

GOVERNMENT OF NAGALAND  
DIRECTORATE OF EVALUATION  
NAGALAND KOHIMA



ANNUAL ADMINISTRATIVE REPORT  
2014-2015

<b>CONTENT</b>	<b>PAGE NO</b>
1. PROFILE	1
2. FUNCTIONS	1-2
3. STAFF STRENGTH OF THE DIRECTORATE	3
4. ORGANISATIONAL STRUCTURE	4
5. STAFFING PATTERN	5
6. MAJOR ACHIEVEMENTS DURING THE YEAR	6
7. PROPOSED ACTION PLANS DURING 2014-2015	7-9
8. PUBLIC INFORMATION OFFICERS AND ASSISTANT PUBLIC INFORMATION OFFICERS	10
9. BUDGET OUTLAY OF THE DEPARTMENT	11
10. PHOTO GALLERY	12-17

# **ANNUAL ADMINISTRATIVE REPORT OF THE EVALUATION DIRECTORATE FOR THE YEAR 2014-2015**

## **1. PROFILE**

1. Set-up on 14<sup>th</sup> 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 121 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<br>and Head of the Department whose scheme/report<br>is under study | -Co-opted Members |
| vi. Secretary, Planning & Coordination  | -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.

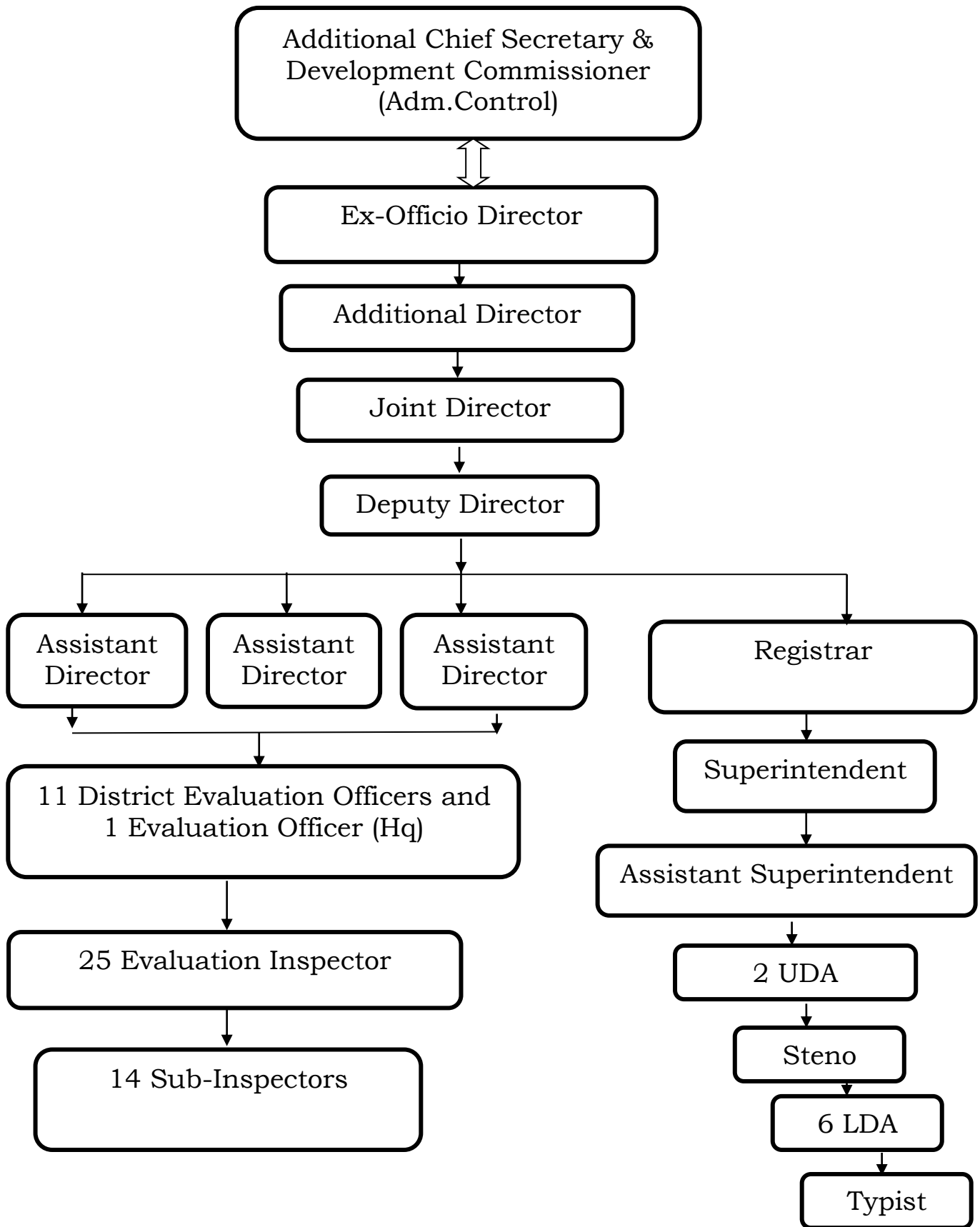
### 3. STAFF STRENGTH OF THE DIRECTORATE

3.1 Headed by an ex-officio Director, the Directorate has a sanctioned staff strength of 121.

Details are given below:

Sl No	Category of posts	Sanctioned Strength	In position
<b>A</b>	<b>Directorate/Headquarters</b>		
i	Additional Director	1	-
ii	Joint Director	1	1
iii	Deputy Director	1	1
iv	Assistant Director	3	3
v	Evaluation Officer	1	1
vi	Inspector	6	6
vii	Sub-Inspector	3	3
viii	Registrar	1	1
ix	Superintendent	1	1
x	Other Ministerial Staff	19	18
<b>Total of A</b>		<b>37</b>	<b>35</b>
<b>B.</b>	<b>District Evaluation Offices</b>		
i	District Evaluation Officer	11	11
ii	Inspector	19	19
iii	Sub-Inspector	11	11
iv	Ministerial Staff/others	43	40
<b>Total of B</b>		<b>84</b>	<b>81</b>
<b>Total of A &amp; B</b>		<b>121</b>	<b>116</b>

### 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	12	6	7	<b>42</b>
District Evaluation Office, Kohima	1	2	1		2	2	1	<b>9</b>
District Evaluation Office, Tuensang	1	2	1		3	2		<b>9</b>
District Evaluation Office, Mokokchung	1	2	1		2	2	1	<b>9</b>
District Evaluation Office, Wokha	1	2	1		3	2		<b>9</b>
District Evaluation Office, Phek	1	2	1		1	2	1	<b>8</b>
District Evaluation Office, Mon	1	2	1		2	2		<b>8</b>
District Evaluation Office, Zunheboto	1	2	1		1	2	1	<b>8</b>
District Evaluation Office, Dimapur	1	2	1		2	3	1	<b>10</b>
District Evaluation Office, Longleng	1	1	1		1	1	1	<b>6</b>
District Evaluation Office, Peren	1	1	1		1	1	1	<b>6</b>
District Evaluation Office, Kiphire	1	1	1		2	1		<b>6</b>
<b>Total</b>	<b>17</b>	<b>25</b>	<b>14</b>	<b>2</b>	<b>32</b>	<b>26</b>	<b>14</b>	<b>130</b>

## 4. MAJOR ACHIEVEMENTS DURING THE YEAR

### 4.1. Promotion and appointments during the year:

Five officers were granted promotion and two District Evaluation Officers were appointed through the competitive examination conducted by the Nagaland Public Service Commission (NPSC)

### 4.2. Construction:

1. Ramp for differently abled persons at Directorate office building was inaugurated by Shri. H.K.Khulu, IAS, the then Additional Chief Secretary and Development Commissioner, Government of Nagaland on 24.04.2014.



2. Initiate construction of new Directorate office building near the Nagaland Civil Secretariat under Special Plan Assistance.

3. Initiate construction of District Evaluation Office building at Longleng, Zunheboto, Tuensang and Kiphire.

4. Initiate construction of Staff quarters at Mokokchung.

5. District Evaluation Office building, Peren at New District Headquarter Peren was inaugurated by Smt. Kevileno Angami, Ex-Officio Director of Evaluation on 25<sup>th</sup> February 2015.



## 5. EVALUATION STUDIES UNDERTAKEN/PUBLISHED DURING 2014-15

1. Review studies on the functioning and impact on the Village Development Board (VDB) in Nagaland covering all the 75 R.D Blocks in the State with sample size of 375 villages and interviewed respective Council Chairman and VDB Secretaries and a total of 3750 beneficiaries.
2. I.C.D.S in Peren District
3. Wokha-Merapani Road
4. Tourism scheme and Project in Dimapur District.

## 6. TRAINING AND CAPACITY BUILDING

1. To enhance and update the working knowledge and skills, officers and staff were deputed to Administrative Training Institute, Kohima for courses on Mass Skill Upgradation training programme for Government Employee, Financial Management, Basic accounts Procedure, Library Management, Cyber Security and E-Governance, Accounting Procedure, Government Financial Rules, Conduct Rules 1968, Noting and Drafting Skills, Discipline and Appeal Rules 1967, Office Etiquette.
2. Interactive In-house training programme on establishment and account matters for all the DEOs and District L.D.A-Cum-Computer Assistant was organised sourcing subject experts from outside.



3. In commemoration of 50<sup>th</sup> years of Statehood sensitization-Cum-Workshop on role of Evaluation for DPDB members, Village Council Chairman and VDB Secretaries was organised in Peren town on 06.06.2014. The Department also highlighted activities of the Department in DPDB meeting in Peren.



## **7. PROPOSED ACTION PLAN DURING 2015-16**

### **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, 2 (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 institutions.
- iv. Procure additional duty vehicle to facilitate the technical officers/staff in discharge.

## **8.3. Strengthening of District:**

- i. Improve and upgrade the logistic requirement of all the eleven district offices.
- ii. Orientation/Workshops would be conducted in all the eleven districts in coordination with the district administration, VDBs, DPDB of the respective districts on impact of evaluation and its importance in policy formulation.

## **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](mailto:direvl-ngl@nic.in)  
Website [www.nagaeval.nic.in](http://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 : Shri. Shinito Sema, Joint Director
- ii. Assistant Public Information Officer : Shri. H.Hugie Zeliang, Deputy Director

### **2. District Level**

- (a) Kohima District : (i) PIO :Shri.Veshietso Kotso, District Evaluation Officer  
(ii) APIO: Smt. Nungsangtula, Inspector
- (b) Zunheboto District : (i) PIO: Shri.G.Hekuto Sema, District Evaluation Officer  
(ii) APIO: Shri.Paunamheing, Inspector
- (c) Mokokchung District : (i) PIO: Smt. Watisangla Ao, District Evaluation Officer  
(ii) APIO: Shri. Imkongmeren, Inspector
- (d) Phek District : (i) PIO: Shri.S.Nyekha ,District Evaluation Officer  
(ii) APIO: Shri. Zulhunu, Inspector
- (e) Wokha District : (i) PIO: Shri. Etssorhomo Lotha , District Evaluation Officer  
(ii) APIO: Shri.M.C.Namti Newmai, Inspector
- (f) Mon District : (i) PIO: Shri.Pinman Konyak, District Evaluation Officer  
(ii) APIO: Shri.Emkong Tonger, Inspector
- (g) Dimapur District : (i) PIO: Shri.H.R.Epao, District Evaluation Officer  
(ii) APIO: Shri.Khehoshe Shohe, Inspector
- (h) Kiphire District : (i) PIO: Shri.Renchamo Odyuo, District Evaluation Officer  
(ii) APIO: Shri. Khoheshe Shohe, Inspector
- (i) Longleng District : (i) PIO: Shri.Anden Moklong, District Evaluation Officer  
(ii) APIO: Shri.Temsuyanger Longkumer, Inspector
- (j) Peren District : (i) PIO: Shri.Erangnimbe Thou, District Evaluation Officer  
(ii) APIO:Shri. Khehoshe Shohe, Inspector

### **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	Annual Plan 2013-14	Annual Plan 2014-15
<i>0.</i>	<i>1.</i>	<i>2</i>	<i>3</i>	<i>4</i>
1	Office Expenses	20.00	10.00	15.00
2	Motor Vehicle	24.00	15.00	20.00
3	Publication	10.00	5.00	10.00
4	Gender Budgeting	5.00		
5	Training/Capacity building	7.00	5.00	5.00
6	Computerisation/ Maintenance	5.00	5.00	5.00
7	State Level Studies	10.00	5.00	5.00
8	Review Studies	5.00	-	5.00
9	Disaster Preparedness programme	5.00	-	-
10	Global Climate Change Programme	5.00	-	-
11	Differently abled Programme	5.00	-	-
12	Modernisation/digitisation of Library	5.00	-	-
13	Orientation/sensitization/ dissemination to commemorate 50 years of Statehood	3.00	3.00	11.00
14	Fees for consultants/research	5.00		
	<b>Total 092(1)</b>	<b>127.00</b>	<b>48.00</b>	<b>81.00</b>
	092(2) Subordinate Estt			
1	Office Expenses	5.00	5.00	11.00
2	Rent, Rates & Taxes	4.00	3.00	4.00
3	District Level Studies	11.00	4.00	4.00
4	Strengthening of District Evaluation offices	5.00	-	-
	<b>Total 092(2)</b>	<b>25.00</b>	<b>12.00</b>	<b>19.00</b>
	<b>Housing</b>			
1	4216-01-700(5)Capital Outlay Govt. Residential building/Other Housing Construction Evaluation	278	40.00	-
	<b>Total Construction</b>			
	<b>Grand Total</b>	<b>430.00</b>	<b>100.00</b>	<b>100.00</b>

Photo Gallery  
Technical officials during field visit.









