



GOVERNMENT OF NAGALAND
DIRECTORATE OF
EVALUATION
NAGALAND KOHIMA

ANNUAL ADMINISTRATIVE REPORT
APRIL 2012 – MARCH 2013



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ANNUAL ADMINISTRATIVE REPORT OF THE EVALUATION DIRECTORATE FOR THE YEAR 2012-13

1. PROFILE:

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 all the eleven district, Kohima, Mokokchung, Mon, Phek, Tuensang, Wokha, Zunheboto ,Dimapur, Peren, Longleng and Kiphire districts with total sanctioned strength of 120 staff. 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 a sanctioned staff strength of 120. Details are given below:

Sl. No.	Category of posts	Sanctioned Strength	In position
A	Directorate/Headquarters		
i	Joint Director	1	1
ii	Deputy Director	1	
iii	Assistant Director	3	3
iv	Evaluation Officer	1	1
v	Inspector	6	6
vi	Sub-Inspector	3	2
vii	Registrar	1	1
viii	Superintendent	1	1
ix	Other Ministerial Staff	20	19
Total of A		37	34
B.	District Evaluation Offices		
i	District Evaluation Officer	11	10
ii	Inspector	19	19
iii	Sub-Inspector	11	8
iv	Ministerial Staff/others	42	35
Total of B		83	72
Total of A & B		120	106

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 01.03.2013

Sl.No	Technical			Total	Establishment				Total	Grand Total
	Officers	Inspectors	Sub-Inspectors		Officers	Grade III Employees	Grade IV	Contingency paid Employees		
1	2	3	4	5	6	7	8	9	10	11
Directorate Office	5	6	2	13	3	13	5	5	26	39
District Evaluation Office, Kohima	1	2	1	4		2	2		4	8
District Evaluation Office, Tuensang		2	1	3		2	2		4	7
District Evaluation Office, Mokokchung	1	2		3		1	2	1	4	7
District Evaluation Office, Wokha	1	2	1	4		3	2		5	9
District Evaluation Office, Phek	1	2	1	4		1	2	1	4	8
District Evaluation Office, Mon	1	2		3		2	2		4	7
District Evaluation Office, Zunheboto	1	2	1	4		2	2		4	8
District Evaluation Office, Dimapur	1	2	1	4		1	3	1	5	9
District Evaluation Office, Longleng	1	1		2			1	1	2	4
District Evaluation Office, Peren	1	1	1	3			1	1	2	5
District Evaluation Office, Kiphire	1	1	1	3		1	1		2	5
Total	15	25	10	50	3	28	25	10	66	116

4. MAJOR ACHIEVEMENTS DURING THE YEAR:

4.1. Creation of three new District Evaluation Offices:

To ensure uniform coverage of all the districts in evaluation studies, three new District Evaluation Offices in the newly created districts of Kiphire, Longleng and Peren were created with 16 sanctioned posts at various level.

4.2. Promotion and Appointments during the year:

- i. Officiating promotion of seven (7) officers were regularized by the Departmental Promotion Committee of Nagaland Public Service Commission and promotion was granted to 8 gazetted officers and 6 non-gazetted officers. Six new persons in the grade of Sub-Inspectors were appointed through a Departmental Selection Board. As per the rules of the Government of Nagaland, a candidate was appointed to the post of LDA-Cum- Computer Assistant by converting the post of typist.
- ii. To fill up the existing vacancies/posts created, advertisement was placed in the local dailies and written test was conducted for 1258 candidates.

4.3. Construction:

- i. Construction of the District Evaluation Offices at Mon, Mokokchung and Peren have been initiated and are in progress.
- ii. Process for construction of DEO, Peren initiated.
- iii. Repair and renovation of Directorate office building.
- iv. Repair and renovation of (3) three staff quarter at Lerie and Para medical colony in Kohima.



Construction of DE Office at Mokokchung



Construction of DE Office at Mon

4.4. Other activities for Strengthening the Directorate

- (i) Computerization and purchase of furniture for newly created 3 district offices.
- (ii) Digitization and modernization of the library in the Evaluation Directorate premise in progress.

5. EVALUATION STUDIES UNDERTAKEN DURING 2012-13.

- i. Transport facilities in Mokokchung district.
- ii. Water Supply and Sanitation programme in Kohima and Peren District
- iii. Water Shed Development Project Shifting Cultivation Area (WDPSCA) in Mon District.
- iv. Performance of grant-in-aid in Phek district.

6. TRAINING AND CAPACITY BUILDING:

- i. In order to equip the staff/officials with working knowledge/ techniques of Evaluation Research Work, the Directorate of Evaluation organized interactive training sessions for District Evaluation Officers, newly recruited Sub-Inspectors and ministerial staff on 18th October 2012.
- ii. 'Professional Skills Development' and 'Service Centric Programs' was organized for officers by sourcing experts from YouthNet to increase understanding of work practices and to increase sensitivity to aspects of professional behavior
- iii. The Department has also taken advantage of the capacity building programmes offered by other departments. One such programme is the 'Government Process Re-engineering' organized by Department of Information Technology and Communication, Nagaland
- iv. Drivers under the Evaluation establishment were oriented and trained on 'Duties and Responsibilities' of Government Drivers



Resource person in a session with drivers under the Evaluation establishment

6.2. Programmes for Disaster Management:

Under the programme for disaster management fire extinguishers were procured and installed in the Directorate office building and in the districts having own buildings. Officers and staff were also oriented to the use and handling of fire extinguishers and disaster management courses were covered in the capacity building programmes of the Directorate. Both theory and practical were taught and demonstrated by officials of the Department of Fire and Emergency Services.



Officials from Department Fire and Emergency Services demonstrating how to handle fire extinguishers to staff/officers of Evaluation Directorate.

7. PROPOSED ACTION PLAN DURING 2013-14:

7.1. 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 2013-14

Three State Level Studies as per the requirement/approval of Evaluation Steering Committee.

II. District Level:

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

III. Review Studies:

Absence of follow-up action on the findings of the studies/report defeats the whole purpose of conducting evaluation studies. Therefore the Directorate proposes to undertake quick review studies especially the major schemes, 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. To assess to what extent steps are required to improve implementation of the programme, two quick review studies are proposed to be taken up.

7.2. 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.
- v. Digitization of Library.

7.3. STRENGTHENING OF DISTRICT OFFICES:

- i. Propose construction of District Evaluation Office building at Tuensang and Zunheboto
- ii. Improve and upgrade the logistic requirement of the district offices.

7.4. MAILING ADDRESS:

Directorate of Evaluation
Below A.G Office
A.G Road, Kohima-797001 Nagaland.

Contact No : **0370-2221745** (o)
email : ***direvl-ngl@nic.in***
website : ***www.nagaeval.nic.in***

8. PUBLIC INFORMATION OFFICERS AND ASSISTANT PUBLIC INFORMATION OFFICERS OF THE EVALUATION DEPARTMENT.

In pursuance to P&AR NO-3/GEN-147/2005 Dated 04-10-2006 on the Right to Information Act 2005 the Appellate Authority, the PIOs and APIOs in respect of the Evaluation Directorate and the District Evaluation Offices have been appointed.

1. DIRECTORATE LEVEL

1. Public Information Officer : Smti.W.Chubala, Joint Director
2. Assistant Public Information Officer : Shri.Shinito Sema, Assistant Director.

2. DISTRICT LEVEL

1. Kohima District	(i) <i>PIO District Evaluation Officer,</i> (ii) <i>APIO Inspector ,</i>	Shri. Veshetso Kotso Shri. Erangnimbe Thou
2. Zunheboto District	(i) <i>PIO District Evaluation Officer,</i> (ii) <i>APIO Inspector</i>	Shri. Hekuto Sema Shri. Paunamheing
3. Phek District	(i) <i>PIO District Evaluation Officer,</i> (ii) <i>APIO Inspector</i>	Shri. S.Nyekha. Shri. H.R.Epao.
4. Mokokchung District	(i) <i>PIO District Evaluation Officer,</i> (ii) <i>APIO Inspector</i>	Shri. B.Rendysowa Shri. Zulutemjen
5. Wokha District	(i) <i>PIO District Evaluation Officer,</i> (ii) <i>APIO Inspector</i>	Shri. Etssorhomo Lotha Shri. Namti.Newmai
6. Tuensang District	(i) <i>PIO District Evaluation Officer,</i> (ii) <i>APIO Inspector</i>	Shri. Ravolhouto Shri. Khoheshe Jakha
7. Mon District	(i) <i>PIO District Evaluation Officer,</i> (ii) <i>APIO Inspector</i>	Shri. Pinman Konyak Shri. Emkong Tonger.
8. Dimapur District	(i) <i>PIO District Evaluation Officer,</i> (ii) <i>APIO Inspector</i>	Shri. Ravolhouto Shri. Khehoshe Shohe
9. Longleng District	(i) <i>PIO District Evaluation Officer</i> (ii) <i>APIO Inspector</i>	Shri. Anden Moklong Shri. Temsuyanger Lkr
10. Peren District	(i) <i>PIO District Evaluation Officer</i> (ii) <i>APIO Inspector</i>	Shri. D.Disuang Zeme Smt. Setsovinuo Solo
11. Kiphire District	(i) <i>PIO District Evaluation Officer</i> (ii) <i>APIO Inspector</i>	Shri. Renchamo odyuo Shri. Tsathrongse Sangtam

3. APPELLATE AUTHORITY

Smti. Kevileno Angami, *Ex-Officio Director*
Directorate of Evaluation

9. BUDGET OUTLAY OF THE DEPARTMENT

₹ in Lakhs

Sl.No	Major Head/Minor Head of Development	Annual Plan 2011-12 Actual Expdr	Annual Plan 2012-13		Twelfth Plan 2012-17 Tentative Projected Outlay (at 2011-12 prices)	Annual Plan 2013-14 Projected Outlay
			Agreed Outlay	Expenditure		
0	1	4	5	6	7	8
1	Office Expenses	15.00	20.00	20.00	250.00	20.00
2	Motor Vehicle	23.76	24.00	24.00	200.00	30.00
3	Publication	10.00	10.00	10.00	75.00	15.00
4	Gender Budgeting	5.00	5.00	5.00	50.00	10.00
5	Training/Capacity building	5.00	7.00	7.00	50.00	10.00
6	Computerisation/ Maintenance	6.00	5.00	5.00	50.00	10.00
7	State Level Studies	5.00	10.00	10.00	100.00	15.00
8	Review Studies	5.00	5.00	5.00	50.00	10.00
9	Disaster Preparedness programme	5	5.00	5.00	50.00	5.00
10	Global Climate Change programmes	3.00	5.00	5.00	50.00	15.00
11	Differently abled programme	21.50	18.00	18.00	50.00	–
12	Modernisation/digitisation of Library		5.00	5.00	50.00	10.00
13	Orientation/sensitization/ dissemination		3.00	3.00	50.00	10.00
14	Fees for consultants /research institutes	–	5.00	5.00	100.00	15.00
	Total 092(1)	104.26	127.00	127.00	1175.00	175.00
	092(2) Subordinate Estt					
1	Salaries					
2	Wages					
3	Travel Expenses					
4	Office Expenses	5.00	5.00	5.00	200.00	
5	Computerisation	–	–	–	–	–
6	Motor Vehicle	6.24	–	–	–	–
7	Rent,Rates & Taxes	3.50	4.00	4.00	–	5.00
8	District Level Studies	5.00	11.00	11.00	100.00	22.00
9	Strengthening of District Evaluation offices	–	5.00	5.00	–	33.00
	Total 092(2)	19.74	25.00	25.00	300.00	60.00
	Housing					
1	Construction of DEO office,Phek, Wokha, Dimapur, Mokochung and Mon	160.00	278.00	278.00	704.00	–
2	Construction of DEO office at Peren	–	–	–		–
3	Other housing repair/renovation/ brick fencing	–	–	–		250.00
	Total construction	160.00	278.00	278.00	704.00	250.00
	Grand total	284.00	430.00	430.00	2179.00	485.00

PHOTO GALLERY

EVALUATION DIRECTORATE OFFICE BUILDING



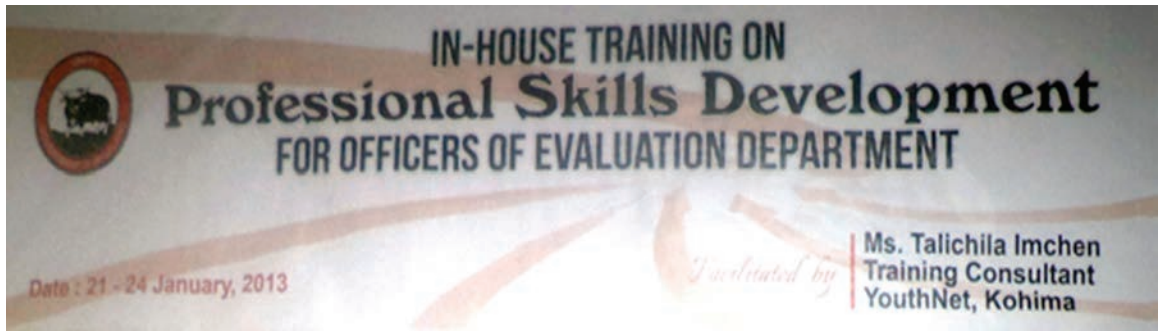
Before renovation



After renovation



Resource person Ms. Ela Susan James with the officials of the Directorate of Evaluation during the in-house training on 'Service Centric program'.



Officers along with Resource person Ms. Talichila Imchen, Consultant, YouthNet



Officers and Staff of the Evaluation Directorate participating in Mass social work organized by the State Government

EVALUATION STUDY ON WATER SUPPLY AND SANITATION IN PEREN DISTRICT



Explaining purpose of the study at Mhaikam village



Verification team along with beneficiaries at Mhaikam village



Evaluator interviewing the beneficiaries on WATSAN at New Peren



Sanitation waste bin supplied by PHE Department to Mhaikam village



Inspection of ring well by verification team along with WATSAN Chairman, GB at Mhaikam village



Beneficiary being interviewed by an evaluator at Mhaikam village



Water reservoir at constructed under WATSAN at Mhaikam village



Water tank constructed under WATSAN at New Peren

