

# **SUO MOTU DISCLOSURES**

(As per Section - 4 (1)(b) of the RTI Act 2005)

**Manipur Information Commission**  
Secretariat North Block, Ground Floor  
Behind Western Block, Imphal  
Manipur - 795001

# Introduction

The purpose of suo motu disclosures under Section 4 is to place large amount of information in public domain on a proactive basis to make the functioning of the Public Authorities more transparent and also to reduce the need for filing individual RTI applications. Section 4(1)(b) of the RTI Act lays down the information which should be disclosed by Public Authorities on a suo motu basis.

Manipur Information Commission has come up with its suo motu disclosures under RTI Act, 2005 in this book, to enable the public to have access to the functioning of the Commission.

The information in the booklet is updated up to 25<sup>th</sup> August, 2023.

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**Section - 4(1)(b)(i)**

**MANIPUR INFORMATION COMMISSION**

Manipur Information Commission has been constituted under Chapter-IV of the Right to Information (RTI) Act, 2005 vide Notification No. 11/7/2005-AR dated 12-09-2006 of the Special Secretary (DP & AR), Government of Manipur. The Commission's mandate is to exercise the powers conferred on it, and to perform the functions assigned to it under the Act. The Powers and functions of the Commission are laid down in Chapter-IV of the RTI Act, 2005.

**1. The Office of the Manipur Information Commission is located at :**

Manipur Information Commission  
Secretariat North Block, Ground Floor  
Behind Western Block, Imphal, Manipur-795001

**2. Office Timings :**

The office timings of the Commission are:-

Summer - 09.30 a.m. to 05.30 p.m.

Winter - 09.30 a.m. to 05.00 p.m.

**3. Name(s), Designation of the staffs of the Commission are as given below :**

Sl. No.	Name & Designation	Office Phone	Mobile No.	Email Id
1.	Shri O. Sunil Singh, State Information Commissioner	0385-2456495	9435047952	oinamsunil@gmail.com
2.	Shri G. Shantikumar Kabui, MCS, Joint Secretary	0385-2456494	8414911780	g.shantikumar2021@gmail.com
3.	Shri S. Inao Singh, Deputy Registrar (Judicial-I)	-do-	9862109280	maleminao@gmail.com
4.	Shri L. Premananda Singh, Deputy Registrar (Judicial-II)	-do-	8794152642	lisham1967@gmai.com
5.	Shri Y. Jiten Singh, Personal Assistant	-do-	8974752600	tensingh2011@gmail.com
6.	Shri Khaiminlun Vaiphei, Sr. Secretariat Assistant	-do-	9612556272	loonvaiphei@gmail.com
7.	Shri L.Pritamkumar Sharma, Secretariat Assistant	-do-	9774564887	



Sl. No.	Name & Designation	Office Phone	Mobile No.	Email Id
8.	Shri Samuel Gonmei, Secretariat Assistant	0385-2456495	9089222640	smngonmei.al@gmail.com
9.	Shri Waikhom Bankim Singh, Grade-IV	-do-	9378076805	
10.	Shri Nongmeikapam Openchandra Singh, Grade-IV	-do-	9436227451	
11.	Shri K. Herojit Singh Computer Assistant (Contractual)	-do-	8794944534	
12.	Shri D. Dinesh Singh Driver (Contractual)	-do-	7005028464	
13.	Shri K. Robikanta Singh Grade-IV (Contractual)	-do-	9862605574	
14.	Shri R.K. Bidhankishore Singh, Casual Driver	-do-	7005178243	
15.	Shri A. Jiten Singh, Casual Peon	-do-	9612236933	

#### **4. Powers and Functions of the Information Commissions, Complaint, Appeal and Penalties under Right to Information Act, 2005:**

##### **Complaints:**

**Section-18(1)** - Subject to the provision of this Act, it shall be duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person-

- a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer

or State Public Information Officer or senior officer specified in sub section-(1) of Section 19 or the Central Information Commission or the State Information Commission, as the case may be;

- b) who has been refused access to any information requested under this Act;
- c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
- d) who has been required to pay an amount of fee which he or she considers unreasonable;
- e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
- f) in respect of any other matter relating to requesting or obtaining access to record Dealing Assistant under this Act;

**(2)** - Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.

**(3)** - The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:-

- a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
- b) requiring the discovery and inspection of documents;
- c) receiving evidence on affidavit;
- d) requisitioning any public record or copies thereof from any court or office;
- e) issuing summons for examination of witness or documents; and
- f) any other matter which may be prescribed.



(4) - Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislative, as the case may be, the Central Information Commission or the State Information Commission, the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any ground.

**Appeals:**

**Section 19(1)** - Any person who does not receive a decision within the time specified in sub-section(1) or clause (a) of sub-section(3) of Section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(2) - where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under Section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days the date of order.

(3) - A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.



(4) - If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.

(5) - In any appeal proceeding, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.

(6) - An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty five-days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.

(7) - The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.

(8) - In its decision, the Central Information Commission or State Information Commission, as the case may, has the power to -

- (a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including -
  - i) by providing access to information, if so requested, in a particular form;
  - ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
  - iii) by publishing certain information or categories of information;
  - iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;

- v) by enhancing the provision of training on the right to information for its officials;
- vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of Section 4;
- b) require the public authority to compensate the complainant for any loss or other detriment suffered;
- c) impose any of the penalties provided under this Act;
- d) reject the application.

(9) - The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.

(10) - The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.

**Penalties:**

**Section 20(1)** - Where the Central Information Commission or State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of Section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty five thousand rupees:



Provided that the Central Information Commission or the State Information Commission, as case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him :

Provided further that the burden of providing that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

(2) - Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of Section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

## **5. Monitoring & Reporting:**

**Section 25(1)** - The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.

(2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.



(3) Each report shall state in respect of the year to which the report relates-

- (a) the number of requests made to each public authority;
- (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
- (c) the number appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
- (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
- (e) the amount of charges collected by each public authorities under this Act;
- (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
- (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.

(4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two houses, and where there is one House of the State Legislature before that House.

(5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendations specifying the steps which ought in its opinion to be taken for promoting such conformity.

5. List of posts filled is as under :-

Sl. No.	Designation	Name	Name of the Cadre/ Department
1.	Joint Secretary	Shri G. Shantikumar Kabui	DP
2.	Deputy Registrar Judicial-I	Shri S. Inao Singh	Education Department
3.	Deputy Registrar Judicial-II	Shri L. Premananda Singh	Education Department
4.	Personal Assistant	Shri Y. Jiten Singh	GAD
5.	Sr. Secretariat Assistant	Shri Khaiminlun Vaiphei	GAD
6.	Secretariat Assistant	Shri L. Pritamkumar Sharma	GAD
7.	Secretariat Assistant	Shri Samuel Gonmei	GAD
8.	Grade-IV	Shri W. Bankim Singh	GAD
9.	Grade-IV	Shri N. Openchandra Singh	GAD
10.	Computer Assistant (Contractual)	Shri K. Herojit Singh	MIC
11.	Driver (Contractual)	Shri H. Dinesh Singh	MIC
12.	Grade-IV (Contractual)	Shri K. Robikanta Singh	MIC
13.	Casual Driver	Shri R.K. Bidhankishore Singh	GAD
14.	Casual Peon	Shri A. Jiten Singh	GAD

6. **General :**

**Administrative Department** - The Department of Administrative Reforms (AR) is the administrative department and the Commission submits annual reports to the State Assembly through Department of AR. In financial matters, the Commission's budget is controlled by the AR and Finance Departments, Govt. of Manipur. However, in its terms of Section 15(4) of the RTI Act, 2005 and is the highest Appellate Body under the Act.



**Jurisdiction** - All public authorities of the State Government of Manipur or substantially funded by it all over the state including offices under the Government of Manipur located outside the State fall within the jurisdiction of the Commission with reference to the Right to Information (RTI) Act, 2005.

**Mission** - To ensure that the citizens can exercise their Right to Information in accordance with the provisions of the RTI Act, 2005.

**Vision** - To facilitate creation of a practical regime of Right to Information as envisaged in the Preamble to the Right to Information Act, 2005.

**Objectives** - Fulfilling the mandate assigned in the RTI Act, 2005.

Details of Services provided - As per the RTI Act, 2005, the Commission has been assigned the task of receiving and inquiring into complaints under Section 18 of the RTI Act, 2005 and adjudicating appeals under Section 19 of the RTI Act, 2005.

**Physical Assets** - The Commission does not have a separate office building of its own. The present office building is provided by the GAD/MSRRDA. The movable assets include vehicle / furniture / computer / office equipments.

**7. List of former and present State Chief Information Commissioners / State Information Commissioners -**

Sl. No	Name & Designation	Date of joining	Demitted office on
1.	Shri R.K. Angousana Singh State Chief Information Commissioner	12-09-2006	12-09-2011
2.	Shri Ch. Birendra Singh State Information Commissioner	19-12-2008	31-03-2013
3.	Shri Th. Ibobi Singh State Chief Information Commissioner	04-05-2015	28-02-2019
4.	Dr. S. Ibocha Singh State Information Commissioner	22-10-2018	09-08-2021
5.	Shri O. Sunil Singh State Information Commissioner (i/c State Chief Information Commissioner w.e.f. 01-03-2019)	22-10-2018	Still serving



**8. Occupancy of the officers in the Manipur Information Commission, Manipur**

Sl. No.	Post held and name of the Officer	Designation	Tenure of Officer
A)	Shri Y. Dimbajit Singh, MCS	Under Secretary/ SPIO(MIC)	14-09-2009 to 06-03-2010
	Shri H. Balkrishna Singh, MCS	Under Secretary	06-03-2010 to 24-09-2011
	Shri D. Gangmei, MCS	Under Secretary	24-09-2011 to 09-11-2011
	Shri L.N. Kashung, MCS	Deputy Secretary	04-08-2015 to 16-09-2016
	Shri G. Shantikumar Kabui, MCS	Joint Secretary	28-02-2017 to till date
B)	Deputy Registrars		
	1) Md. Naziruddin Shah	Deputy Registrar	25-05-2010 to 31-03-2012
	2) Shri S. Inao Singh	Deputy Registrar (Judicial-I)	07-09-2011 to till date
	3) Shri L. Premananda Singh	Deputy Registrar (Judicial-II)	13-12-2011 to till date

**Section 4(1)(b)(ii)**

**The Powers and Duties of State Chief Information Commissioner / State Information Commissioners:**

Sl. No.	Designation	Powers and Duties
1.	Chief Information Commissioner (CIC)	<p>General Superintendence, direction and management of affairs of the Manipur Information Commission, which receives appeals and complaints under the RTI Act.</p> <p>Coordinate with State Information Commissioners as well as with different Departments of the State Govt. w.r.t. the Right to Information Act, 2005 and do all such acts and things which may be exercised or done autonomously without being subjected to directions by any other authority as per Section 15(4) of Right to Information Act, 2005.</p> <p>Dealing with appeals and complaints in respect of Department allocated to the Chief Information Commissioner (CIC).</p>
2.	State Information Commissioners (SIC)	<p>To assist the Chief Information Commissioner (CIC) and dealing with appeals and complaints as contained in Section 18, 19 and 20 of the Right to Information Act, 2005 in respect of Departments/Organisations allocated to the State Information Commissioners (SIC).</p>

The Powers and Duties of Officers and employees		
1.	Secretary / Joint Secretary / Deputy Secretary / Under Secretary	<p>To assist the Commission in proper implementation of the RTI Act, 2005 and to supervise the smooth functioning of the Commission.</p> <p>General supervision of administration and overall supervisor of Planning and Budget, financial control.</p> <p>To perform all the functions of Drawing &amp; Disbursing Officer.</p> <p>First Appellate Authority of the Commission and any other work assigned by the State Chief Information Commissioner (MIC), organizing meetings of the Commissions, Assembly/Parliament questions, Publication of Annual Reports etc.</p>
2.	Deputy Registrar (Judicials)	<p>Judicial officer for the Commission for overseeing quasi-judicial functions. Assisting the CIC/SIC for the smooth functioning of the Bench. Providing legal assistance to the Commission and dealing with legal matters connected with Court cases.</p> <p>Compilation of Annual Reports. Compilation and monitoring of penalty cases, updation of website. One of the Deputy Registrar is SPIO.</p>



2.	Private Secretary	To assist the State Chief Information Commissioner / Information Commissioners in their discharge of duties.
3.	Stenographer	To assist the Secretary and Registrar respectively in their discharge of duties.
4.	UDA/Sr. Secretariat Assistant / Secretariat Assistant	To assist Secretary / Joint Secretary / Deputy Secretary, Deputy Registrars in the disposal of the cases and in the administrative functions and other Secretarial assistance including diary, despatch and any other work assigned in routine course.

**Section 4 (1)(b)(iii)**

**The procedure followed in the decision making process, including channels of supervision and accountability:**

1. The Commission receives Second Appeals and Complainants from the citizens. Appeals and Complainants are decided / adjudicated as per the provisions of the RTI Act, 2005 read along with Manipur State Information Commission (Appeal Procedure) Rules, 2006.
2. Administrative and financial matters are dealt with as per the Govt. of Manipur guidelines, Rules and Regulations and office procedure to the extent possible.
3. Annual Report is prepared as per Section 25 of the RTI Act.
4. A graphic chart showing channels of supervision and accountability, generally followed is as under :

Sl. No.	Types of Cases	Level of final disposal	Channel of Submission
1.	Policy matters	CIC	Dealing Assistant / Jt. Secretary
2.	Court Cases	CIC	Dy. Registrar / Jt. Secretary
3.	Training	CIC	Dealing Assistant / Dy. Registrar / Jt. Secretary
4.	Commissions meeting/ agenda papers	CIC	Dealing Assistant / Dy. Registrar / Jt. Secretary
5.	Annual Report	CIC	Jt. Secretary / Dy. Registrar
6.	All matters relating to Dak & Despatch	Jt. Secretary	Dealing Assistant / Dak Runner
7.	Budgetary matters	CIC	Dealing Assistant / Jt. Secretary
8.	Purchase of office equipment / stationeries	CIC	Dealing Assistant / Jt. Secretary

9.	Maintenance of vehicle/ office equipment	CIC	Dealing Assistant / Jt. Secretary
10.	Record maintenance	Jt. Secretary	Dealing Assistant / Dy. Registrar
11.	RTI matters	FAA/SPIO	SPIO
12.	Reimbursement of conty. bills / vouchers	DDO	Accountant / Dealing Assistant
13.	Audit	Jt. Secretary	Accountant / Dealing Assistant.



**Section 4(1)(b)(iv)**

**The norms set by it for discharge of its functions :**

1. The appeals/complaints are generally taken up for hearing on first come first serve basis. Preference may be given to senior citizens, women and physically challenged persons, for an out of turn hearing on a case to case basis. Wherever the Respondent/Appellants have number of cases, efforts are made to club such cases so that they could be heard on a single day. The Commission is also aware of its responsibility of speedy disposal of Appeals and Complaints and every efforts is made to ensure this.
2. For administrative functions, norms of the State Govt. as applicable are adopted.

**Section 4 (1)(b)(v)**

**The rules / regulations / instructions / manuals and record held by the Manipur Information Commission or under its control or used by its employees for discharging its functions :**

- 1) The Right to Information (RTI) Act, 2005.
- 2) The Manipur Information Commission (Appeal Procedure) Rules, 2006.
- 3) The Manipur Right to Information (Regulation of Fee and Cost) (1<sup>st</sup> Amendment) Rules, 2012.
- 4) Administrative Rules and Regulations as followed by the State Govt. are used in the Commission mutatis mutandis.
- 5) Annual Report issued by Manipur Information Commission in terms of Section 25(1) of the RTI Act, 2005 is available in the Commission website as <http://www.maninfocom.nic.in>

**Section 4 (1)(b)(vi)**

**A statement of the categories of documents that are held by it or under its control:**

Sl. No.	Subject	Type of Document / file /master/ Register	Particulars of Heading/type of the document
1.	Appeals	Files/Electronic files	Section 19 of the RTI Act
2.	Complaints	Files/Electronic files	Section 18 of the RTI Act
3.	General/ Miscellaneous	Files/Folders/ electronic files	General matter related to RTI or misc non-RTI matters.
4.	Administration	Files	Files related to administration in the Commission
5.	Annual Reprt	Files	Material furnished by Public Authorities / Department for Annual Report along with Activities of the Information Commission

**Section 4 (1)(b)(vii)**

**The arrangement for consultation with or representation by members of the public in relation to the formulation of policy or implementation thereof:**

**- NIL -**

**Section 4 (1)(b)(viii)**

**A statement of the Boards, Councils, Committee and other bodies consisting of two or more persons constituted as its part or the purpose of its advice, and as to whether meetings of these Boards, Councils, Committees and other bodies are open to the Public, or the minutes of such meetings are accessible for public:**

There is no Board / Council / Committee to advice the Commission at present. The Commission however receives suggestion from time to time from various organizations / individuals. These are examined and further action is taken where possible.

**Section 4 (1)(b)(ix)****Directory of its officers and employees:**

Sl. No.	Name	Designation	Contact No.	Email address
1.	Shri O. Sunil Singh	State Chief Information Commissioner	0385-2440415(O) 09435047952(M)	oinamsunil@gmail.com
2.	Shri G. Shantikumar Kabui	Joint Secretary	0385-2456495(O) 08414911780(M)	g.shantikumar2021@gmail.com
3.	Shri S. Inao Singh	Deputy Registrar (Judicial-I)	0385-2456495(O) 09862109280(M)	maleminao@gmail.com
4.	Shri L. Premananda Singh	Deputy Registrar (Judicial-II)	0385-2456495(O) 08794152642(M)	lisham1967@gmail.com
5.	Shri Y. Jiten Singh	Personal Assistant	0385-2456495(O) 08974752600(M)	jitensingh20111@gmail.com
6.	Shri Khaimin-lun Vaiphei	Sr. Secretariat Assistant	09612556272(M)	loonvaiphei@gmail.com
7.	Shri L. Pritamkumar	Secretariat Assistant	09774564887(M)	
8.	Shri Samuel Gonmei	Secretariat Assistant	09089222640(M)	smngonmei.al@gmail.com
9.	Shri W. Bankim Singh	Grade-IV	09378076805(M)	
10.	Shri N. Openchandra Singh	Grade-IV	09436227451(M)	
11.	Shri K. Herojit Singh	Computer Assistant (Contractual)	8794944534 (M)	
12.	Shri H. Dinesh Singh	Driver (Contractual)	7005028464(M)	
13.	Shri K. Robikanta Singh	Grade-IV (Contractual)	9862605574(M)	
14.	Shri R.K. Bidhan-kishore Singh	Casual Driver	7005178243(M)	
15.	Shri A. Jiten Singh	Casual Peon	9612236933(M)	



**Section 4 (1)(b)(x)**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

1. The terms of appointment and monthly remuneration of the State Chief Information Commissioner and State Information Commissioners are as per terms of appointment as detailed below :-

Tenure :-

The State Chief Information Commissioner / State Information Commissioner shall hold office for a term of 5 (five) years or till he attains the age of 65 years. The State Chief Information Commissioner / State Information Commissioner shall not be eligible for reappointment. The State Information Commissioner shall be eligible for appointment as State Chief Information Commissioner in the manner specified in sub-section(3) of Section 15 of the Act. Where the State Information Commissioner is appointed as State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as State Information Commissioner and State Chief Information Commissioner.

The monthly remuneration received by the State Chief Information Commissioner and State Information Commissioner including the system of compensation as provided in the Act are as follows :

Accordingly to Section 16(5) of the RTI Act, 2005, the salaries and allowances payable to and other terms and conditions of service of

- (a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner
- (b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government.

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

Accordingly, the State Chief Information Commissioner and the two State Information Commissioners, who are in position at present, draw the following monthly pay

Sl. No.	Designation of the post	Pay scale of post / remarks
1.	State Chief Information Commissioner	Rs.2,50,000/- (fixed) plus allowances as admissible from time to time.
2.	State Information Commissioner	Rs. 2,25,000/- (fixed) plus allowances as admissible from time to time.

2. According to Section 16(6) read with Section 2(a) and 2(g) of the RTI Act, 2005, the State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed by the State Government.

3. The pay scales of the officers and employees of the Commission are given below :

Sl. No.	Designation of the post	Pay scale of post / remarks
1.	Joint Secretary, MIC	Rs.15,600-39,100+GP Rs.7,600/-
2.	Deputy Registrar	Rs. 9,300-34,800+GP Rs.4,200/-
3.	Stenographer-I(PA)	Rs. 9,300-34,800+GP Rs.4,200/-
4.	Sr. Secretariat Assistant	Rs. 5,200-20,200+GP Rs.2,800/-
5.	Secretariat Assistant	Rs. 5,200-20,200+GP Rs.2,400/-
6.	Driver	Rs. 5,200-20,200+GP Rs.1,900/-
7.	Grade-IV/Peon	Rs. 4,440-7,440+GP Rs.1,300/-



**Section 4(1)(b)(xi)**

**The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:**

The budget provision meant for Manipur Information Commission is provided by the State Govt. under the Grant-in-aid Fund. The budget provision is meant mostly for payment of pay and allowances of the Chief Information Commissioner / State Information Commissioner and office maintenance only. Details of allocation of budget and expenditure for the year 2023-24 as follows :

(Rs. in lakhs)

<b>Head (Salaries)</b>	<b>2220-60-001-02-00-01</b>
Budget Estimate	130.00
Expenditure as on 30-06-2023	15.66
<b>Head (Office Expenses)</b>	<b>2220-60-001-02-00-13</b>
Budget Estimate	24.00
Expenditure as on 18-08-2023	1.38
<b>Head (Travelling Allowance)</b>	<b>2220-60-001-02-00-11</b>
Budget Estimate	2.00
Expenditure as on 18-08-2023	0.56

**Section 4(1)(b)(xii)**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:**

The Commission is not implementing any subsidy programme.

**Section 4(1)(b)(xiii)**

**Details of particulars of recipients of concessions, permits or authorizations granted by it :-**

- NIL -

#### **Section 4(1)(b)(xiv)**

**Details in respect of the information, available to or held by it, reduced in an electronic form:-**

Sl. No.	Type of Document	In which electronic format it is kept	Mode of retrieval
1.	RTI Act, 2005	On website	Internet
2.	Appeal Rules	On website	Internet
3.	Annual Report	On website	Internet
4.	Decisions on petitions (appeals and complaints) as decided by the Commission (selected decisions)	On website	Internet
5.	Circulars	On website/office files	Internet

(website : [www.maninfocom.nic.in](http://www.maninfocom.nic.in))

#### **Section 4(1)(b)(xv)**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

The citizens can submit their RTI applications to the Commission and also can obtain information from the Commission through postal services or by email through Whatsapp messenger or by hand in the receipt counter of Manipur Information Commission, Secretariat North Block, Behind Western Block, Ground Floor, Imphal-795001.

Moreover, a hybrid system of hearing of cases is available in the Commission through Video / Audio Conference to both Complainant / appellants and the SPIO/Public authority mainly for those far flung areas and outside the state.

At present there is no separate facilitation desk but the staff of the Commission provide all necessary help and assistance to any needy person.

The Commission has not set up a library or a reading room for the public.

Holidays in the Commission are followed as per State Government list of Gazetted holidays.

**Section 4(1)(b)(xvi)**

**Names, designation and other particulars of the Public Information Officers:**

The Manipur Information Commission has only 1(one) SPIO. The name, designation and particulars of the SPIO and FAA of Manipur Information Commission are as follows :

Sl. No.	Name of Officer	Designation	Designated as	Remarks
1.	Shri S. Inao Singh	Dy. Registrar (Judicial-I), MIC	SPIO	
2.	Shri G. Shantikumar Kabui	Joint Secretary, MIC	FAA	



**Section 4(1)(b)(xvii)**

**Other information and tour details of SCIC, SIC & officers of the Commission :-**

Information regarding domestic travel of officers of Manipur Information Commission of the rank of Joint Secretary and above w.e.f. 01-04-2023 to upto date.

Sl. No.	Name & Designation / Place of visit / propose of visit	Total cost of the visit
1.	Shri O. Sunil Singh, State Chief Information Commissioner, Manipur Information Commission attended North East Information Commissioners' Conference at Assam Information Commission, Guwahati held on 8 <sup>th</sup> February, 2023.	Rs. 8,754/-
2.	Shri O. Sunil Singh, State Chief Information Commissioner, Manipur Information Commission attended North East Information Commission's Conference organized by Assam Information Commission held on 10 <sup>th</sup> May, 2023.	Rs. 21,470/-
3.	Shri O. Sunil Singh, State Chief Information Commissioner, Manipur Information Commission submitted Utilization Certificate for 3 <sup>rd</sup> Grant funding to the NFICI, New Delhi on 22 <sup>nd</sup> June, 2023.	Rs. 25,855/-