1.00
	iv. Office Equipment & machinery	0.50	0.33	0.50
	v. Office furniture & fixture	0.50	0.10	0.50
	vi. D.G. Set	1.00	0.58	1.00
	vii. Computer hardwares	1.00	1.08	1.00
2	viii. EPIP	0.00	0.24	2.00
3	AMC for Epabx/Photostat/Fax	0.50	0.13	0.50
4	Software development	3.00	0.20	3.00
	Promotion & Development			
	i. Printing of brouchers/literature	1.00	0.00	1.00
5	ii. Study/Survey works etc.	1.00	0.00	1.00
6	Salary & Staff expenditure (Appendix-I)	180.00	172.22	201.70
7	Admn & Estt.Expenses (Appendix-II)	18.05	15.65	17.55
	<b>TOTAL:</b>	314.30	<b>270.90</b>	<b>339.75</b>
	Surplus/Deficit:	-63.83	-101.38	-103.13



**APPENDIX - I**

<b>SALARY &amp; STAFF EXPENSES</b>		<b>Budgeted</b>	<b>Actual</b>	<b>Projection</b>
		<b>2007-08</b>	<b>2007-08</b>	<b>2008-09</b>
1	<b>Salary and Allowances:</b>			
	i. Officers & Staff	120.00	126.67	148.00
	ii. Managing Director (Deputationist)	4.50	4.20	4.50
	iii. Dy General Manager (Deputationist)	3.50	3.03	0.00
2	Medical reimbursement	2.00	0.34	2.00
3	CPF/DLI & Admn. Charge of PF etc.	15.00	14.55	17.00
4	Dearness & Additional Dearness Allowances	4.00	6.94	7.00
5	Travelling expense/LTC:			
	i. Managing Director	2.00	0.44	1.20
	ii. Officers & Staff	7.00	5.57	8.00
	iii. Chairman	0.50	0.00	0.50
6	Pension & Leave contribution (deputationist)	1.00	0.38	1.00
7	Other Staff Welfare Expenses	0.50	0.10	0.50
8	Gratuity Insurance	20.00	10.00	12.00
<b>TOTAL:</b>		<b>180.00</b>	<b>172.22</b>	<b>201.70</b>

**APPENDIX - II**

<b>ADMINISTRATIVE &amp; ESTT. EXPENSES:</b>		<b>Budgeted</b>	<b>Actual</b>	<b>Projection</b>
		<b>2007-2008</b>	<b>2007-2008</b>	<b>2008-2009</b>
1	Training and Seminars	0.50	0.17	0.50
2	Membership subscription	0.50	0.37	0.50
4	Electricity charges	1.00	0.61	0.80
5	Insurance charges Cash and Vehiles	0.50	0.15	0.50
6	Vehicle maintenance			
	i. Attached vehicle	5.00	1.84	1.00
	ii. Pool Vehicle)		1.35	1.50
	ii. Managing Director		0.17	0.20
	iv. Chairman		0.77	0.50
7	POL Expenses			
	i. Attached vehicle		1.61	1.40
	ii. Pool Vehicle)		0.45	0.60
	ii. Managing Director		0.34	0.40
	iv. Chairman		0.53	0.60
8	General charges			
	ii. Office upkeep and maintenance	0.25	0.16	0.25
	iii. General charges & other misc expenses	2.00	1.33	1.50
9	News paper and periodicals	0.50	0.42	0.50
10	Postage and Telegram	0.50	0.18	0.30
11	Telephone expenses	2.00	1.59	1.50
12	Printing & Stationery	1.50	1.44	1.50
13	Legal & Professional fees	1.50	1.18	1.50
14	Audit fees and expenses	1.00	0.75	1.00
15	Advertisement expenses	0.20	0.18	0.20
16	Bank Charges	0.50	0.07	0.20
17	Service charges to DAN	0.60	0.00	0.60
<b>TOTAL:</b>		<b>18.05</b>	<b>15.66</b>	<b>17.55</b>

**MANUAL NO. 12**

The manner of execution of subsidy programme, including the amounts allocation and the details of beneficiaries of such programmes.

(Section 4(I)(b)(xii) of Right to Information Act, 2005)

**NOT APPLICABLE IN RESPECT OF NIDC**

**MANUAL NO. 13**

Particulars of recipients of concessions permits or authorizations granted by it.  
(Section 4(I)(b)(xiii) of Right to Information Act, 2005)

**NOT APPLICABLE IN RESPECT OF NIDC**

**MANUAL NO. 14**

Details in respect of information available in electronic format.  
(Section 4(I)(b)(xiv) of Right to Information Act, 2005)

Sl. No.	Information/Activities for which data is available in electronic form	Can it be shared with the public	Is it available on the website or is being used as back end database	With whom it is held/available	Whom, to contact
1	Personnel & Administration	Yes	Database	GM (P&A)	PIO or APIO
2	Loan Management	Yes	Database	GM LM-I & LM-II	-do-
3	Promotion & Development/ NB/MIS	Yes	Database	GM (P&D)	-do-
4	Finance & Accounts	Yes	Database	DGM (F&A)	-do-
5	Legal	Yes	Database	Mgr(Legal)	-do-

## **MANUAL NO. 15**

The particulars of facilities available to citizens for obtaining information.  
(Section 4(I)(b)(xv) of Right to Information Act, 2005)

- 1. Information Counter** : No specific information counter  
: Summer : 9.30 A.M. to 4.30 P.M. (April to September)  
: Winter : 9.00 A.M. to 4.00 P.M. (October to March)  
(Mon to Fri & Sat & Sun closed)  
Transaction Hours:10.00 to 2.00
- 2. Office Library** : NIDC, IDC House, Opp. Super Market  
Dimpur : Nagaland.  
: From 10.00 AM to 2.00 PM.
- 3. Notice Board** : During Office Hours.
- 4. Website** : [www.nagaind.com](http://www.nagaind.com)  
: Access 24x7
- 5. Printed Manual** : During Office Hours.
- 6. Inspection of records in the office** : During Office Hours.
- 7. System of issuing of copies of documents.** : During Office Hours.
- 8. Others** : During Office Hours.

**MANUAL NO. 16**

The names, designations and other particulars of the Public Information Officers.  
 (Contact information about the Public Information Officers, Assistant Information  
 Officers and Departmental Appellate Authority of the public authority )  
 (Section 4(I)(b)(xvi) of Right to Information Act, 2005)

**A) Departmental Appellate Authority (DDA)**

				Phone Numbers				
				Office	Home	Mobile		
1	Rose I Jamir	MD	03862	226473		9856053244	Nil	N.I.D.C., IDC House, Dimapur - 797 112 (Nagaland)

**B) Public Information Officer (PIO)**

				Phone Numbers				
				Office	Home	Mobile		
1	Imsu Jamir	G.M	03862	230573	226375	9436002035	Nil	N.I.D.C., IDC House, Dimapur - 797 112 (Nagaland)

**C) Assistant Public Information Officer (APIO)**

				Phone Numbers				
				Office	Home	Mobile		
1	K.Nakhro	Manager	03862	230571		9436600680	Nil	N.I.D.C., IDC House, Dimapur - 797 112 (Nagaland)

## **MANUAL NO. 17**

Right to information (Regulation of Fee and Cost) Rules, 2005  
(Section 4(I)(b)(xvii) of Right to Information Act, 2005)

### **RIGHT TO INFORMATION (REGULATION OF FEE AND COST) RULES 2005**

In case some body wants to get more information on topics covered in the handbook as well as other information they may make the payment and send their request in writing addressed to the concerned official(s) :

1. Shri Imsuwaba Jamir, Public Information Officer (PIO)
2. Shri K. Nakhro, Asstt. Assistant Public Information Officer (APIO)

ADDRESS : NAGALAND INDUSTRIAL DEVELOPMENT CORPORATION LTD.  
IDC HOUSE, POST BOX NO. 5, GRAM: NIDCORP  
TEL :230571/230572/230573/230574  
FAX ( (03862) 228209 E-mail: [nidc@nagaind.com](mailto:nidc@nagaind.com)

### **FEE/COST RATES**

1. Application Fee : Rs.10/-
2. A3/A4 Size Paper(created or copied) : Rs.2/- per page
3. Copy in larger size paper : Actual charge or cost
4. Samples or models : Actual cost
5. Information in Floppy/Diskette : Rs.50/- per Floppy/Diskette
6. Printed material : Cost of printing or @Rs.2/-per page of photocopy for extracts from the publication
7. Inspection of records : No fee for the first hour, and a fee of Rs.5/- for each subsequent hour (or fraction thereof) thereafter

To obtain information, prescribed fee can be deposited in the cash counter of NIDC or Demand Draft/Bankers Cheque in favour of Nagaland Industrial Development Corporation Ltd., payable at Dimapur.

