

GOVERNMENT OF NAGALAND



ANNUAL ADMINISTRATIVE REPORT 2008-2009

**DIRECTORATE OF EVALUATION
NAGALAND: KOHIMA**

ANNUAL ADMINISTRATIVE REPORT OF THE EVALUATION DIRECTORATE FOR THE YEAR 2008-09

Sl.No	Contents	Page No.
I.	Profile of the Directorate	1
II.	Functions	1-2
III.	Staff strength	3
IV.	Organizational structure	4
V.	Achievements	5-9
VI.	Action Plan 2009-2010	9-11
VII.	Budget outlay during last three years	12
VIII.	Photo section	13-15

**ANNUAL ADMINISTRATIVE REPORT OF THE EVALUATION
DIRECTORATE
FOR THE YEAR 2008-2009**

1. Profile of the Directorate:

Set-up on 14th October 1968 as an evaluation and monitoring unit, the evaluation unit is a full fledged Directorate functioning under the administrative control of the Planning & Co-ordination Department, with District Evaluation Offices in Kohima, Mokokchung, Mon, Phek, Tuensang, Wokha, Zunheboto and Dimapur districts. The office of the Evaluation Directorate is located at A.G Road, Kohima. The Kohima District Evaluation office is also located in the same building.

2. Functions:

- 2.1 The main function of the Evaluation Directorate is to undertake independent unbiased evaluation studies of the various schemes/programmes of the Government and suggest ways and means to bring about improvement in their formulation and execution. Through the two aspects (i) retrospective-assessment of the achievement of the programmes and (ii) prospective –what should be done to improve the programmes and through cost-benefit analysis the evaluation studies aid decision making and provide insight into the programmes. Evaluation of the intervention programme for providing feedbacks on the progress of activities is the main activity.
- 2.2 In addition to the independent state level studies carried out by the Directorate, the District Evaluation Officers conduct district specific studies as per the requirement of the respective District Planning & Development Boards and as may be entrusted by the Departments.
- 2.3. Absence of follow-up action on the findings of the studies/report defeats the whole purposes of conducting the evaluation studies. Therefore the Directorate also undertakes 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.

2.4 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 with the approval of the administrative department.

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

- | | |
|--|------------------|
| i. The Development Commissioner | Chairman |
| ii. Secretary, Finance Department | Member |
| iii. Secretary, P & AR Department | Member |
| iv. Vigilance Commissioner | Member |
| v. Principal/Commissioner & Secy/Secy
and Head of the Department
whose scheme/report is under study. | Co-opted Members |
| vi. O.S.D. Planning | Member |
| vii. Joint Director, Evaluation | Member Secretary |

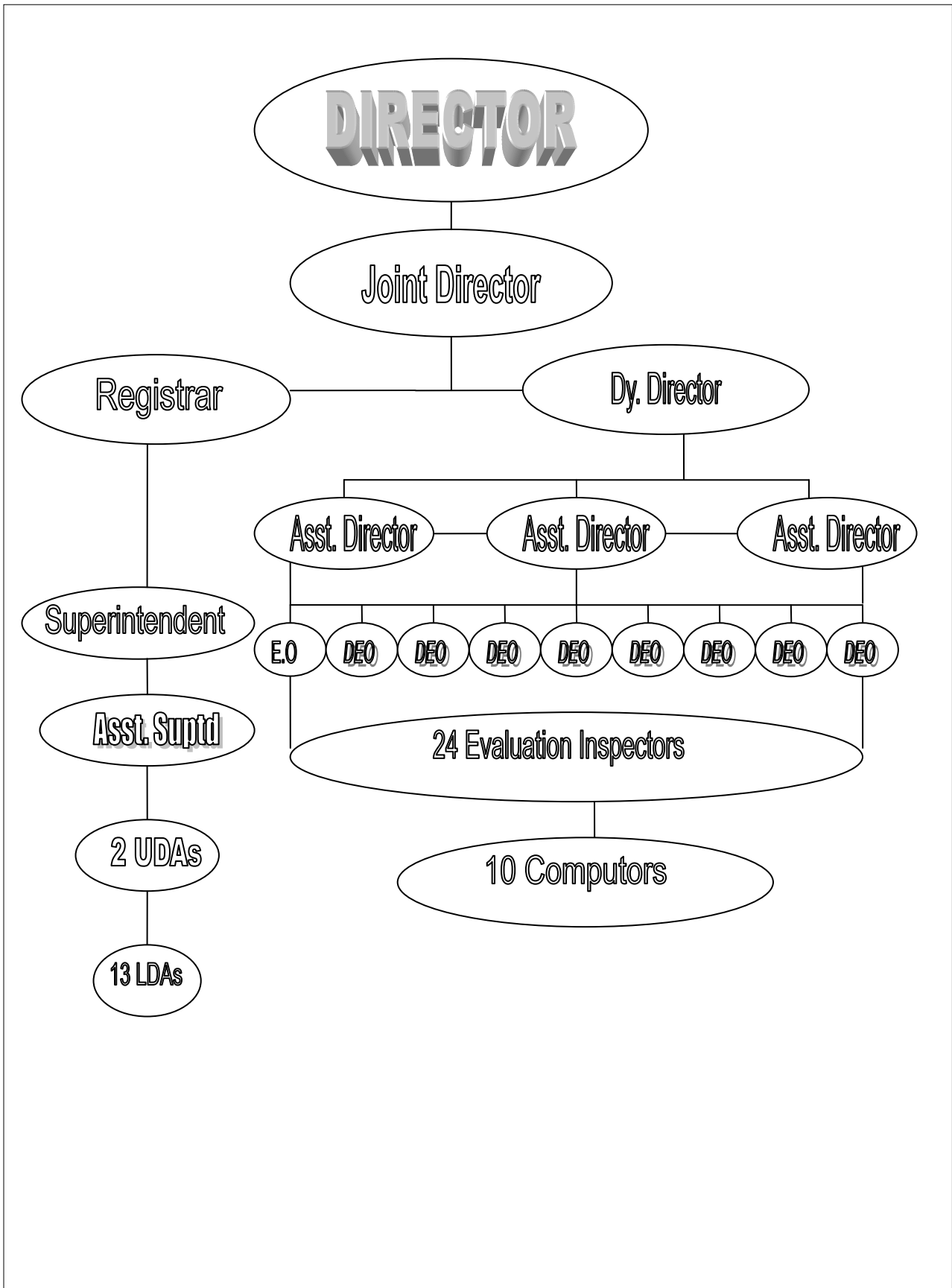
2.6 The Steering Committee decides the schemes for which Evaluation Studies are to be undertaken and guides the Directorate on the approach, methodology, etc to be adapted for the study. On completion of the study the Committee scrutinizes and approves the reports for publication. The Committee also 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 97. Details are given below:

Sl.No	Category of posts	Sanctioned Strength	In position
A	Directorate/Headquarters		
i.	Joint Director	1	1
ii.	Deputy Director	1	1
iii.	Assistant Director	3	3
iv.	Evaluation Officer	1	1
v.	Inspector	8	8
vi.	Computer	3	3
vii.	Registrar	1	1
viii.	Superintendent	1	1
ix.	Other Ministerial Staff	19	19
Total of A		38	38
B.	District Evaluation Offices		
i.	District Evaluation Officer	8	8
ii.	Inspector	16	15
iii.	Computer	7	7
iv.	Ministerial Staff/others	28	28
Total of B		59	58
Total of A & B		97	96

4. The organizational structure of the Directorate is as under:



5. Major achievements during the year:

5.1 Launching of Departmental Website.

A website of the Evaluation Directorate *nagaeval.nic.in* was uploaded and launched by Hon'ble Minister for Planning & Coordination, Evaluation, Veterinary & Animal Husbandry & Parliamentary Affairs, Shri.T.R.Zeliang on 2nd June 2008 in the office premises. The site contains the published evaluation reports and can be down loaded. The Civil List of the Department, service profile of the employees with activities and work plans of the Department is available on the site.



Shri.T.R.Zeliang Hon'ble Minister Planning & Coordination & Evaluation during the launching of the Website.

5.2 Promotion & Appointments.

One Evaluation Inspector Shri Etssorhomo Lotha and a Computer Shri N.C Namti were promoted as District Evaluation Officer and as Evaluation Inspector respectively during the year. Three (3) Computers were also added to the family of the Directorate with their appointment through the Departmental Screening Committee.

- i Kumari.Avino Zitso :- District Evaluation Office,Kohima.
- ii Shri.Imkongmeren :- District Evaluation Office, Zunheboto.
- iii Kumari.Narola Rentta :- District Evaluation Office, Dimapur.

5.3. Evaluation Studies undertaken and completed during 2008-09.

- i Evaluation Study on Cost of Engaging by the Government on Employees. (Published and available on website)
- ii Review Studies on Changki Valley Fruit Preservation and Canning Factory at Longnak.
- iii Review Studies on Doyang Hydro-Project, Wokha.
- iv Review Studies on Wazeho Cement Plant, Phek.
- v Review Studies on Referral Hospital, Dimapur.
- vi Evaluation Study on National Old Age Programme in Kohima District.
- vii Evaluation Study on National Old Age Programme in Peren District.
- viii Evaluation Study on Public Distribution System in Mokokchung District.
- ix Evaluation Study on Nagaland State Transport services in Phek District.
- x Evaluation Study on Business Opportunities of the Local Youth in Tuensang District.
- xi Evaluation Study on Drainage System in Dimapur Town.

5.4 Training and Capacity Building.

- 5.4 i. To enhance their skills and to update their knowledge, 50 (Fifty) officers/staff were deputed to Administrative Training Institute, Kohima for courses on Mass Skill Up-gradation, Computer Fundamentals and Application, RTI Act/2003, P.C. Hardware Repair & Maintenance, Office Procedure, Financial Management and Rules etc. Officers were also deputed to Administrative Staff College of India, Hyderabad for refresher course on monitoring and evaluation.
- ii In – house Capacity Building Programmes were also organized in the Directorate by sourcing experts from outside and within the State.

The 1st in-house training was held from 3rd to 6th June'2008 on Office Procedure & Computer Application coinciding with the launching of Website. 50 (Fifty) Staff and Officers attended the training.



The 2nd in-house training was held from 23rd to 24th Sept'2008 for the Technical Staff and Officers on the Techniques of Evaluation. There were Forty participants.



The 3rd in-house training was held from 10th to 12th Dec'2008 for the technical staff on Designing of Schedules, Framing of Schedules, Report Writing etc. Ms.Nandita Hazarika Executive Director Eco-system, Guwahati was the resource person.



The 4th in-house training on office procedures, sensitization on RTI and HIV-AIDS for the Ministerial Staff/Officers was held during 24th to 25th Feb'2009 . Shri Alemtemshi Jamir, Additional Chief Secretary & Development Commissioner was the chief guest.



**Shri.T.Bendang
Imchen
Registrar
delivering vote of
thanks**

5.5 Construction:

- 5.5 i. With the funds allocated under Plan 2008-2009, the process for construction of two District Evaluation Offices at Phek and Wokha are in progress.
- ii. Construction of a garage-cum-staff quarter at Minister's Hill, Kohima was completed during the year.



5.6 Other activities for strengthening of the Directorate:

- i. Computerization of Records and Service Profile of all the Staff and Officers
- ii. Renovation of Directorate Office building by installing grill gate/footsteps with iron-bars.
- iii. Procurement of 3 (three) vehicles to facilitate the Officers and Staff in carrying out their duties.
- iv. Purchase of Computers/HP Notebook and installation of server for internet facility.

6. Proposed action plan during 2009-2010:

A. Evaluation studies to be taken up:

As envisaged in the 11th Five Year Plan to enable the planners and policy makers to incorporate human development aspects in the planning process, the Department proposes to undertake the following studies to evaluate the intervention programmes of the Government in the health sector and other human development sectors. Assessment and evaluation of impact of programmes on women will be taken up to entail incorporation and assessment of gender issues. Five(5) major independent studies are proposed to be undertaken.

1. **State level studies in hand(On going studies):**

- (i) Patient-ratio-doctor, patient-ratio-nurse facilities in hospitals / dispensaries.
- (ii) Teacher-student ratio in government schools and performance of the students.

2. **State level studies for 2009-2010:**

- (i) Economic impact of celebration of Hornbill festival at Naga Heritage village, Kisama.
- (ii) Impact of the floriculture on economic upliftment of women.
- (iii) Family Planning Programme in Nagaland.
- (iv) Impact of mass skill up gradation in delivery of services.
- (v) Performance/Output of Industrial Training Institute.

3. **Review studies 2009-2010:**

- (i) Snap Evaluation study on Indira Gandhi Stadium Complex at Kohima.
- (ii) Evaluation study on Horticulture Research Farm at Pfutsero.
- (iii) Evaluation study on Poultry Farm at Dimapur.
- (iv) Immunization of Children Programme in Nagaland.

4. **District Level:**

- (i) 8 (eight) district specific studies as per the requirement of the District Planning & Development Boards.

B. Strengthening of Directorate:

- 1. Review and document the charter of duties of the Directorate of Evaluation to improve the delivery mechanism.
- 2. Computerization of the Directorate and District Evaluation Offices.
- 3. Improve and upgrade the logistic requirement of the Department.
- 4. Procurement of additional duty vehicles to facilitate the technical staff/officers in execution of their field work.
- 5. (i) Organize in-house training for the officers/technical staff by bringing resource persons.
(ii) Depute officers/staff for various training courses in reputed institutes.
- 6. Publicity/Orientation programmes to sensitize the Departments/agencies on the importance of the evaluation studies in policy formulation.

C. Construction:

Construction of the remaining District Evaluation Office is proposed to be taken up phase –wise.

D. Strengthening of District Office:

To ensure uniform coverage of all the districts in the Evaluation Studies, creation of 3 (three) District Evaluation Offices in the newly created districts of Kiphire, Longleng and Peren is proposed. The proposal is under submission.

7. Mailing Address:

The official contact address of the Evaluation Directorate is given below:

Directorate of Evaluation
Below A.G Office
A.G Road, Kohima-707001
Nagaland.
Contact. No: 0370-2221745(o)
Email id : direvl-ngl@nic.in

Budget outlay for the last three years
(Rs in lakhs)

Major heads Minor heads of Development 3451-Sectt-Eco- Services	Actual 2006-07			Revised Estimates 2007-08			Budget Estimate 2008-09		
	Plan	Non- Plan	Total	Plan	Non- Plan	Total	Plan	Non- Plan	Total
1	2	3	4	5	6	7	8	9	10
092(1) (1)Direction									
Salaries	17.26	42.88	60.14	—	48.84	48.84	—	150.88	150.88
Wages	1.23	—	1.23	—	2.85	2.85	—	2.85	2.85
Travel Expenses	3.98	0.75	4.73	—	4.49	4.49	—	4.75	4.75
Office Expenses	1.98	0.51	2.49	5.00	0.59	5.59	10.00	0.82	10.82
Computerization	—	—	—	—	—	—	13.00	—	13.00
Motor Vehicle	7.99	0.50	8.49	15.00	0.50	15.50	21.00	0.50	21.50
Publication	2.00	—	2.00	4.00	—	4.00	5.00	—	5.00
Training/ Workshop	—	—	—	2.50	—	2.50	5.00	—	5.00
Building data base	—	—	—	10.00	—	10.00	—	—	—
Review Studies	—	—	—	1.00	—	1.00	4.00	—	4.00
Total 092(1)	34.44	44.64	79.08	37.50	57.27	94.77	58.00	159.80	217.80
092(1)(1) subordinate									
Salaries	64.83	—	64.83	—	94.55	94.55	—	—	—
Wages	1.78	—	1.78	—	—	—	—	—	—
Travel Expenses	3.00	—	3.00	—	0.26	0.26	—	—	—
Office Expenses	4.20	—	4.20	4.00	0.16	4.16	11.00	—	11.00
Motor Vehicle	1.50	—	1.50	3.00	—	3.00	5.00	—	5.00
Rent,Rates & Taxes	1.00	—	1.00	1.50	1.00	2.50	3.00	1.00	4.00
Computerization	—	—	—	—	—	—	—	—	—
Total 092 (1) (2)	76.31	0.00	76.31	8.50	95.97	104.47	19.00	1.00	20.00
Major Head 4216 Capital Outlay on Housing 015 Construction of office buildings/others.	2.66	—	2.66	24.00	—	24.00	50.00	—	50.00
Total on Construction	2.66	—	2.66	24.00	—	24.00	50.00	—	50.00
Grand Total	113.41	44.64	158.05	70.00	153.24	223.24	127.00	160.80	287.80

Pictures taken by field officers during evaluation studies in 2008-09:

1. Review study on Referral Hospital- Dimapur.



(L to R)- Director CIHSR, Medical Superintendent CIHSR, Administrator CIHSR.



Unused Air Conditioning at CIHSR



Unused/Damaged Building at CIHSR



Water Treatment Plant at CIHSR

2. Review study on Wazeho Cement Plant-Phek



3. Review study on Doyang Hydro Electric Project.



A view of the Doyang Hydro Electric Project in Wokha District

4. Review study on Changki Valley Fruit Preservation and Canning Factory-Longnak.

