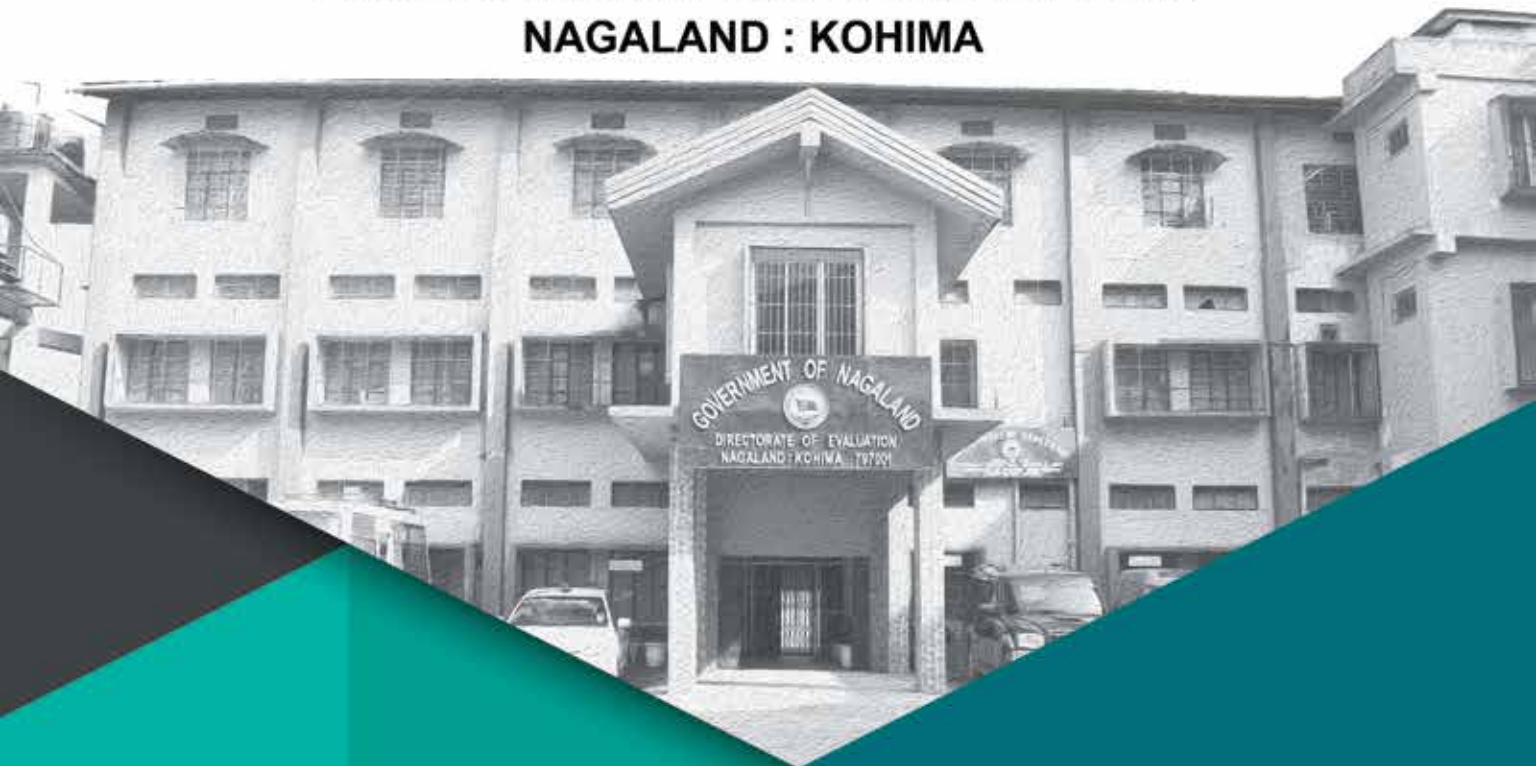




GOVERNMENT OF NAGALAND
DIRECTORATE OF EVALUATION
NAGALAND : KOHIMA



**Annual
Administrative
Report**

2016-2017



Annual Administrative Report 2016-2017

**GOVERNMENT OF NAGALAND
DIRECTORATE OF EVALUATION
NAGALAND : KOHIMA**

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Annual Administrative Report of the Evaluation Directorate for the Year 2016-17

1. PROFILE

- 1.1 Set-up on 14th October 1968 as an evaluation and monitoring unit, the Evaluation unit is now a full fledged Directorate functioning under the administrative control of the Planning and Co-ordination Department, with District Evaluation Offices in all the eleven districts, viz. Kohima, Mokokchung, Mon, Phek, Tuensang, Wokha, Zunheboto, Dimapur, Peren, Longleng and Kiphire and has a 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 interventions/ schemes/programmes of the Government to assess whether these are impacting the targeted beneficiaries at the 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 follow-ups action has/ have been taken by the Departments concerned.

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

- | | | |
|------|--|---------------------------|
| i. | The Development Commissioner | - <i>Chairperson</i> |
| ii. | Secretary, Finance Department | - <i>Member</i> |
| iii. | Secretary, P& AR Department | - <i>Member</i> |
| iv. | Vigilance Commissioner | - <i>Member</i> |
| v. | Commissioner & Secretary/Secretary and Head of the Department whose scheme/report is under study | - <i>Co-opted Members</i> |
| vi . | Secretary, Planning & Coordination | - <i>Member</i> |
| vii. | Director, Evaluation | - <i>Member Secretary</i> |

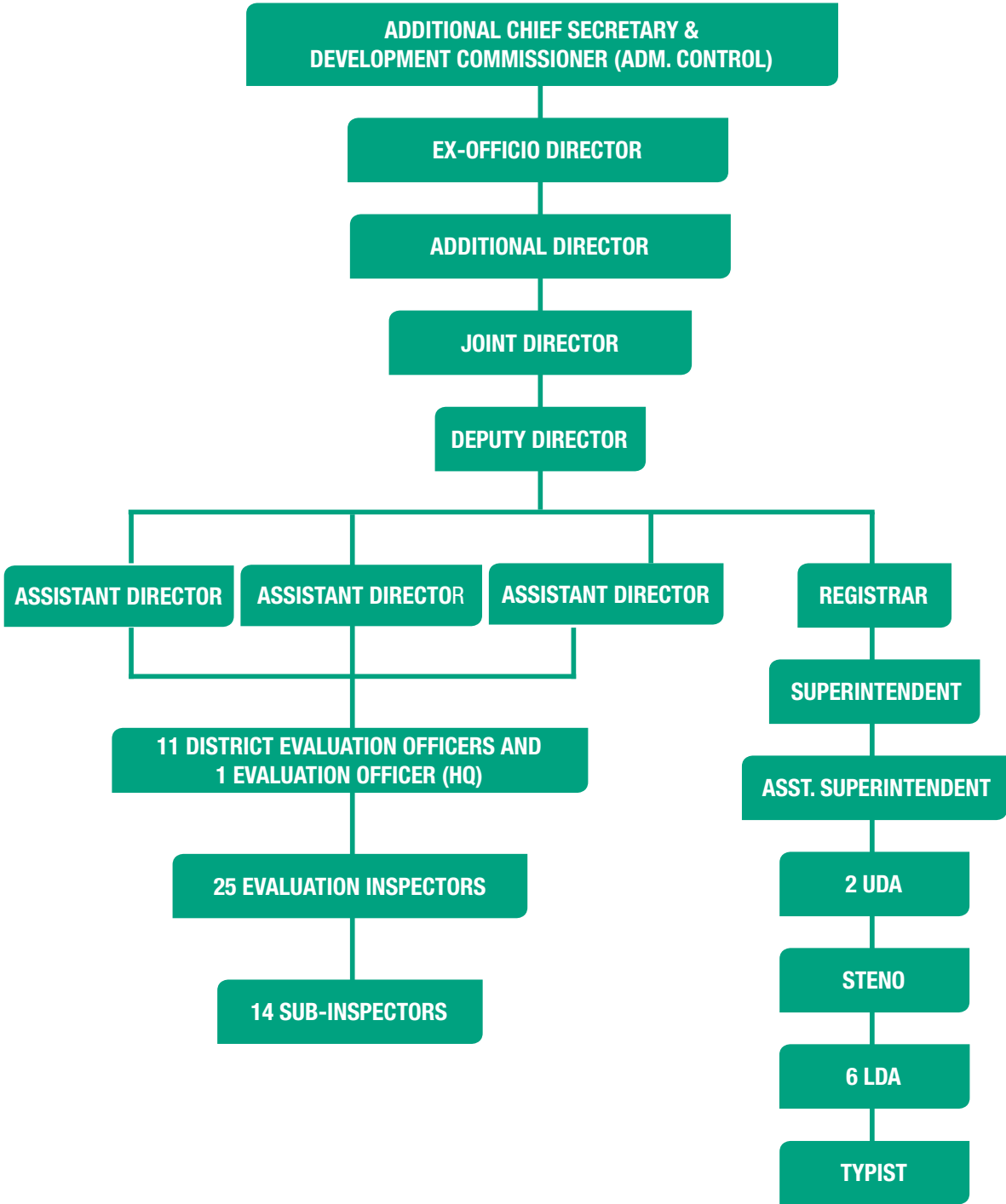
2.5. The Steering Committee decides the schemes for which Evaluation Studies are to be undertaken and guides the Directorate on the approach and methodology to be adapted for the study. On completion of the study the Committee scrutinizes and approves the reports for publication. The Committee also assesses 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 |
|---------------------------|-----------------------------|---------------------|-------------|
| A | Directorate/Headquarters | | |
| i | Additional Director | 1 | 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 | - |
| x | Other Ministerial Staff | 21 | 21 |
| Total of A | | 39 | 38 |
| B. | District Evaluation Offices | | |
| i | District Evaluation Officer | 11 | 11 |
| ii | Inspector | 19 | 19 |
| iii | Sub-Inspector | 11 | 10 |
| iv | Ministerial Staff/others | 41 | 42 |
| Total of B | | 82 | 81 |
| Total of A & B | | 121 | 119 |

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. 2017.

| | Technical | | | Establishment | | | | Total |
|--|-----------|-----------|---------------|---------------|--------------------|-----------|------------------|------------|
| | Officers | Inspector | Sub-Inspector | Officers | Grade III Employee | Grade IV | Contingency paid | |
| Directorate Office | 7 | 6 | 3 | 2 | 15 | 6 | 6 | 45 |
| District Evaluation Office, Kohima | 1 | 2 | 1 | | 2 | 2 | 1 | 9 |
| District Evaluation Office, Tuensang | 1 | 2 | 1 | | 2 | 2 | | 8 |
| District Evaluation Office, Mokokchung | 1 | 2 | 1 | | 2 | 2 | 1 | 9 |
| District Evaluation Office, Wokha | 1 | 2 | 1 | | 3 | 2 | | 9 |
| District Evaluation Office, Phek | 1 | 2 | 1 | | 1 | 1 | 1 | 7 |
| 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 | | 3 | 3 | | 10 |
| 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 | 18 | 25 | 13 | 2 | 34 | 25 | 12 | 131 |

4. MAJOR ACHIEVEMENTS DURING THE YEAR

4.1. EVALUATION STUDIES UNDERTAKEN DURING 2016-2017

- i. Marketing facilities for Agricultural and Allied Products in all the 11 Districts.
- ii. Monitoring of 15 point programme and 20 point programme.
- iii. Sarva Shiksha Abhiyan (SSA) under 15 point programme.
- iv. EWS/LIG-Housing in Urban Areas under 20 point programme.

4.2. CONSTRUCTION

- i. Completion of District Evaluation Office at Longleng under Special Plan Assistance.
- ii. Completion of Staff Quarters at Mokokchung under negotiated loan (HUDCO).
- iii. Construction of District Evaluation Office Building at Tuensang under Special Plan Assistance.
- iv. Construction of New Directorate Office building near the Nagaland Civil Secretariat, Kohima under Special Plan Assistance.
- v. Initiated construction of flat type staff quarter at Dimapur



District Evaluation Office Building, Longleng.



Construction of District Evaluation Office Building, Tuensang.



Construction of New Directorate Office building near the Nagaland Civil Secretariat, Kohima

5. TRAINING AND CAPACITY BUILDING

- i. 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, on Financial Management, Basic Accounts Procedure, Library Management, Cyber Security and eGovernance, Government Financial Rules, Conduct Rules 1968, Noting and Drafting Skills, Discipline and Appeal Rules 1967, Office Etiquette.
- ii. Sensitization programme on “Gender Issues, Tobacco Control, and eGovernance for Officers and Staff of Evaluation Department.



- iii. Interactive In-house Training on ‘Evaluation Techniques’ for Technical Officers and Staff of Evaluation Department.



Resource persons for the Training Programme

iv. Training on basic courtesy/office ethics for drivers and grade IV employees.



Grade IV Employees and Driver participants in the Training Programme.



During the Felicitation Programme of the New Parliamentary Secretary, Evaluation and Election Shri Torechu at the Directorate premises on 2nd March 2017.

6. PROPOSED ACTION PLAN DURING 2017 -2018

6.1 EVALUATION STUDIES

I. State Level Studies: One State Level Study 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, 2 (two) quick review studies are proposed to be taken up.

IV. Monitoring of 15 point programme and 20 point programme:

Monitoring of various programmes under 15 point programme and 20 point programme implemented in the State to be taken up on priority basis.

6.2 Strengthening of Directorate:

- i. Construction of one flat type staff quarter in Kohima.
- ii. Improve and upgrade the logistic requirement of the Department.
- iii. Strengthen the human resource of the Directorate.
- iv. Build capacities/upgrade skills of the Officers through in-house training programme by sourcing subject experts and by deputing them to reputed capacity building institutions.

6.3. Strengthening of District:

- i. Construction of one flat type staff quarter in Dimapur
- ii. Improve and upgrade the logistic requirement of all the eleven district offices.

- iii. 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.

6.4. 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**

7. 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**, *Additional Director*
- ii. Assistant Public Information Officer : **Shri H. Hugie Zeliang**, *Joint Director*

2. DISTRICT LEVEL

- (a) Kohima District
 - (i) PIO : **Shri Veshietso Kotso**, *District Evaluation Officer*
 - (ii) APIO : **Shri M.Pithungo Kikon**, *Sub-Inspector*
- (b) Zunheboto District
 - (i) PIO : **Shri G. Hekuto Sema**, *District Evaluation Officer*
 - (ii) APIO : **Shri Sekheamew Yimchunger**, *Inspector*
- (c) Mokokchung District
 - (i) PIO : **Smt. Watisangla Ao**, *District Evaluation Officer*
 - (ii) APIO : **Shri Imkongmeren**, *Inspector*
- (d) Phek District
 - (i) PIO : **Shri Paunamheing**, *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 Sepozo Pheaso**, *District Evaluation Officer*
 - (ii) APIO : **Shri Emkong Tonger**, *Inspector*
- (g) Dimapur District
 - (i) PIO : **Shri H. R. Epao**, *District Evaluation Officer*
 - (ii) APIO : **Smt. Setsovinuo Solo**, *Inspector*
- (h) Tuensang District
 - (i) PIO : **Shri Shellem**, *District Evaluation Officer*
 - (ii) APIO : **Shri Tsathrongse Sangtam**, *Inspector*
- (h) Kiphire District
 - (i) PIO : **Shri Renchamo Odyuo**, *District Evaluation Officer*
 - (ii) APIO : **Shri Khoheshe Jakha**, *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, *Ex-Officio Director, Directorate of Evaluation*

8. BUDGET OUTLAY OF THE DEPARTMENT

Rs. in lakhs

| Sl. No. | Major Head / Minor Head of Development (Scheme-wise) | Annual Plan 2014-15 (NON-PLAN) | (PLAN/NON-PLAN) 2015-16 | (PLAN/ NON-PLAN BUDGET) 2016-17 |
|---------|--|--------------------------------|-------------------------|---------------------------------|
| 0. | 1. | 2 | 3 | 4 |
| 1 | Salaries | 150.24 | 201.42 | 197.03 |
| 2 | Wages | 3.16 | 3.04 | 3.26 |
| 3 | T.A | 10.00 | 7.00 | 7.00 |
| 4 | Office Expenses | 35.00 | 20.00 | 20.00 |
| 5 | Motor Vehicle | 5.50 | 10.00 | 10.00 |
| 6 | Publication | - | 25.00 | 25.00 |
| 7 | Gender Budgeting | - | - | - |
| 8 | Training/Capacity building | - | 5.00 | 5.00 |
| 9 | Computerisation/ Maintenance | - | 5.00 | 5.00 |
| 10 | State Level Studies | - | - | - |
| 11 | Review Studies | - | - | - |
| 12 | Disaster Preparedness programme | - | - | - |
| 13 | Global Climate Change Programme | - | - | - |
| 14 | Differently abled Programme | - | - | - |
| 15 | Modernisation/digitisation of Library | - | - | - |
| 16 | Orientation/sensitization/ dissemination to commemorate 50 years of Statehood | - | - | - |
| | Total 092(1) | - | - | - |
| | 092(2) Subordinate Estt | | | |
| 1 | Salaries | | 277.6 | 261.01 |
| 2 | Wages | 2.82 | 2.94 | 3.00 |
| 3 | Office Expenses | | | - |
| 4 | Rent, Rates & Taxes | 4.00 | 4.00 | 4.00 |
| 5 | District Level Studies | | - | - |
| 6 | Strengthening of District Evaluation offices | - | - | - |
| | Total 092(2) | 488.32 | | |
| | Housing | NL/SPA | PLAN | PLAN |
| 1 | 4059-01-051-01-13 Works under Evaluation. Capital Outlay Govt. Residential building/ Other Housing Construction Evaluation | 305.00 | 200.00 | 182.00 |
| | Total Construction | | | |
| | Grand Total | 793.32 | 744.41 | 788.29 |

PHOTO GALLERY



Technical Staff during Field Visit in Wokha District.



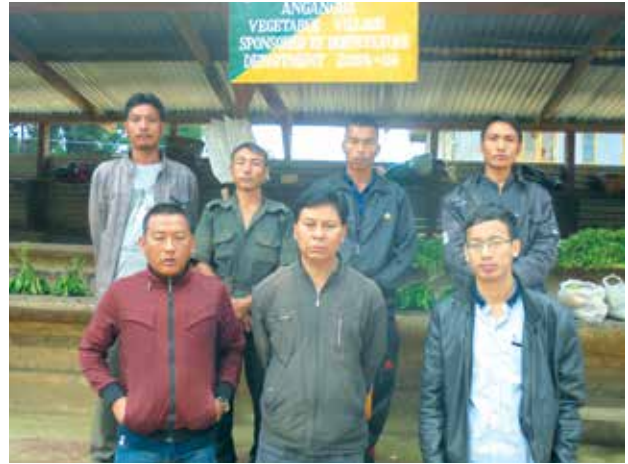
Technical Staff during Field Visit in Kiphire District



Technical Staff during Field Visit in Longleng District



Technical Staff during Field Visit in Kohima District



Technical Staff during Field Visit in Tuensang District



Technical Staff during Field Visit in Dimapur District



Technical staff during Field Visit in Zunheboto District



Technical Staff during Field Visit in Peren District



Cultivation of Agricultural Crops in Mon District Captured during Field Visit.



Technical staff during Field Visit in Mokokchung District



Technical Staff during Field Visit in Phek District



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