



ANNUAL ADMINISTRATIVE REPORT 2017-2018



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

**DEPARTMENT OF PLANNING AND COORDINATION
NAGALAND : KOHIMA**



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ANNUAL ADMINISTRATIVE REPORT OF THE EVALUATION DIRECTORATE FOR THE YEAR 2017-18

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 district, Kohima, Mokokchung, Mon, Phek, Tuensang, Wokha, Zunheboto, Dimapur, Peren, Longleng and Kiphire districts and 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 Directorate is to undertake evaluation studies on the intervention schemes/programmes of the Government to assess whether the programmes 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 any follow-up action has 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 | - 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 & Coordination | - Member |
| vii. Director, Evaluation | - Member Secretary |

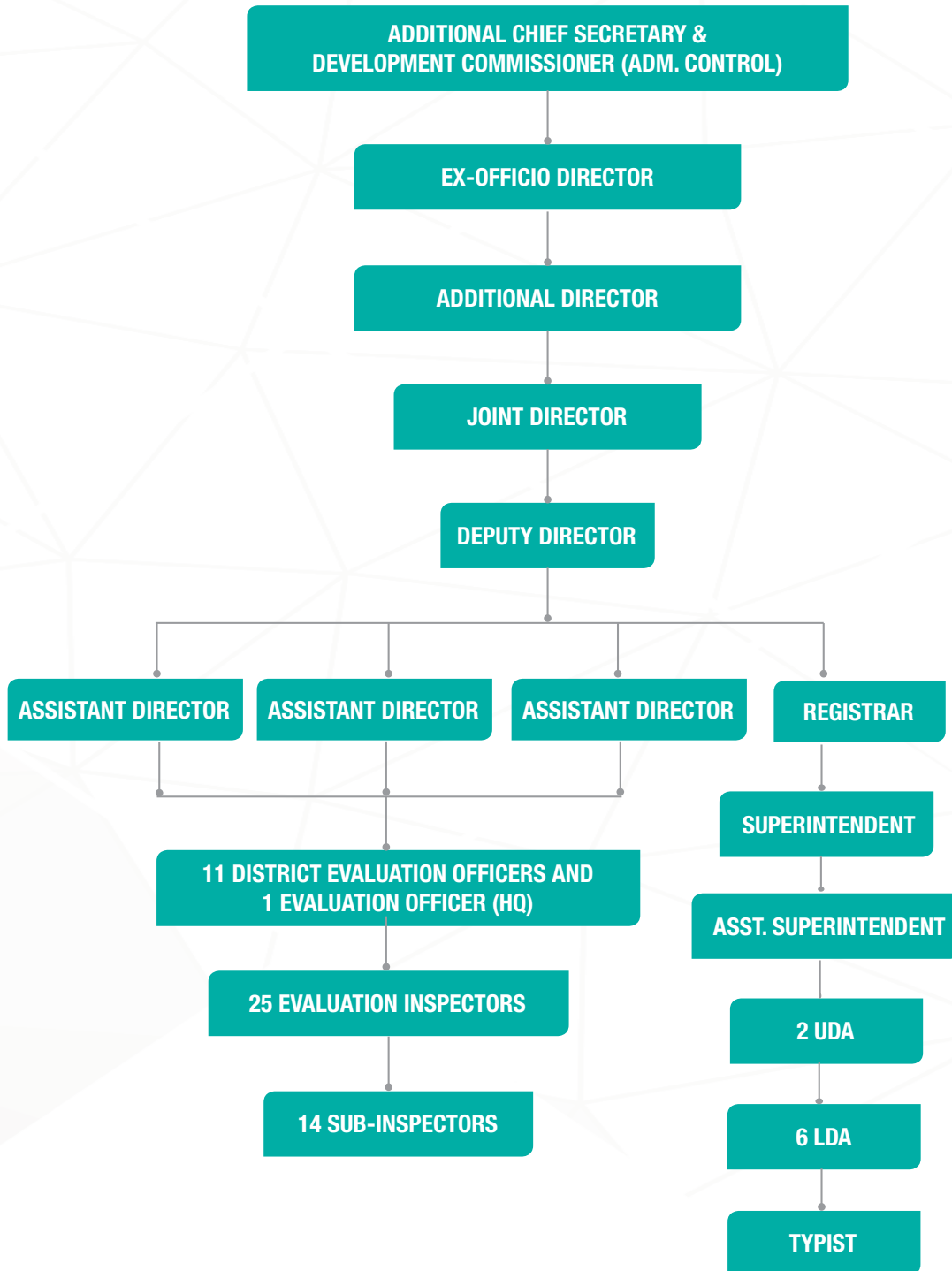
2.5. The Steering Committee decides the schemes for which Evaluation Studies are to be undertaken and guides the Directorate on the approach and methodology to be adapted for the study. On completion of the study the Committee scrutinizes and approves the reports for publication. The Committee also assesses 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:

SI 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	-
ix	Superintendent	1	-
x	Ministerial Staff/others	22	22
Total of A		40	38
B.	District Evaluation Offices		
i	District Evaluation Officer	11	11
ii	Inspector	19	19
iii	Sub-Inspector	11	11
iv	Ministerial Staff/others	40	40
Total of B		81	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 01.03.2018.

	Technical			Establishment				Total
	Officers	Inspector	Sub-Inspector	Officers	Grade III Employee	Grade IV	Contingency Paid	
Directorate Office	7	6	3	1	16	6	6	45
District Evaluation Office Kohima	1	2	1		2	2	1	9
District Evaluation Office Tuensang	1	2	1		2	2	1	9
District Evaluation Office Mokokchung	1	2			2	2	1	8
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		2	2		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		1	1		5
Total	18	25	13	1	36	26	12	131

4. MAJOR ACHIEVEMENTS DURING THE YEAR

4.1. Evaluation Studies Undertaken During 2017-2018

- i. Implementation of Mid-Day Meal Scheme in Phek District.
- ii. Conservation of Wild life in Peren District.
- iii. Impact on Communitization of Educational Institution and Service in Tuensang District.
- iv. Agricultural Technology Management Agency (ATMA) in Zunheboto District.
- v. Implementation of Mid-Day Meal Scheme in Longleng District.

4.2. Construction

- i. Construction of New Directorate Office building near the Nagaland Civil Secretariat, Kohima under Special Plan Assistance.
- ii. District Evaluation Office Building at Tuensang under Special Plan Assistance nearing completion.
- iii. Construction of flat type staff quarter at Dimapur under negotiated loan (HUDCO).
- iv. Initiated construction of security fencing with steel gate/retaining wall at DEO Longleng.
- v. Initiated construction of Chowkidar's Quarter at DEO, Dimapur.
- vi. Construction of security fencing and site development at DEO, Dimapur.

4.3. Strengthening of the Office.

- i. Biometric attendance system was installed in the Directorate to monitor the attendance of the employees.



District Evaluation Office and Retaining Wall, Longleng



Constructions of New Directorate office Building near the Nagaland Civil Secretariat, Kohima



Construction of District Evaluation Office Building, Tuensang



Construction of Flat type Staff Quarter at Dimapur

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 Financial Management, Basic accounts Procedure, Cyber Security and E-Governance, Accounting Procedure, Government Financial Rules, Conduct Rules 1968, Noting and Drafting Skills, Discipline and Appeal Rules 1967.
- ii. Interactive in-house training on 'Evaluation Techniques' for technical officers and staff of Evaluation Department was organised in the Directorate by sourcing experts from outside the State.
- iii. Organised Training Programme on "Office/Social Etiquette for the officials of the Directorate to keep them abreast with the norms .



Trainees with Resource Person Smt. Nandita Hazarika, Coordinator, Natural Resource Management Unit, Eco Systems-India



*Resource person Smt. Nandita Hazarika, Coordinator,
Natural Resource Management Unit, Eco Systems – India*



*Resource person Ms. Nuneseno Chase, Head of Training and Development,
Nagaland Career and Development Centre, Youth Net*

6. PROPOSED ACTION PLAN DURING 2018-19

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, 1 (one) 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. Construction/development of District Evaluation Office in Kiphire
- ii. Strengthening of the human resource of the Directorate
- iii. Build capacities/upgrade skills of the Officers and through in-house training programme by sourcing subject experts and by deputing them to reputed capacity building institutions.
- iv. Improve and upgrade the logistic requirement of the Department

6.3. 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.

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.evaluation.nagaland.gov.in

7. PUBLIC INFORMATION OFFICERS AND ASSISTANT PUBLIC INFORMATION OFFICERS OF THE EVALUATION DIRECTORATE

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 I. Sentinuklu Jamir**, Joint Director

2. DISTRICT LEVEL

- (a) Kohima District : (i) PIO : **Shri Veshietso Kotso**, District Evaluation Officer
(ii) APIO : **Shri M.Pithung 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 Renchamo Odyuo**, District Evaluation Officer
(ii) APIO : **Shri M.C.Namti Newmai**, Inspector
- (f) Mon District : (i) PIO : **Shri Sepozo Phesao**, District Evaluation Officer
(ii) APIO : **Shri Shengwang Konyak**, 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
- (i) Kiphire District : (i) PIO : **Shri Emkong Tonger**, District Evaluation Officer
(ii) APIO : **Shri Khoheshe Jakha**, Inspector
- (j) Longleng District : (i) PIO : **Shri Anden Moklong**, District Evaluation Officer
(ii) APIO : **Shri Temsuyanger Longkumer**, Inspector
- (k) 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 DIRECTORATE

Rs. in lakhs

Sl. No.	Major Head / Minor Head of Development (Scheme-wise)	(PLAN/NON-PLAN) 2015-16	(PLAN/NON-PLAN) 2016-17	BUDGET ESTIMATES 2017-18
0.	1.	2	3	4
1	Salaries	201.42	197.03	288.02
2	Wages	3.04	3.26	4.32
3	T.A	7.00	7.00	8.64
4	Office Expenses	20.00	20.00	16.00
5	Motor Vehicle	10.00	10.00	9.00
6	Publication	25.00	25.00	35.00
7	Gender Budgeting	-	-	-
8	Training/Capacity building	5.00	5.00	5.00
9	Computerisation/ Maintenance	5.00	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	261.01	327.00	285.79
2	Wages	2.94	3.00	2.95
3	Office Expenses	-	-	4.00
4	Rent, Rates & Taxes	4.00	4.00	3.20
5	District Level Studies	-	-	-
6	Strengthening of District Evaluation offices	-	-	-
	Total 092(2)			
	Housing	PLAN	PLAN	PLAN
1	4059-01-051-01-13 Works under Evaluation.Capital Outlay Govt. Residential building/Other Housing Construction Evaluation	200.00	182.00	120
	Total Construction			
	Grand Total	1744.41	788.29	795.70







Directorate of Evaluation

Below A.G Office

A.G Road, Kohima-797001 Nagaland

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