

GOVERNMENT OF NAGALAND
DIRECTORATE OF EVALUATION
NAGALAND KOHIMA



ANNUAL ADMINISTRATIVE REPORT
2013-2014

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ANNUAL ADMINISTRATIVE REPORT OF THE EVALUATION DIRECTORATE FOR THE YEAR 2013-2014

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 and 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 intervention schemes/programmes of the Government to assess whether the programmes are impacting the targeted beneficiaries and grass root 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 Offices 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 | -Chairperson |
| ii. Secretary, Finance Department | -Member |
| iii. Secretary, P & AR Department | -Member |
| iv. Vigilance Commissioner | -Member |
| v. Commissioner & Secretary/Secretary
and Head of the Department whose scheme/report
is under study | -Co-opted Members |
| vi .Secretary, Planning | -Member |
| vii. 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 and methodology 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.

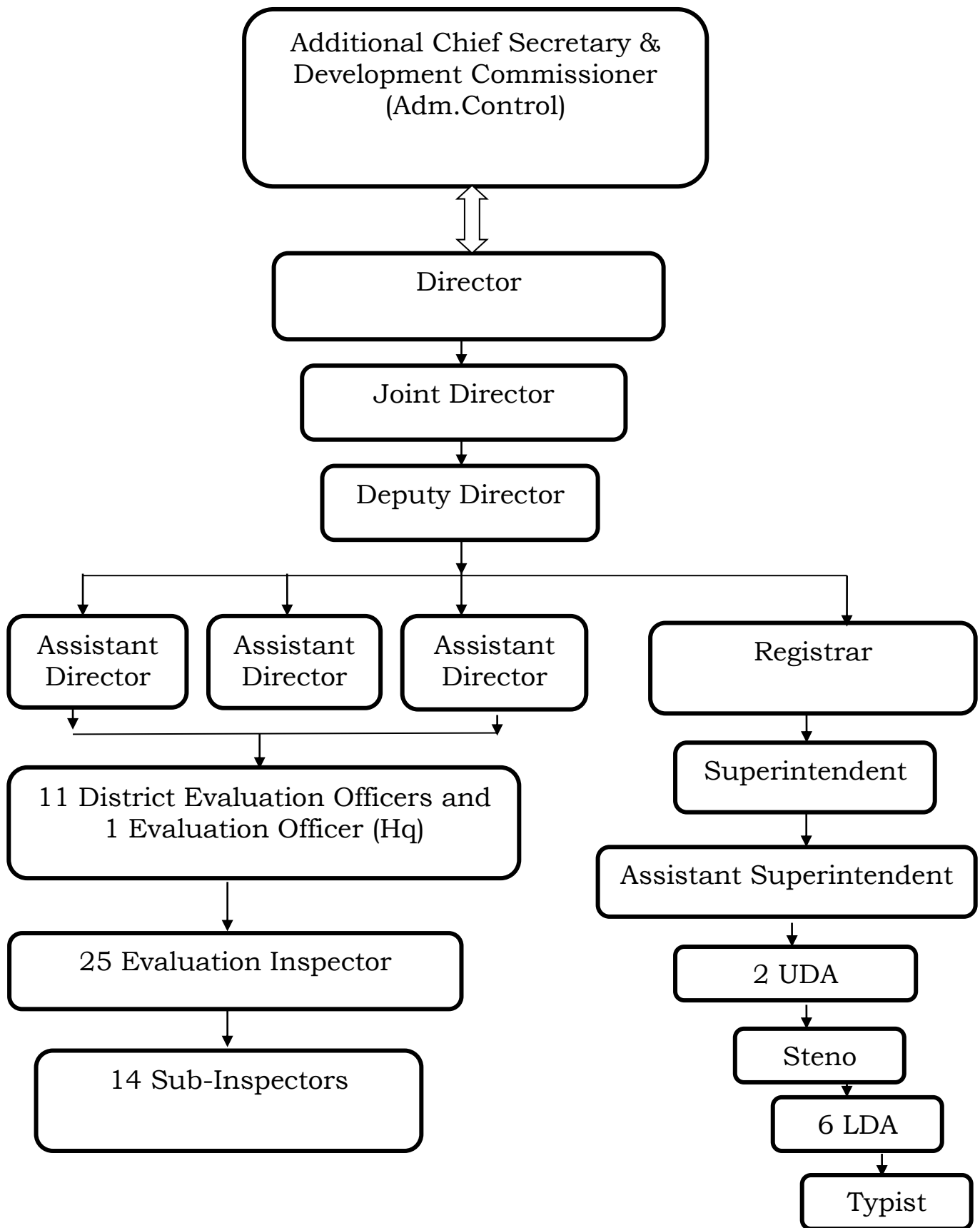
3. STAFF STRENGTH OF THE DIRECTORATE

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	1
iii	Assistant Director	3	3
iv	Evaluation Officer	1	1
v	Inspector	6	6
vi	Sub-Inspector	3	3
vii	Registrar	1	1
viii	Superintendent	1	1
ix	Other Ministerial Staff	19	18
Total of A		36	35
B.	District Evaluation Offices		
i	District Evaluation Officer	11	10
ii	Inspector	19	19
iii	Sub-Inspector	11	11
iv	Ministerial Staff/others	43	40
Total of B		84	80
Total of A & B		120	115

3.2 ORGANISATIONAL STRUCTURE



3.3. STAFFING PATTERN OF THE DIRECTORATE OF EVALUATION

Man power position (in position) in the Directorate Office and in the District Evaluation Offices as on 01.03.2014.

	Technical			Establishment				Total
	Officers	Inspector	Sub-Inspector	Officers	Grade III Employee	Grade IV	Contingency paid	
Directorate Office	6	6	3	2	13	6	6	42
District Evaluation Office, Kohima	1	2	1		2	1	1	8
District Evaluation Office, Tuensang		2	1		2	2		7
District Evaluation Office, Mokokchung	1	2	1		3	2		9
District Evaluation Office, Wokha	1	2	1		3	2		9
District Evaluation Office, Phek	1	2	1		1	2	1	8
District Evaluation Office, Mon	1	2	1		2	2		8
District Evaluation Office, Zunheboto	1	2	1		1	2	1	8
District Evaluation Office, Dimapur	1	2	1		2	3		9
District Evaluation Office, Longleng	1	1	1		1	1	1	6
District Evaluation Office, Peren	1	1	1		1	1	1	6
District Evaluation Office, Kiphire	1	1	1		2	1		6
Total	16	25	14	2	33	23	11	126

4. MAJOR ACHIEVEMENTS DURING THE YEAR

4.1. Promotion and appointments during the year:

Three officers were granted promotion. While three Sub-Inspectors and four LDA-Cum-Computer Assistants were appointed through the Department Selection Board.

4.2. Inauguration of New District Evaluation Offices:

1. District Evaluation Office building, Mokokchung at Sangtemla Ward was inaugurated by Shri. Merentoshi R.Jamir, Hon'ble Minister for Youth Resources and Sports, Government of Nagaland on 26th November 2013

2. District Evaluation Office building, Mon at Walo Colony was inaugurated by Shri. C.L John Hon'ble Parliamentary Secretary for Rural Development and R.E.P.A on 20th February 2014

4.3. Construction:

i. District Evaluation Office Building at Peren under construction.



ii. Ramp for differently-abled person at Directorate Office building completed.



5. EVALUATION STUDIES UNDERTAKEN/PUBLISHED DURING 2013-14

5.(a) Published:

- i. Old Age pension Scheme in Peren district.
- ii. Nagaland State Transport in Phek district.

5. (b) Completed:

- i. Old Age Pension Scheme in Longleng district
- ii. Water Supply and Sanitation Programme in Kohima district
- iii. Old Age Pension in Zunheboto district
- iv. Public Distribution System in Kiphire district

6. TRAINING AND CAPACITY BUILDING

To enhance and update the working knowledge and skills, officers and staffs were deputed to various trainings viz Change Management and Capacity Building, Incident response System, Budget and Expenditure Control, Streamline of Head of Account, R.T.I Act 2005, Sensitization workshop on e-Governance, Consumer Rights

The Departmental officials participated in the International Conference on Impact Evaluation in New Delhi on 23rd October 2013 organised by Administrative Staff College of India (ASCI).



7. DIGITISATION AND MODERNISATION OF LIBRARY

The Library in the directorate was digitised enabling users to browse for books with facility to receive alerts on the mobile phone for defaulting book borrowers.

8. PROPOSED ACTION PLAN DURING 2014-15

I. State Level Studies:

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 extend steps are required to improve implementation of the programme, two quick review studies are proposed to be taken up.

8.2 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 institutions.
- iv. Propose complete computerisation of the Directorate office and the district Evaluation Offices with IT facility and Internet connectivity.
- v. Procure additional duty vehicle to facilitate the technical officers/staff in discharge.
- vi. Propose construction of one flat type building for staff/employee accommodation in Kohima.

8.3. Strengthening of District:

- i. Propose construction of District Evaluation Office building at Longleng, Zunheboto and Tuensang.
- ii. Improve and upgrade the logistic requirement of all the eleven district offices.
- iii. Orientation/Workshops would be conducted in all the eleven districts on impact of evaluation and its importance in policy formulation to commemorate 50th years of Statehood.

iv. In coordination with the district administration, VDBs, DPDB of the respective districts review studies on the functioning of the VDB would be conducted in all the districts.

8.4. 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

9. 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, PIOs and APIOs in respect of the Evaluation Directorate and the District Evaluation Offices have been appointed.

1. Directorate Level

- i. Public Information Officer : Smt. W.Chubala, Joint Director
- ii. Assistant Public Information Officer : Shri. Shinito Sema, Deputy Director

2. District Level

- (a) Kohima District : (i) PIO District Evaluation Officer Shri.Veshietso Kotso
(ii) APIO Inspector Shri.Erangnimbe Thou
- (b) Zunheboto District : (i) PIO District Evaluation Officer Shri.G.Hekuto Sema
(ii) APIO Inspector Shri.Paunamheing
- (c) Mokokchung District : (i) PIO District Evaluation Officer Shri.B.Rendysowa
(ii) APIO Inspector Shri.Zulutemjen
- (d) Phek District : (i) PIO District Evaluation Officer Shri.S.Nyekha
(ii) APIO Inspector Shri. Zulhunu
- (e) Wokha District : (i) PIO District Evaluation Officer Shri. Etssorhomo Lotha
(ii) APIO Inspector Shri.M.C.Namti Newmai
- (f) Mon District : (i) PIO District Evaluation Officer Shri.Pinman Konyak
(ii) APIO Inspector Shri.Emkong Tonger
- (g) Dimapur District : (i) PIO District Evaluation Officer Shri.H.R.Epao
(ii) APIO Inspector Shri.Khehoshe Shohe
- (h) Kiphire District : (i) PIO District Evaluation Officer Shri.Renchamo Odyuo
(ii) APIO Inspector Shri.Tsathrongse Sangtam
- (i) Longleng District : (i) PIO District Evaluation Officer Shri.Anden Moklong
(ii) APIO Inspector Shri.Temsuyanger Longkumer
- (j) Peren District : (i) PIO District Evaluation Officer Shri.D.Disuang Zeme
(ii) APIO Inspector Smti.Setsovinuo Solo

3. APPELLATE AUTHORITY

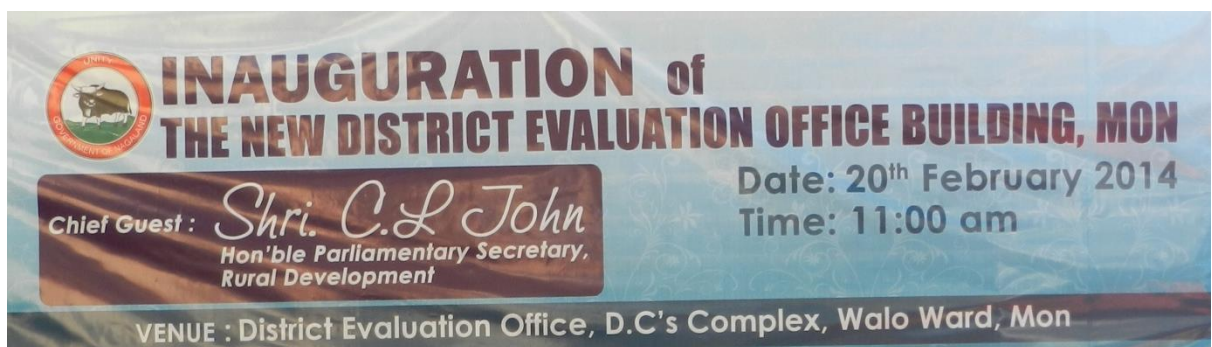
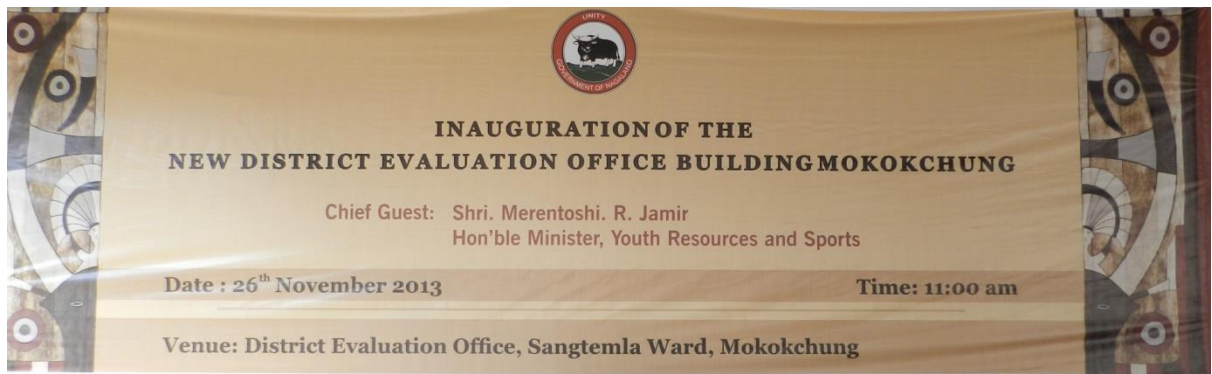
Smt. Kevileno Angami
Director
Directorate of Evaluation

10. BUDGET OUTLAY OF THE DEPARTMENT

Rs. in lakhs

Sl.No.	Major Head / Minor Head of Development (Scheme-wise)	Annual Plan 2012-13 Actual Expenditure	Annual Plan (2013-14)		Annual Plan 2014-15 (Proposed Outlay)
			Approved Outlay	Anticipated Expenditure	
0.	1.	2	3	4	5
1	Office Expenses	19.99	10.00	10.00	15.00
2	Motor Vehicle	23.99	15.00	15.00	30.00
3	Publication	10.00	5.00	5.00	15.00
4	Gender Budgeting	5.00	-	-	5.00
5	Training/Capacity building	7.00	5.00	5.00	5.00
6	Computerisation/Maintenance	5.00	5.00	5.00	5.00
7	State Level Studies	10.00	5.00	5.00	10.00
8	Review Studies	5.00	-	-	5.00
9	Disaster Preparedness programme	5.00	-	-	5.00
10	Orientation/sensitization/dissemination to commemorate 50 years of Statehood	3.00	-	-	11.00
	Total 092(1)	93.98	45.00	45.00	106.00
	092(2) Subordinate Estt				
1	Office Expenses	5.00	5.00	5.00	11.00
2	Rent, Rates & Taxes	4.00	3.00	3.00	5.00
3	District Level Studies	11.00	4.00	4.00	11.00
4	Strengthening of District Evaluation offices	5.00	-	-	-
	Total 092(2)	25.00	12.00	12.00	27.00
	Housing				
1	4216-01-700(5)Capital Outlay Govt. Residential building/Other Housing Construction Evaluation	277.99	40.00	40.00	65.00
	Total Construction	277.99	40.00	40.00	65.00
	Grand Total	396.97	97.00	97.00	198.00

PHOTO GALLERY





District Specific Study on Old Age Pension under Longleng District



District Specific Study on Public Distribution System under Kiphire District



District Specific Study on National Old Age Pension & State Old Age Pension Scheme under Zunheboto District.



District Specific Study on Water Supply and Sanitation under Kohima District.