

EVALUATION DEPARTMENT



ANNUAL ADMINISTRATIVE REPORT

April 2011-March 2012



DIRECTORATE OF EVALUATION
NAGALAND: KOHIMA

Sl. No	Contents	Page No.
I	Profile	3
II	Functions	3-4
III	Staff Strength of the Directorate	5
IV	The Organizational Structure of the Evaluation Directorate	6
V	Staffing Pattern of the Directorate of Evaluation	7
VI	Major Achievements during the Year	12
VII	Strategies/Action Plan for 12th Five Year Plan	13
VIII	Proposed Action Plan during 2012-13	14
IX	Public Information Officers and Assistant Public Information Officers	15
X	Twelve Five Year Plan 2012-17 and Annual Plan 2012-13	16
XI	Budget Outlay of the Department	17
XII	Photo Gallery	18-28



ANNUAL ADMINISTRATIVE REPORT OF THE EVALUATION DIRECTORATE FOR THE YEAR 2011- 2012

1. Profile:

- 1.1. Set-up on 14th October 1968 as an evaluation and monitoring unit, the Evaluation Unit is a full fledged Directorate functioning under the administrative control of the Planning & Co-ordination Department, with District Evaluation Offices in Kohima, Mokokchung, Mon, Phek, Tuensang, Wokha, Zunheboto and Dimapur districts. The Evaluation Directorate office is located at A.G Road, Kohima.

- 1.2. The Evaluation Directorate functions under the administrative control of the Planning and Co-ordination Department headed by the Additional Chief Secretary and Development Commissioner. All administrative matters and sanctions for the Directorate are routed through the administrative Department.

2. Functions:

- 2.1 The ultimate test for any programme is in terms of final outcomes. Often this can only be determined over a period of time through evaluation of the programme/project.

- 2.2 The main function of the Evaluation Department is to undertake evaluation studies on the schemes/programmes of the Government and to suggest ways and means to bring about improvement in their formulation and execution. Through the two aspects: retrospective and prospective and through cost-benefit analysis the Evaluation studies aid decision making by providing insight into the programme.

2.3 In addition to the independent state level studies carried out by the Directorate, the District Evaluation Officers conduct district specific studies as per the requirement of the respective District Planning & Development Boards and as may be entrusted by the Departments. Quick review studies are also undertaken to examine whether the findings, impact and suggestions made earlier still hold true and whether any follow-up action has been taken by the Departments concerned or not.

2.4 Evaluation studies are undertaken with the general guidance of the *Evaluation Steering Committee* which consists of:

- | | |
|---|------------------|
| i. The Development Commissioner | Chairman |
| ii. Secretary, Finance Department | Member |
| iii. Joint Secretary, P & AR Department | Member |
| iv. Vigilance Commissioner | Member |
| v. Principal/Commissioner & Secretary/Secretary
and Head of the Department
whose scheme/report is under study | Co-opted Members |
| vi. Officer on Special Duty, Planning | Member |
| vii. Joint Director, Evaluation | Member Secretary |

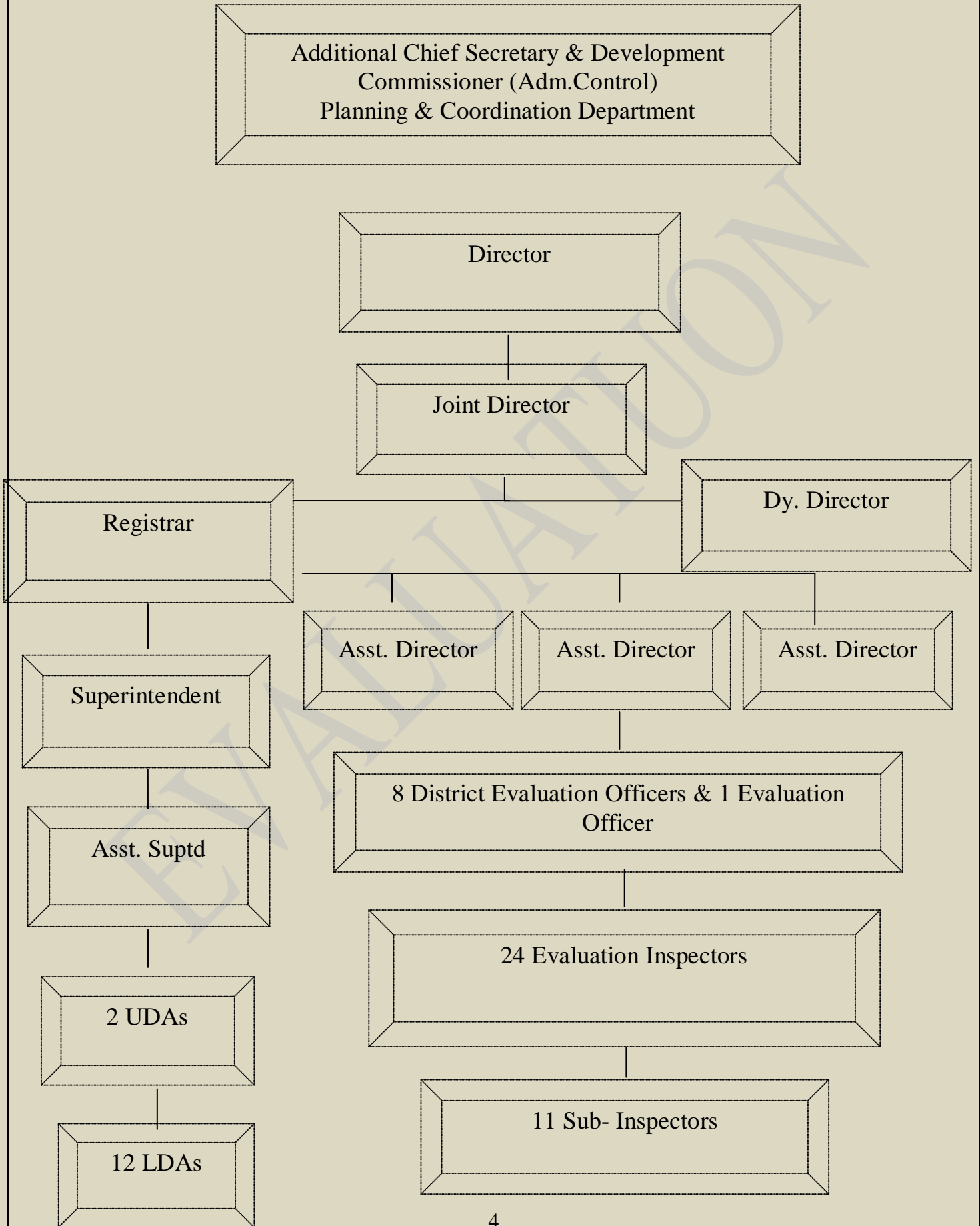
2.5. The Steering Committee decides the schemes for which Evaluation Studies are to be undertaken and guides the Directorate on the approach, methodology, etc to be adapted for the study. On completion of the study the Committee scrutinizes and approves the reports for publication. The Committee also assesses the follow up actions taken by the Government as suggested/recommended in the Evaluation reports.

3. Staff Strength of the Directorate:

3.1 Headed by an ex-officio Director, the Directorate has sanctioned staff strength of 104. Details are given below:

Sl.No	Category of posts	Sanctioned Strength	In position
A	Directorate/Headquarters		
i.	Joint Director	1	
ii.	Deputy Director	1	
iii.	Assistant Director	3	2
iv.	Evaluation Officer	1	1
v.	Inspector	8	8
vi.	Sub- Inspector	3	3
vii.	Registrar	1	1
viii.	Superintendent	1	1
ix.	Other Ministerial Staff	19	18
Total of A		38	34
B.	District Evaluation Offices		
i.	District Evaluation Officer	8	8
ii.	Inspector	16	15
Iii	Sub-Inspector	8	8
iv.	Ministerial Staff/others	34	33
Total of B		66	64
Total of A & B		104	98

3.2. The Organizational Structure of the Evaluation Directorate



3.3. Staffing Pattern of the Directorate of Evaluation:

Man power (in position) in the Directorate Office and in the District Evaluation offices as on 01.03.2012

	Technical			Total	Establishment				Total	Grand Total
	Officers	Inspectors	Sub-Inspectors		Officers	Grade III Employees	Grade IV Employees	Contingency paid Employees		
1	2	3	4	5	6	7	8	9	10	11
Directorate Office	3	8	3	14	3	11	6	6	26	44
District Evaluation Office, Kohima	1	2	1	4		3	2		5	10
District Evaluation Office, Tuensang	1	2	1	4		2	2	1	5	9
District Evaluation Office, Mokokchung	1	2	1	4		2	2	1	5	10
District Evaluation Office, Wokha		2	1	3		3	1		4	8
District Evaluation Office, Phek	1	2	1	4		2	2	1	5	10
District Evaluation Office, Mon	1	2		3		3	2		5	10
District Evaluation Office, Zunheboto	1	2	1	4		3	2		5	8
District Evaluation Office, Dimapur	1	2	1	4			3	1	4	9
Total	10	24	10	44	3	29	22	10	64	108

4. Major achievements during the year:

4.1 Inauguration of the new District Evaluation Office building, Dimapur.

With creation of the Dimapur district the District Evaluation Office, Dimapur was created in 2007. On 1st June 2011, the Dimapur District Evaluation Office building located at Neiphrolie colony, Chumukedima, was inaugurated by the Additional Chief Secretary and Development Commissioner Shri. Alemtemshi Jamir (IAS).



From left: Shri. Sazo Kire, Pastor Town Baptist Church, Chumukedima, Dimapur, Dr. Daniel Longchar(IAS), Secretary, Economics and Statistics, Shri. Alemtemshi Jamir (IAS), Additional Chief Secretary and Development Commissioner, Shri. Sentinuklu Jamir, District Evaluation Officer, Smt. Kevileno Angami, Director, Smt. W.Chubala, Assistant Director.

4.3 Activities for Strengthening the Directorate:

- i. Installation of motorized screen, inverters, mounted projector in the training conference hall.
- ii. Installation of fire extinguishers.
- iii. Construction of Retaining wall/ Ramp for differently abled persons.
- iv. Computerization and modernization of infrastructure.
- v. Purchase of 1(One) duty vehicle to facilitate the officers/staff in discharging their duty.



Modernization and disaster preparedness activities in the Directorate of Evaluation



Construction of Ramp for differently abled persons in progress in the Directorate

5.1 State Level Evaluation Studies undertaken and completed during 2011-2012

- i. Impact Evaluation study on Transformative Livelihood Intervention project of Women Development Department.

5.2 District specific Studies undertaken during 2011-2012.

- i. Local Area Development Programme in Mokokchung district.
- ii. Integrated Livestock Development Programme in Tuensang/ Kiphire district.
- iii. Piggery Breeding Farm in Phek district.
- iv. Comparative study on the HSLC performance between Government and private schools in Zunheboto district.
- v. Public Distribution System in Wokha and Mon districts.
- vi. Implementation of PMGSY in Peren district
- vii. Bamboo Development Programme in Dimapur district.
- viii. Water and Sanitation Programme in Kohima district.

6. Training and Capacity Building:

- i. Fifty officers and staff were deputed to Administrative Training Institute, Kohima on Mass Skill Up-gradation, Computer Fundamentals and Application, RTI Act/2005, Office Procedures, Financial Management and Rules, Disaster Management and Fire Preparedness Training,.
- ii. In-house capacity building programmes were also organized in the Directorate premises for both technical and establishment section by sourcing experts from within the state and outside the state. Subject experts in the field of information technology and in evaluation report preparation were sourced from the National Institute of Rural Development, Hyderabad.

- iii. To lend exposure, two officers from the Directorate were deputed for training on Development of Evaluation in Administrative Staff College of India, Hyderabad (ASCI).
- iv. Drivers under the Evaluation establishment were oriented and trained on traffic rules and driving etiquettes.



Trainees with resource persons Dr. Gyanmudra and Dr. Satish Chandra from NIRD, Hyderabad



Resource person Dr. Gyanmudra



Resource person Dr. Satish Chandra



Technical officials during a training session



Resource person from NST Department



Drivers during training on traffic rules and driving etiquettes



Smti. W.Chubala, Assistant Director and Shri. Etssorhomo, District Evaluation Officer at ASCI, Hyderabad



7. Strategies/Action Plan for 12th Five Year Plan:

- i. Utilizing service of consultancy firms/research institutes.*
- ii. Computerization.*
- iii. Capacity Building.*
- iv. Orientation/workshops.*
- v. State Level Studies, District Level Studies, Review studies*
- vi. Modernization and up-gradation.*
- vii. Follow-up action on recommendations contained in the reports*
- viii. Revamping of the structural set-up*
- ix. Strengthening of Directorate, Construction of District Evaluation Offices*
- x. Strengthening of the Human Resources of the Directorate.*

8. Proposed Budget for the 12th Five Year Plan:

Sl.No	Programmes	Amount (Rs in Lakhs)
1	Strengthening of directorate	300.00
2	Strengthening of district	400.00
3	Construction	1500.00
4	Computerization	100.00
5	Transportation/conveyance facility	250.00
6	Capacity building	100.00
7	Orientation/sensitization/dissemination	100.00
8	Review studies	50.00
9	Fees for consultants/research institutes	200.00
10	Publication	100.00
11	State level studies	100.00
12	District level studies	110.00
13	Global climate change	70.00
14	Disaster management	50.00

15	Differently abled	50.00
16	Gender budgeting	60.00
17	Modernization and upgradation of library	50.00
Total		3590.00

9. Proposed action plan during 2012-2013:

A. Evaluation studies to be taken up:

As envisaged in the 12th Five Year Plan to enable the planners and policy makers to incorporate human development aspects and gender issues in the planning process, the Department proposes to undertake the following studies to evaluate the intervention programmes of the Government.

I. Proposed State level studies for 2012-2013:

i. Impact of the floriculture on economic up-liftment of women.

II. District Level:

11(Eleven) district specific studies as per the requirement of the District Planning & Development Boards.

B. Strengthening of Directorate:

i. Improve and upgrade the logistic requirement of the Department.

ii. Strengthening of the human resource of the Directorate.

iii. Build capacities/ upgrade skills of the officers and staff through in-house training programme by sourcing subject experts and by deputing them to reputed capacity building institutions.

iv. Publicity/orientation programmes to sensitize the Departments/agencies on the importance of the evaluation studies in policy formulation.

C. Strengthening of District Office:

Creation of 3 (three) District Evaluation Offices in the newly created districts of Kiphire, Longleng and Peren to ensure uniform coverage of all

the districts in the Evaluation studies. The proposal is in the final stages and is expected to materialize during the current financial year.

D. Mailing Address:

Directorate of Evaluation
Below A.G Office
A.G Road, Kohima-797001 Nagaland.
☎ Contact No: 0370-2221745(o)
Email ID : direvl-ngl@nic.in
Website of the Evaluation Directorate:
www.nagaeval.nic.in

10. Public Information Officers and Assistant Public Information Officers of Evaluation Department:

In pursuance to P & AR NO-3/GEN-147/2005 dated 4 -10-2006 on the Right to Information Act 2005 the Appellate Authority, the following PIOs and the APIOs in the Evaluation Directorate and the Districts Evaluation Offices have been appointed.

1. DIRECTORATE LEVEL:

- (a) Public Information Officer : S mti.W.Chubala, Assistant Director
(b) Assistant Public Information Officer : Shri.Shinito Sema, Assistant Director.

2. DISTRICT LEVEL:

- (a) KOHIMA DISTRICT. (i)PIO District Evaluation Officer, Shri. D.Disuang Zeme.
(ii)APIO Inspector Shri. Erangnimbe.
(b) ZUNHEBOTO DIST. (i)PIO District Evaluation Officer, Shri. Etsorhomo Lotha
(ii)APIO Inspector Shri. Khehoshe, Jakha.
(c) PHEK DISTRICT. (i)PIO District Evaluation Officer, Shri. S.Nyekha.
(ii)APIO Inspector Shri. H.R.Epao.
(d) MOKOKCHUNG DIST (i)PIO District Evaluation Officer, Shri. B.Rendysowa
(ii)APIO Inspector Shri. Smti.Watisangla
(e) WOKHA DISTRICT. (i)PIO District Evaluation Officer, Shri. Renchamo Odyuo
(ii)APIO Inspector Shri. Namti.Newmai
(f) TUENSANG DIST. (i)PIO District Evaluation Officer, Shri. Ravolhuto Whiso
(ii)APIO Inspector Shri.Y.Tsathrongse.
(g) MON DISTRICT. (i) PIO District Evaluation Officer, Shri. Hugie Zeliang.

	(ii)APIO Inspector	Shri. Emkong Tonger.
(h) DIMAPUR DIST.	(i)PIO District Evaluation Officer,	Shri.S entinuklu Jamir.
	(ii)APIO Inspector	Shri. Khehoshe Shohe.

3. Appellate Authority: Smti. Kevileno Angami,
Ex-Officio Director
Directorate of Evaluation,
A. G. Road, Kohima

11. Twelve Five Year Plan 2012-2017 and Annual Plan 2012-2013
(Rs. in Lakhs)

Sl.No	Major Head/Minor Head of Development	Outlay for Eleventh Plan, 2007-12	Twelfth Plan 2012-17 Tentative Projected Outlay	Annual Plan 2012-13 Outlay
0	1	2	3	4
1	Office Expenses	55.00	300	20
2	Motor Vehicle	116.00	250	25
3	Publication	38.00	100	15
4	Gender Budgeting	14.00	60	5
5	Training/Capacity building	22.50	100	10
6	Computerization/ Maintenance	44.00	100	5
7	State Level Studies	16.00	100	10
8	Review Studies	20.00	50	5
9	Disaster Preparedness programme	5.00	50	5
10	Global Climate Change programmes	8.00	70	10
11	Differently abled programme	24.50	50	5
12	Modernization/digitization of Library		50	15
13	Orientation/sensitization/ dissemination		100	5
14	Fees for consultants /research institutes		200	5
	Total 092(1)	363.00	1580	140
	092(2) Subordinate Estt			
1	Travel Expenses		-	-
2	Office Expenses	30.00	400	5
3	Computerization		-	-
4	Motor Vehicle	8.00	-	-
5	Rent,Rates & Taxes	17.00	-	4
6	District Level Studies	15.00	110	11
7	Strengthening of District Evaluation offices		-	5
	Total 092(2)	70.00	510	25
	4216-01-700(5)Capital Outlay Govt. Residential building/Other Housing Construction Evaluation			
	Housing			
1	4216-CAPITAL OUTLAY ON HOUSING 4216-01 Govt. Residential Building 4216-01-700 Other Housing 4216-01-700(5) Construction	348.00	1500	171
	Total construction	348.00	1500	171
	Grand total	781.00	3590	336

12. Budget Outlay of the Department during the Last Three Years

(Rs. in Lakhs)

Major Heads, Sub-Major Heads, Minor Heads, Detailed Heads	Revised Estimates 2010-11			Budget Estimates 2011-12			Revised Estimates 2011-12		
	Plan	Non-Plan	Total	Plan	Non-Plan	Total	Plan	Non-Plan	Total
	1	2	3	4	5	6	7	8	9
REVENUE SECTION									
3451- SECRETARIAT									
ECONOMIC SERVICES									
3451-00-092 Other Offices									
3451-00-092(1) Direction (Evaluation)									
Salaries	...	128.29	128.29	...	138.79	138.79	...	138.79	138.79
Wages	...	3.12	3.12	...	3.12	3.12	...	3.48	3.48
Travel Expenses	...	5.49	5.49	...	4.74	4.74	...	6.74	6.74
Office Expenses	10.00	3.00	13.00	19.00	3.00	22.00	15.00	8.00	23.00
Motor Vehicle	20.00	1.00	21.00	23.00	1.00	24.00	30.00	1.00	31.00
Publication	10.00	...	10.00	10.00	...	10.00	10.00	...	10.00
Rent, Rates & Taxes	...	0.39	0.39	...	0.20	0.20	...	2.20	2.20
Training	5.00	...	5.00	5.00	...	5.00	5.00	...	5.00
Global Climate Change	5.00	...	5.00	3.00	...	3.00	3.00	...	3.00
Programme for differently abled	3.00	...	3.00	3.00	...	3.00	21.50	...	21.50
Computerization /Building data base	5.00	...	5.00	5.00	...	5.00	6.00	...	6.00
Review Studies	5.00	...	5.00	5.00	...	5.00	5.00	...	5.00
State Level Studies	5.00	...	5.00	5.00	...	5.00	5.00	...	5.00
Capacity Building/Skill Upgradation
Gender Budgeting	4.00	...	4.00	5.00	...	5.00	5.00	...	5.00
Disaster Management	3.00	...	3.00	5.00	...	5.00
3451-00-092 (1) Total:	72.00	141.29	213.29	86.00	150.85	236.85	110.50	160.21	270.71
3451-00-092(2)Subordinated Estt.									
Salaries	...	148.71	148.71	...	160.88	160.88	...	160.88	160.88
Wages
Travel Expenses	...	0.26	0.26	...	0.26	0.26	...	0.26	0.26
Office Expenses	5.00	2.00	7.00	...	2.00	2.00	5.00	2.00	7.00
Motor Vehicles
Rent Rates & Taxes	4.00	1.00	5.00	4.00	0.80	4.80	3.50	0.80	4.30
District Level Studies	5.00	...	5.00	5.00	...	5.00	5.00	...	5.00
3451-00-092 (2) Total	14.00	151.97	165.97	9.00	163.94	172.94	13.50	163.94	177.44
3451	86.00	293.26	124.00	95.00	314.79	409.79	124.00	324.15	448.15
TOTAL : REVENUE SECTION	86.00	293.26	379.26	95.00	314.79	409.79	124.00	324.15	448.15
CAPITAL SECTION									
4216- CAPITAL OUTLAY ON HOUSING									
4216-01 Govt. Residential Building									
4216-01-700 Other Housing									
4216-01-700(5) Construction	14.00	...	14.00	205.00	...	205.00	160.00	...	160.00
4216 TOTAL	14.00	...	14.00	205.00	...	205.00	160.00	...	160.00
TOTAL: CAPITAL SECTION:	14.00	...	14.00	205.00	0.00	205.00	160.00	...	160.00
Grand total	100.00	293.26	393.26	300.00	314.79	614.79	284.00	324.15	608.15

PHOTO GALLERY

GLIMPSES OF ACTIVITIES DURING STUDY ON 'TRANSFORMATIVE LIVELIHOOD INTERVENTION'



Evaluation Officials with the SHGs in the villages under Chiephobouzu TLI Division



Evaluation Officials with the SHGs in the villages under Jotsoma TLI Division

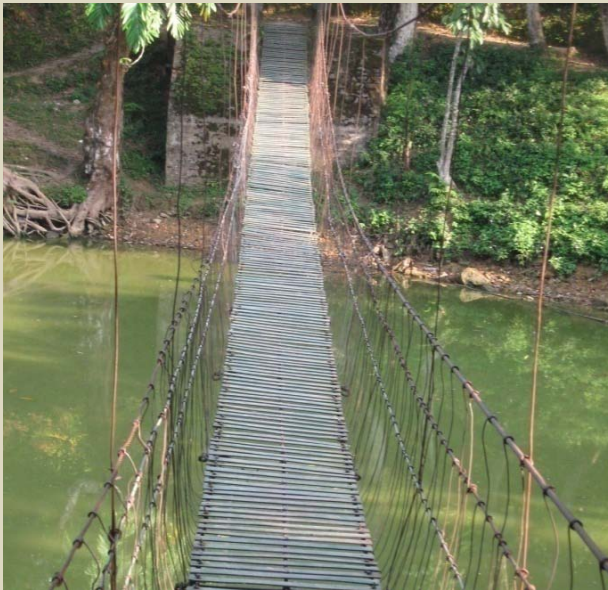


Evaluation Officials with the SHGs in the villages under Kohima TLI Division



Some products under the TLI project of Women Development Department

Photos of different projects taken during study on Local Area Development Programme in Mokokchung district undertaken by the Office of the District Evaluation Officer, Mokokchung.



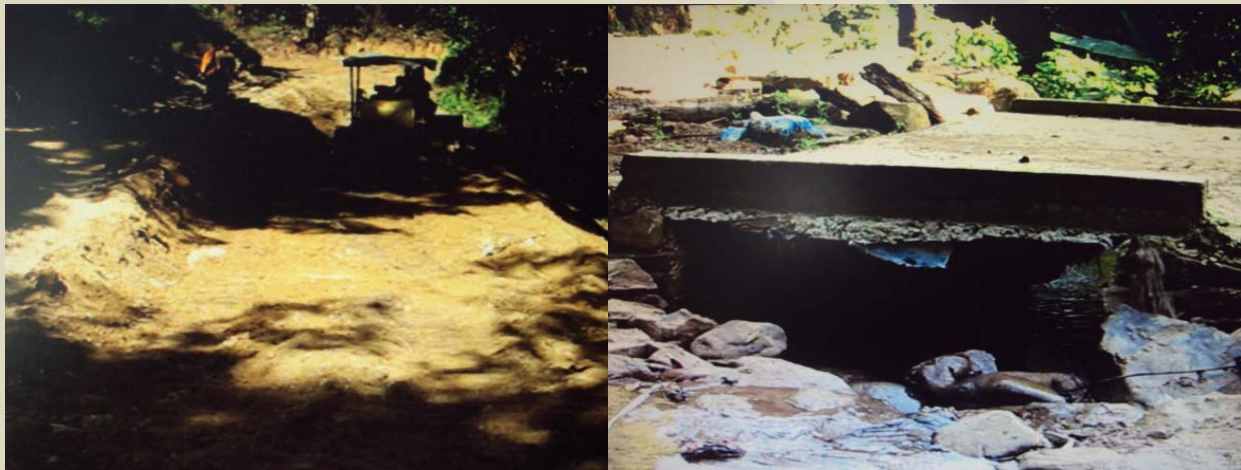
Photos taken during study on Piggery Breeding Farm in Phek district undertaken by the Office of the District Evaluation Officer, Phek



Photos taken during study on HSSLC & HSLC performance of Government and private schools in Zunheboto undertaken by the Office of the District Evaluation Officer, Zunheboto.



Photos taken during study on PMGSY in Peren district undertaken by the Office of the District Evaluation Officer, Kohima



Photos taken during study on Bamboo Development Programme in Dimapur district undertaken by the Office of the District Evaluation Officer, Dimapur



Officers making Power Point presentation of their studies in the Directorate office premises, Kohima



Officers and Staff of Evaluation Department participating in the Mass Social work organized by the State Government

