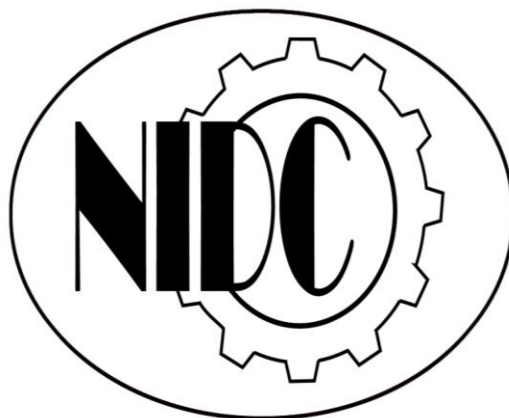


RIGHT TO INFORMATION ACT 2005

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

As on 15th September, 2017

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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 (SSSBEs)
- * 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	: 2 Nos
Deputy General Manager	: 3 Nos
Manager	: 6 Nos
Deputy Manager	: 6 Nos
Assistant Manager	: 7 Nos
P.S. to Managing Director	: 1 No
Senior Assistant	: 8 Nos
Senior System Assistant	: 1 No
Junior Assistant	: 10 Nos
Steno	: 1 No
Data Entry Operator	: 6 Nos
Driver	: 8 Nos.
Duftry	: 2 Nos.
Peon/Ckowkidar	: 16 Nos
Sweeper	: 1 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 E-mail: nidcnagaind@gmail.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, 1st, 3rd & 5th Saturday
Holidays :- 2nd & 4th 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.

Name	Shri. Bendangtoshi Longkumer
Designation	Managing Director
Powers & Duties	Being Chief Executive Officer of the Corporation, all functions and activities are under his control.

Name	Shri R.K. Mitra
Designation	P.S. to Managing Director
Powers & Duties	Assisting the Chairman & C.E.O. in all official matters, handling company matters (except legal proceedings). 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 :- HUMAN RESOURCE & ESTABLISHMENT

Name	Shri. C.Mhonrao Lotha
Designation	General Manager (Section Incharge)
Powers & Duties	In charge of supervision of the Personnel & Administration-Division. Responsible for functioning of the P&A including supervision and control of officials.

Name	Smt. Watila Jamir
Designation	Manager
Powers & Duties	Assisting General Manager in supervision of the Human Resource & Establishment -Division. Responsible for functioning of the Human Resource & Establishment including supervision and control of officials.

Name	Smt. C.Tiamongla Ao
Designation	Deputy Manager
Powers & Duties	Assisting Manager in supervision of the Human Recourse-Division.

Name	Smt. T.Arenla Jamir
Designation	Assistant Manager
Powers & Duties	Assisting Manager in supervision of the Establishment-Division.

SECTION :- LOANS

Name	Shri P.Zuvito Waths
Designation	General Manager (Section Incharge)
Powers & Duties	In charge of overall supervision of Loans & Business Development-Division. Appraisal/disbursement and recovery, Responsible for the overall functioning of the New business including supervision and control of officials in the section.

Name	Shri N.Kakheho Aye
Designation	Deputy General Manager
Powers & Duties	Deals with appraisal, sanction, disbursement, recovery & follow-up under loan.

Name	Shri Robin Mech
Designation	Manager
Powers & Duties	Assisting Deputy General Manager in loan in regard to appraisal, sanction & disbursement of loan.

Name	Smti. Kalika Ayemi
Designation	Deputy Manager
Powers & Duties	Assisting Manager in loan in regard to appraisal, sanction & disbursement of loan.

SECTION :- RECOVERY & FOLLOW UP

Name	Shri. Benthang G.Rengma
Designation	Manager
Powers & Duties	In charge of overall supervision of Loans recovery including supervision and control of officials in the section.

Name	Shri . Alemwabang
Designation	Deputy Manager
Powers & Duties	Assisting Manager in recovery including supervision and control of officials in the section.

Name	Ms. Ade Rose
Designation	Deputy Manager
Powers & Duties	Assisting Manager in recovery.

Name	Shri. Visato Pusa
Designation	Assistant Manager
Powers & Duties	Assisting Manager in recovery.

Name	Shri. Sanen Pongener
Designation	Assistant Manager
Powers & Duties	Assisting Manager in recovery.

Name	Shri. Chikhalu Ayemi
Designation	Assistant Manager
Powers & Duties	Assisting Manager in recovery.

Name	Shri. Asaba Aier
Designation	Assistant Manager
Powers & Duties	Assisting Manager in recovery.

SECTION :- BUSINESS DEVELOPMENT

Name	Shri. H.Pienyu
Designation	Deputy General Manager
Powers & Duties	In charge of overall supervision of the Business Development-Division. Responsible for the overall functioning of the New business including supervision and control of officials.

Name	Shri C.P Samy
Designation	Manager (Engg)
Powers & Duties	Assisting Deputy 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.

Name	Shri. Temjenyanger.Jamir
Designation	Manager
Powers & Duties	Assisting Deputy General Manager in Business Development-Division. Responsible for the overall functioning of the New business.

SECTION :- Finance & Accounts

Name	Shri. Meyanungba Ao
Designation	Deputy General Manager
Powers & Duties	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.

Name	Shri.Riazul Hussain
Designation	Deputy Manager
Powers & Duties	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. Deals with generating reports, statements, MIS, reconciliation of receipts, journals, writing off, OTS, repayment advice, financial concurrence register, reconciliation of loan ledger, assets classification.
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Name	Shri. Tsutilong
Designation	Assistant Manager
Powers & Duties	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. 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

Name	Ms. Joyee Sen
Designation	Manager
Duties	In charge of overall supervision of the Legal Division. 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 minutes including supervision and control of officials.

Name	Shri. Kiyezhe H. Sema
Designation	Assistant Manager
Duties	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.

SECTION :- Management Information System & Information Technology

Name	Shri. Tzudir Jamir
Designation	Deputy Manager
Duties	In charge of overall supervision of the Management Information System & Information Technology

B. Duties and responsibility of Staff:

Sl.	Name	Section	Designation	Duty allotment
1	Ms. Kedowhekhono Khate	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.
2	Smti. Keviseno Vupru	Recovery & Follow Up	Sr. Assistant	Deals in files regarding recovery & follow-up under Loans
3	Smt. Alienla Ao	F&A	Sr. 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.
4	Smt. I Arenla Ao	HR &E	Sr. Assistant	Deals with Library & advertisement/ID & Ration Card, Newspapers & Periodicals, Telephone & Electric Bills, vehicle maintenance, office equipments, Furniture & Fixtures and control of IV Gr. staff
5	Shri. Imtha Jamir	Recovery & Follow Up	Sr Assistant	Deals with file management in regard to appraisal, sanction, disbursement, recovery & follow-up under Loan section.
6	Shri. V Tsathrikyu Sangtam	Recovery & Follow Up	Sr. Assistant	Deals in files regarding recovery & follow-up under Loan Section.
7	Shri. Haichulo	Recovery & Follow Up	Sr. Assistant	Deals in files regarding recovery & follow-up under Loans
8	Shri. Imti Longchar	BD	Sr. Assistant	Deals with Staff Quarter at 5th Mile, commercial complex/SIDBI/Industrial Estates and Preparation of Project Reports
9	Shri. Tamsutoshi Jamir	MIS & IT	Sr. System Assistant	Deals with Maintenance & up keeping of office computers, EDP, CPF, Bio-Matric Attendance and all Computer related matters .
10	Ms. Tatongchila Ao	HR &E	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

11	Smt. Mary Ayemi	Legal	Jr. Assistant	Assisting Manager in legal documentation, maintenance of file movement register in addition to data entry works.
12	Smt. Athunglo Lotha	HR &E	Jr. Assistant	Deals with Printing & stationery, sales tax, POL reimbursement, upkeep of office premises, Insurance, general charges, receipt & dispatch/postage & stamps, staff quarter at 5th mile/commercial complex.
13	Shri. Imlichuba	Recovery & Follow Up	Jr. Assistant	Deals in files regarding recovery & follow-up under Loans
14	Smt. Imlimenla	Loans	Jr. Assistant	Deals with receipt of loan applications, appraisal, sanction & disbursement
15	Shri. Orenthung Jami	F&A	Jr. Accounts Assistant	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.
16	Shri. Wilto Sema	BD	Jr. Assistant	Deals with Staff Quarter at 5th Mile, commercial

				complex/SIDBI/Industrial Estates and Preparation of Project Reports
17	Shri. Eric A.Sukhalu	MIS & IT	Jr. Assistant	Deals in files regarding management information system.
18	Shri. Pikato Zhimomi	Recovery & Follow Up	Jr. Assistant	Deals in files regarding recovery & follow-up under Loans
19	Shri. Aikato G.Zhimomi	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.
20	Smt. Holivi	HR &E	Steno Gr-III	Assisting the Chairman & C.E.O. in all official matters, handling company matters (except legal proceedings). 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
21	Smt. Mapulemla Longkumer	Loans	Data Entry Operator	Deals with receipt of loan applications and data entry.
22	Ms. Helen Kajen	Recovery & Follow Up	Data Entry Operator	Deals with data entry in Recovery & Follow Up Section.
23	Smt. Taveselu	P&A	Data Entry Operator	Deals with DAK receipt & dispatch, postage & stamp, data entry & typing
24	Smt. Teyieno	Recovery & Follow Up	Data Entry Operator	Deals with data entry in Recovery & Follow Up Section.
25	Smt. Kakheli	Legal	Data Entry Operator	Filing & indexing of all legal documents, maintenance of file movement register in addition to data entry works.
26	Smt. P Imtila Jamir	Recovery & Follow Up	Data Entry Operator	Deals with receipt of loan applications and data entry.

B. Duties and responsibility of Sub-Staff:

1	Shri. Theputha	F&A	Duftry	Attached to F&A section
2	Shri. Ramu Mondal	HR &E	Duftry	Attached to HR &E section
3	Shri. Sheshnath	MD	Peon	Attached to MD
4	Shri. Tenglong	HR &E	Peon	Night Duty

	Phom			
5	Smt. Kenile Tep	Legal	Peon	Attached to Legal
6	Shri. Aosashi	HR &E	Peon	Attached to BD
7	Shri. Imlikumzuk	HR &E	Peon	Outdoor Duty
8	Shri. Anungba	Loan	Chowkidar	Attached to Recovery section
9	Shri. Sapinu	HR &E	Peon	Attached to HR &E section
1	Shri. Inavi Sohe	HR &E	Chowkidar	Ganeshnagar Duty
11	Smt. Nenliya Semy	Loan	Chowkidar	Attached to Loan Section
12	Smt. Asenli	HR &E	Sweeper	
13	Shri. Merenlong Jamir	HR &E	Chowkidar	Night Duty
14	Shri. P.Aomeren		Poen	On Leave
15	Smti. Senty Kath	HR &E	Sweeper	
16	Shri. Gautam Mondal	HR &E	Poen	Ganeshnagar Duty
17	Ms. Litoli	HR &E	Poen	Attached to HR &E section
18	Shri. Meiwang Konyak	GM	Poen	Attached to GM(s)
19	Shri. Imyangluba Imsong	MD	Peon	Attached to MD

C. List of drivers & their allotted duties:

Sl.	Name of Driver	Vehicle No.	Officer to Whom attached
1	Shri.	NL-10-0091	Chairman
2	Shri. Vishiho Zhimo	NL-10-9390	MD
3	Shri. Nribemo Ngullie	NL-10-9083	GM(HR&E)
4	Shri. Heroto Yeptho	NL-10-9267	G.M. (Loan)
5	Shri Noklen Jamir	NL-10-8469	D.G.M. (BD)
6	Shri Khruketo Tsukro	NL-10-8611	D.G.M. (Loan)
7	Shri Vikheto Sumi	NL-10-0429	D.G.M. (F&A)
8	Shri Merentoshi Ao	NL-10-0649	Pool Vehicle
9	Shri.Y. Nokyih Konyak	NL-07-9817	Pool Vehicle

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. HUMAN RESOURCE & ESTABLISHMENT DEPARTMENT

Activity:

Disposal of works related to the department 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 (HR) & Asstt. Manager (Estbl), Dy. Manager and Manager(HR &E).

2. As per the delegated powers, Manager 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(HR &E) 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 HR &E, files are marked to General Manager (Loan) who in turn give/obtain necessary approval.

6. For decision pertaining investment of funds, committee consisting of GM(HR &E), GM(Loan), DGM(F&A) and 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.

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. Securitization
- 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. Monitrium period-3 months
2. Issue of Demand Notice
3. Issue of 2nd Demand Notice
4. Final Notice
5. Legal Notice/Legal action
6. Filing up of suits
7. Lock-up etc.

C. One-Time Settlement/ Concessional Package

1. Receipt of proposal
2. Securitization of proposal
3. Recommendation for CP/OTS Committee
4. Approval of C.E.O.
5. Boards decision

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 securitization. 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. 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. BUSINESS 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 advice to place proposal for Boards 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 has 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/her 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/she shall serve the corporation in its business in such capacity and at such place as he/she 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, NMDFDC, 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

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	HR&E 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-	Loan Section
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-	BD Section
6	Secretarial related	Records/documents are maintained and retained in accordance with the provisions of the Companies Act 1956	-do-	HR&E 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 (HR&E) | - 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. General Manager (HR&E) - Chairman
- ii. Dy. General Manager - Member
- iii. Manager. (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(HR&E) - Chairman
- ii. Dy. General Manager (F&A) - Member
- iii. Manager (Legal) - Member

(v) Disposal Committee :

- i. General Manager(HR&E) - 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 (HR&E) - Member
- iii. Dy. General Manager (BD/NB) - Member
- iv. Deputy General Manager (F&A) - Member
- v. Manager (Legal) - Member Secretary

(vii) Medical Reimbursement Committee :

- i. General Manager (HR&E) - Chairman
- ii. One Doctor from Civil Hospital - Member
- iii. Dy. General Manager - Member
- iv. Manager (HR&E) - Member Secretary

MANUAL NO. 9

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

Sl.	Name	Designation	Phone Nos.				Office Address
			Code	Office	Home	Mobile	
1	Bendangtoshi Longkumer	Managing Director	03862	230571	233382	9436002160	N.I.D.C., IDC House, Dimapur - 797 112 (Nagaland)
2	C.Mhonrao Lotha	General Manager	03862	230571	229809	9436012959	-do-
3	P Zuvito Waths Sema	General Manager	03862	230571	242029	9436012985	-do-
4	N.Kakheho Aye	Dy. General Manager	03862	230571	242310	9402992690	-do-
5	H.Pienyu	Dy. General Manager	03862	230571		9436013757	-do-
6	Meya Ao	Dy. General Manager	03862	230571	230618	9436001239	-do-
7	Benthang Ghap Rengma	Manager	03862	230571		9862043390	-do-
8	Joyee Sen	Manager	03862	230571	224681	9436008259	-do-
9	C.P.Samy	Manager	03862	230571	224414	9436003046	-do-
10	Temjen Y Jamir	Manager	03862	230571		9436266379	-do-
11	Robin Mech	Manager	03862	230571	227656	9436261863	-do-
12	Watila Jamir	Manager	03862	230571	230618	9436012975	-do-
13	R.K.Mitra	P.S.to MD	03862	226473	244117	9436260968	-do-
14	Tiamongla Ao	Dy. Manager	03862	230571	255094	9436266223	-do-
15	Alemwabang	Dy. Manager	03862	230571		9862855298	-do-
16	Ade Rose	Dy. Manager	03862	230571	224692	9436430833	-do-
17	Riazul Hussain	Dy. Manager (Account)	03862	230571	233520	9436213174	-do-
18	Kalika ayemi	Dy. Manager	03862	230571		9615712827	-do-
19	Tzudir jamir	Dy. Manager	03862	230571		8974588051	-do-
20	Visato Pusa	Asstt. Manager	03862	230571		8014269669	-do-
21	Sanen Pongener	Asstt. Manager	03862	230571		8974055958	-do-
22	Tsutilong	Asstt. Manager	03862	230571		8974007897	-do-
23	T Arenla Jamir	Asstt. Manager	03862	230571	223006	9436213662	-do-

24	Asaba Aier	Asstt. Manager	03862	230571	231487	9856792974	-do-
25	Chikhalu Ayemi	Asstt. Manager	03862	230571		8575442842	-do-
26	Kiyezhe Sema	Asstt. Manager	03862	230571		8732000691	-do-
27	Kedowhekhono Khate	Sr. Assistant	03862	230571		9436008704	-do-
28	Keviseno Khate	Sr. Assistant	03862	230571	226484	9436012463	-do-
29	Alienla	Sr. Assistant	03862	230571		8974052323	-do-
30	Yimlirenla	Sr. Assistant	03862	230571		9856669044	-do-
31	Imtha Jamir	Sr. Assistant	03862	230571		9612503326	-do-
32	V.T.Sangtam	Sr. Assistant	03862	230571		9436658177	-do-
33	Haichulo Tep	Sr. Assistant	03862	230571		9436446262	-do-
34	Imti Longchar	Sr. Assistant	03862	230571	230641	9436079538	-do-
35	Temsutoshi Jamir	Sr.Sy. Asstt	03862	230571	229158	9436430721	-do-
36	Tatongchila Ao	Jr. Assistant	03862	230571		9862819262	-do-
37	Mary Ayemi	Jr. Assistant	03862	230571		9089282574	-do-
38	Imlimenla	Jr. Assistant	03862	230571		9612128669	-do-
39	Imlichuba Jamir	Jr. Assistant	03862	230571		9856068293	-do-
40	Athunglo Lotha	Jr. Assistant	03862	230571		8014157224	-do-
41	Orenthung Jami	Jr. Assistant	03862	230571		8258870521	-do-
42	Eric A Sukhalu	Jr. Assistant	03862	230571		9615523302	-do-
43	Willto Sema	Jr. Assistant	03862	230571		8258084011	-do-
44	Pikato Zhimomi	Jr. Assistant	03862	230571		8575875871	-do-
45	Aikato Zhimomi	Jr. Assistant	03862	230571		8014637072	-do-
46	Holivi	Steno - III	03862	230571		8974861720	-do-
47	Helen Kajen	D.E.O.-I	03862	230571	226913	9436267701	-do-
48	Mapulemla Longkumer	D.E.O.-I	03862	230571	229907	9436266143	-do-
49	Tavesulu	D.E.O.-III	03862	230571		9436209910	-do-
50	Teyieno Angami	D.E.O.-III	03862	230571		9436602251	-do-
51	P.Imtila Jamir	D.E.O.-III	03862	230571	228719	9436430535	-do-
52	Kakheli Sema	D.E.O.-III	03862	230571		9856167977	-do-
53	Merentoshi Ao	Driver	03862	230571	236801	8415827253	-do-
54	Khruketo	Driver	03862	230571		9856286195	-do-
55	Noklen Jamir	Driver	03862	230571		9612906095	-do-
56	Vikheto Sumi	Driver	03862	230571		8974466877	-do-
57	Vishiho Zhimo	Driver	03862	230571		8118965955	-do-

58	Nribemo Ngullie	Driver	03862	230571			
59	Y Nokyeih Konyak	Driver	03862	230571		8787771409	
60	Heroto Yeptho	Driver	03862	230571			
61	Theputha	Duftry	03862	230571		9436802374	-do-
62	Ramu Mondal	Duftry	03862	230571		9774943972	-do-
63	Inavi Shohe	Peon	03862	230571		9862486892	-do-
64	Kenile	Peon	03862	230571		9436266587	-do-
65	Nenliya Rengma	Peon	03862	230571		9862370234	-do-
66	Sapinyu	Peon	03862	230571		8415973041	-do-
67	Shesnath Yadav	Peon	03862	230571		9436417435	-do-
68	Tenlong Phom	Peon	03862	230571		9612198625	-do-
69	Imlikumzuk Ao	Peon	03862	230571		7085123119	-do-
70	Aosashi	Peon	03862	230571		9089499957	-do-
71	P. Aomeren	Peon	03862	230571		8415832199	-do-
72	Merenlong Jamir	Chowkidar	03862	230571		9856797451	-do-
73	Anungba Ao	Chowkidar	03862	230571		8415070174	-do-
74	Litoli Kiho	Peon	03862	230571		8575153656	-do-
75	Meiwang Konyak	Peon	03862	230571		7628948029	-do-
76	Asenli Kath	Sweeper	03862	230571		7308974586	-do-
77	Senty Kath	Sweeper	03862	230571			-do-
78	Imyangluba Imsong						-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 Post and Scale of Pay are as below:

Post : Managing Director
Pay Band : P4 37400-67000

Sl. No.	Name	Designation	Total Emolument
1	Bendangtoshi Longkumer	Managing Director	Salary drawn from Secretariat

Post : General Manager
Pay Band : P3 29500-55100

Sl. No.	Name	Designation	Total Emolument
1	C Mhonrao Lotha	General Manager	125565
2	P. Zuvito Waths Sema	General Manager	110165

Post : Deputy General Manager
Pay Band : P3 15600-39100

Sl. No.	Name	Designation	Total Emolument
1	H Pienyu	Dy. General Manager	97693
2	N Kakheho Aye	Dy. General Manager	102441
3	Meyanungba Ao	Dy. General Manager	98480

Post : Manager/PS
Pay Band : P3 15600-39100

Sl. No.	Name	Designation	Total Emolument
1	Benthang Ghap	Manager	89944
2	Rajan Kumar Mitra	P.S. to MD	93068
3	Temjen Yanger Jamir	Manager	63376
4	C Palani Samy	Manager	77250
5	Joyee Sen	Manager	68468
6	Robin Mech	Manager	68173
7	Watila Jamir	Manager	68173

Post : Deputy Manager
Pay Band : P3 15600-39100

Sl. No.	Name	Designation	Total Emolument
1	Kalika ayemi	Dy. Manager	53315
2	Tzudir jamir	Dy. Manager	53315
3	Alemwabang	Dy. Manager	55233
4	Tiamongla Ao	Dy. Manager	61005
5	Riazul Hussain	Dy. Manager	54397
6	Ade Rose	Dy. Manager	51322

Post : Assistant Manager
Pay Band : P2 9300-34800

Sl. No.	Name	Designation	Total Emolument
1	Visato Pusa	Asstt Mgr	Leave Without Pay
2	Sanen Pongener	Asstt. Mgr	46673
3	Tsutilong	Asstt. Mgr	46673
4	Chikhalu ayemi	Asstt. Mgr	41457
5	Kiyezhe sema	Asstt. Mgr	41457
6	Asaba Aier	Asstt. Mgr	49821
7	T Arenla Jamir	Asstt. Mgr	48050

Post : Senior Assistant/ Senior System Assistant
Pay Band : P1 5200-20200

Sl. No.	Name	Designation	Total Emolument
1	Kedowhekhono Khate	Sr. Assistant (Cashier)	41580
2	Keviseno Vapru	Sr. Assistant	40818
3	Imtha Jamir	Sr. Assistant	43599
4	Y Imlirenla	Sr. Assistant	38634
5	Alienla	Sr. Assistant	39366
6	V Tsathirikyu Sangtam	Sr. Assistant	35729
7	Haichulo Tep	Sr. Assistant	46673
8	Imti Longchar	Sr. Assistant	27263
9	Temsutoshi Jamir	Sr. System Assistant	27263

Post : Jr. Assistant
Pay Band : P1 5200-20200

Sl. No.	Name	Designation	Total Emolument
1	Tatongchila Ao	Jr. Assistant	24557
2	Mary Ayemi	Jr. Assistant	23155
3	Athunglo Lotha	Jr. Assistant	21827
4	Imlichuba Jamir	Jr. Assistant	21827
5	Imlimenla	Jr. Assistant	20572
6	Orenthung Jami	Jr. Assistant	19982
7	Eric A Sukhalu	Jr. Assistant	19982

8	Willto Sema	Jr. Assistant	19982
9	Pikato Zhimomi	Jr. Assistant	19982
10	Aikato Zhimomi	Jr. Assistant	19982
11	Holivi	Steno	25689

Post : Data Entry Operator-III/ Data Entry Operator-I
Pay Band : P1 5200-20200

Sl. No.	Name	Designation	Total Emolument
1	Mapulemla Longkumer	D.E.O.-III	39003
2	Helen Kajen	D.E.O.-III	36439
3	Tavesulu	D.E.O.-III	37251
4	Teyieno Angami	D.E.O.-III	35214
5	Kakheli Sema	D.E.O.-I	34619
6	P.Imtila Jamir	D.E.O.-I	33167

Post : Driver
Pay Band : P1 5200-20200

Sl. No.	Name	Designation	Total Emolument
1	Merentoshi Ao	Driver	42294
2	Khruketo Tsukru	Driver	34219
3	Noklen Jamir	Driver	35086
4	Vikheto Sumi	Driver	19244
5	Vishiho Zhimo	Driver	19244
6	Nribemo Ngullie	Driver	17620
7	Y Nokyeih Konyak	Driver	17620
8	Heroto Yeptho	Driver (Fix Pay)	4500

Post : Duftry
Pay Band : IS 4400-17200

Sl. No.	Name	Designation	Total Emolument
1	Theputha Lohe	Duftry	30784
2	Ramu Mondal	Duftry	29207

Post : Peon/Chowkidar/Sweeper
Pay Band : IS 4400-17200

Sl. No.	Name	Designation	Total Emolument
1	Sheshnath Yadav	Peon	29161
2	Tenlong Phom	Peon	24213
3	Imlikumzuk Ao	Peon	18118
4	Kenile Tep	Peon	22368
5	Aosashi Longchar	Peon	21310
6	Sapinyu Temi	Peon	24606

7	Inavi Shohe	Peon	23137
8	Nenleya Rengma	Peon	22937
9	P Aomeren Longchar	Peon	16710
10	Litoli Kiho	Peon	15285
11	Meiwang Konyak	Peon	14214
12	Anungba Ao	Chowkidar	28961
13	Merenlong Jamir	Chowkidar	17718
14	Gautam Mondal	Chowkidar	14422
15	Asenli Kath	Sweeper	18801
16	Senty Kath	Sweeper	14422
17	Imyangluba Imsong	PP to MD	3000

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 2009-2010

BUDGET PROPOSAL FOR FY 2017-2018				
CAPITAL BUDGET:		(Rupees in Lakh)		
A	SOURCES OF FUND:	Budgeted 2016-2017	Actual 2016-2017	Projection 2017-2018
1	Equity from State Government	800.00	0.00	0.00
2	Borrowings from;			
	i. NSTFDC	200.00	79.50	200.00
	ii. NMDFC	500.00	0.00	500.00
	iii. NSKFDC	100.00	218.03	100.00
3	Loan Recovery (Principal);			
	i. NIDC Scheme/CLS/HPL	100.00	39.65	100.00
	ii. NSTFDC Scheme	250.00	166.75	400.00
	iii. NMDFC	400.00	261.78	800.00
	iv. NSKFDC	50.00	31.41	100.00
	v. HUDCO	28.00	0.00	28.00
4	Loan to Employees (Recovery)	25.00	26.24	25.00
Total:		2453.00	823.36	2253.00
B	DEPLOYMENT OF FUNDS:			
1	Disbursement;			
	i. NIDC Scheme	100.00	55.00	100.00
	ii. NSTFDC Scheme	200.00	133.55	200.00
	iii. NMDFC Scheme	500.00	0.00	500.00
	iv. NSKFDC	100.00	0.00	100.00
2	Repayments (Principal);			
	i. NSTFDC	250.00	131.56	400.00
	ii. NMDFC	400.00	73.31	800.00
	iii. NSKFDC	50.00	38.43	100.00
3	Loan to employees	30.00	39.70	30.00
4	Leave Salary Fund	6.00	6.00	6.00
5	Purchase of Computer hardware	1.50	1.71	5.00
6	Purchase of Office Equipment & Machy.	3.00	0.04	6.00
7	Purchase of furniture & fixtures	0.50	0.85	1.50
8	Purchase of Library books	0.20	0.01	0.10
9	Purchase of vehicles	20.00	9.99	10.00
10	Capital works	6.00	10.50	3.50
11	Software development	3.00	0.61	1.00
Total B		1670.20	501.26	2263.10
Surplus/ Deficit (A-B)		782.80	322.10	(-)10.10

REVENUE BUDGET:		(Rupees in Lakh)		
A	SOURCES:	Budgeted 2016-2017	Actual 2016-2017	Projection 2017-2018
1	Grant from State Government	145.00	80.00	80.00
2	Interest Income from Term Lending:			
	i. NIDC Scheme	50.00	16.76	30.00
	ii. NSTDFC Scheme	100.00	57.82	75.00
	iii. NMDFC Scheme	170.00	75.33	125.00
	iv. NSKFDC	5.00	5.92	20.00
	v. HUDCO	10.00	0.00	10.00
	vi. Interest from Bank	100.00	107.97	80.00
3	Interest from staff loan	3.00	3.94	4.00
4	Rent from Industrial Estate	15.00	7.60	15.00
5	Rent from Office,Staff & Com. Complex	9.00	7.67	10.00
6	Other operational receipt (Sale of Forms)	0.50	0.33	0.50
7	Appraisal fees	4.00	0.82	4.00
8	Project consultancy services/nodel agency charges	3.50	1.69	3.00
9	Other Revenue receipt (including GIA, NMD, NST)	10.00	0.00	1.00
TOTAL:		625.00	365.85	457.50
B	USES:			
1	Interest Payment:			
	i. NSTFDC	100.00	13.44	50.00
	ii. NMDFC	170.00	81.69	100.00
	iii. NSKFDC.	5.00	0.14	15.00
2	Repairs & Maintenance of:			
	i. Industrial Estate	2.00	0.00	2.00
	ii. Commercial Complex	5.00	4.97	9.00
	iii. Office Building	12.00	7.21	2.00
	iv. Office Equipment & machinery	0.70	0.66	0.75
	v. Office furniture & fixture	0.50	0.41	0.50
	vi. D.G. Set	1.50	0.29	1.50
	vii. Computer hardwares	1.00	0.30	0.50
	viii. Maintenance of Website	0.20	0.09	0.20
	xi. Upkeep & Maintenance of AFSEZ	3.50	2.66	2.00
3	Annual Maintenance Contract:			
	EPABX/Photostat/Fax/UPS	1.00	0.16	0.50
	Software	1.00	0.90	1.00
	Business Development:			
	i. Printing of brochures/literature	0.50	1.50	1.00
4	ii. Study/Survey	2.00	1.73	2.00
5	Salary & Staff expenditure (Appendix-I)	516.53	492.73	493.70
6	Admn & Estt.Expenses (Appendix-II)	27.30	19.25	24.59
TOTAL:		849.73	628.13	706.24
Revenue Surplus/Deficit (A-B)		(-)224.73	(-)262.28	(-)248.74
		558.07	59.82	(-)258.84

APPENDIX - I		(Rupees in Lakh)		
SALARY & STAFF EXPENSES		Budgeted 2016-2017	Actual 2016-2017	Projection 2017-2018
	Salary and Allowances:			
	i. Officers & Staff	399.46	392.12	382.00
	ii. Managing Director	14.50	12.36	7.00
1	iii. Dy. General Manager (Deputation)	12.00	5.29	12.00
2	Medical reimbursement	7.00	1.40	2.00
3	CPF/DLI & Admn. Charge of PF etc.	43.37	39.21	41.00
4	Dearness Allowances	10.00	10.16	10.00
	Travelling expenses:			
	i. Managing Director	2.00	3.99	2.00
	ii. Officers & Staff	5.00	5.39	5.00
5	iii. Chairman	1.00	1.26	1.00
6	Pension & Leave Salary contribution (deputationist)	2.00	1.40	1.50
7	Staff Welfare Expenses	0.20	0.15	0.20
8	Group Gratuity Insurance	20.00	20.00	30.00
TOTAL:		516.53	492.73	493.70
APPENDIX - II				
ADMINISTRATIVE & ESTT. EXPENSES:				
1	Training and Seminars	1.00	0.00	1.00
2	Membership subscription	0.50	0.40	0.50
3	Electricity charges	2.00	0.96	1.00
4	Insurance charges:			
	i. Cash Insurance	0.20	0.16	0.50
	ii. Vehicle Insurance	2.00	2.08	2.00
	Vehicle maintenance:			
	i. Attached vehicle	1.50	0.68	1.00
	ii. Pool Vehicle	2.00	0.09	1.00
	ii. Managing Director	0.50	0.24	0.50
5	iv. Chairman	0.50	0.00	0.50
	POL Expenses:			
	i. Officers & Others	2.00	2.15	2.00
	ii. Managing Director	0.70	0.61	0.70
	iii. Chairman	0.80	0.85	0.80
6	iv. D.G. set	1.50	0.71	1.00
	General Charges;			
	i. Office upkeep & maintenance	1.00	0.13	1.99
7	ii. Office miscellaneous expenses	2.00	1.63	1.50
8	News paper and periodicals	0.80	0.49	0.10
9	Postage and Telegram	0.50	0.26	0.50
10	Telephone Charges	1.00	1.14	1.00
11	Printing & Stationery	2.50	2.36	2.50
12	Legal & Professional fees	2.00	2.13	2.00
13	Audit fees and expenses	1.30	2.11	1.50
14	Advertisement expenses	0.20	0.00	0.20
15	Bank Charges	0.20	0.07	0.20
16	Service charges to DAN	0.60	0.00	0.60
TOTAL:		27.30	19.25	24.59

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	Human Resource and Establishment	Yes	Database	GM (HR&E)	PIO or APIO
2	Loan Management	Yes	Database	GM (Loan)	-do-
3	Business Development	Yes	Database	GM (BD)	-do-
4	Finance & Accounts	Yes	Database	DGM (F&A)	-do-
5	Legal	Yes	Database	Mgr(Legal)	-do-
6	MIS	Yes	Database	Dy. Manager(MIS &IT)	-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 & 1st, 3rd & 5th Sat)
(2nd & 4th Sat & Sun closed)
Transaction Hours:10.00 am to 2.00 am
- 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

: 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	Bendangtoshi Longkumer	MD	03862	226473		9436002160	Nil	N.I.D.C., IDC House, Dimapur - 797 112 (Nagaland)

B) Public Information Officer (PIO)

				Phone Numbers				
				Office	Home	Mobile		
1	C Mhonrao Lotha	General Manager	03862	230573	226375	9436012959	Nil	N.I.D.C., IDC House, Dimapur - 797 112 (Nagaland)

C) Assistant Public Information Officer (APIO)

				Phone Numbers				
				Office	Home	Mobile		
1	H.Pienyu	Dy. General Manager	03862	230571		9436013757	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 C Mhonrao Lotha, Public Information Officer (PIO)
2. Shri H.Pienyu, 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

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.

