

INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT 2005

MINISTRY OF THE DEVELOPMENT OF NORTH EASTERN REGION

CHAPTER - 1: INTRODUCTION:

- 1.1 Please throw light on the background of this hand-book (Right to Information Act -2005).

The Information Handbook has been prepared in satisfaction of the Section 4(1)(b) of the Information Act 2005.

- 1.2 Objective/purpose of this hand-book

The objective of this Handbook is to present the information relating to the Ministry of DoNER comprehensively in a single booklet.

- 1.3 Who are the intended users of this hand-book?

The Handbook is intended for the use of any person who requires information relating to the Ministry of DoNER.

- 1.4 Organisation of the information in this hand-book

The information in this Handbook is organized in the following ... Manuals.

- 1.5 Abbreviations/Definitions (Please provide definitions of various terms used in the hand-book).

Some of the common abbreviations/definitions used in the Handbook are as follows:

NER-North Eastern Region

NEC- North Eastern Council

NEDFi- North Eastern Development Finance Corporation

NERAMAC- North Eastern Regional Agricultural Marketing Corporation Ltd.

NEHHDC- North Eastern Handlooms and Handicrafts Development Corporation

SMC-Sikkim Mining Corporation Ltd.

GBS- Gross Budgetary Support is the Total budget of a Ministry/Department from which the amounts of **EAP**(Externally aided projects) and **IEBR**(Internal Extra Budgetary Resources) are excluded

NLCPR - Non Lapsable Central Pool of Resources which is the amount accumulated out of the unspent balance of the allocations of different Mins./Deptts. for the NER

- 1.6 Contact person in case somebody wants to get more information on topics covered in the handbook as well as other information also.

Shri Surender Kumar, Director (P) who is the Central Public Information Officer.

- 1.7 Procedure and Fee Structure for getting information not available in the handbook.

As per Rules /Guidelines given in the Department of Personnel & Training Notification No.34012/8(S)/2005-Estt.(B) dated 16 September 2005.

CHAPTER – 2 (Manual – 1)

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

2.1 Objective/purpose of the public authority.

The Ministry of DoNER is to act as a facilitator between the Central Ministries/Departments and the State Governments of the North Eastern Region including Sikkim in the economic development including removal of infrastructural bottlenecks, provision of basic minimum services, creating an environment for private investment and to remove impediments to lasting peace and security in the North Eastern Region including Sikkim.

2.2 Mission / Vision Statement of the public authority.

Accelerated Economic Development of the North Eastern Region including Sikkim to ensure that the region is at par with the rest of India.

2.3 Brief History of the public authority and context of its information.

The Department of Development of North Eastern Region was created in September 2001 by an amendment to the Government of India's Allocation of Business Rule. It was formally inaugurated in November 2001. It has been accorded the status of a full fledged Ministry vide Govt. of India gazette notification dated 27th May 2004.

2.4 Duties of the public authority.

The Ministry of DoNER is mainly concerned with the creation of economic infrastructure for the economic development of North Eastern Region.

2.5 Main activities/functions of the public authority.

- Non Lapsable Central Pool of Resources(NLCPR)
- North Eastern Council (NEC)
- Coordination with the Central Ministries and the State Govts. of the NE states.
- Capacity Building
- Advocacy and Publicity
- International Cooperation
- Enterprises of the Department.

2.6 List of services being provided by the public authority with a brief write-up on them.

As in 2.5

2.7 Organizational structure Diagram at various levels namely State, directorate, region district, block etc. (whichever is applicable).

The Organizational Chart is enclosed herewith. Ministry of DONER has no offices at the State or District level.

2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Ministry of DoNER will welcome any suggestion from the public with regard to enhancing its effectiveness and efficiency.

2.9 Arrangements and methods made for seeking public participation/contribution.

Even though there is no arrangement for public participation in the policy formulations, Ministers etc. of the State Governments (representatives of the people) take part in the deliberations of the various Committees.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Monitoring

Periodical progress reports from the State govts.

State govts. have to furnish utilization certificates to get further instalments

Planning & Development Departments of the State govts conduct field inspections and submit inspection notes.

State Chief Secretaries conduct Quarterly Reviews.

Tours by the senior officers of the Min.of DoNER.

The Min. has engaged IIM Lucknow to conduct Impact Assessment Study for NLCPR projects in NE areas.

Public Grievance Resolution

Even though there is no separate officer for receiving Public grievances, the complaints if any against any officer will be examined by the Vigilance unit of the Ministry.

2.11 Addresses of the main office and other offices at different levels. (Please categorize the addresses district wise for facilitating the understanding by the user).

Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011.

2.12 Morning hours of the office: 9.00 AM to 5.30 PM with 1.00 PM to 1.30 PM as lunch break.

CHAPTER – 3 (Manual – 2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

3.1. Details of the powers and duties of officers and employees of the organization.

Designation	Secretary
Administrative	
Duties	Head of the Ministry. Principal adviser to the Minister on all matters of policy and administration.

The Financial and other powers of various officials are as per the Rules of Executive Business and the procedure/guidelines issued in this connection by Government of India.

2. The responsibilities entrusted to Joint Secretaries are as under:

Designation	Joint Secretary
Administrative	
Duties	Head of the Division. Maximum measure of independent functioning in respect of all business falling within his division subject to the general responsibility of the Secretary.

3. The other officials/staff assist the Joint Secretary in respect of the work allocated to them.

CHAPTER – 4 (Manual – 3)

**RULES REGULATIONS, INSTRUCTIONS MANUAL AND RECORDS, FOR
DISCHARGING FUNCTIONS**

- 1. Guidelines for Administration of Non-Lapsable Central Pool of Resources**
- 2. Guidelines for Funding NGOs**

CHAPTER –5 (Manual – 4)

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

Formulation of Policy

5.1 Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

S.N.	Subject/ Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation

Implementation of Policy

5.2 Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of the provision in following format.

S.N.	Subject/ Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
	Administration of Non-lapsable Central Pool of Resources	No	Even though there is no public participation, Ministers of the State Governments participate in the meeting to decide the priorities of the schemes for the purpose of release of funds.

CHAPTER-6 (Manual – 5)

A statement of the categories of documents that are held by it or under its control

6.1 The Ministry is keeping and maintaining records relating to the various tasks entrusted to it under the Rules of Allocation of Business. In addition, the Ministry also keeps a record of all the other matters that are referred to it.

The records are held in the custody of the officials dealing with concerned sections/subjects.

CHAPTER-7 (Manual – 6)

A statement of boards, council, committees and other bodies constituted as its part

- a) Name and address of the Affiliated Body – **North Eastern Council**, New NEC Complex, Nongrim Hills, Shillong – 793 003.
- b) Type of Affiliated Body (Board, Council, Committees, Other Bodies) – Council.
- c) Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities) –

Establishment Year – It was established in 1972 under the NEC Act 1971.

Objective – Securing balanced development of the North Eastern Region and for Inter-State Coordination. Review of matters taken by NE States for the maintenance of security and public order in the Region.

Main Activities – It acts as a coordinator in expediting various State projects in the field of roads, air connectivity, medical and health sector, irrigation, flood control and water resources development, power sector, agriculture and allied sector, environment, manpower development, science and technology and information and public relations.

- d) Role of the Affiliated Body (Advisory/Managing/Executive/Others) - Advisory
- e) Structure and Member Composition – NEC is headed by Chairman. Minister, DoNER is the ex-officio Chairman. He is assisted by Secretary and a team of advisors.
- f) Head of the Body - Chairman
- g) Address of main office and its Branches - North Eastern Council, New Complex, Nongrim Hills, Shillong – 793 003.
- h) Frequency of Meetings -
- i) Can public participate in the meetings?
- j) Are minutes of the meetings prepared? – Yes.

NLCPR Committee

The Ministry is mainly administering NLCPR Funds and as such there is a Committee called NLCPR Committee to administer the NLCPR Schemes consisting of:

1. Secretary, Ministry of the Development of North-Eastern Region-Chairperson.
2. Finance Secretary or his representative not below of Joint Secretary rank-Member.
3. Home Secretary or his representative not below of Joint Secretary rank-Member.
4. Secretary of the concerned Ministry/Department or his representative not below Joint Secretary rank for central project schemes- Member.
5. Adviser of North-Eastern In-charge in the Planning Commission-Member.
6. Financial Adviser, Ministry of Development of North-Eastern Region-Member.

7. Joint Secretary In-charge of NLCPR of the Ministry of Development of North Eastern Region Member.

The main functions of the Committee are: -

- a) To ensure equitable distribution of NLCPR resources among NE States.
- b) To assist projects/schemes proposed by the NE States in terms of viability and tangible socio-economic impact.
- c) To prioritize the projects
- d) To recommend allocation of funds for such scheme/project.
- e) To recommend amounts from NLCPR.

In order to ensure that the information about development schemes be financed through NLCPR reach the ultimate/targeted beneficiary the following steps have been ensured:

- 1) All the schemes/projects being supported from NLCPR shall be given wide publicity in the local media.
- 2) The State Government shall display at project site a board indicating the sanction of the projects, estimated cost of the projects, source of funds etc.
- 3) The State Government shall disseminate information through media print/electronics through appropriate means on the schemes being implemented from Central Pool of Resources (NLCPR).

CHAPTER-8 (Manual – 7)

8.1 Ministry of Development of North Eastern Region.

Name, designation and other particular of Public Information Officer.

Sr. No.	Name	Designation	STD Code	Phone Nos	Fax	E.mail	Address.
1	Sh.Surender Kumar	Director.	O11	23022026(0) 23954812(R)	23015360	surender. kumar@nic.in	R.No.284 Vigyan Bhavan Annexe N. Delhi

Department Appellate Authority:

S. N.	Name	Designation	STD Code	Phone No.	Fax	E-mail	Address
1	Rajendra Mishra	Joint Secretary	011	2379 4866(O) 2689 4516 (R)	23022307	rajendra.mishra@nic.in	283-A, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi- 110 011

CHAPTER-9 (Manual – 8)

Procedure followed in decision making process

9.1. What is the procedure followed to take a decision for various matters?

Any reference/proposal from the public or other organizations is passed on to the Division dealing with the specific subject. Then these references are considered in the relevant file keeping in view the Rules and Regulations and put up to the competent authority. In the case of matters relating to Administration the Office Procedure Manual, Establishment Rules, General Financial Rules, Fundamental Rules and Supplementary Rules etc are used. In the matters relating to Advocacy and Capacity building and Proposals related NLCPR, the guidelines relating to Advocacy and Capacity building and NLCPR guidelines are referred.

9.2 What are the documented procedures/laid down procedures/defined criteria/Rules to arrive at a particular decision for important matters? What are the different levels through which a decision moves?

Procedure is as described in 9.1. As to the levels the files move through the levels of Dealing Asst./Section officer/US/DS(Dir.)/JS/Secy. in the Admn. Division and DO/US/DS(Dir.)/JS/Secy in other Divisions.

9.3 What are the arrangements to communicate a decision to the public?

After the proposal is considered as described in the paras 9.1 and 9.2 above, the competent authority takes a decision. The decision is communicated by one of the middle or junior officers to the person who originally forwarded the reference. As to the communication of policy/programmes/schemes etc. printed media and internet are used.

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

As described in 9.1 and 9.2 all officers in the line of control express their opinion and advice is also sought from the other Divisions/Ministries/Depts. if their advice/opinion is considered necessary.

9.5 Who is the final authority that vets the decision?

The final authority to take a decision so far as the Ministry of DONER concerned is the Hon'ble Minister of DONER aided by Secy(DONER).

9.6 Important matters on which the decision is taken by the Min.of DONER.

Sl.No.	
Subject on which the decision is to be taken	
Guidelines/Directions if any	
Process of execution.	
Designation of the officers involved in the decision making.	
Contact information of above mentioned officers	
If not satisfied by the decision where and how to appeal.	

Chapter -10 (Manual -9)**NAME & DESIGNATION OF THE OFFICERS OF THE MINISTRY****DIRECTORY OF OFFICIALS AND EMPLOYEES (As on 23.08.2006)**

Name & Designation	Room No.	Telephone No.
Mrs. Sushma Singh Secretary	233, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 secydoner@nic.in	2302 2020 (O) 2302 2037 (O) 2302 2024 (F) 2687 0489 (R)
Dr. Hari Krishna Paliwal Joint Secretary	241, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 haripaliwal@nic.in	2302 2019 (O) 2301 5360 (F) 2671 4848 (R)
Shri Rajendra Mishra Joint Secretary	283, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 rajendra.mishra@nic.in	2379 4866 (O) 2302 2307 (F) 2689 4516 (R)
Shri D.S. Poonia Joint Secretary	283-A, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 dsponia@nic.in	2379 4694 (O) 2302 2013 (F) 2611 2458 (R)
Shri S.C. Sharma Director	271, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 suresh.s@nic.in	2302 2025 (O) 2301 5360 (F) (R)
Shri C. Laldinliana Director	284-A, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 c.laldinliana@nic.in	2379 4862 (O) 2301 5360 (F) 5596 3540 (R)
Shri Sajal Mittra Director	269, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 sajalmittra@hotmail.com	2379 4679 (O) 2301 5360 (F) 2374 0097 (R)
Shri Pankaj Asthana Director	273, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 pankaj.asthana@nic.in	2302 2092 (O) 2301 5360 (F) (R)
Shri Surender Kumar Director	284, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 surrender.kumar@nic.in	2302 2026 (O) 2301 5360 (F) 2395 4812 (R)
Shri Nikhil Pandey Director	265, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 nikhil.pandey@nic.in	2379 4689 (O) 2301 5360 (F) 2412 2290 (R)
Shri P.R. Meshram Joint Director	267, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 pr.meshram@nic.in	2301 5184 (O) 2301 5360 (F) 2436 4909 (R)
Shri S.K. Nayyar	281, Vigyan Bhavan Annexe, Maulana	2379 4685 (O)

Deputy Secretary	Azad Road, New Delhi-110011 sk.nayyar@nic.in	2301 5360 (F) 2981 3594 (R)
Shri B.B. Samaddar Deputy Secretary	259, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 bb.samaddar@nic.in	2302 2426 (O) 2301 5360 (F) 2436 3664 (R)
Shri Jiwan Dass Deputy Secretary	255, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011. jiwan.dass@nic.in	2302 2431 (O) 2301 5360 (F) 2803 1217 (R)
Shri L.B. Tuolte Under Secretary	262, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 lb.tuolte@nic.in	2301 5358 (O) 2301 5360 (F) 0120-2463035 (R)
Sh. E.P. Muralidharan Under Secretary	263, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 ep.murali@nic.in	2302 2428 (O) 2301 5360 (F) 5510 8391 (R)
Sh. N. Sivaramakrishnan Under Secretary	262, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 nsr.krishnan@nic.in	2301 5358 (O) 2301 5360 (F) 5579 3559 (R)
Shri Chinmay Biswas Under Secretary	263, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011 chinmay.biswas@nic.in	2302 2428 (O) 2301 5360 (F)
Shri D.P. Singh Under Secretary	259, Vigyan Bhavan Annexe, Maulana Azad Road, New -110011 dhanpatsingh@nic.in	2302 2023 (O) 2301 5360 (F) 9810544320 (M)
Shri L. Thahgen Under Secretary	309, Vigyan Bhavan Annexe, Maulana Azad Road, New -110011	2302 2431 (O) 2301 5360 (F) 5580 1987 (R)
Shri B.M. Mishra Assistant Director (OL)	274, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2430 (O) 2301 5360 (F) 5567 1176 (R)
Shri M.K. Sharma Desk Officer	272, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2140 (O) 2301 5360 (F) 2211 7675 (R)
Shri P. Deb Section Officer	261, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2140 (O) 2301 5360 (F)
Shri Ajay Kumar Section Officer	261, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2427 (O) 95129-2231546 (R)
Shri Kanti Bhai Section Officer	261, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2301 5219 (O) 2301 5360 (F)
Shri H.Chinzason Section Officer	309, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2431 (O) 2301 5360 (F)

Shri S.K. Thakur PS	233-A, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi- 110011	2302 2020 (O) 2302 2024 (F) 2778 2134 (R)
Smt. Omlata Rawat PS	278, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2379 4694 (O) 2302 2013 (F)
Smt. R. Bharani PA	274, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2379 4685 (O) 2301 5360 (F)
Shri Vikram Negi PA	278, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2379 4866 (O) 2302 2307 (F)
Shri B.B. Bali PA	263, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2428 (O)
Shri Naveen Bagotra PA	272, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2025 (O) 2301 5360 (F)
Shri Abhay Sahay PA	274, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2092 (O) 2301 5360 (F)
Shri S.S. Rawat PA	237, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2019 (O) 2302 2024 (F)
Shri Bhupender Nath PA	262, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2301 5358 (O) 2301 5360 (F)
Shri Vikas Awasthi Stenographer Grade D	233-A, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi- 110011	2302 2020 (O) 2302 2024 (F) 2731 8817 (R)
Shri Anadi Sharma Stenographer Grade D	272, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2431 (O) 2301 5360 (F)
Shri Sudhir Kumar Stenographer Grade D	274, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2301 5184 (O) 2301 5360 (F)
Ms. Neerja Tripathi Stenographer Grade D	274, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2430 (O) 2301 5360 (F)
Shri Rajesh Kumar Hindi Translator	274, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2430 (O) 2301 5360 (F)
Shri Vanlalhoum Assistant	272, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011.	2301 5219 (O)
Shri N.R. Meena Assistant	261, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2140 (O) 2301 5360 (F)
Shri Pradip Km. Singh UDC	261, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2427 (O) 2301 5360 (F)
Shri B.B. Upadhyay UDC	281, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2379 4685 (O) 2301 5360 (F)
Shri Bal Krishna Bhardwaj, UDC	261, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2301 5219 (O) 2301 5360 (F)
Shri Vivekanand LDC	261, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2427 (O) 2301 5360 (F)
Shri Kishan Chand Peon	Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2301 5219 (O)
Shri Achchar Singh	Vigyan Bhavan Annexe, Maulana Azad	2302 2020 (O)

Peon	Road, New Delhi-110011	
Shri Mohan Ram Peon	Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2301 5219 (O)
Shri Mohd. Aslam Peon	Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2379 4694 (O)
Shri Balbir Singh Peon	Shastri Bhawan, New Delhi-110001	2338 8482 (O)
Shri Inderjeet Yadav Peon	Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2301 5184 (O)
Shri Chander Bahadur Peon	Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2301 5219 (O)
Shri Sunil Dutt Peon	Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2427 (O)
Shri Ajay Kumar Peon	Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2379 4685 (O)
Shri Suresh Kumar Peon	Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2379 4866 (O)
Shri Jaiveer Singh Staff Car Driver	Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2020 (O)
Shri Harjeet Singh Staff Car Driver	Shastri Bhawan, New Delhi-110001	2338 8482 (O)
Shri Kalecter Singh Staff Car Driver	Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2379 4866 (O)
Shri R.S. Meena Staff Car Driver	Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011	2302 2019 (O)

Chapter-11 (Manual-10)

MONTHLY REMUNERATION RECEIVED BY EACH OFFICER EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATION.

S.N.	Name	Designation	Basic pay/ Dearness Pay as on 1.03.2007	Allowances CCA/TA/HRA	Procedu re to determin e Allowan ces etc.
1	Mrs. Sushma Singh	Secretary	Rs.26,000/- Rs.13,000/-	Rs.300/00/00	As per relevant rules
2	Dr. Hari Krishna	Jt. Secretary	Rs.22,900/- Rs.11,450/-	Rs.300/00/00	
3	Shri Rajendra Mishra	Jt. Secretary	Rs.19,400/- Rs. 9,700/-	Rs.300/00/8730	
4	Shri D.S. Poonia	Jt. Secretary	Rs.23,400/- Rs.11,700	Rs.300/00/00	
5	Shri Suresh C. Sharma	Director	Rs. 17,500/- Rs. 8,750/-	Rs.300/800/00	
6	Shri C. Laldinliana	Director	Rs 18,300/- Rs. 9,150/-	Rs.300/800/00	
7	Shri Amit Sahai	Director	Rs. 17,300/- Rs. 8,650/-	Rs. 300/800/00	
8	Shri Sajal Mitra	Director	Rs.18,300/- Rs.9,150/-	Rs.300/800/00	
9	Shri Pankaj Asthana	Director	Rs. 16,300/- Rs. 8,150/-	Rs.300/800/00	
10	Sh. Surender Kumar	Director	Rs 19,100/- Rs. 9,550/-	Rs.300/800/8595	
11	Sh. Nikhil Pandey	Director	Rs. 16,300/- Rs. 8,150/-	Rs. 300/800/00	
12	Shri P.R. Meshram	Jt. Director	Rs 13,125/- Rs. 6563/-	Rs 300/800/00	
13	Shri Jiwan Dass	Dy. Secretary	Rs. 16,125/- Rs. 8063/-	Rs. 300/800/7256	
14	Shri S.K. Nayyar	Dy. Secretary	Rs 15,750/ Rs. 7875/-	Rs. 300/800/7088	
15	Shri B.B. Samaddar	Dy. Secretary	Rs 15,750/- Rs. 7875/-	Rs. 300/800/00	
16	Shri L.B. Tuolte	Under Secy.	Rs 11,300/- Rs. 5650/-	Rs. 300/800/5085	

17	Sh. E.P. Muralidharan	Under Secy.	Rs 12,275/ Rs. 6138/-	Rs. 300/800/00	
18	Sh. N. Sivaramakrishnan	Under Secy.	Rs 13,250/- Rs. 6625/-	Rs. 300/800/5963	
19	Shri Chinmay Biswas	Under Secy.	Rs. 12,275/- Rs. 6138/-	Rs. 300/800/5524	
20	Sh. D.P. Singh	Under Secy.	Rs. 12,275/- Rs. 6138/-	Rs. 300/800/00	
21	Sh. L. Thahgen	Under Secy.	Rs. 12,600/- Rs. 5481/-	Rs. 300/800/00	
22	Shri B.M. Mishra	Asstt. Dir. (OL)	Rs. 9,500/- Rs. 4750/-	Rs.300/400/4275	
23	Shri M.K. Sharma	Desk Officer	Rs.8,275/- Rs. 4138/-	Rs.300/800/3724	
24	Shri P. Deb	S.O.	Rs.9100/- Rs. 4550/-	Rs. 300/800/4095	
25	Sh. Kanti Bhai	S.O.	Rs.7,300/- Rs. 3650/-	Rs. 300/400/3176	
26	Sh. Ajay Kumar	S.O.	Rs. 7,300/- Rs. 3650/-	Rs. 300/400/3285	
27	Shri H.Chinzason	S.O.	Rs. 7,700/- Rs. 3850/-	Rs. 300/400/3350	
29	Shri S.K. Thakur	PS	Rs.10,750/ Rs. 5375/-	Rs.300/800/00	
31	Smt. Omlata Rawat	PS	Rs. 9,375/- Rs. 4688/-	Rs.300/800/4219	
32	Smt. R. Bharani	PA	Rs.7,900/- Rs. 3950/-	Rs.300/400/3555	
33	Shri Vikram Negi	PA	Rs.7,250/- Rs. 3625/-	Rs.300/100/00	
34	Shri B.B. Bali	PA	Rs.6,500/- Rs. 3250/-	Rs.300/400/2925	
35	Shri Naveen Bagotra	PA	Rs.6,500/- Rs. 3250/-	Rs.300/400/2925	
36	Shri Abhay N.Sahay	PA	Rs.6,500/- Rs. 3250/-	Rs.300/400/00	
37	Shri S.S. Rawat	PA	Rs.6,700/- Rs. 3350/-	Rs.300/400/00	
38	Shri Bhupender Nath	PA	Rs.6500/- Rs. 3250/-	Rs.300/400/00	
39	Shri Vikas Awasthi	Steno Gr. D	Rs.6500/- Rs. 3250/-	Rs.300/400/2925	
40	Shri Anadi Sharma	Steno Gr. D	Rs.4,400/- Rs. 2200/-	Rs.300/100/1980	
41	Shri Sudhir	Steno Gr. D	Rs.4,400/- Rs. 2200/-	Rs.300/100/1980	

42	Ms. Neerja Tripathi	Steno Gr. D	Rs.6,500/- Rs. 3250/-	Rs.300/400/00	
43	Shri Rajesh Kumar	Jr. Hindi Translator	Rs.5,850/- Rs. 2925/-	Rs.300/100/2633	
44	Shri N.R. Meena	Assistant	Rs.6,500/- Rs. 3250/-	Rs.300/400/00	
45	Shri Van Lal Thom	Assistant	Rs.6,500/- Rs. 3250/-	Rs.300/400/00	
46	Shri Pradip K. Singh	UDC	Rs.4300/- Rs. 2150/-	Rs.300/100/00	
47	Shri B.B. Upadhyay	UDC	Rs.4,900/- Rs. 2450/-	Rs.300/100/00	
48	Shri Bal Krishna Bhardwaj	UDC	Rs. 4,200/- Rs. 2100/-	Rs.300/100/1845	
49	Shri Vivekanand	LDC	Rs.3,275/- Rs. 1638/-	Rs.200/100/1474	
50	Shri Kishan Chand	Peon	Rs.3,720/- Rs. 1860/-	Rs.200/100/16	
51	Shri Achchar Singh	Peon	Rs.2,900/ Rs. 1450/-	Rs.125/100/00	
52	Shri Mohan Ram	Peon	Rs.2,900/ Rs. 1450/-	Rs.125/100/00	
53	Shri Mohd. Aslam	Peon	Rs.2,840/- Rs. 1420/-	Rs.125/100/00	
54	Shri Balbir Singh	Peon	Rs.3,580/- Rs. 1790/-	Rs.200/100/1611	
55	Shri Inderjeet Yadav	Peon	Rs.4,800/- Rs. 2400/-	Rs.300/100/2160	
56	Shri Chander Bahadur	Peon	Rs.2,780/- Rs. 1390/-	Rs.125/100/00	
57	Shri Sunil Dutt	Peon	Rs.2,780/- Rs. 1390/-	Rs.125/100/1251	
58	Shri Ajay Kumar	Peon	Rs.2,780/- Rs. 1390/-	Rs.125/100/1251	
59	Shri Suresh Kumar	Peon	Rs.2,780/- Rs. 1390/-	Rs.125/100/1251	
60	Shri Jaiveer Singh	S.C. Driver	Rs.3,350/- Rs. 1675/-	Rs.200/100/1508	
61	Shri Harjeet Singh	S.C. Driver	Rs.3,350/- Rs. 1675/-	Rs.200/100/00	
62	Shri R.S. Meena	S.C. Driver	Rs.3,275/- Rs. 1638/-	Rs.200/100/1474	
63	Shri Kalecter Singh	S.C. Driver	Rs.3,350/- Rs. 1675/-	Rs.200/100/1508	

Chapter - 12(Manual -11)

The Allocation and expenditure in 2005-06 & 2006-07 and allocation in 2007-08 Agency-wise is given below:-

(in Rs. Crores)

	RE 2005-06	Exp. 2005-06	RE 2006-07	Exp. 2006-07 (Apr.06- Feb.07)	BE 2007-08
<u>Plan Schemes</u>					
NLCPR	679.17	679.17	700.00	606.40	600.00
NEC	461.50	460.16	600.00	401.11	600.00
Loan to NEDFi	22.33	22.33	31.48	31.48	60.00
Advocacy & Publicity	5.00	4.71	6.00	4.79	6.50
Capacity Building	8.00	7.92	10.00	6.60	12.00
Bodoland Territorial Council	-	-	-	-	100.00
Sikkim Mining Corporation	0.00	0.00	2.51	2.51	0.00
Development of cities & roads in NE States	0.00	0.00	0.01	0.00	0.01
Development of Inland Waterways in NER	-	-	-	-	1.49
SUB-TOTAL	1176.00	1174.29	1350.00	1052.89	1380.00
<u>Non-Plan items</u>					
NEC Secretariat	5.67	5.53	6.40	5.23	6.20
DONER Secretariat	3.25	2.44	3.33	2.96	3.50
Loan to NEHHDC	3.56	3.56	3.56	3.56	3.37
Loan to NERAMAC	-	-	2.00	2.00	-
SUB-TOTAL	12.48	11.53	15.29	13.75	13.07
GRAND TOTAL	1188.48	1185.82	1365.29	1066.64	1393.07

Chapter -15 (Manual-14)

Guidelines /NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Details of Norms/standards set by the department for execution of various activities/programmes.

1 For the release of funds from NLCPR

The states submit a prioritized list of projects with a short write up on the project.

The Priority list is used for the identification of projects under NLCPR

The NLCPR committee scrutinizes the projects to take up for detailed examination

The states submit Detailed Project Report (DPR)for the retained projects.

The DPRs are examined in consultation with the Central Ministries/Departments concerned.

The Committee recommends suitable projects for approval of Minister

In the case of approved projects, the state govts. submit an implementation schedule.

The first instalment is released by the Min.of DONER.

Subsequent releases are based on submission of demand along with proposed action plan, quarterly progress reports and photographs of the works executed.

2. For Funding NGOs.

The following types of proposals are considered.:-

Designed to benefit relatively more remote deprived areas and disadvantaged sections

Fostering closer integration of NE with other parts of the country

Providing publicity/advocacy to positive aspects/achievements of the NE and its potential in different sectors.

Workshops/Seminars/Consultation/Evaluation/Studies etc in the development sector of NE.

Innovative proposals which will further mandate the development of NE

Any other proposal which have intrinsic merit and interest.

CHAPTER-16 (Manual 15)

INFORMATION AVAILABLE IN ELECTRONIC FORM

Materials available in the Ministry's website are:

- a) Annual Report
- b) North Eastern Council
- c) North Eastern Development Finance Corporation (NEDFi)
- d) North Eastern Handicrafts & Handlooms Development Corporation (NEHHDC)
- e) North Eastern Regional Agricultural Marketing Corporation Ltd.(NERAMAC)
- f) Sikkim Mining Corporation (SMC) – [Wound up w.e.f. 1.1.2007 vide Notification No. 42/DMMG/06-07/639 dated 16.12.2006 of Department of Mines & Geology, Gangtok, Govt. of Sikkim.]
- g) Border Trade
- h) Art and Culture of North East
- i) MPs of North East States
- j) Residents Commissioners of North East in Delhi
- k) Literature in North East
- l) Guidelines for funding NGOs

CHAPTER-17 (Manual 16)

PARTICULARS OF FACILTIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

1. Annual Report and Office Library
2. Newspapers
3. Inspection of Records in Office
4. Manuals
5. Website of the Ministry
6. Exhibition