

DEPARTMENT RESPONSIBILITY :

1. Shri. I. Himato Zhimomi, I.F.S. - Commissioner & Secretary
 2. Shri. Kewekha Mero - Joint Secretary
 3. Shri. Jojang - Under Secretary
 4. Smti. Kethonino - Section Officer
 5. Smti. T. Rongsenlila - Section Officer
 6. Smti. Manyem Konyak - Jr. Section Officer
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1. Shri.Vevo Chakhesang - Director
 2. Shri. Paudabo : 1. Drawing/Dispersing Officer
Joint Director 2. PSC/Audit/Reconciliation matters
 3. Smti. Keruno Sakhrie : 1. Controlling and assignment of jobs in the Bill Branch
Deputy Director 2. Controlling and assignment of jobs in the 2nd World War Museum
3. Maintenance and Up-keep of 2nd World War Museum
4. Documentation of 2nd World War Museum Specimens
5. Maintenance of 2nd World War Museum Stock Register
6. Tickets, Sales and Revenue Record of 2nd World War Museum
 4. Smti. Chubala Sangtam : 1. Transport
Deputy Director 2. Seminar and Symposium
3. Archeology and its related matters
 5. Shri. Mulai : 1. Performing Programmes & Festivals.
2. Transport
3. Training and its related matters.
 6. Smti. Puchosale : 1. Annual Administrative Report/Monthly Report
Assistant Director 2. Rural Libraries
3. Governor's and Chief Minister's speeches
4. Maintenance and Development of Directorate Office
5. Department Land, Documents and property
 7. Shri. Yeveyi Sapuh : 1. Over-all-incharge of State Academy Hall
2. Any assignment from time to time
 8. Smti. Adela : 1. File works related to State Museum
Guide Lecturer 2. To guide and assist during VVIPS visit to Museum
3. Up-keep and Maintenance of Dioramas and Specimens
4. Maintenance of VIP parlor
5. CSS related to Museum
6. Budget and Planning
7. Sales and Revenue of State Museum
 9. Smti. Merensola : 1. Research and Publication and its related matters
Cultural Officer 2. Establishment and its related matters
3. Supervision of Heritage building
4. Revenue from Heritage building
 10. Shri. Imsumanen : 1. Budget and Planning
Investigator 2. R.T.I. and its related matters
3. Archives and its related matters

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| 11. Shri. Shingato
Curator | : | 1. Nodal Officer in all financial matters
2. Performing programmes and festivals
3. Budget and Planning |
| 12. Smti. Sonia
Steno Grade-II | : | 1. Attached to Director, Art & Culture |
| 13. Smti. Rongsenaro
Registrar | : | 1. Pay bills Gazetted
2. G.P.F./Loan/H.B.A./M.C.A. Loans & recovery.
3. Electricity, water & telephone bills. |
| 14. Smti. Khrielanuo
Superintendent | : | 1. Service Rules of Gazetted
2. DPC/Regularization/Confirmation of Gazetted
3. Seniority List of Gazetted
4. A.C.R. of Gazetted
5. Post continuation/Conversion etc.
6. Transfer and Posting of Gazetted
7. Stationery in the Directorate.
8. Transport. |
| 13. Smti Ayula
Superintendent | : | 1. Pay bills of Non-gazetted.
2. Maintenance of Monthly expenditure statement
3. Any other works related to bills. |
| 14. Smti. Tialemla
Asstt. Superintendent | : | 1. General correspondence, Circular
2. All office expenses file of District Cultural Offices
3. Files related to Museum, Archives, Archeology, Gazetteer Unit
4. R.T.I. |
| 15. Smti. Moamenla
Asstt. Superintendent | : | 1. Files related to State Library
2. Files related to Rural Library
3. State Academy
4. Rent/Rates/Taxes |

ART BRANCH

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| 1. Shri. V. Noudi
Art Executive | : | 1. Fine Arts and Plastic Arts
2. Fairs/Festivals/Exhibition and Awards
3. To control Photo Section
4. To enrich Museum of Art Gallery
5. Assignment of jobs to Art Branch & Photo Section |
| 2. Shri. Taliyanger
Art Expert | : | 1. Training in Fine Arts/Plastic Arts and Workshops |
| 3. Shri. Kikhruelhounyie Paphino,
Art Curator
(and) | | |
| 4. Shri. Neivotuo, Senior Artist | : | 1. Art Executive to assign works to them |

STATE LIBRARY

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| 1. Smti. Meseno Pesyie Librarian | : | 1. State Library and its related matters
2. Assignment of duties to all Library staff
3. Up-keep of Library premises |
| 2. Dr. Talitemsu Planning Officer-cum-Reference Librarian | : | 1. To work under Librarian in the State Library. |
| 3. Smti. Khwenu Vitsu Deputy Librarian | : | 1. To work under Librarian in the State Library |

ARCHIVE BRANCH

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| 1. Shri. Lanukaba, Archivist | - | Works related to archives |
| 2. Shri. Bendangyapang Research officer | - | Works will be assign by the Officer-in-charge of Archive Branch. |

ENGINEERING WING

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| 1. Er. Aowati | - | Executive Engineer |
| 3. Teisovilie Kets | - | Sub-Divisional Officer |
| 2. Niesayi Chuzhe | - | Junior Engineer |

ESTABLISHMENT [Secretariat]

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| 1. Shri. L. Manyem Konyak Secretariat Assistant | - | 1. Work will be assigned by the Commissioner & Secretary |
| 2. Smti. Mekhesele Sale Secretariat Assistant | - | 1. Work will be assigned by the Commissioner & Secretary |
| 3. Smti. Kevisenyü-ü Steno | - | 1. Work will be assigned by the Commissioner & Secretary |
| 4. Paul Magh Secretariat Assistant | - | 1. Work will be assigned by the Commissioner & Secretary |
| 5. Videnö Typist | - | 1. Work will be assigned by the Commissioner & Secretary |
| 6. Smti. Nöusuöheinuö Typist | - | 1. Work will be assigned by the Commissioner & Secretary |
| 7. Smti. Dierhetuö-ü Typist | - | 1. Work will be assigned by the Commissioner & Secretary |

ESTABLISHMENT [Directorate]

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| 8. | Smti. Kelongunuo
U.D.A. | - | <ol style="list-style-type: none">1. Files related to transfer and appointment of Grade III & IV District2. File related to Transport3. Files related to Art Branch, Museum, Archaeology, Archives, Gazetteers Unit.4. To assist Tialemla, U.D.A. |
| 9. | Shri. Likok Phom, L.D.A. (Dist.) | - | <ol style="list-style-type: none">1. Files related to Electricity/Water/Telephone.2. To assist Rongsennaro, Asst. Supdt. |
| 10. | Smti. Pichano
U.D.A. | - | <ol style="list-style-type: none">1. Leave files of Gazetted & Non-Gazetted (Earned leave)2. A.C.R's of Grade III & IV.3. State Library and Rural Library.4. Personal files of Non-Gazetted (III & IV)5. Computer typing works. |
| 11. | Smti. Sonile
U.D.A. | - | <ol style="list-style-type: none">1. Appointment & Transfer of Grade III & IV (Directorate)2. Service Book of Non-Gazetted Grade III & IV3. Confirmation/Regularization of Non-Gazetted4. Seniority list of Non-Gazetted.5. Staff Quarter |
| 12. | Shri. Mosemsa
L.D.A. | - | <ol style="list-style-type: none">1. Computer Section works (Maintenance, purchase, website, e-mail etc). |
| 13. | Shri. Shunatoli, L.D.A. | - | <ol style="list-style-type: none">1. To endorse official papers to concern officers & staff2. Election matters and employment exchange correspondence3. Performing programmes/Festival/NEZCC/SNA/NEC etc. |
| 14. | Smti. Chipralu
U.D.A. (Dist.) | - | <ol style="list-style-type: none">1 Training Programmes2. File works of census & statistics3. Grant & Aid (State) |
| 15. | Smti. Keneilenuo (Kenny)
L.D.A. | - | <ol style="list-style-type: none">1. Files related to NEZCC/SNA/ISCEP/CSS & NEC etc2. To Assist Shri. Peihau, Research Assistant |
| 16. | Tito, L.D.A. | - | <ol style="list-style-type: none">1. Receipt & Dispatch |
| 17. | Shri. Peihau
Research Asst. | - | <ol style="list-style-type: none">1. Performing programmes/Festivals/NEZCC/SNA/ISCEP/CSS and NEC.2. Research & Publication. |
| 18. | Shri. Lipokyangar, Steno | - | <ol style="list-style-type: none">1. Attached to Addl. Director.2. To assist computer section |
| 19. | Smti. Eraile, Steno | - | <ol style="list-style-type: none">1. To assist Smti. Sonia2. To assist computer section |

BILL BRANCH

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| 20. Shri. Kirang
U.D.A. | - | 1. Cashier.
2. Pay Bill for Gazetted
3. Contingency Bills
4. Maintenance of Sanctioned Register/Aquitance
5. Accounts matters of works Programme
6. Any other works related to Bills |
| 21. Shri. Mhonlumo Jami
U.D.A. | - | 1. All Accounts Matters.
2. Audit/PAC/Medical/Pension/Re-conciliation etc.
3. T.E. for Gazetted & Non Gazetted
4. Budget & Planning files. |

ART BRANCH

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| 22. Shri. Andy,
Artist | - | Works will be assign by the Officer-in-charge of Art Branch. |
| 23. Shri. Pitolu, Modeller | - | - do - |
| 24. Shri. Illu Meru, Photographer | - | - do - |
| 25. Shri. Mhonthung, Cameraman | - | - do - |
| 26. Shri. Itube, Carpenter | - | - do - |
| 27. Shri. Rokovitu, Studio Assistant | - | -do - |
| 28. Shri. Kachisie, Cabinet Maker | - | - do - |

MUSEUM SECTION

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| 29. Shri. C. Rongsen, Asst. Curator | - | Works will be assign by the Officer-in-charge of Museum Section. |
| 30. Shri. Talitemjen, Asst. Curator | - | - do - |
| 31. Shri. Lhovichhe, Museum Prep. | - | - do - |
| 32. Shri. Elang (Watchman) | - | - do - |
| 33. Shri. Khrivotuo (M/Guard) | - | -do- |
| 34. Smti. Vikheli (M/Guard) | - | -do- |

ARCHIVE BRANCH

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| 35. Khlungakiu, Record Keeper | - | Works will be assign by the Officer-in-charge of Archive Branch. |
| 36. Shri. Ngukato, Asst. Archivist | - | -do- |

STATE LIBRARY

37. Shri. Toniho, Library Assistant	-	Works will be assign by the Officer-in-charge of State Library
38. Shri. Imkong, Library Asst.	-	- do -
39. Smti. Mapuzungla, Steno	-	- do -
40. Shri. Puthal, Book Binder	-	- do -
41. Shri. Virhu, Counter Attnd.	-	- do -
42. Smti. Asungchila Counter Attnd.	-	- do -

STATE ACADEMY

43. Shri. Kevisiele, L.D.A. (Dist.)	-	Works will be assign by the Officer-in-charge of State Academy.
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TYPING SECTION

44. Smti. Neizubinuo	-	All the typing works of Establishment.
45. Smti. Vizuokhonuo	-	All typing works of Accounts, Budget, Planning etc.
46. Smti. Katenchila	-	- do -
47. Smti. Athingla	-	Attached to State Academy
48. Smti. Melongla	-	Attached to State Library
49. Smti. Renchumi	-	Attached to Archive Branch
50. Smti. Avonuo	-	Attached to State Library

The procedure followed in the decision making process, including channels of supervision and accountability:

DECISION MAKING:

Cognate power of the Director.

1. Appointment of (Adhoc) for the post of Grade III & IV staff including contingency is done with the approval of the Government.
2. Any decision is to be made with the approval of the Government.

SUPERVISION:

The Director is to authorize his subordinate field Officers to carry out the work of inspection and supervision. If any inquiry is necessary the Director will appoint an Enquiry Officer.

ACCOUNTABILITY:

All the Gazetted Officers are accountable at the Government level and all the Non-Gazetted are accountable at the Directorate level.

Policy matters are placed before the Administrative Head (Commissioner and Secretary) for decision reduced to writing through a minute. The minutes so arrived at are implemented by the Director.

The Directorate of Art and Culture has constituted the several Boards/Committees for implementing as shown below:

1. State Level Committee for Governor's Award for man of Distinction in the fields of Art, Music and Literature:

- i) Chairman : Chief Secretary
- ii) Member Secretary : Commissioner & Secretary, Art & Culture.
- iii) Member : Addl. Chief Secretary to the Chief Minister
- iv) Member : Commissioner & Secretary to the Governor
- v) Member : Director, NEZCC, Dimapur
- vi) Member : Director, Art & Culture.
- vii) Member : Shri. Gugs Chishi, Project Director, Music Task Force, Kohima.
- viii) Member : Dr. Kevileno Sakhrie, H.O.D. English Department, Kohima College, Kohima.
- ix) Member : Shri. Masalepden, Junior, Jr. Artist, Directorate of Agriculture, Kohima

2. Departmental Promotion Committee:

- i) Chairman : Director, Art and Culture.
- ii) Member Secretary : Additional Director, Art and Culture.
- iii) Member : Jt. Director.
- iv) Member : Dy. Director, Admn.
- v) Member : Registrar.