

**SECTION 4 OF THE RIGHT TO INFORMATION
ACT, 2005**

as on 31st March 2014



**NAGALAND BOARD OF SCHOOL EDUCATION
Post Box No. 613**

www.nbsenagaland.com

MANUAL - I : Particulars of the Organization, Functions and Duties

Background : The Nagaland Board of School Education is an autonomous establishment. It was set up through the Nagaland Legislative Assembly Act and received the assent of the Governor on the 15th of November 1973.

Mission Statement : *" Education with equity and excellence through labour and honour".*

Objectives :

- * *To strive for an all round excellence in educational and academic sphere;*
- * *to ensure qualitative education to promote intellectual, social and cultural vivacity among the students;*
- * *to create an environment that will develop competent, confident and enterprising citizens who will promote harmony and peace.*

Functions : *To regulate, supervise and develop school education in the secondary and higher secondary level of education for the State of Nagaland.*

Address : Bayavü Hill, Kohima.

Post Box No. : 613

E-mail : nagaboard@gmail.com

Website : www.nbsenagaland.com

Office timings:

Summer : 9.30 a.m. to 4 p.m.

Winter : 9 a.m. to 3.30 p.m.

MANUAL -II : Powers and duties of Officers and Employees.**A. Details of powers and duties of officers.**

Sl.no.	Designation	Powers	Duties
1.	Chairman	Monitoring and controlling	Chief Executive Officer /Executive Head
2.	Secretary	Controlling	Principal Administrative Officer
3.	Addl. Secy. (Academic)		Management of academic activities
4.	Controller of Examinations	-	Management of examinations
5.	Joint Secretary (Academic)	-	Planning & management of academic activities
6.	Sr. Academic Officer		Supervise and co-ordinate academic activities
7.	Academic Officer	-	Co-ordinate academic activities.
8.	Assistant Academic Officer	-	Developing curriculum & syllabus and to assist in the examination matters.
9.	Joint Controller of Examinations	-	Management of Examinations.
10.	Deputy Controller of Examinations	-	To assist Controller of Examinations in addition to the duties of AAO
11.	Assistant Controller of Examinations	-	To assist Controller of Examinations in addition to the duties of the AAO.
12.	Sr. Information Technology Officer		Programming & management of Computer Cell.
13.	Information Technology Officer	-	Programming & management of Computer Cell.
14.	Asstt. Information Technology Officer	-	To assist the Information Technology Officer
15.	Assistant Secretary	-	Supervision and management of assigned branch.
16.	Superintendent	-	Management of assigned branch.
17.	Assistant Superintendent	-	To assist the Superintendent
18.	Security Officer	-	To ensure security of the office
19.	Liaison Officer	-	Public Relations

B. Duties and responsibilities of Grade - III staff:

Sl.no.	Designation	Duty allotment
1.	Stenographers	Attached to Chairman, Secretary.
2.	Computer Assistants	Data entry, operating & maintenance of computerized records for classes 9 to 12.
3.	UDA (Accounts)	Preparing pay bills, collection of fees, processing files relating to accounts matter.
4.	UDAs (Exam Branch)	Collection of forms and processing of files relating to examinations and academics.
5.	UDA (Record)	Record keeping.
6.	LDA's (Exam Branch)	Collection of forms and processing of files relating to examinations and academics.
7.	LDA (Dispatch)	Issue & dispatch.
8.	Typists	Typing of Orders, notifications and other assignment.
9.	Record Keeper	Maintenance of records
10.	Machine Operator	Operation of xerox and copier machine.
11.	Electrician cum Security Personnel	Fitting and repairing of electrical lines/cables in the office and to assist the Security Officer

C. List of drivers & their allotted duties:

Sl.no.	Name of Drivers	Attached vehicle no.
1.	Arun Singh	NL-01C - 9696
2.	Firoz Khan	NL-01C - 6398
3.	Manidhan Singh	NL-01H - 0744
4.	Hekheni Mao	NL-01C - B-0734
5.	Lal Singh	NL-01H - 4252
6.	Thungro	NL-01C - 4148
7.	Robert Pradhan	NL-01C - 6937
8.	Punendro Singh	NL-01C - 8900
9.	Visuhol Kikhi	NL-01C - 5758
10.	Kishore Singh	NL-01C - 6927
11.	Vose Yoho	NL-01H - 0083

**MANUAL - III : The procedure followed in decision making process
including channels of supervision and accountability.**

Sl.no.	Activity	Level of Action
1.	Conduct of Class 9 Promotion Examination	* Preparation of examination materials by the Board which is subjected to the approval of the Examination Committee and the Governing Body of the Board. * Conduct of examinations by the concerned schools for sl. no.1 & 3 and by the selected center – schools for sl. no. 2 & 4.
2.	Conduct of HSLC Examination	
3.	Conduct of Class 11 Promotion Examination	
4.	Conduct of HSSLC Examinations	
5.	Verification of documents	Confirmation of documents by a designated officer and the Order to be signed by one of the Controllers of Examinations.
6.	Issue of duplicate documents	Verification by the dealing assistant to be counter checked by the Controllers.
7.	Developing curriculum & syllabus, textbooks, etc.	By AAO under the supervision of the Academic Head & HoD, review by the Curriculum & Textbook Committee and approval by the Governing Body.
8.	Conduct of Training & Workshop	Concerned head of the branch /Office.
9.	Registration of schools	Inspection of schools by the officials, recommendation by the Recognition Committee and approval by the Governing Body.
10.	Recognition of Schools	
11.	Upgradation of Schools	

MANUAL - IV : The norms set for discharge of function.

Sl.no.	Activity	Norms
1.	Examinations	<ul style="list-style-type: none">* Routine once fixed, shall not be altered except in the event of unforeseen and unavoidable circumstances.* Persons involved with the examination works are to maintain strict confidentiality.* To ensure errors are not committed in doing the confidential works.* To uphold integrity in the discharge of duties.
2.	Academic	<ul style="list-style-type: none">* To ensure equitable development in respect of curriculum & syllabus, textbooks, etc.* Active supervision of evaluation works.* To act as an agent of skills development of teachers.* To be involved in research & training activities.
3.	Administration	<ul style="list-style-type: none">* Proper maintenance of records, files and assets.* Strict adherence to rules relating to service matters.* Effective monitoring and supervision of the office functioning.
4.	Accounts	<ul style="list-style-type: none">* Supervision, monitoring and judicious use of Board's fund.* Planning, budgeting and maintenance of records as per audit's instructions.
5.	Ministerial	<ul style="list-style-type: none">* Prompt action in tabling of files.* Strict adherence to filing norms.* Proper maintenance of file records.

N.B. Since the main nature of work in the Board is examinations oriented, all employees of every grade and all sections are engaged in examination related works as and when required.

MANUAL - V : The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

Sl.no.	Names of the Acts, Rules, regulations, Instructions, Manual, Records, etc.	Type of Document	Brief gist of the document.
1.	NBSE Act	An Act	NBSE was set up through this Act. The Office derive its power and functions from this Act.
2.	Management of Examinations	Rules & instructions	Instructions and information pertaining to conduct and management of examinations.
3.	Management of Examinations (Confidential)	Rules & guidelines	Instructions and guidelines on management of confidential works.
4.	General Rules	Rules	Rules on upgradation of high and higher secondary schools and management of schools.
5.	PCR	Records	Maintenance of the academic records of the students from classes 1 to 12.
6.	Rules & guidelines on the New Curriculum & Syllabus.	Rules & guidelines	Rules & guidelines on the new curriculum - ' Grading and Continuous & Comprehensive Evaluation'.
7.	List of Registered Schools and colleges.	Statistics	District- wise no. of private and government high and higher secondary schools and colleges registered with the Board.
8.	Grading at HSLC Examination	Rules and guidelines	Guidelines and information about grading system to be implemented at HSLC Examination level
9	Syllabus, sample question paper and Internal assessment of Listening and Speaking Skills for English (Cl. 9 & 10)	Rules and guidelines	Guidelines on how to go about in the transaction of class 9 & 10 English syllabus
10.	Teachers Manual for Orchids users – Class 9 to 12.	Methodology & Guidelines	Guidelines on how to go about in the transaction of class 9 to 12 English syllabus

MANUAL - VI : A statement of the categories of documents that are held by it or under its control.

Sl.no.	Name / Category of the documents.	Procedure to obtain the document.
1.	Pass Certificate/Certificate of Qualification (Class 9-12)	Issued by the Board through the respective institutions after the declaration of results.
2.	Mark sheet/Marksheet cum Certificate (Class 10 & 12)	- do -
3.	Migration Certificate	To be applied by the passed/successful candidates in the prescribed form along with the mark sheet & pass certificate and also to produce the registration card in original in the case of + 2 passed candidates.
4.	Registration Card (Class 9/11)	To be applied by the candidates through the institutions and will be issued by the Board.
5.	Admit Card (Class 10 & 12)	Issued by the Board through the center - school before the commencement of examinations.
6.	Eligibility Certificate	Issued by the Board to a migrating student after verification to confirm the admission.
7.	Citation certificate/Merit Certificate/Certificate of Achievement for meritorious students.	Issued by the Board.
8.	Issue of Duplicate documents	<ul style="list-style-type: none"> * Lost notice to be published in one of the local newspaper. * If the document is destroyed by fire, the matter shall be reported to the Fire Service Station/Civil Administrative Officer of the area. * The application to be submitted on a prescribed form along with an FIR certificate, a copy of the newspaper clipping and a documentary proof of the identity. * In case of admission card, two passport size photo (Black & White) attested by a Civil Administrative Officer in the rank of SDO(C) and above is to be submitted. * The prescribed amount of fees to be paid. * If the document is damaged, the candidate may apply for the same attaching the damaged one.

MANUAL - VII: The particulars of any arrangement that exist for consultation with or representation by the members of the public in relation to the formulation of its policy or administration.

Sl. no.	Subject/Type	Public participation	Arrangement for seeking public participation
1.	Developing & reviewing of textbooks	Selected teachers, subject experts, etc.	Through questionnaire, workshop, interaction, etc.
2.	Developing curriculum & syllabus	Selected teachers, subject experts, etc.	Through questionnaire, workshop, interaction, etc.
3.	Conduct of examinations	Student leaders, teachers, public leaders, NGOs, etc	Through the center schools, Administrative Authority of the area, etc.
4.	Preparation of question papers.	Selected experienced subject teachers.	Through the recognized institutions.
5.	Moderation of question papers	Selected experienced subject teachers.	Through the recognized institutions.

MANUAL - VIII : A statement of boards, councils, committees and other bodies constituted as its part or for the purpose of its advice, and as to whether of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

I. Governing Body : It consists of the following members.

- a. Chairman (Chairman of the Board).
- b. Ex- officio members:
 - i. The Director of School Education, Nagaland.
 - ii. The Director of Higher Education, Nagaland.
 - iii. The Director of State Council of Educational Research and Training, Nagaland.
 - iv. The Director of Youth Resources and Sports, Nagaland.
 - v. The Director of Technical Education, Nagaland.
 - vi. The Director of Employment & Craftsman Training, Nagaland.
 - vii. Joint Labour Commissioner, Nagaland.
- c. Government nominees.
 - i. Five teachers of whom at least two are women and at least one shall be school teacher and one a college teacher.
 - ii. Two teachers from Professional and Vocational schools.
 - iii. One District Education Officer to be nominated by the Director of School Education.
- d. Co-opted members:

Co-opt not more than two members from amongst distinguished educationists.
- e. Secretary of the Board act as the Member Secretary.

The Governing Body is the Apex body constituted by the Nagaland Board of School Education Act, 1973.

The tenure of the Governing Body is 3 years. The Governing Body is to meet not less than thrice a year for consultations and give its approval on important issues recommended by the committees of the Board.

II. For the purpose of carrying out its duties and functions imposed under the Act, the Board appoints the following committees:

- i. Curriculum and Syllabus Committee.
- ii. Examination Committee.
- iii. Recognition Committee.
- iv. Administrative Committee.
- v. Finance Committee.
- vi. Professional and Vocational Education Committee.

The Committee consists of members of the Board and other persons appointed by it. The committees are empowered to constitute sub committees to look into issues which require in depth studies.

Manual -IX : A directory of the key functionaries of the office.

Sl. no.	Name	Designation	Educational Qualification	Date of Birth	Date of joining into service
1.	Asano Sekhose	Chairman	M.A.(Hist)	23-09-66	01-02-90
2.	Lhoulaneilie	Addl.Secy (Academic)	M.A(Edu)	17-12-59	16-05-92
3.	Neilazolie Liezietsu	Controller of Exams.	B.A, B.Ed.	30-01-64	04-09-80
4.	Rangumbuing Nsarangbe	Sr. Academic Officer	B.Sc, B.Ed.	06-08-69	24-05-95
5.	Kekhrielhoutuo Nakhro	Sr. Information Technology Officer	B.Tech.Comp. Sc. & Engg.	21-07-72	10-06-96
6.	Keneilenyü Nagi	Academic Officer	M.A. (Eco)	16-06-67	03-07-99
7.	Iluheing Nsarangbe	Academic Officer	M.A.(Hist)	04-07-71	09-03-95
8.	Keneisalie Nakhro	Dy. Controller of Exams.	M.Sc (Che), B. Ed	04-08-76	15-05-99
9.	Petevino Meyase	Academic Officer	M.A(Eng) B. Ed	16-09-72	24-09-99
10.	Atha Lohe	Dy. Controller of Exams.	M.Com.	21-05-78	01-07-02
11.	Dziesevolie Tsürho	Asstt. Academic Officer	M.A (Pol.Sc)	22-02-75	01-11-02
12.	Ekyimo Shitiri	Asstt. Secretary (Acctts)	B.Sc, MBA	08-02-69	24-05-95
13.	Medonguzo Sekhose	Asstt. Secy.	P.U	11-02-62	11-10-83
14.	K. Sweyiekrol Thapo	Asstt. Secy	P.U	08-07-60	01-02-80

Manual - X : The monthly remuneration received by each of its officers and employees including the system of compensation as provided in regulations.

Sl. no.	Name of the employees	Designation	Monthly Basic Pay as on 31st Mar. 2014	Allowances	Monthly Gross pay
1.	Asano Sekhose	Chairman	52130	52530	104660
2.	Lhoulaneilie	Addl.Secy(Academic)	41510	37759	79269
3.	Neilazolie Liezietsu	Controller of Exams	37360	34024	71384
4.	Rangumbuing Nsarangbe	Sr. Academic Officer	33180	30262	63442
5.	Kekhrielhoutuo Nakhro	Sr. Information Technology Officer	33800	34200	68000
6.	Keneilyenü Nagi	Academic Officer	30610	31010	61620
7.	Iluheing Nsarangbe	Academic Officer	27560	25204	52764
8.	Keneisalie Nakhro	Dy. Controller of Exams.	27260	27660	54920
9.	Petevino Meyase	Academic Officer	27260	27660	54920
10.	Atha Lohe	Dy. Controller of Exams.	26410	26810	53220
11.	Dziesevolie Tsürho	Asstt. Academic Officer	26080	26480	52560
12.	Kekhrielelie Mepfüo	Asstt. Academic Officer	26080	26480	52560
13.	Araile Imchen	Asstt. Academic Officer	25090	25490	50580
14.	Meyavino Peseye	Asstt. Academic Officer	25090	25490	50580
15.	Siduniu Rentta	Asstt. Academic Officer	25090	22981	48071
16.	Rüchünino Rino	Asstt. Academic Officer	25090	25490	50580
17.	Mhieneisau Meru	Asstt. Academic Officer	23640	24040	47680
18.	Seyiekhriezo Sekhose	Asstt. Academic Officer	23640	24040	47680
19.	Akhrieno Thoü	Asstt. Academic Officer	23640	24040	47680
20.	Zalio Seyie	Asstt. Academic Officer	22280	22680	44960
21.	K. Sweyiekrol Thapo	Asstt. Secretary	30990	31390	62380
22.	Medonguzo Sekhose	Asstt. Secretary (Exams)	30990	28291	59281

Sl. no.	Name of the employees	Designation	Monthly Basic Pay as on 31st Mar.2012	Allowances	Monthly Gross pay
23.	Ekyimo Shitiri	Asstt. Secretary (Acctts)	30610	27949	58559
24.	Vizovonuo	Information Tech. Officer	26560	26960	53520
25.	Corina Yanger	Superintendent	25350	25750	51100
26.	Vikhoneil Thapo	Superintendent	23640	24540	48180
27.	Kevineii	Superintendent	23640	24040	47680
28.	Haucuraing	Superintendent	23640	24040	47680
29.	Khriekeyielie Solo	Security Officer	22630	23030	45660
30.	Eteitung	Asstt. Superintendent	18160	18560	36720
31.	Neimedo Kenna-o	Asstt. Superintendent	18160	18560	36720
32.	Kekhriellelie Liezietsu	Asstt. Superintendent	18160	18560	36720
33.	Ahiobe Kulim	UDA	16540	16940	33480
34.	Tekaningsang	UDA	16540	16940	33480
35.	L. Akaho Yeptho	UDA	16540	16940	33480
36.	Kekhriengunuo Yeptho	UDA	16250	16650	32900
37.	Kruzelie Païnuo	UDA	14440	13396	27836
38.	Tsenjamo Lotha	UDA	14050	13045	27095
39.	Hiezielung Meru	UDA	13480	12532	26012
40.	Tanlungbo Newmai	UDA	13440	13840	27280
41.	Keduolhouvi Meru	UDA	12590	12990	25580
42.	Pauziu	Computer Assistant	16130	14917	31047
43.	Melino Kechü	Computer Assistant	14200	14600	28800
44.	Vikehelie Suohu	LDA cum CA	8980	9380	18360
45.	Rampauyilungbe	LDA cum CA	9250	9650	18900
46.	Tongpangkupla Chang	LDA cum CA	9250	9650	18900

Sl. no.	Name of the employees	Designation	Monthly Basic Pay as on 31st Mar. 2012	Allowances	Monthly Gross pay
47.	Ajanuo Liezietsu	LDA cum CA	8980	9380	18360
48.	Kekhrievilie Nakhro	LDA cum CA	8980	9380	18360
49.	Kengimpetsing	LDA cum CA	8980	9380	18360
50.	Peleseno	Stenographer	12730	13130	25860
51.	Bamyi Lungalang	Stenographer	10910	11310	22220
52.	Lhoubeituo-ü	Typist	13340	13740	27080
53.	Neikevi-u Sekhose	Typist	11340	10606	21946
54.	Vizel Rhetso	Machine Operator	10740	11140	21880
55.	L. Akhevi Sema	Electrician cum Security Personnel	12470	12870	25340
56.	Nenmule Apon	Record Keeper	8550	8950	17500
57.	Arun Singh	Driver	14000	14400	28400
58.	Firoz Khan	Driver	13710	12739	26449
59.	Manidhan Singh	Driver	13710	12739	26449
60.	Hekheni Mao	Driver	12000	11200	23200
61.	Lal Singh	Driver	12000	11200	23200
62.	Thungro	Driver	11440	10696	22136
63.	Robert Pradhan	Driver	11440	10696	22136
64.	Punendro Singh	Driver	11440	11840	23280
65.	Visühol Kikhi	Driver	9810	10210	20020
66.	Kishore Singh	Driver	9290	9690	18980
67.	Vose Yoho	Driver	8750	9150	17900
68.	Akhonuo	Peon	8430	9230	17660
69.	Thinosayi Angami	Peon cum Electrician	8390	9190	17580
70.	Nsamlungbe Meru	Peon	7630	8430	16060

Sl. No.	Name of the employees	Designation	Monthly Basic Pay as on 31st Mar.2012	Allowances	Monthly Gross pay
71.	Tingkwa Nsanglung	Peon	7630	8430	16060
72.	Achila Chang	Peon	7630	8430	16060
73.	Rokosielie Meru	Peon	7630	8430	16060
74.	Lubam Haibwang	Peon	7490	7141	14631
75.	Pusatso Ringa	Peon	7380	7042	14422
76.	Ngaule	Peon	7380	7780	15160
77.	Letou Singh	Peon	7260	7134	14394
78.	Kiesielie	Peon	7260	8060	15320
79.	Akhriewai	Peon	6830	6547	13377
80.	Meyin Konyak	Peon	6830	7430	14260
81.	Among Chang	Peon	6430	6187	12617
82.	Vilhoubetuo Vizo	Chowkidar	7380	7980	15360
83.	Neizevituo Solo	Chowkidar	7380	7780	15160
84.	Neichanuo	Sweeper	7380	8180	15560

MANUAL-XI : **The budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.**

For the Financial Year 2013 - 14

Name of the head	Amount `
Salaries & Wages	: 3,98,90,900/-
Printing & Stationary	: 2,02,70,500/-
Remuneration	: 84,52,382/-
Exam Centre Expenses	: 80,06,150/-
Travelling & Conveyance	: 38,80,000/-
Academic	: 67,00,000/-
Professional & Spl. Services	: 15,60,000/-
Purchases	: 9,45,000/-
Office Expenses	: 22,77,000/-
Civil Works	: 9,70,000/-
Other Expenses	: 28,60,000/-
Total	9,58,11,932/-

MANUAL-XII : **The manner of execution of Subsidy Programme.**

This manual is not relevant with the department.

MANUAL - XIII : Particulars of recipients of concession permits or authorizations granted by it.

AWARDS FOR HSLC & HSSLC RANK HOLDERS

HSLC

1. Nagaland Board of School Education, Kohima Award to the Topper

a. Rs. 25,000/- Medal & Certificate

b. Citation Certificates to the top fifty

2. Governor's award of Rs. 25,000 to the topper

3. The 'Mayangnokcha Awards' for Academic Excellence

(For Naga students from within the state)

Sl.No	Name of Award	Award component	Category
i)	Mayangnokcha Award <i>"for Academic Excellence"</i>	Rs. 20,000/-	HSLC Memento + Certificate of merit
ii)	MAT - NE Sun Award Sponsored by ; NE Sun, New Delhi	Rs. 5000/- Memento +	Subject topper in Certificate of English merit.
iii)	MAT - RC Award Sponsored by ; Rockdale Club, Mkg.	Rs. 5000/- Memento +	Subject topper in Certificate of AO(MIL) merit.
iv)	MAT - YRSD Award Sponsored by ; Youth Resources & Sports, Govt.of Nagaland	Rs. 5000/- Memento +	Subject topper in Certificate of Social Sciences merit.
v)	MAT - TY Award Sponsored by ; Tir Yimyim, Dimapur.	Rs. 5000/- Memento +	Subject topper in Certificate of Science merit.
vi)	MAT - EFoM Award Sponsored by ; Education Forum of Mkg.	Rs. 5000/- Memento +	Subject topper in Certificate of Mathematics merit.

4. Madras Telugu Academy Award to the topper.

5. N.R. Sarma & N.J. Lakshmi Award

(Cash award to Naga girl topper in Mathematics)

6. Dr.Neilhouzhü Kire Angami Award

(Rs. 10,000/- Cash award to topper in Tenyidie)

7. Rev. Dr. Neiliezhü Üsou Award of Excellence
(Rs. 15,000/- Cash award to topper in Music)

8. Manik Bhattacharjee Award
(Rs. 5000/- Cash award to topper)

HSSLC

1. Nagaland Board of School Education, Kohima Award to the Toppers

a. Rs. 25000/- Medal and Certificate

ARTS STREAM

COMMERCE STREAM

SCIENCE STREAM

b. Citation Certificates to the candidates in the merit list.

2. Governor's award of Rs. 25,000 each to the topper of the three stream.

3. Manik Bhattacharjee Award Rs. 10,000 each to the toppers of the three streams.

MANUAL - XIV: Details of Information available in electronic format:

Sl. no.	Information / Activities for which data is available in electronic form.	Can it be shared with the public?	Is it available on the website or is being used as back end database?
1.	Management of Examinations	Yes	Available in booklet form.
2.	List of Registered Schools	Yes	Available in booklet form.
3.	General Rules	Yes	Available in booklet form.
4.	Syllabus (Class 9 to 12)	Yes	Available in booklet form.
5.	Rules & Guidelines on the New Curriculum & Syllabus.	Yes	Available in booklet form.
6.	Management of Examinations (Confidential)	Yes	Available in booklet form.
7.	Design & Model Question Paper for Secondary & Higher Secondary	Yes	Available in booklet form.
8.	Result Gazette (HSLC & HSSLC)	Yes	Available in website
9.	Notifications	Yes	Available in Guard file
10.	Grading at HSLC Examination	Yes	Available in booklet form
11.	Teachers Manual for Orchids users	Yes	Available in booklet form

MANUAL - XV: Particulars of the facilities available to citizens for obtaining information.

Sl. no.	Facility Available
1.	Enquiry/Reception Counter
2.	Office Library
3.	Notice Board
4.	Website
5.	Printed Manual
6.	Issuing of copies of documents
7.	Telephone
8.	Postal address
9.	E-mail

MANUAL - XVI: The names, designations and other particulars of the Public Information Officers.

a) Departmental Appellate Authority (DAA).

Name	Designation	Phone Nos.		
		Office	Mobile	email
Asano Sekhose	Chairman	2260201 2260502	9436001091	asekhose12@gmail.com

b) Public Information Officer(s) (PIO).

Name	Designation	Phone No.		
		Office	Mobile	email
Dziesevolie Tsurho	Assistant Academic Officer		9615948037	dtsurho@gmail.com

MANUAL - XVII : Such other information as may be prescribed and thereafter updated every year.

A. Related to seeking information:

- * Any citizen can request for information.
- * The request for information can be made in writing or through electronic means.
- * An applicant can address his request to the PIO or APIO.
- * A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten.
- * For providing information, the fee shall be charged as shown below:
 - (a) rupees two for each page (created or copied).
 - (b) actual cost or price for samples or models.
 - (c) rupees fifty for diskette or floppy.

B. Post Publication Rescrutiny:

- * Rescrutiny of answerscripts in any number of subjects is permitted. The application should be routed through the school/centre.
- * The application and prescribed fee of Rs. 200/- per subject for rescrutiny should reach the Office within 15 (fifteen) days after the publication of the result along with the original copy of marksheet/ marksheet cum certificate and admit card.
- * Rescrutiny result shall be declared within 45 (forty-five) days after the declaration of the result.

C. Photocopy of Answerscripts:

- * Photocopy of answerscripts shall be provided to candidates on fulfillment of the terms and conditions.
- * This provision shall be extended only to candidates who applied for rescrutiny and in the subject(s) they applied.
- * Candidates who did not apply for rescrutiny shall not be eligible to apply for photocopy of the answerscripts.
- * The application should be submitted in the prescribed form along with the original documents and fee of Rs. 1000/- each per subject.
- * The last date for submission of application form is within 15 days after declaration of rescrutiny result.

D. Matters that cannot be disclosed to the Public:

Sl.no.	Subject/File	Reason
1.	Name of the Examiners.	For personal security and confidentiality.
2.	Name of the Question Setters.	-do-
3.	Moderators	-do-
4.	Name/Places where confidential papers/documents are printed.	For security and confidentiality.

E. HSLC and HSSLC 2014 Rank holders (as declared on 30th April 2014)**HSLC**

POSITION	NAME OF CANDIDATE AND SCHOOL	ROLL NO.	TOTAL MARKS	PERCENTAGE
1.	SHUBHAMKAR BARMAN Ram Janaki Hr.Sec.School,Dimapur	1411326	580	96.67%
2.	UTTAM SHARMA Assembly of God Hr.Sec.School,Dimapur	1413367	578	96.33%
3.	a. VEVOTOLÜ KEZO Mezhür Hr.Sec.School,Kohima	1421001	569	94.83%
	b. OSCAR MUCHAHARY Holy Cross Hr.Sec.School,Dimapur	1411030	569	94.83%
4.	NAROENLA St.Clare Hr.Sec.School,Kacharigaon	1412178	568	94.67%
5.	a. MESANO PESEYIE Fernwood School,Kohima	1421060	567	94.50%
	b. MALABIKA DEY Holy Cross Hr.Sec.School,Dimapur	1411117	567	94.50%
6.	a. REIJO AUGUSTINE St.John's Hr.Sec.School,Tuensang	1461027	566	94.33%
	b. PANKAJ KUMAR GUPTA Chandmari Hr.Sec.School,Kohima	1422412	566	94.33%
	c. RAM BABU KUMAR RAI Ram Janaki Hr.Sec.School,Dimapur	1411319	566	94.33%
7.	SUNNY KUMAR SINGH Govt.High School,Botsa	1420157	471	94.20%
8.	AAKANCHHA St.Mary's High School,Dimapur	1414857	565	94.16%

9.	METSIVILIE SEYIE Rüzhükhrie Govt.Hr.Sec.School,Kohima	1420033	565	94.16%
10.	a. KUOLZO NEIKHA Holy Family School,Kohima	1422540	564	94.00%
	b. MEDENO PESEYIE Fernwood School,Kohima	1421059	564	94.00%
	c. ARPITA DUTTA Ram Janaki Hr.Sec.School,Dimapur	1411336	564	94.00%
11.	MANISHA SEN Chandmari Hr.Sec.School,Kohima	1422466	563	93.83%
12.	ROSHNI DUTTA Holy Cross Hr.Sec.School,Dimapur	1411144	562	93.67%
13.	MOAMENLA JAMIR St.Clare Hr.Sec.School,Kacharigaon	1412175	561	93.50%
14.	SUNGTIBEN JAMIR St.Paul Hr.Sec.School,Dimapur	1410695	560	93.33%
15.	a. IMLISENLA JAMIR Queen Mary Hr.Sec.School,Mokokchung	1430278	559	93.16%
	b. SHERIL ANN THOMAS Little Flower Hr.Sec.School,Kohima	1422131	559	93.16%
	c. SAHAJAN TALUKDAR G.Mhiasiu School,Dimapur	1414353	559	93.16%
16.	LIMAYANGLA LONGKUMER Christian Hr.Sec.School,Dimapur	1410522	559	93.16%
17.	a. MÜZILÜ VERO Little Flower Hr.Sec.School,Kohima	1422101	558	93.00%
	b. KEVINÜ KENNAO Little Flower Hr.Sec.School,Kohima	1422060	558	93.00%
	c. RIYA JHA Ministers' Hill Baptist Hr.Sec.School,Kohima	1421365	558	93.00%
18.	a. PHOMENT S CHANG St.John's Hr.Sec.School,Tuensang	1461080	557	92.83%
	b. RADETOLÜ RINGA St.Mary's Cathedral Hr.Sec.School,Kohima	1422912	557	92.83%
19.	GULABSA KHATUN Christian Hr.Sec.School,Dimapur	1410508	557	92.83%
20.	a. ABIGAIL RAI Queen Mary Hr.Sec.School,Mokokchung	1430245	556	92.67%
	b. VINIKALI H A SULI Little Flower Hr.Sec.School,Kohima	1422152	556	92.67%

	c. ARADHANA KHUNDRAKPAM G.Rio School,Kohima	1420227	556	92.67%
	d. IMNATOSHI Saint John's School,Diphupar'B'	1415165	556	92.67%
	e. ORENVUNGI PATTON Little Star Hr.Sec.School,Dimapur	1411806	556	92.67%
21.	a. NILANJAN CHOWDHURY Dimapur Railway High School,Dimapur	1414798	555	92.50%
	b. ALOWIE NYUSOU St.John Hr.Sec.Residential School,Dimapur	1412051	555	92.50%
22.	a. KETOUVIZO NAKHRO Ministers' Hill Baptist Hr.Sec.School,Kohima	1421300	554	92.33%
	b. NEERAJ T VIJAYAN Dainty Buds,Kohima	1421152	554	92.33%
	c. NEIKESE-Ü SORHIE Mezhür Hr.Sec.School,Kohima	1420973	554	92.33%
	d. MANJUMA SARKAR St.Paul Hr.Sec.School,Dimapur	1410622	554	92.33%
23.	MUKESH KUMAR CHAURISA Olympic Hr.Sec.School,Zunheboto	1480167	553	92.16%
24.	a. BIPRAJIT SHARMA Mezhür Hr.Sec.School,Kohima	1420878	552	92.00%
	b. HINOTO M ZHIMOMI St.Mary's Hr.Sec.School,Padampukhuri	1414453	552	92.00%
25.	KESOBEGINUO SOTE Christ King Hr.Sec.School,Kohima	1421731	552	92.00%
26.	a. JAVED HAMID Little Star Hr.Sec.School,Dimapur	1411731	551	91.83%
	b. SHIVRAJ NAG Zakiesato Memorial Hr.Sec.School,Dimapur	1411434	551	91.83%
	c. TIAJUNGLA Holy Cross Hr.Sec.School,Dimapur	1411160	551	91.83%
27.	a. ANGELIN SAJI Holy Angel School,Tuensang	1460135	550	91.67%
	b. LANUWAPANG LEMTOR Queen Mary Hr.Sec.School,Mokokchung	1430210	550	91.67%
	c. VIVONÜ KECHÜ Little Flower Hr.Sec.School,Kohima	1422156	550	91.67%
	d. IMLILEMLA AIER Little Star Hr.Sec.School,Dimapur	1411777	550	91.67%
	e. SHWETA SHARMA Holy Cross Hr.Sec.School,Dimapur	1411148	550	91.67%
28.	SHOLU MOVI Christ King Hr.Sec.School,Kohima	1421710	550	91.67%

29.	NENGNEINEM LUNKIM Pilgrim School,Dimapur	1412853	549	91.50%
30.	a. MAONGKABA JAMIR Don Bosco Hr.Sec.School,Kohima	1421932	548	91.33%
	b.BISHWAJEET RANJAN MAHANTA Don Bosco Hr.Sec.School,Kohima	1421908	548	91.33%
31.	a. ECHENI ARCHE Little Flower Hr.Sec.School,Kohima	1422036	547	91.16%
	b. MONOJOY BHATTACHARJEE Pranab Vidyapith Hr.Sec.School,Dimapur	1414714	547	91.16%
	c. WETOU T KHAPE Pilgrim School,Dimapur	1412867	547	91.16%
	d. BENJAMIN SANGTAM Carewell School,Dimapur	1410791	547	91.16%
32.	a. JYOTI GURUNG Queen Mary Hr.Sec.School,Mokokchung	1430287	546	91.00%
	b. YESMIN SULTANA CHOUDHURY Mezhür Hr.Sec.School,Kohima	1421013	546	91.00%
	c. ITOLÜ DAZO Mezhür Hr.Sec.School,Kohima	1420948	546	91.00%
	d. AKUMMEREN IMCHEN Northfield,Khikha	1420237	546	91.00%
33.	ASHI SHRESTHA Christian Hr.Sec.School,Dimapur	1410497	546	91.00%
34.	a. LONGPONGBO Chandmari Hr.Sec.School,Kohima	1422403	545	90.83%
	b. HARSHITA SARDA St.Mary's High School,Dimapur	1414871	545	90.83%
	c. IMKONGANGNEN B PONGENER Holy Cross Hr.Sec.School,Dimapur	1410976	545	90.83%
35.	DSULO ZHIEMI Nazareth School,Pfütsero	1450524	545	90.83%
36.	KHOALAM KONYAK Unit School,6th NAP Bn.,Tizit	1441794	454	90.80%
37.	a. TEJOKHLÜNÜ NALEO Coraggio School,Kohima	1422986	544	90.67%
	b. TIATUBA OZUKUM Northfield,Khikha	1420262	544	90.67%
	c. ANJALI JAISWAL Ram Janaki Hr.Sec.School,Dimapur	1411335	544	90.67%
38.	MANOJ KARKI Regimental School,4th NAP,Thizama	1423151	544	90.67%

39.	HAPPY JAIN St.Mary's High School,Dimapur	1414870	542	90.33%
40.	a. BHASKAR DEY Dainty Buds,Kohima	1421144	541	90.16%
	b. NOKEKUNO VIZOL Mezhür Hr.Sec.School,Kohima	1420978	541	90.16%
	c. ADIE KIRE Mezhür Hr.Sec.School,Kohima	1420938	541	90.16%
	d. JOSHUA KELIO Holy Cross Hr.Sec.School,Dimapur	1410990	541	90.16%
41.	a. THUNGRHONI M PATTON Don Bosco Hr.Sec.School,Wokha	1470179	540	90.00%
	b. THOKCHAM MANITA St.Xavier Hr.Sec.School,Meluri	1451489	540	90.00%
	c. ARHATA PINCHA St.Mary's High School,Dimapur	1414862	540	90.00%
	d. RUKSANA BEGAM CHOWDHURY Pranab Vidyapith Hr.Sec.School,Dimapur	1414777	540	90.00%
	e. MIMI MURRY Holy Cross Hr.Sec.School,Dimapur	1411123	540	90.00%
42.	a. IMSANENLA C JAMIR Queen Mary Hr.Sec.School,Mokokchung	1430281	539	89.83%
	b. LONAVI NYUSOU Little Flower Hr.Sec.School,Kohima	1422084	539	89.83%
	c. IMRONGMENLA OZUKUM St.Mary's Hr.Sec.School,Padampukhuri	1414501	539	89.83%
43.	MENGUSANUO MEZHÜ Mezhür Hr.Sec.School,Kohima	1420966	538	89.67%
44.	a. MHONRONI KIKON Little Flower Hr.Sec.School,Kohima	1422097	537	89.50%
	b. ARÜNI VICTORIA LAJIO Little Flower Hr.Sec.School,Kohima	1422016	537	89.50%
	c. MOIKEN B MANONG Mezhür Hr.Sec.School,Kohima	1420970	537	89.50%
	d. M KONOM PHOM Brothers' and Sisters' School,Chumukedima	1415776	537	89.50%
	e. KHROWULO NGATSI Saint Savio School,Chumukedima	1415402	537	89.50%
45.	AZHIBA T JANGER The Vineyard School,Kohima	1422991	447	89.40%
46.	a. LOIPONG KONYAK St.John's School,Mon	1440210	536	89.33%
	b. TEMJENLONG Y JAMIR Queen Mary Hr.Sec.School,Mokokchung	1430236	536	89.33%
	c. WATHYNARO LONGCHAR Edith Douglas Hr.Sec.School,Mokokchung	1430136	536	89.33%

	d. CALVIN A RAJA Holy Cross Hr.Sec.School,Dimapur	1410955	536	89.33%
	e. SAZÜNI H CHOROSHO Carewell School,Dimapur	1410805	536	89.33%
47.	AKHOY JYOTI CHAUDHURY St.Francis De Sales Hr.Sec.School,Medziphema	1415928	536	89.33%
48.	MOARENLA OZÜKUM Ministers' Hill Baptist Hr.Sec.School,Kohima	1421357	535	89.16%
49.	THROMFEE SATHREI H Christ King School,Mon	1441097	535	89.16%
50.	a. KEDOSENSO RINO Little Flower Hr.Sec.School,Kohima	1422055	534	89.00%
	b. SENJUMO N KITHAN Fernwood School,Kohima	1421039	534	89.00%
	c. ATHILI ANTHONY Mezhür Hr.Sec.School,Kohima	1420875	534	89.00%
	d. BIPAR AHMED St.Edmund's Hr.Sec.School,Dimapur	1414258	534	89.00%
	e. MUGHASHE S SEMA Little Star Hr.Sec.School,Dimapur	1411747	534	89.00%
	f. MURHIKIU Y THONGRU Carewell School,Dimapur	1410794	534	89.00%

HSSLC**ARTS STREAM**

POSITION	NAME OF CANDIDATE AND INSTITUTION	ROLL NO.	TOTAL MARKS	PERCENTAGE	DISTINCTION IN
1.	TAKATEMJEN PONGEN Mezhür Hr.Sec.School,Kohima	1420055	528	88.00%	ENG, AEN, HIS, PSC, ECO, SGY
2.	KHUMRILA THONGER Christian Hr.Sec.School,Dimapur	1411480	524	87.33%	ENG, HIS, PSC, ECO,AEN,EDN
3.(i)	KHRIELIE-Ü ZUMVÜ Don Bosco Hr.Sec.School,Kohima	1420424	516	86.00%	ENG, HIS, PSC, SGY, EDN
(ii)	KETHOLESA-Ü YHOME Don Bosco Hr.Sec.School,Kohima	1420423	516	86.00%	ENG, HIS, PSC, EDN, TNY, SGY
4.	KAMONGLA LONGKUMER Northfield,Khikha	1422359	509	84.83%	ENG, AEN, HIS, PSC, SGY, EDN
5.	IMKONGNUKLA AO Christian Hr.Sec.School,Dimapur	1411470	507	84.50%	ENG, HIS, PSC, ECO, EDN
6.	DEPOK SANGMA Assembly of God Hr.Sec.School,Dimapur	1410190	506	84.33%	ENG, AEN, HIS, EDN, ECO, PSC
7.	IMNATOLA AIER Clark Memorial Hr.Sec.School,Impur	1430109	504	84.00%	ENG, ECO, PSC, HIS, EDN
8.(i)	ILONA K AYEMI Mezhür Hr.Sec.School,Kohima	1420095	501	83.50%	HIS, PSC, SGY, ECO
(ii)	TOKAVI ZHIMOMI Don Bosco Hr.Sec.School,Dimapur	1410989	501	83.50%	ENG, AEN, HIS, PSC, ECO
9.	SMARANIKA CHAKRABORTY St.Paul Hr.Sec.School,Dimapur	1411989	496	82.66%	ENG, AEN, HIS, PSC, ECO
10.	MEDOCHÜLIE CIESOTSU Don Bosco Hr.Sec.School,Kohima	1420405	491	81.83%	ENG, HIS, PSC, SGY, EDN

COMMERCE STREAM

POSITION	NAME OF CANDIDATE AND INSTITUTION	ROLL NO.	TOTAL MARKS	PERCENTAGE	DISTINCTION IN
1.	HASINA BEGAM Holy Cross Hr.Sec.School,Dimapur	1414276	543	90.50%	ENG, ACC, BUS, ECO, FBM, HND
2.	MADHUMITA NATH Pranab Vidyapith Hr.Sec.School,Dimapur	1414610	540	90.00%	ENG, ACC, BUS, ECO, HND, ENT
3.	KARAN MECH Pranab Vidyapith Hr.Sec.School,Dimapur	1414538	534	89.00%	ENG, ACC, BUS, ECO, ENT
4.	SURYA PRAKASH SHARMA Christian Hr.Sec.School,Dimapur	1414171	531	88.50%	ENG, ACC, BUS, ECO, AEN, FBM
5.	PRIYANKA DAS Pranab Vidyapith Hr.Sec.School,Dimapur	1414625	529	88.16%	ENG, ACC, BUS, ECO, ENT
6.	PUNAM KUMARI GUPTA S.D.Jain Hr.Sec.School,Dimapur	1414681	526	87.66%	ENG, ACC, BUS, ECO, ENT
7.(i)	ANJU SHARMA S.D.Jain Hr.Sec.School,Dimapur	1414647	518	86.33%	ENG, ACC, BUS, ECO, FBM
(ii)	IMNAONEN JAMIR Christian Hr.Sec.School,Dimapur	1414132	518	86.33%	ENG, ACC, ECO, AEN, FBM
8.(i)	PAYAL AGARWAL S.D.Jain Hr.Sec.School,Dimapur	1414671	516	86.00%	ENG, ACC, BUS, ECO, HND, FBM
(ii)	NISMA PARVEEN Christian Hr.Sec.School,Dimapur	1414208	516	86.00%	ACC, ECO, AEN, FBM
9.	AISHWARYA LUXMI JAIN Christian Hr.Sec.School,Dimapur	1414180	512	85.33%	ACC, BUS, ECO, HND, FBM
10.(i)	SAMASONGLA JAMIR Mayangnokcha Govt.Hr.Sec.School, Mokokchung	1434026	509	84.83%	ENG, ACC, BUS, ECO, AEN, ENT
(ii)	SUSHMITA CHAKRABORTY Pranab Vidyapith Hr.Sec.School,Dimapur	1414640	509	84.83%	ENG, ACC, BUS, ECO, ENT, FBM

SCIENCE STREAM

POSITION	NAME OF CANDIDATE AND INSTITUTION	ROLL NO.	TOTAL MARKS	PERCENTAGE	DISTINCTION IN
1.	AMASHA DAS St.John Hr.Sec.Residential School,Dimapur	1417156	552	92.00%	ENG, PHY, CHE, MAT,BIO,CSC
2.	THEJASELHOU KIRE Kohima Science College,Jotsoma	1427874	545	90.83%	ENG, PHY, CHE, CSC,MAT,AEN
3.	MERENTEMJEN St.John Hr.Sec.Residential School,Dimapur	1417119	543	90.50%	ENG, PHY, CHE, MAT, BIO, CSC
4.	KAMONG OZUKUM Pranab Vidyapith Hr.Sec.School,Dimapur	1417278	542	90.33%	ENG, PHY, CHE, AEN,MAT,BIO
5.	AMAR BHAGAT Pranab Vidyapith Hr.Sec.School,Dimapur	1417243	531	88.50%	ENG, PHY, CHE, MAT, CSC
6.	UDAY KUMAR RAY Pranab Vidyapith Hr.Sec.School,Dimapur	1417367	528	88.00%	ENG, PHY, CHE, MAT, BIO
7.	MATHAI PHOM Kohima Science College,Jotsoma	1427935	517	86.16%	ENG, PHY, CHE, HND,BIO,MAT
8.	KENEDY THINGUJAM Pranab Vidyapith Hr.Sec.School,Dimapur	1417280	509	84.83%	ENG, PHY,CHE, BIO,MAT
9.	(i) EYINGBEMO S ODYUO Kohima Science College,Jotsoma	1427771	508	84.66%	ENG, PHY, CHE, CSC,AEN
	(ii) IMLISUNEP St.John Hr.Sec.Residential School,Dimapur	1417094	508	84.66%	ENG, PHY,CHE, MAT,CSC,AEN
10.	NATHANAEL SINGSIT St.John Hr.Sec.Residential School,Dimapur	1417123	507	84.50%	ENG, PHY, CHE, MAT,CSC