

**MANUAL -1**

**Particulars of Organization, functions and duties. [Section 4 (1) (b)  
(i) of Right to Information Act, 2005].**

The Kohima Bench of the Gauhati High Court was inaugurated as a Circuit Bench on 1-12-1972. Thereafter, in exercise of the power conferred by sub-section (2) of section 31 of the North Eastern Areas (Reorganisation Act, 1971 (81 of 1971), the President of India, after consultation with the Chief Justice of the Gauhati High Court and the Governor of Nagaland was pleased to declare a Permanent Bench with the strength of two permanent station Judges at Kohima by Notification No.GSR.73(E) dated 7-2-1990, the Kohima Bench of the Gauhati High Court was declared a Permanent Bench. The Permanent Bench known as the Kohima Bench was inaugurated on the 10<sup>th</sup> February,1990 by Hon'ble Mr. Justice Subyasachi Mukherji, the then Chief Justice of India.

The High Court as the custodian and watchdog of the fundamental rights and freedoms of the people and their constitutional rights has an awesome responsibility.

The Judiciary interprets the Constitution as its final arbiter. It is its duty as mandated by the Constitution, to be its watchdog, by calling for scrutiny any act of the legislature or the executive, who otherwise, are free to enact or implement these, from overstepping bounds set for them by the Constitution. It acts like a guardian in protecting the fundamental rights of the people, as enshrined in the Constitution, from infringement by any organ of the state. It also balances the conflicting exercise of power between the centre and a state or among states, as assigned to them by the Constitution.

While pronouncing decisions under its constitutional mandate, it is expected to remain unaffected by pulls and pressures exerted by other branches of the state, citizens or interest groups. And crucially, independence of the judiciary has been held to be a basic feature of the Constitution, and which being inalienable, has come to mean - that which cannot be taken away from it by any act or amendment by the legislature or the executive.

**MANUAL –II****Powers and duties of Officers and employees [Section 4 (1) (b) (i) of Right to Information Act, 2005].**

The Kohima Bench of the Gauhati High Court is headed by Registrar who is assisted by the Officers and Staff of the High Court in governance and dealing with the day to day functioning of the Court and other official administrative and judicial business of the Court. The Registrar may also authorize his immediate subordinate to act on his behalf of all the official business during his absence.

<b>Sl. No.</b>	<b>Name of Post/ Designation</b>	<b>Powers and Duties</b>
1	NEIKO AKAMI, NJS Registrar	HOD-Controlling authority overall the Registry and the District/Sub-ordinate Judiciary; infrastructure development of the Registry and District/ Subordinate Judiciary; Budget & Accounts of the Registry; Appellate Authority for RTI queries.
2	RAJENLUNG Joint Registrar	Head of Office- DDO, Budget & Accounts, In charge of all administrative matters, custodian of ACRs of Registry's employees.
3	ATOKA ACHUMI, NJS Joint Registrar (Judicial)-cum-CPC	Management of all Judicial Sections and Branches, Statistics (Disposal, Pendency), e-Court Project, Infrastructure etc.
4	K. TEMSUTOSHI Dy. Registrar (Admn.& Protocol)	Management of all sections concerned with general administration and accounts including Library Section, budgeting and Protocol. In charge of Registry's vehicles (including their repair and maintenance), Chauffeurs their duties, leave, etc. PIO for RTI queries.
5	IMSUYANGER AO Deputy Registrar (Judicial)	Management of all sections concerned with judicial works including civil and criminal matters, certified and un-certified copies etc., Daily Cause List; Juvenile Justice Boards, Mediation and other ADRs mechanism, e-courts coordinator. Any other matter allotted by the Registrar or the Joint Registrar.
6	DR. N. RENTHUNGO JUNGIO Asst. Registrar (Admn.& Protocol)	Same as Deputy Registrar (Admn. & Protocol) Any other matter allotted by the Registrar or the Joint Registrar. APIO for RTI queries.
7	IMTIAKUM Assistant Registrar (Judicial)	Same as Deputy Registrar (Judicial). Any other matter allotted by the Registrar or the Joint Registrar
8	Private Secretary	
9	KIYAZHATUO CHASE, Private Secretary	Attached with Hon'ble Judge and court duties.
10	GAITHUILIU GONMEI Private Secretary	Attached with Hon'ble Judge and court duties
11	N. MHAO KIKON Administrative Officer (J)	Section Officer of Accounts Section
12	TAMMILA ZIMIK, Administrative Officer (Judicial)	Section Officer in Bench Section, deals with civil and criminal cases of both division bench and the single bench; Preparation of Paper Book/certified/uncertified copies etc., Daily cause list.
13	MAUREEN MURRY, Administrative Officer (J)	Section Officer in Establishment Section. All matters related to the establishment & administration including protocol, accounts and budgeting, infrastructure and e-courts project of the Registry and the district courts.

14	CANAANY JAJO, Assistant Protocol Officer	Protocol duties of Hon'ble Judges of Gauhati High Court and other High Courts of India.
15	Court Officer	Hon'ble Judges reception & sending off, supervision in maintenance of Judges' Bungalows and Guest House, In-charge of all Grade-IV staff.
16	FRANCIS D SOTE Systems Officer	Computer maintenance, Case Information System, Website maintenance, etc.
17	AMENTO ASUMI Programmer	Overall in-charge of Computer Cell regarding software development, website development and maintenance, AML for computer H/W and peripherals. IT Nodal Officer for Gauhati High Court Kohima Bench. High Court VC coordinator.
18	ARNON EZUNG Judicial Assistant	Court Master
19	LOLENMAKLA JAMIR, Judicial Assistant	Assistant in Bench Section.
20	JEET BAHADUR SUNAR, Judicial Assistant	In-charge of stationery store/computers, furniture and related sanction files including expenditure on Hon'ble Judges' Bungalows/Guest House, etc.
21	AYIMPONGLA AIER, Record Keeper	Maintenance of all disposed of cases.
22	PFUCHUPE KOZA, Judicial Assistant	Court Master
23	AJEN JOSHUA LONGKUMER, Cashier	Cash handlings/transactions.
24	TSHIISIETHSII POJI, Judicial Assistant	Assistant in Bench Section.
25	ATULA JATILA, Judicial Assistant	Deals with all files of employees' Personal Service Books, post creations and appointments, etc.
26	KHEKISHE SUMI, Judicial Assistant	Accountant in the Accounts Section.
27	TEMSUMENLA JAMIR, Judicial Assistant	Weekly, monthly and quarterly statements of institution, disposal and pendency of cases under the Registry, etc.
28	MLATO LABO, Judicial Assistant	Court Master/Bench Assistant. Preparations of daily cause list, etc.
29	IMNUKSUNGBA IMSONG, Judicial Assistant	Assistant in Bench Section.
30	SOLOMON KHING, Judicial Assistant	Filing Assistant in the Filing section
31	ALBERT KIKON, Judicial Assistant	Assistant in Bench Section.
32	MELIEWEU LOSOU, Judicial Assistant	All infrastructure files of Kohima Bench and the Subordinate Judiciary, H.C. Quarters etc
33	ESTHER B. IMCHEN, Judicial Assistant	Monthly and quarterly statements of institution, disposal and pendency of cases of district courts, etc.
34	THUNGDEMO PILAMO EZUNG, Judicial Assistant	Court Master/Bench Assistant. Preparations of daily cause list, etc.
35	MOTUHRII PFOTTE Judicial Assistant	Confidential Assistant to the Registrar.

36	NEKSHIWATI Judicial Assistant	All sanction files of repair and maintenance of High Court vehicles, electricity bills, Hon'ble Judges & VIPs tour programmes, etc
37	NJIYHUN KEMP Judicial Assistant	Juvenile Justice Boards, Prevention of Corruption Act, Special Courts, etc.
38	KAULAKBE ZEME Judicial Assistant	Bill Assistant of Accounts Section
39	K. VUNGTHUNGO EZUNG, Deputy Librarian	Section officer of the Judges Library. Files related to the purchase of law books, journals, newspapers & magazines and their sanctions.
40	KEVIYABEI RUPPREO Senior Personal Assistant	Attached with Hon'ble Judge and court duties.
41	MEININGLUNGLIU GONMEI Senior Personal Assistant	Attached with Hon'ble Judge and court duties
42	YEZO U LOHE Senior Personal Assistant	Attached with Hon'ble Judge and court duties
43	SANGWAMENLA, Assistant Librarian	Entry on records of all procured law books/journals and distribution of newspapers and magazines.
44	HUTOLI SEMA, Spl. Grade Computer Assistant	All type writing works
45	IMRONGTULA, Spl. Grade Computer Assistant	-do-
46	SENTIYANGLA, Spl. Grade Computer Assistant	-do-
47	TEMJENMENLA, Spl. Grade Computer Assistant	-do-
48	Z. KHESHELI ZHIMO, Computer Assistant	Despatch and Receipt Assistant
49	VISATO SEMA Record Assistant	Arrangement works of all disposed case records.
50	Record Assistant	Arrangement works of all disposed case records.
51	KHEKUTO SEMA, Sr. Chauffeur	Duties on rotation basis
52	PAOSHIM, Sr. Chauffeur	-do-
53	SABU KOZA, Sr. Chauffeur	-do-
54	SANAMANI SINGH, Sr. Chauffeur	-do-
55	GHOSHIHO A. SUMI Chauffeur	-do-
56	IKISHE CHISHI Chauffeur	-do-
57	LOSU KAZHUKHO Chauffeur	Duties on rotation basis
58	K. LAHAN Usher	Attendant to Hon'ble Judges.
59	KAKUTO SEMA, Usher	Attendant to Hon'ble Judges.
60	MUGHATO SEMA Usher	Attendant to Hon'ble Judges.

61	KHETOSHE SEMA, Court Keeper	Govt. Bank agent
62	HOKASHE SEMA, Court Keeper	Govt. Bank agent
63	S.R. NGASHANPAM, Court Attendant	Attached to Hon'ble Judges' Bungalow
64	NGAMREIPHY A. SHISHAK, Court Attendant	Attached to office and duties on rotation basis
65	KHEZULI, Court Attendant	Attached to office and duties on rotation basis
66	HUTOVI SEMA, Court Attendant	Attached to office and duties on rotation basis
67	BOVITO P. KIHO, Court Attendant	Attached to office and duties on rotation basis
68	P. MOUN SHIU, Court Attendant	Attached to Hon'ble Judges' Guest House
69	CHIEVISA, Court Attendant	Attached to office and duties on rotation basis
70	BISHNU MAYA GURUNG, Court Attendant	Attached to office and duties on rotation basis
71	KHETOLI SEMA, Court Attendant	Attached to office and duties on rotation basis
72	DHAN BAHADUR SONAR, Court Attendant	Attached to Judges' Bungalow
73	VINILI SWU, Court Attendant	Attached to office and duties on rotation basis
74	ZUBENI, Court Attendant	Attached to Hon'ble Judges' Bungalow
75	KEVIKOTO Court Attendant	Attached to office
76	YETOLI SEMA, Sanitation Attendant	Attached to Hon'ble Judges' Guest House
77	VIZHELI SEMA, Sanitation Attendant	Attached to office
78	NEINGUZONUO, Sanitation Attendant	Attached to office
79	MARILIN, Sanitation Attendant	Attached to office
80	JEVILI SEMA Sanitation Attendant	Attached to Hon'ble Judges' Bungalow
81	MEDOVINO TACHU Sanitation Attendant	Attached to office
82	GHOKUTO SEMA, Lawn Attendant	Attached to office
83	AKHABA, Lawn Attendant	Attached to Hon'ble Judges' Bungalow
84	CHEHOLI SEMA Lawn Attendant	Attached to Hon'ble Judges' Bungalow
85	HOVIKHE SEMA, Chowkidar	Attached to Hon'ble Judges' Guest house
86	KHROTSO-O KOZA Chowkidar	Attached to Office

87	YAM BAHADUR SONAR Chef	Attached to Hon'ble Judges' Bungalow
88	MOHAN CHETTRI Chef	Attached to Hon'ble Judges' Bungalow

**Address of the Office :**

Gauhati High Court  
Kohima Bench  
Old Ministers' Hill  
Kohima – 797001.

**Office Timing :**

Summer : 10:00 AM – 4:30 P.M.

Winter : 10:00 AM – 4:30 P.M.

**MANUAL -III**

**Procedure followed in decision making process including channels of supervision and accountability [Section 4 (1) (b) (iii) of Right to Information Act, 2005].**

- 1) The Kohima Bench of the Gauhati High Court follows the Gauhati High Court Rules for decision making.
- 2) Decisions are taken by the Registrar on administrative matters as per Rules, guidelines and other Order(s)/ Notification(s) issued from the Principal Seat and the State Government.
- 3) Final decisions are however, taken in the level of the Hon'ble Chief Justice, Administrative Committees and different Committees constituted by Hon'ble the Chief Justice and Hon'ble Portfolio Judge, depending on the nature of the matter.

**MANUAL -IV**

**Norms set for discharge of functions. [Section 4 (1) (b) (iv) of Right to Information Act, 2005].**

The High Court follows the norms and procedure laid down in the Constitution of India and Gauhati High Court Rules and Notifications and Orders of the Hon'ble Chief Justice, Nagaland Judicial Service Rules (for the Judicial Officers) and general rules viz; FR SR.

**MANUAL -V****Rules, regulations, instruction, manuals and records under its control/used by employees for discharging functions. [Section 4 (1) (b) (v) of Right to Information Act, 2005].**

- 1) Gauhati High Court Rules (as amended from time to time)
- 2) Gauhati High Court Services (Appointment, Conditions of Services and Conduct (Amendment) Rules, 2011
- 3) Special provisions relating to procedure in Election Petitions under the Representation of the Peoples Act, 1951
- 4) Rules relating to cases under the Chartered Accountants Act, 1949
- 5) Rules under the Banking Companies Act, 1949 as amended by the Banking Companies Act, 1953
- 6) Rules under the Bankers' Book Evidence, 1891
- 7) Rules under the Copyright Act, 1957
- 8) The Assam High Court Order, 1948
- 9) The Assam High Court (Jurisdiction over District Council Courts) Order, 1954
- 10) The Assam High Court (Jurisdiction over Regional Council Courts) Order, 1959
- 11) Rules in respect of Petition Writers under Section 555-A of the Cr.P.C.
- 12) Rules made by the Gauhati High Court under Section 34 (1) of the Advocates' Act, 1961
- 13) Qualification for Appointment as a Special Judicial Magistrate Rules
- 14) Contempt of Courts (Gauhati High Court) Rules, 1977
- 15) Indigent Person Pleader (Appointment and Fees) Rules, 1981
- 16) The Defence Pleader (Appointment and Fees) Rules, 1976
- 17) Rules to regulate the procedure under the Trade Marks Act, 1940
- 18) Rules under the Testamentary and Intestate Jurisdiction
- 19) The Family Courts (Gauhati High Court) Rules, 1989
- 20) Gauhati High Court (Establishment of Permanent Bench at Kohima) Order, 1990
- 21) Hindu Marriage Act Rules, 1988
- 22) Special Marriage Act Rules, 1988
- 23) Gauhati High Court (Establishment of Permanent Bench at Imphal) Order, 1992
- 24) Gauhati High Court (Establishment of Permanent Bench at Agartala) Order, 1992
- 25) Gauhati High Court (Establishment of Permanent Bench at Aizawl) Order, 1990
- 26) Gauhati High Court (Establishment of Permanent Bench at Itanagar) Order, 2000
- 27) Rules regarding Caveat
- 28) Gauhati High Court Legal Aid Rules, 1984
- 29) Gauhati High Court Superintendence of Tribunals Rules, 1992
- 30) Appointment of Arbitrators by the Chief Justice of the Gauhati High Court Scheme, 1996
- 31) Fundamental Rules and Subsidiary Rules
- 32) Treasury Rules and Subsidiary Credits
- 33) Assam Financial Rules
- 34) Assam Pension Manuals
- 35) General Provident Fund (Assam Services) Rules, 1937
- 36) Budget Manual for Govt. of Assam
- 37) Central Civil Services L.T.C. Rules, 1988
- 38) Appointment of Arbitrators by the Chief Justice of the Gauhati High Court Scheme, 1996
- 39) Alternative Dispute Resolution (Gauhati High Court) Rules, 2007
- 40) Civil Procedure Mediation (Gauhati High Court) Rules, 2007
- 41) Trial Court and First Appellate Subordinate Courts (Under the Gauhati High Court) Case Management Rules, 2007
- 42) Gauhati High Court Case Management Rules, 2007
- 43) Gauhati High Court Public Interest Litigation Rules, 2011.

## **MANUAL -VI**

### **Statement of categories of document held by the Authority of which are under its control. [Section 4 (1) (b) (vi) of Right to Information Act, 2005].**

- 1) Gauhati High Court Rules (as amended from time to time)
- 2) Gauhati High Court (Appointment, Conditions of Services and Conduct (Amendment) Rules, 2011 ( as amended from time to time)
- 3) All the case records of different cases disposed and pending (as per Rules)
- 4) Annual Confidential Report and Gradation List of the Judicial/Gazetted Officers as well as employees
- 5) Pension, GPF, Leave of its employees
- 6) Compassionate appointment
- 7) The Gauhati High Court (Right to Information) Rules, 2008
- 8) Gauhati High Court(Public Interest Litigation) Rules, 2011
- 9) Appointment of Arbitrators by the Chief Justice of the Gauhati High Court Schemes, 1996.
- 10) Alternative Dispute Resolution (Gauhati High Court Rules, 2007
- 11) Civil Procedure Mediation (Gauhati High Court) Rules, 2007
- 12) Trial Court and First Appellate Subordinate Courts (Under the Gauhati High
- 13) Court) Case Management Rules, 2007
- 14) Gauhati High Court Case Management Rules, 2007
- 15) Gauhati High Court Public Interest Litigation Rules, 2011.
- 16) Rules regarding Caveat etc. etc.

## **MANUAL -VII**

### **Particulars of arrangement for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof. [Section 4 (1) (b) (vii) of Right to Information Act, 2005].**

There is no arrangement for consultation with the members of the public in relation to the formulation of any policy or administration thereof.

## **MANUAL -VIII**

### **Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or etc. [Section 4 (1) (b) (viii) of Right to Information Act, 2005].**

There is no Board, Councils or other bodies for the purpose of its advice pertaining to this Hon'ble High Court.

Hon'ble the Chief Justice constitutes Committees, however, the minutes of such Committees meetings are not ordinarily accessible for public.



**MANUAL -IX****Directory of officers and employees****PHONE NUMBERS OF OFFICERS OF THE GAUHATI HIGH COURT KOHIMA BENCH**

<b>SL. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Phone No.</b>
1	<b>Neiko Akami, NJS</b>	<b>Registrar</b>	<b>2229374 2244963(O/Fax) 8787745160</b>
2	<b>Rajenlung</b>	<b>Joint Registrar</b>	<b>2229373(O) 9436017720</b>
3	<b>Atoka Achumi, NJS</b>	<b>Joint Registrar</b>	<b>8131929053</b>
4	<b>K. Temsutoshi</b>	<b>Dy. Registrar (Admn. &amp; Protocol)</b>	<b>2229375 (O) 9436604979</b>
5	<b>Imsuyanger Ao</b>	<b>Deputy Registrar (Judicial)</b>	<b>2229372 (O) 9856164527</b>
6	<b>Dr. N. Renthungo Jungio</b>	<b>Asst. Registrar (Admn. &amp; Protocol)</b>	<b>9436421667</b>
7	<b>Imtiaküm</b>	<b>Assistant Registrar (J) [Bench]</b>	<b>2223132 (O) 9436071129</b>
8		<b>P.S to Hon'ble Judge</b>	
9	<b>Kiyazhatuo Chase</b>	<b>P.S to Hon'ble Judge</b>	<b>9436210681</b>
10	<b>Gaithuiliu Gonmei</b>	<b>P.S to Hon'ble Judge</b>	<b>8118924504</b>
11	<b>N. Mhao Kikon</b>	<b>Administrative Officer (J) [Acctt]</b>	<b>2221885 (O) 9436070950</b>
12	<b>Tammila Zimik</b>	<b>Administrative Officer (J) [Bench]</b>	<b>9774022539</b>
13	<b>Maureen Murry</b>	<b>Administrative Officer (J) [Estt.]</b>	<b>9615934971</b>
14	<b>K. Vungthungo Ezung</b>	<b>Deputy Librarian</b>	<b>9612292704</b>
15		<b>Court Officer</b>	<b>2242325 (O)</b>
16	<b>Canaany Jajo</b>	<b>Asst. Protocol Officer</b>	<b>7085982214</b>
17	<b>Francis D. Sote</b>	<b>System officer</b>	<b>2243438 (O) 9774415996</b>
18	<b>Amento Assumi</b>	<b>Programmer</b>	<b>9612904628</b>

**MANUAL -X**

**The monthly remuneration received by each of its officer and employees, including the system of compensation as provided in its regulations (as on 31<sup>st</sup> March, 2023)**

**Annexure- C (enclosed)**

**MANUAL –XI**

**Budget allocated to each of its agency including all plans, proposed expenditures and reports on disbursement made.**

**Annexure-D** (enclosed)

**MANUAL -XII**

**Manner of execution of subsidy programme [Section 4 (1) (b) (xii) of Right to Information Act, 2005].**

There is no subsidy program.

**MANUAL –XIII**

**Particulars of recipients of concessions permits or authorization granted by the public authority [Section 4 (1) (b) xiii) of Right to Information Act, 2005].**

Nil

**MANUAL -XIV**

**Information available in electronic form [Section 4(1) (b) (xiv) of Right to Information Act, 2005].**

1) Website - [www.kohimahighcourt.gov.in](http://www.kohimahighcourt.gov.in)

**MANUAL -XV**

**Particulars of facilities available to citizens for obtaining information [Section 4 (1) (b) (xv) of Right to Information Act, 2005].**

There is no Library or reading room in High Court for public use. However, the Public Information Officer is available during office hours, on working days.

**MANUAL -XVI**

**Names, designations and other particulars of Public Information Officers [Section 4 (b) (xvi) of Right to Information Act, 2005].**

APPELLATE AUTHORITY

1) Neiko Akami, NJS  
Registrar, Gauhati High Court Kohima Bench.

PUBLIC INFORMATION OFFICER

- 1) Shri Temsutoshi, Deputy Registrar (Admn. & Protocol),  
Gauhati High Court Kohima Bench.

ASSISTANT PUBLIC INFORMATION OFFICER

- 1) Dr. N. Renthungo Jungio, Assistant Registrar (Admn. & Protocol)  
Gauhati High Court Kohima Bench.

**MANUAL –XVII**

**Any other information [Sec. 4 (1) (b) (xvii) of Right to Information Act, 2005].**

Citizens can seek for information in writing.

MANUAL-X**The monthly remuneration received by each of its officer and employees, including the system of compensation as provided in its regulations (as on 31<sup>st</sup> March, 2023)**

Sl. No.	Name	Father's name	Gender (M/F)	Educational qualification	Designation	Status Regular/ Contract/ Ad-hoc/ Contingency	Date of Birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay band	Grade pay	Gross salary
1	JUSTICE L. S. JAMIR		M											456,960
2	JUSTICE KAKHETO SEMA		M											434,460
3	JUSTICE KARDAK ETE		M											430350
4	NEIKO AKAMI, NJS	Wekhahi	M	B.A. (Hons.) LLB	Registrar	Regular	16.03.71	15.03.13	01.09.18	Kohima	31.03.31	51550-1230-58930-1380-63070/- p.m. (NJS)	-	245,681
5	ATOKA ACHUMI, NJS	L.K.Achumi	M	BA (Hons.) LLM	Jt. Registrar (Judicial)	Regular	15.07.86	31.07.13	15.02.21	Kohima	31.07.46	39530-920-40450-1080-49090-1230 54010/- p.m.	-	182,730
6	RAJENLUNG	K. Pouchalung	M	B.A.	Jt. Registrar	Regular	12-02-75	14-08-96	21-09-13	Kohima	31-08-31	15600-39100	8700 Level-17	174,152
7	K. TEMSUTOSHI	Katikaba	M	B.A., LLB.	Deputy Registrar	Regular	28-01-67	20-07-92	14.12.2022	Kohima	31-01-27	15600-39100	7600 Level-16	140756
8	IMSUYANGER AO	Tatongsangba	M	B.A.,LLB	Deputy Registrar	Regular	11-04-65	11-09-92	14.12.2022	Kohima	30-04-25	15600-39100	7600 Level-16	125162
9	DR. N. RENTHUNGO JUNGIO	N. Nzanbemo Jungio	M	M.Sc., Ph.D	Asst. Registrar	Regular	05-11-79	21-02-08	14.12.2022	Kohima	30-11-39	15600-39100	6600 Level-15	125552
10	IMTIAKUM	Toshikaba	M	B.A.	Asst. Registrar	Regular	15-07-74	16-10-2000	14.12.2022	Kohima	31-07-34	15600-39100	6600 Level-15	118038
11	KIYAZHATUO CHASE	Ruovisielie Chase	F	B.A.	Private Secretary	Regular	23-10-74	06-01-09	06-01-09	Kohima	31-10-34	15600-39100	6600 Level-15	118038

Sl. No.	Name	Father's name	Gender (M/F)	Educational qualification	Designation	Status Regular/ Contract/ Ad-hoc/ Contingency	Date of Birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay band	Grade pay	Gross salary
12	GAITHUILIU GONMEI	Alan Gonmei	F	M.A	Private Secretary	Regular	28.02.88	09.11.17	09.11.17	Kohima	28.02.48	15600-39100	5,700 Level-14	90,594
13	N.MHAO KIKON	Nyimshio Kikon	M	B.A.(Hons) LLB	Admn. Officer (J)	Regular	12-05-68	12-11-92	03-10-13	Kohima	30-11-27	15600-39100	5,700 Level-14	110154
14	TAMMILA ZIMIK	A.S. Haomakan	F	B.A. (Hons.)	Admn. Officer (J)	Regular	02-03-67	14-11-92	05.04.17	Kohima	31-03-27	15600-39100	5,700 Level-14	104162
15	MAUREEN MURRY	Dr. M.C. Murry	F	M.A.	Admn. Officer (J)	Regular	08-01-69	09-08-99	14.06.18	Kohima	31-01-29	15600-39100	5,700 Level-14	95116
16	CANAANY JAJO	Yarseng Jajo	F	B.A.	Asst. Prot. Officer	Regular	02-01-69	17-03-94	14.06.18	Kohima	31-01-29	15600-39100	5,700 Level-14	97890
17	K. VUNGTHUNGO EZUNG	Konchio Ezung	M	M.LIB, Info.Sc.LLB	Deputy Librarian	Regular	11-11-72	07-06-01	23-11-04	Kohima	30-11-32	9300-34800	5,400 Level-13	90298
18	FRANCIS DOMINIC SOTE	Mezhuvilie	M	MCM	Systems Officer	Regular	20.10.79	24.11.17	24.11.17	Kohima	31.10.39	15600-39100	5,400 Level-13	95700
19	AMENTO ASUMI	Hokhepu Asumi	M	MSc.IT	Programmer	Regular	21.01.82	01.08.16	01.08.16	Kohima	31.01.42	15600-39100	5,400 Level-13	98620
20	ARNON EZUNG	Merithung Ezung	M	B.Sc, LLB	Judicial Assistant	Regular	02-06-73	06-12-2000	23-11-11	Kohima	30-06-33	9300-34800	4,400 Level-11	81341
21	LOLENMAKLA JAMIR	Rongsentemjen	F	M.A.	Judicial Assistant	Regular	28-01-74	10-08-99	23-11-11	Kohima	31-01-34	9300-34800	4,400 Level-11	81116
22	JEET BAHADUR SUNAR	Padam Bahadur Sunar	M	B. Com. (Hons.)	Judicial Assistant	Regular	01-01-77	10-08-99	23-11-11	Kohima	31-08-34	9300-34800	4,400 Level-11	81116

Sl. No.	Name	Father's name	Gender (M/F)	Educational qualification	Designation	Status Regular/ Contract/ Ad-hoc/ Contingency	Date of Birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay band	Grade pay	Gross salary
23	AYIMPONGLA AIER	S. Wati Aier	F	M.A.	Record Keeper	Regular	01-08-70	09-08-99	03-10-13	Kohima	31-08-30	9300-34800	4,400 Level-11	85772
24	PFUCHUPE KOZA	Thochu	M	B.A.	Judicial Assistant	Regular	25-11-71	13-10-2000	03-10-13	Kohima	30-11-31	9300-34800	4,400 Level-11	85772
25	AJEN J. LONGKUMER	Rev. I Anang Ao	M	B.Sc.	Cashier	Regular	15-04-76	16-10-2000	17.06.16	Kohima	31-10-35	9300-34800	4,400 Level-11	85772
26	TSUSIETHSU POJI	Z. Silatho Poji	F	B.A.	Judicial Assistant	Regular	09-09-79	24-07-08	24-07-08	Kohima	30-09-39	9300-34800	4,400 Level-11	72146
27	ATULA JATILA	K. Mar Jamir	F	M.A.	Judicial Assistant	Regular	04-09-78	24-07-08	24-07-08	Kohima	30-09-38	9300-34800	4,200 Level-10	76282
28	KHEKISHE SUMI	ShetoviSumi	M	B.A. (Hons.) LLB	Accountant	Regular	05-08-79	24-07-08	24-07-08	Kohima	31-08-39	9300-34800	4,400 Level-11	72146
29	TEMSUMENLA JAMIR	H. Mayang Jamir	F	M.A. LLB	Judicial Assistant	Regular	31-12-76	11-05-12	11-05-12	Kohima	31-12-36	9300-34800	4,400 Level-11	72146
30	MLATO LABO	Hevito Labo	M	B.A.	Judicial Assistant	Regular	06-01-86	11-05-12	11-05-12	Kohima	31-01-46	9300-34800	4,400 Level-11	76507
31	IMNÜKSÜNGBA IMSONG	Imti Ao	M	M.A.	Judicial Assistant	Regular	22-02-83	14-05-12	11-05-12	Kohima	28-02-43	9300-34800	4,400 Level-11	76282
32	SOLOMON KHING	Jwenbu Khing	M	B.A. (Hons.)	Judicial Assistant	Regular	25-02-84	11-05-12	11-05-12	Kohima	29-02-44	9300-34800	4,400 Level-11	76282
33	ALBERT KIKON	Merithung Kikon	M	B.A.	Judicial Assistant	Regular	25-02-83	20-02-14	20-02-14	Kohima	28-02-43	9300-34800	4,200 Level-10	68690
34	MELIWEÜ LOSOU	Ngutsonyi Losou	F	B.A., LLB	Judicial Assistant	Regular	23-03-87	01-08-14	01-08-14	Kohima	31-03-47	9300-34800	4,200 Level-10	68690

Sl. No.	Name	Father's name	Gender (M/F)	Educational qualification	Designation	Status Regular/ Contract/ Ad-hoc/ Contingency	Date of Birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay band	Grade pay	Gross salary
35	ESTHER B.IMCHEN	Bendangtoshi R. Imchen	F	M. Sc.	Judicial Assistant	Regular	03-09-87	19-03-15	19-03-15	Kohima	30-09-47	9300-34800	4,200 Level-10	68690
36	THUNGDEMO P. EZUNG	Pilamo Ezung	M	B.A.	Judicial Assistant	Regular	20-04-90	10-04-15	10-04-15	Kohima	30-04-50	9300-34800	4,200 Level-10	68690
37	MOTHRÜ PFOTTE	Loli Pfotte	M	M.Sc	Judicial Assistant	Regular	<sup>2</sup> 5.12.83	17.10.17	17.10.17	Kohima	31.12.43	9300-34800	4,200 Level-10	64748
38	NEKSHIWATI	Kelentoshi	M	MA	Judicial Assistant	Regular	04.01.84	25.10.17	25.10.17	Kohima	31.01.44	9300-34800	4,200 Level-10	64748
39	NJIYHUN KEMP	Gwanye Kemp	M	BBA	Judicial Assistant	Regular	11.11..86	28.06.19	28.06.86	Kohima	30.11.46	9300-34800	4,200 Level-10	61098
40	KAULAKBE ZEME	Haiwangbe Zeme	M	BE(Com. Sci)	Judicial Assistant	Regular	18.08.89	28.06.19	28.06.19	Kohima	31.08.49	9300-34800	4,200 Level-10	57794
41	MEININGLUNGLIU GONMEI	Alan Gonmei	F	MA	Sr. Personal Assistant	Regular	16.04.86	16.10.21	16.10.21	Kohima	30.04.46	9300-34800	4,200 Level-10	57594
42	YEZO U LOHE	Tekeye Lohe	F	BA	Sr. Personal Assistant	Regular	23.01.96	16.10.21	16.10.21	Kohima	31.01.56	9300-34800	4,200 Level-10	57594
43	KEVIYABEI RUPREO	Pfurheicha Rupreo	M	B.A.	Grade-II Steno.	Regular	05-09-85	23-11-09	23-11-09	Kohima	30-11-44	9300-34800	4,400 Level-11	76562
44	SANGWAMENLA	Kathensen Ao	F	B.A.	Assistant Librarian	Regular	13-10-79	24-07-08	24-07-08	Kohima	31-10-39	9300-34800	4,200 Level-10	66646
45	CHUBASANGLA IMCHEN	Marchujang Imchen	F	MA/BLIT	Library Assistant	Regular	07.04.93	06.01.2023	06.01.23	Kohima	30.04.53	5200-20200	2,600 Level-7	39344
46	HUTOLI SEMA	Yewoto	F	Under Matriculate	Sr. Computer Asst.	Regular	07-06-70	11-09-92	01-04-10	Kohima	30-09-27	9300-34800	5700 Level-14	100810
47	IMRONGTULA	Asungpangba	F	Under Graduate	Sr. Computer Asst.	Regular	09-08-68	21-09-93	01-04-10	Kohima	31-08-28	9300-34800	5700 Level-14	100810
48	SENTIYANGLA	Akangmeren	F	Under Graduate	Sr. Computer Asst.	Regular	01-07-71	12-08-99	12-08-13	Kohima	30-06-31	9300-34800	5700 Level-12	97890

Sl. No.	Name	Father's name	Gender (M/F)	Educational qualification	Designation	Status Regular/ Contract/ Ad-hoc/ Contingency	Date of Birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay band	Grade pay	Gross salary
49	TEMJENMENLA	Yarongdang	F	Under Graduate	Sr. Computer Asst.	Regular	15-06-71	09-08-99	09-08-13	Kohima	30-06-31	9300-34800	5700 Level-14	97890
50	KHESHELI ZHIMO	Zhenihe	F	Under Graduate	Computer Asst.	Regular	04-07-72	03-01-05	11-05-12	Kohima	31-07-32	5200-34800	2,600 Level-7	42264
51	VISATO SEMA	Nishena Sema	M	Under Matriculate	Record Assistant	Regular	05-06-70	03-03-89	15-11-99	Kohima	31-03-24	5200-20200	1,900 Level-4	53950
52	KHEKUTO SEMA	Khavuxu Asumi	M	Under Matriculate	Sr. Chauffeur	Regular	15-03-65	01-03-90	01-04-2000	Kohima	31-03-25	5200-20200	2,800 Level-8	72442
53	PAOSHIM	K. Shimkhayei	M	Under Matriculate	Sr. Chauffeur	Regular	01-04-67	25-05-90	01-03-96	Kohima	31-05-25	5200-20200	2,800 Level-8	72442
54	SABU KOZA	Ngopenyi Koza	M	Under Matriculate	Sr. Chauffeur	Regular	15-06-73	24-06-97	24-06-07	Kohima	30-06-32	5200-20200	2600 Level-7	59194
55	SANAMANI SINGH	I. Timbimacha Singh	M	Under Matriculate	Sr. Chauffeur	Regular	19-03-65	29-09-98	01-04-06	Kohima	31-03-25	5200-20200	2,600 Level-7	60988
56	GHOSHIHO A. SUMI	Akuto Sumi	M	Under Matriculate	Chauffeur	Regular	11.10.86	20.02.19	20.02.19	Kohima	31.10.46	5200-20200	1,800 Level-3	28834
57	IKISHE H. CHISHI	Hekishe Chishi	M	Under Matriculate	Chauffeur	Regular	10.05.92	20.02.19	20.02.19	Kohima	28.02.52	5200-20200	1,800 Level-3	30458
58	LOSU KAZHUKHO	M. Losu	M	Under Matriculate	Chauffeur	Regular	17.10.90	20.02.19	20.02.19	Kohima	31.10.50	5200-20200	1,800 Level-3	28834
59	JENTHUILUNG KAMEI		M	Matriculate	Chauffeur	Regular				Kohima			1,800 Level-3	
60	MUGHATO SEMA	Ghosito Sema	M	Under Matriculate	Usher	Regular	07-12-76	01-01-95	01-01-95	Kohima	31-12-29	5200-20200	1,800 Level-3	49662



Sl. No.	Name	Father's name	Gender (M/F)	Educational qualification	Designation	Status Regular/ Contract/ Ad-hoc/ Contingency	Date of Birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay band	Grade pay	Gross salary
61	K. LAHAN KHIAMNIUNGAN	Khiamo Khiamniungan	M	Under Matriculate	Usher	Regular	15-04-68	01.04.89	01-02-02	Kohima	30.04.24	5200-20200	1,900 Level-4	53940
62	KAKUTO SEMA	Khakhu	M	Under Matriculate	Usher	Regular	10-04-69	18-11-92	04-10-14	Kohima	30-11-27	5200-20200	1,800 Level-3	52549
63	KHETOSHE SEMA	Khuvulho Sema	M	Under Matriculate	Court Keeper	Regular	08-11-68	24.05.89	24-02-10	Kohima	31-105.24	5200-20200	1,900 Level-4	53940
64	HOKASHE SEMA	Viyexu Sema	M	Under Matriculate	Court Keeper	Regular	08-03-72	19-11-92	14-10-15	Kohima	30-11-27	5200-20200	1,800 Level-3	49662
65	KEVIKOTO	Cakho	M	Under Matriculate	Court Attendant	Regular	24.08.90	06.06.19	06.06.19	Kohima	31.08.50	4560-17200	1,400 Level-1A	26506
66	S.R. NGASHANPAM	S.R. Wungnaoyo	M	Under Matriculate	Court Attendant	Regular	28-10-80	29-09-98	28-09-98	Kohima	30-09-33	4400-17200	1,800 Level-3	49662
67	KHEZULI SEMA	Khenihe Sema	F	Under Matriculate	Court Attendant	Regular	31-03-75	13-12-99	13-12-99	Kohima	31-12-34	4400-17200	1800 Level-3	49662
68	NGAMREIPHY A. SHISHAK	Wunganing A. Shishak	F	Under Matriculate	Court Attendant	Regular	25-02-77	01-05-2000	01-05-2000	Kohima	30-04-35	4400-17200	1,800 Level-3	49574
69	HUTOVI SEMA	Shikuto Sema	M	Under Matriculate	Court Attendant	Regular	22-12-72	01-04-97	01-04-97	Kohima	31-03-32	5200-20200	1,800 Level-3	48006
70	BOVITO P. KIHO	Pukhalho Kiho	M	Under Matriculate	Court Attendant	Regular	05-05-86	15-01-11	15-01-11	Kohima	31-01-46	4400-17200	1,500 Level-2A	34592
71	P. MOUN SHIU	Pule	F	Under Matriculate	Court Attendant	Regular	26-06-74	20-04-11	20-04-11	Kohima	30-06-34	4400-17200	1,500 Level-2A	33792
72	CHIEVISA	Lirhusie	F	Under Matriculate	Court Attendant	Regular	06-06-89	20-04-11	20-04-11	Kohima	30-04-46	4400-17200	1,500 Level-2A	36504

Sl. No.	Name	Father's name	Gender (M/F)	Educational qualification	Designation	Status Regular/ Contract/ Ad-hoc/ Contingency	Date of Birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay band	Grade pay	Gross salary
73	BISHNU MAYA GURUNG	Ran Bahadur Ghale	F	Under Matriculate	Court Attendant	Regular	11-03-79	20-02-14	20-02-14	Kohima	31-03-39	4400-17200	1,400 Level-1A	31470
74	V. KHETOLI	Vikuto	F	Under Matriculate	Court Attendant	Regular	09-03-72	08-04-14	08-04-14	Kohima	31-03-32	4400-17200	1,400 Level-1A	29790
75	DHAN BAHADUR SUNAR	Padam Bahadur Sunar	M	Matriculate	Court Attendant	Regular	15-07-85	08-04-14	08-04-14	Kohima	31-07-45	4400-17200	1,400 Level-1A	30594
76	VINILI SWU	Yemithi Sema	F	Under Matriculate	Court Attendant	Regular	15-03-74	24-11-14	24-11-14	Kohima	31-03-34	4400-17200	1,400 Level-1A	28962
77	ZUBENI LOTH	Mhonyimo Kikon	F	Under Matriculate	Court Attendant	Regular	12-03-76	19-11-15	19-11-15	Kohima	31-03-36	4400-17200	1,400 Level-1A	29718
78	HOVIKHE SEMA	Zhehovi	M	Under Matriculate	Chowkidar	Regular	22-12-72	11-06-88	11-06-88	Kohima	30-06-23	5200-20200	1,900 (Level-4)	53940
79	KHROTSO-O KOZA	Kepfelhou Koza	M	Under Matriculate	Chowkidar	Regular	26.12.83	16.05.17	16.05.17	Kohima	31.12.43	4400-17200	1,400 Level-1A	28106
80	GHOKUTO SEMA	Gahoshihe	M	Under Matriculate	Lawn Attendant	Regular	03-04-69	11-09-92	11-09-92	Kohima	30-09-27	5200-20200	1,900 Level-4	55706
81	AKHABA	Shakiba Yim	M	Under Matriculate	Lawn Attendant	Regular	05-07-75	01-08-01	01-08-01	Kohima	31-07-35	4400-17200	1800 Level-3	45522
82	CHEHOLI	Qhuhexu	F	Under Matriculate	Lawn Attendant	Regular	09.02.78	18.03.19	18.03.19	Kohima	31.03.38	4400-17200	1,400 Level-1A	25788
83	YETOLI SEMA	Khuwoto	F	Under Matriculate	Sanitation Attendant	Regular	05.03.68	11.09.92	11.09.92	Kohima	30.09.27	5200-20200	1,900 Level-4	50904
84	VIZHELI SEMA	GAhoshito Sema	F	Under Matriculate	Sanitation Attendant	Regular	16-03-70	23-06-93	23-06-93	Kohima	30-06-28	5200-20200	1,900 Level-4	52422
85	NEINGUZONUO	H. Aye	F	Under Matriculate	Sanitation Attendant	Regular	01-03-78	28-05-02	28-05-02	Kohima	31-05-37	4400-17200	1,800 Level-3	45522

Sl. No.	Name	Father's name	0	Educational qualification	Designation	Status Regular/ Contract/ Ad-hoc/ Contingency	Date of Birth	Date of entry into service/ first appointment	Date of appointment to present post	Place of posting	Date of retirement	Pay band	Grade pay	Gross salary
86	MARILIN	Avito Kiho	F	Under Matriculate	Sanitation Attendant	Regular	14-02-84	24-11-14	24-11-14	Kohima	29-02-44	4400-17200	1,400 Level-1A	30594
87	JEVILI SWU	Kivishe Swu	F	Under Matriculate	Sanitation Attendant	Regular	12.04.74	26.03.19	26.03.19	Kohima	30.04.34	4400-17200	1,400 Level-1A	27236
88	MEDOVINO TACHU	Neizolie Tachu	F	Under Matriculate	Sanitation Attendant	Regular	29.04.87	22.02.19	22.02.19	Kohima	30.04.47	4400-17200	1,400 Level-1A	27236
89	YAM BAHADUR SONAR	Padam Bahadur Sonar	M	Matriculate	Chef	Regular	12.06.84	22.02.19	22.02.19	Kohima	30.06.44	4400-17200	1,400 Level-1A	27236
90	KHRIEBEIZO SOKRANO (MOHAN CHETTRI)	Geet Chettri	M	Under Matriculate	Chef	Regular	12.08.76	08.04.19	08.04.19	Kohima	31.08.36	4400-17200	1,400 Level-1A	27236

## ANNEXURE-D

Budget allocated to each agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made etc. under Section 4(1) (b) (XI)

### 1 Budget allocated to each agency:-

Sl.No.	Agency Name	Budget allocated		Total
		Development	Non-Development	
1	Gauhati High Court Kohima Bench	NIL	13,08,10,000	13,08,10,000

### 2 Funding agency:- Central/State/ADB/NABARD/HUDCO etc.

Sl.No.	Budget for each agency and plan & Programmes				
	Agency Name	Plan/Program/Scheme/Project	Revised Budget	Proposed expenditure	Report on disbursements made and place where the related reports are available
i					
ii					
iii					

**ANNEXURE-A****FORMAT FOR FURNISHING INFORMATION ON APPLICATIONS RECEIVED AT VARIOUS LEVELS BY PIOs UNDER THE RTI ACT, 2005**

Department/Public Authority: Registrar, The Gauhati High Court Kohima Bench, Kohima  
period from 1<sup>st</sup> April, 2021 to 31<sup>st</sup> March, 2022.

Sl. No.	Public Authority	Received from within the State	Received from outside the State	Furnished	Rejected/ Denied	Transferred/ re-directed		Under Process	Withdrawn by applicant	Not collected by applicant	First Appeal		Amount in Rs.			Applicants		
						To	From				Received	Disposed	Fees	Cost	Penalty	Male	Female	BPL
A	Registrar	4	3	7	Nil	Nil	Nil	Nil	Nil	Nil	0	0	70	Nil	Nil	4	3	Nil

**(AJONGBA IMCHEN), NJS**  
Registrar  
Gauhati High Court Kohima Bench

**ANNEXURE-A****FORMAT FOR FURNISHING INFORMATION ON APPLICATIONS RECEIVED AT VARIOUS LEVELS BY PIOs UNDER THE RTI ACT, 2005**

Department/Public Authority: Registrar, The Gauhati High Court Kohima Bench, Kohima  
period from 1<sup>st</sup> April, 2022 to 31<sup>st</sup> March, 2023.

Sl. No.	Public Authority	Received from within the State	Received from outside the State	Furnished	Rejected/ Denied	Transferred/ re-directed		Under Process	Withdrawn by applicant	Not collected by applicant	First Appeal		Amount in Rs.			Applicants		
						To	From				Received	Disposed	Fees	Cost	Penalty	Male	Female	BPL
A	Registrar	1	4	5	Nil	Principal seat	Kohima bench	Nil	Nil	Nil	0	0	50	Nil	Nil	4	1	Nil

**(AJONGBA IMCHEN), NJS**  
Registrar  
Gauhati High Court Kohima Bench

<b>Sl. No.</b>	<b>Nature of Information sought</b>	<b>Total No. of RTI Applications</b>
1	<b>Financial Matters</b> (Eg:- Funds Released, Sanction Orders, Financial Assistance/Grants, APR, UC, Departmental Charges, Revenue Collected, Amount Utilised, Purchases made, Bank Account Statements, Amount Sanctioned etc.)	
2	<b>Incumbency List</b> (Eg:- No. of Employees, List of Employees, Seniority List, List of Employees to be retired, Vacancy of Posts, Selection of Employees, Date of Appointment, Date of Retirement etc.)	
3	<b>Schemes Related</b> ( Eg:- Name of Scheme/Project, Amount Allocated, Location, Welfare Schemes, Guidelines etc.)	
4	<b>Verification</b> (Marksheets, Admit Cards, Degree and Diploma Certificates, Driving Licences, Arms Licences, Certificates etc.)	
5	<b>Land Issues</b> (Eg. Land Patta, Sales Deed, Boundary Lines, Mortgages, Mutation, Land Compensation and amount of Compensation, Land occupied, Land acquired, Land allotment Maps etc.)	
6	<b>Service Matters/Related</b> (Eg:- Appointments made, Waiting List, Merit List, Promotion, Educational Qualification, Enrolment, Service Books, Compassionate Appointment, G. O. Or Approval for Appointment, Pensions related etc.)	1
7	<b>Beneficiaries</b> (Eg:- List of Beneficiaries, Benefits and Entitlements etc.)	
8	<b>Contract/ Civil Works</b> (Eg:- DPR, NIT, Progress Reports, Completion Certificates, Name of Works, Name of Contractor, MB, APR, Location, Works Order etc.)	
9	<b>Examination Related</b> (Eg:- Answer Scripts, Mark Sheet, Result Sheet, Marks obtained in oral interview and Mains Exams, Cutoff Marks, Marks obtained by other candidates etc.)	
10	<b>Documents</b> (Eg:- Acts, Rules, OM, Notifications, Circulars, Orders, Reports, Certificates, MOU, Guidelines, Permits, Ration Cards, Job Cards, Trade Licence, Rate of Commodities, Affidavits etc.)	
11	<b>Election Related</b>	
12	<b>Village Council and VDB related</b>	
13	<b>Miscellaneous</b>	4