



सत्यमेव जयते

7th ANNUAL REPORT

2012

(January - December)



**RIGHT TO
INFORMATION**

MANIPUR INFORMATION COMMISSION

**Room No. 316 and 317,
Secretariat North Block Annexe,
Manipur, Imphal - 795001**

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CHAPTER-I

INTRODUCTION

This is the 7th Annual Report of the Manipur Information Commission prepared under the provisions of section 25 of the RTI Act, 2005. After the superannuation of Shri R.K. Angousana Singh, State Chief Information Commissioner on 12-9-2011, no successor of the State Chief Information Commissioner was appointed till the preparation of this Report. Hence, the Commission was functioning with only one State Information Commissioner during the year under report. Further, all the enquiry/hearing of the cases had been stopped sine die since 17-10-2012 as the functioning of the Information Commission with only one State Information Commissioner would go against the verdict of the Hon'ble Supreme Court passed on 13-9-2012 in W.P.(C) No.210 of 2012 (Namt Sharma – Vs.- Union of India).

The Commission had requested 95 (ninety five) different Departments/Public Authorities to submit annual returns in the prescribed format vide letters dated 11-2-2013, 4-3-2013 and 5-3-2013 respectively. However, only very few Departments/Public Authorities have responded so far. From the perusal of the said annual returns and various complaints/appeals filed before this Commission, it is revealed that there have been instances where many applications/appeals were not disposed off in time by the designated officers; one of the reasons of which might be due to the ignorance of the officials/employees of the Public Authority concerned about the provisions of the Act. The appropriate Government may like to monitor the implementation of the Act by the various Public Authorities under the Government of Manipur to ensure the achievement of the objectives intended to be achieved by the law-makers.

CHAPTER-II

ORGANIZATIONAL FRAME WORK

1. Organizational set-up:

The Manipur Information Commission was set up under sub-section (1) of section 15 of the RTI Act, 2005 by Government Notification No.11/7/2005-AR dated 12-09-2006 published in the Manipur Gazette No.219 dated 16-9-2006 to exercise the powers conferred on, and to perform the functions assigned to it under this Act. A copy of the said Gazette Notification is shown at Annexure-I.

2. Appointment of State Chief Information Commissioner (SCIC) & State Information Commissioner (SIC):

After superannuation of Shri R.K. Angousana Singh, I.A.S. (Retd.), State Chief Information Commissioner, Manipur, the post of State Chief Information Commissioner is lying vacant and Shri Ch. Birendra Singh, I.A.S. (Retd.) has been functioning as State Information Commissioner, Manipur during the period under Report.

3. Appointment of officers and officials:

The following employees of the Commission are appointed by deputation/ utilization from other departments and on contract basis.

S.N.	NAME OF THE EMPLOYEE	FUNCTIONING AS	DEPARTMENT
1.	H. Balkrishna Singh, Under Secretary to Govt. of Manipur	Secretary, MIC in addition to his normal duties as Under Secy. (Revenue & MAHUD) of the Govt. of Manipur.	Department of Personnel
2.	M.N. Shah, SDC (Rtd.)	Deputy Registrar (Adm.)	Contract
3.	S. Inao Singh	Deputy Registrar (Judl.I)	Education Department (S)
4.	L. Premananda Singh	Deputy Registrar (Judl.II)	Education Department (S)
5.	Kh. Geetarani	Legal Consultant	Contract (from 28-3-2012 to 25-9-2012)
6.	T. Simzik	Asstt. Private Secretary	GAD
7.	S. Umakanta Singh	U.D.A.	GAD
8.	L. Ibotombi Singh	Driver	Industry Department
9.	L. Pritamkumar Sharma	Peon	GAD

4. Funds:

At present the Commission is serviced by the General Administrative Department, Government of Manipur with the funds provided as below:

Year	Funds provided
2012-2013	Rs.70,00,000.00

5. Office Accommodation:

The Commission is functioning with only one State Information Commissioner at Rooms No.316 and 317 of Manipur Secretariat North Block Annexe.

CHAPTER-III

ROLE, FUNCTIONS & POWERS OF THE COMMISSION

The Commission is an independent body which was set up to ensure the implementation of the provisions of the Act in letter and spirit. The functions and powers of the Commission are laid down in sections 18, 19, 20 and 25 of the Act.

Under section 18 of the RTI Act, the Information Commission would entertain the complaints from any citizen who is dissatisfied with the decisions/inactions of the designated authorities and in respect of any matter relating to requesting or obtaining access to records under this Act.

A Second Appeal against the decision of the First Appellate Authority to the Information Commission may be made under section 19(3) of the Act within a period of 90 days from the date of decision of the Appellate Authority or was actually received.

Section 20 of the Act provides that the Information Commission may, at the time of deciding any complaint or appeal, impose upon SPIO, a fine of Rs. 250 per day, up to a maximum of Rs. 25,000/-, if he/she has without any reasonable cause, refused to receive an application for information; or delayed furnishing of information; or malafidely denied information; or knowingly given incomplete, incorrect, or misleading information; or destroyed information that has been requested; or obstructed furnishing of information in any manner. And it is further provided that if SPIO persistently violates his obligations under RTI Act, Information Commission shall recommend for disciplinary action against such PIO under the service rules applicable to him.

Reporting Procedure is laid down under section 25 of the Act. The State Information Commission as soon as practicable after the end of each year, will prepare a report on the implementation of the provisions of the Act during that year and the same will be presented to the State Government. And, each Ministry has also a duty to collect and compile reports from the Public Authorities under its control and send them to the State Information Commission for preparation of the aforesaid Annual Report.

CHAPTER - IV

DISPOSAL OF APPEALS & COMPLAINTS BY THE COMMISSION AND PUBLIC AUTHORITIES

1. Disposal of Appeals & Complaints by the Commission:

Cases received upto 31-12-2012 and cases disposed prior to the Hon'ble Supreme Court's order in W.P.(C) No. 210 of 2012.

TABLE: A

SN	BENCH	COMPLAINT CASE REGISTERED	BROUGHT FORWARD	TOTAL	NO. OF COMPLAINT DISPOSED	NO. OF COMPLAINT TO BE DISPOSED
1	SIC	87	25	112	52	60

TABLE: B

SN	BENCH	APPEAL CASE REGISTERED	BROUGHT FORWARD	TOTAL	NO. OF APPEAL DISPOSED	NO. OF APPEAL TO BE DISPOSED
1	SIC	7	16	23	15	8

The Hon'ble Supreme Court of India in its Judgment and Order passed on 13-9-2012 in W.P.(C) No.210 of 2012 issued directions for effective implementation of the Act. One of the directions was particularly to the Central Information Commission and Information Commissions of the States to inquire into the complaints and appeals by a bench of minimum two members. Whereas, the Manipur Information Commission has got only one State Information Commissioner since the retirement of State Chief Information Commissioner on 12-9-2011; and as such, no further inquiry was conducted by the Manipur Information Commission in compliance of the above orders. As a result, the number of undisposed cases was high in the year under report.

2. Functions of the Public Authorities under the R.T.I. Act:

The response from the Public Authorities towards the initiative for effective implementation of the RTI Act is yet to be improved. The annual returns submitted by each Public Authority reveal that many public authorities are yet to take appropriate action under section 4 of the Act which is mandatory. Further, most of the Public Authorities are still shy to make themselves acquaint with provisions of the Act applicable to them.

Department-wise/Public Authority-wise abstract of annual return for the year 2012 indicating the following information is given as under on the following sub-heads :

- (a) the number of requests made to each public authority;
- (b) the number of applications disposed;
- (c) the number of application rejected ;
- (d) the amount of charges collected by each public authority under this Act;
- (e) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;

**Department-wise and Public Authority-wise Abstract of
Annual Returns, 2012 (January-December)**

Sl. No.	Name of the Department/ Office	No. of request made to each public authority	No. of application rejected	No. of application disposed	Amount of collected	Remarks
i	ii	iii	iv	v	vi	vii
1.	Governor Secretariat	1	NIL	-	NIL	
2.	C.M. Secretariat	*				
3.	Adult Education Department	*				
4.	Agriculture Department	*				
5.	Art & Culture Department	2	NIL	-	NIL	
6.	Manipur State Archives, Manipur	3	NIL	-	NIL	
7.	Board of Secondary Education Manipur	9	3	-	Rs. 80/-	
8.	CADA	*				
9.	CAF & PD	9	NIL	8	Rs. 60/-	
10.	Commerce & Industries Department	*				
11.	Cooperation Department	*				

i	ii	iii	iv	v	vi	vii
12.	Council of Higher Secondary Education Manipur	5	NIL	-	Rs. 60/-	
13.	Department of Administrative Reforms	*				
14.	Department of Personnel	18	NIL	NIL	Rs. 266/-	
15.	Economics & Statistics Department	*				
16.	Education Department (School)	11	NIL	-	Rs. 80/-	
17.	Education Department (School/Valley)	72	NIL	-	Rs. 720/-	
18.	Election Department	*				
19.	Excise Department	NIL	NIL	-	NIL	
20.	Family Welfare Department	*				
21.	Finance Department (PIC)	12	1	-	Rs. 100/-	
22.	Fire Service	*				
23.	Fisheries Department	8	NIL	-	Rs. 30/-	
24.	Forest & Environment Department	7	NIL	-	Rs. 70/-	
25.	General Administrative Department	NIL	NIL	-	NIL	
26.	Health Department	*				
27.	Higher Education Department	13	NIL	-	Rs. 10/-	
28.	Home Department	*				
29.	Horticulture & Soil Conservation Deptt	*				
30.	IFCD	13	NIL	-	Rs. 130/-	
31.	IMC	8	NIL	-	Rs. 30/-	
32.	Information & Public Relation Department	*				
33.	Information Technology	NIL	NIL	-	NIL	
34.	Institutional Finance Cell, Manipur	*				
35.	Khadi & Village Industries Board	5	-	-	Rs. 20/-	

i.	ii	iii	iv	v	vi	vii
36.	Labour & Employment Department	1	-	-	Rs. 10/-	
37.	Law Department	2	1	-	Rs. 50/-	
38.	LDA	3	NIL	-	Rs. 70/-	
39.	Local Audit Fund Manipur	*				
40.	Lottery Department	*				
41.	MACS	6	NIL	-	Rs. 60/-	
42.	MAHUD	*				
43.	Manipur Development Society	*				
44.	Manipur Electronic Development Corporation	*				
45.	Manipur Industrial Development Corporation	*				
46.	Manipur Information Commission	*				
47.	Manipur Legislative Assembly	*				
48.	Manipur Pollution Control Board	*				
49.	Manipur Public Service Commission	*				
50.	Manipur State Commission for OBC	*				
51.	Manipur State Commission for Women	*				
52.	Manipur State Co-operative Bank	*				
52.	Manipur State Kala Akademy	NIL	NIL	-	NIL	
53.	Manipur State Minorities Commission	*				
54.	Manipur State Social Welfare Advisory Board	*				
55.	Manipur Tribal Development Corporation	1	NIL	-	Rs. 10/-	

i.	ii	iii	iv	v	vi	vii
56.	Manipur Women Dev. Corporation	*				
57.	MANIREDA	*				
58.	MASTEC	NIL	NIL	-	NIL	
59.	MFDC	*				
60.	MFIC LTD	*				
61.	MH & HDC	*				
62.	Minor Irrigation Department	4	NIL	-	NIL	
63.	MOBC & SC	*				
64.	MSRRDA	7	1	4	Rs. 50/-	
65.	National Rural Health Mission	*				
66.	PHED	*				
67.	Planning and Development Authority	*				
68.	Planning Department	*				
69.	PMGSY	*				
70.	Police Department	*				
71.	Power Department	*				
72.	Prisons	*				
73.	Prosecution Directorate	*				
74.	RD & PR Department DRDA, Tamenglong	1	NIL	-	Rs. 10/-	
75.	Relief & DM Department	2	NIL	-	Rs. 100/-	
76.	Revenue Department	*				
78.	SCERT	3	NIL	-	Rs. 10/-	
79.	Science & Technology	*				
80.	Sericulture Department	*				
81.	Settlement Department	*				
82.	Small Savings	*				
83.	Social Welfare	*				
84.	SSA/RMSA	*				
85.	State Academy of Training	NIL	NIL	-	NIL	

i.	ii	iii	iv	v	vi	vii
86.	State Election Commission	*				
87.	TA & Hills Department	*				
88.	Taxation Department	*				
89.	Tourism Department	9	NIL	-	Rs. 90/-	
90.	Town Planning	*				
91.	Transport Department	*				
92.	Treasury & Accounts	*				
93.	Vety & AH Department	*				
94.	Vigilance Department	*				
95.	Weights & Measures Department	1	NIL	-	NIL	
96.	Works Department	43	NIL	-	Rs. 2,310/-	
97.	Youth Affairs & Sports Department	*				

Note : * The required information from the Department / Public Authority is not available.

Total number of Department / Public Authority who did not comply with the provisions under section 25(2) of the RTI Act is 62 out of 97.

3. Acts and Rules under which the Commission discharges its function:

Manipur Information Commission discharges its function according to the provisions made in the Act, Rules, and Notifications as under:

- (a) The Right to Information Act, 2005.
- (b) The Manipur Right to Information (Regulation of Fee and Cost) Rules, 2005 issued vide Govt. Notification No. 11/4/2005-AR dated 14-10-2005.
- (c) The Manipur Information Commission (Appeal Procedure) Rules, 2006 issued vide Govt. Notification No. 11/4/2005-AR dated 28-12-2006.
- (d) The Manipur Information Commission (Management) Regulations, 2008.
- (e) Govt. O. M. No. 2/1(5)/2008-FB(RTI) dated 4-2-2009.
- (f) Govt. Notification No. 11/4/2005-AR dated 28-5-2011.
- (g) Guidelines issued by the Govt. of India, Department of Personnel, Pension, Public Grievances in respect of the RTI Act and its implementation.
- (h) Govt. Notification No.11/4/2005-AR(Pt.) dated 3-5-2012.

CHAPTER-V

RECOMMENDATIONS

1. To avoid crop up of serious problems for want of supporting ministerial staff and officers in proper functioning of the Commission, it is proposed:
 - (i) for appointment of State Chief Information Commissioner and State Information Commissioner as the post of State Chief Information Commissioner is lying vacant since 12-9-2011 and the present State Information Commissioner is retiring on 31-3-2013;
 - (ii) for appointment of a regular Secretary for the Commission;
 - (iii) for appointment of a regular Registrar for the Commission and
 - (iv) for appointment of requisite supporting staff as proposed by the State Chief Information Commissioner vide letter No.MIC/Esst-1/2008 dated 9-6-2009 (copy enclosed as Annexure-II).
2. To enable the general public accessible to the Commission freely for redressal of their grievances, a new building for the Commission may be constructed outside the security zone of the Secretariat Complex. Hence, it is proposed:
 - (i) for construction of a separate building for the Commission at a centrally located place to provide easy access to the general public;
3. To avoid difficulties faced by the Commission in disbursing funds for payment of pay and allowances and remuneration of the employees and other contingent expenses, it is proposed:
 - (i) for opening of a separate Head of Account in the State Budget for the Manipur Information Commission as is done in case of Manipur Public Service Commission;
 - (ii) for appointment of a separate D & DO for the Manipur Information Commission; and

(iii) for delegation of appropriate financial power under the Delegation of Financial Rules of the State Government to the State Chief Information Commissioner and the Secretary of the Manipur Information Commission.

4. From the Annual Returns submitted by the different Public Authorities as well as various communications which were endorsed to the Commission, it is revealed that most of the designated officers of public authorities lack the knowledge of RTI Act and need training on the provisions of the Act to enable them timely disposal of applications/appeals. It is, therefore, proposed:
- (i) To conduct training programme specially for the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authorities;
 - (ii) To designate S.P.I.O., S.A.P.I.O. and FAA in all the Departments and administrative units/subordinate offices under their jurisdiction;
 - (iii) To make proactive disclosures and publish the manuals and maintain all the records duly catalogued and indexed as prescribed under section 4 of the Act and to update periodically and to display the names and designation of the SPIOs, SAPIOs and First Appellate Authorities at a conspicuous place of the office complex;
 - (iv) To carry out adequate publicity of the RTI Act through electronic and print media, pamphlets, hoardings etc; and
5. It is seen from the complaints and appeals received by this Commission that most of the Public Authorities received the payment of fees as required under the Act in cash by a token receipt only on the office copy of the application without issuing proper receipt in T.R.-5. This is a bad practice and the appropriate Government may like to issue necessary instructions to the Public Authorities to receive such fees in T.R.-5 only when payments are made in cash.

**LIST OF SPIOs/SAPIOS/FIRST APPELLATE AUTHORITIES OF THE PUBLIC
AUTHORITIES UNDER THE GOVERNMENT OF MANIPUR
(as made available to the Manipur Information Commission)**

A. GOVERNOR SECRETARIAT :

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
1.	Governor's Secretariat Raj Bhavan, Imphal	Additional Secretary to the Governor of Manipur	Under Secretary to the Governor of Manipur	Secretary to the Governor of Manipur

B. MANIPUR SECRETARIAT

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
(i)	(ii)	(iii)	(iv)	(v)
1.	Adult Education	-	-	-
2.	Agriculture	Under Secretary	Section Officer	Commissioner
3.	Art & Culture	Joint Secretary	Under Secretary	Commissioner / Secretary
4.	CADA	Joint Secretary	-	-
5.	Consumer Affairs, Food & Public Distribution	Under Secretary	Section Officer	Principal Secretary / Commissioner / Secretary
6.	Department of Personnel & AR 1. AR 2. DP 3. DP	Addl. Secretary (AR) Under Secretary (DP-I) Under Secretary (DP-II)	- - -	Commissioner Commissioner Commissioner
7.	Education (Schools)	Deputy Secretary	-	Principal Secretary
8.	Family Welfare Department	Joint Secretary	Under Secretary	Commissioner / Secretary
9.	Finance Department (PIC)	Joint Secretary (F/PIC)	Under Secretary (F/PIC)	Commissioner / Secretary (F/PIC)
10.	Forest Department	Special Secretary Deputy Secretary	- -	Principal Secretary
11.	Fisheries Department	Under Secretary	Section Officer	Commissioner
12.	General Administration Department	Joint Secretary	-	-
13.	Health & Medical Services	Under Secretary	-	-
14.	Higher Education Department	Joint Secretary	-	-

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
(i)	(ii)	(iii)	(iv)	(v)
15.	Hills Department	-	-	-
16.	Home	A.K. Sinha, Spl. Secretary	Vandana Karki, D.G.P. Control Room	Commissioner
17.	Horticulture	Under Secretary	-	Commissioner
18.	IFCD	Under Secretary	Section Officer	Commissioner / Secretary
19.	Labour & Employment	Under Secretary	-	Principal Secretary
20.	MAHUD	Addl. Secetry	-	Commissioner
21.	Manipur Aids Control Society	Project Director	-	Commissioner
22.	Minor Irrigation	Jt. Secretary	-	Commissioner
23.	MOBC	Under Secretary	-	Commissioner
24.	Power Department	Jt. Secretary	Section Officer	Commissioner
25.	Public Health Engineering Department	Deputy Secretary Under Secretary	-	-
26.	Revenue	Addl. Secretary	Deputy Secretary	Principal Secretary / Commissioner / Secretary
27.	Relief & DM	Under Secretary	Section Officer	Principal Secretary
28.	Science & Technology			-
29.	Sericulture	Under Secretary	-	
30.	State Election Commission, Manipur	Under Secretary Jt. Chief Electoral Officer,	- -	-
31.	Tourism	Manipur		-
32.	Transport	Jt. Secretary	-	-
33.	Tribal Development	Jt. Secretary	-	-
34.	Vety & A.H. Services	Jt. Secretary	-	-
35.	Youth Affairs & Sports	Deputy Secretary Jt. Secretary	- -	-

C. DIRECTORATE / SUBORDINATE OFFICES :

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
1.	CADA	Addl. Chief Engineer	-	-
2.	Cooperative	Joint Registrar, Cooperative	DRCS, Nodal Officer (Legal)	-

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
(i)	(ii)	(iii)	(iv)	(v)
		-	<u>District</u> DCO / Ukhruil DCO / Senapati DCO / Imphal East DCO / Imphal West DCO / Churachandpur DCO / Tamenglong DCO / Thoubal DCO / Chandel DCO / Bishnupur ARCS / Kangpokpi ARCS / Jiribam	
3.	Directorate of Adult Education	Addl. Director	-	-
4.	Directorate of Agriculture	Director	Concerned District Agriculture Officers	Commissioner / Secretary
5.	Directorate of Art & Culture State Archive State Museum State Central Library Supdnt Archaeology Govt. Dance College Shri Shri Balmukunda Dev Music College M.F.D.C. Manipur Art College	Director Deputy Director (Archives) Curator, State Museum Chief Librarian Supdt of Archaeology Principal Principal Managing Director Principal	-	Commissioner Principal Secretary
6.	Directorate of Commerce & Industries	Director	-	Principal Secretary
7.	<u>Directorate of Consumer Affairs, Food & Public Distribution :</u> Imphal West District Imphal East District except Jiribam Sub-Division	DSO, CAFPD, Lamphel SDO, CAFPD, Porompat	Asst. Director, CAFPD, IW Ass. Director, CAFPD, IE	DC, Imphal West DC, Imphal East

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
(i)	(ii)	(iii)	(iv)	(v)
	Bishnupur District	DSO, CAFPD, Bishnupur	Asst. Director, Bishnupur	DC, Bishnupur
	Thoubal District	DSO, CAFPD, Thoubal	Asst. Director, Thoubal	DC, Thoubal
	Senapati District except Kangpokpi, Saitu - Gamphazol and Saikul Sub-Divns	DSO, CAFPD, Senapati	Asst. Director, Senapati	DC, Senapati
	Ukhrul District	DSO, CAFPD, Ukhrul	Asst. Director, Ukhrul	DC, Ukhrul
	Chandel District except Moreh & Tengnoupal Sub-Division	DSO, CAFPD, Chandel	Asst. Director, Chandel	DC, Chandel
	Churachandpur District	DSO, CAFPD, CCpur	Asst. Director, CCpur	DC, CCpur
	Tamenglong District	DSO, CAFPD, Tamenglong	Asst. Director, Tamenglong	DC, Tamenglong
	Kangpokpi, Saitu Gamphazol and Saikul Sub-Divisions	Addl. Dy Commissioner, Kangpokpi	Asst. Director, Kangpokpi	DC, Senapati
	Moreh & Tengnoupal Sub-Division	Addl. Dy Commissioner, Moreh	Asst. Director, Moreh	DC, Chandel
	Jiribam Sub-Division	Addl. Dy Commissioner, Jiribam	Asst. Director, Jiribam	DC, Imphal East
	Directorate Office	Jt. Director, CAFPD	Dy. Director, Sangaiprou	Director, CAFPD
	State Dispute Redressal Commission	Registrar, District Dispute Redressal Commission, Sangaiprou	Bench Clerk, State Dispute Redressal Commission, Sangaiprou	Director, CAFPD
	District Dispute Redressal Forum	Registrar, District Dispute Redressal Forum, Thoubal, Bishnupur, Sangaiprou	Bench Clerk, District Dispute Redressal Forum, Thoubal, Bishnupur, Sangaiprou	Director, CAFPD
8.	Directorate of Development of Tribal & Scheduled Castes, Manipur.	Director	-	-
9.	Directorate of Education (Schools) Valley Hills SSA RMSA	Addl. Director, Edn(S/V) Addl. Director, Edn(S/Hills) SPD, SSA SPD, RMSA	Z.E.O, Zone-I / Zone-II / Zone-III / Zone-IV / Wangoi / Kakching / Jiribam / Ukhrul / Senapati / Kangpokpi / Tamenglong / Chandel / CCpur.	Principal Secretary

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
(i)	(ii)	(iii)	(iv)	(v)
10.	Directorate of Fisheries	Director, Fisheries	DFO / Ukhul DFO / Senapati DFO / Imphal East DFO / Imphal West DFO / Churachandpur DFO / Tamenglong DFO / Thoubal DFO / Chandel DFO / Bishnupur	
11.	Directorate of Health Services	Director	-	Commissioner
12.	Directorate of MOBC	Jt. Director	-	-
13.	Directorate of Rural Development & Panchayati Raj	Director	-	-
14.	Directorate of Science & Technology & I.T.	Director (SC & Tech)	Senior Scientific Officer	Commissioner
	MANIREDA	Director, MANIREDA	Scientific Officer	
	MARSAC	Director, MARSAC	Senior Scientific Officer	
	MASTEC	Executive Director, MASTEC	Senior Scientific Officer	
15.	Directorate of Sericulture	Superintendent Planning	-	Principal Secretary
16.	Directorate of Social Welfare Department	Director	CDPO, Imphal West-I Lamsang CDPO, Imphal West-II, Wangoi CDPO, Imphal East-I, Sawombung CDPO, Imphal East-II, Keirao Bitra CDPO, Jiribam, Imphal East CDPO, Chingai, Ukhul District CDPO, Kamjong Ukhul District CDPO, Phungyar, Ukhul District CDPO, Kasom Khullen, Ukhul District CDPO, Tengnoupal, Chandel District CDPO, Chakpikarong, Chandel District	Commissioner / Secretary

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
(i)	(ii)	(iii)	(iv)	(v)
			CDPO, Machi, Chandel District	
			CDPO, Singhat, Churachandpur District	
			CDPO, Thanlong, Churachandpur District	
			CDPO, Samulamlan, CCpur District	
			CDPO, Nungba, Tamenglong District	
			CDPO, Tousem, Tamenglong District	
			CDPO, Tamei, Tamenglong District	
			CDPO, Paomata, Senapati District	
			CDPO, Kangpokpi, Senapati District	
			CDPO, Purul, Senapati District	
			CDPO, Saijul, Senapati District	
			CDPO, Kakching, Thoubal District	
			CDPO, Moirang, Bishnupur District	
17.	Directorate of Vety & A.H. Services	Director	-	-
18.	Economics & Statistics	-	-	-
20.	<u>Family Welfare</u> Directorate	Director	Addl. Director	Commissioner / Secretary
	FDWO, Imphal West		DFWO	
	DFWO, Imphal East		DFWO	
	DFWO, Thoubal		DFWO	
	DFWO, Bishnupur		DFWO	
	DFWO, CCpur		DFWO	
	DIO, Chandel		DIO	
	DIO, Moreh		DIO	
	DIO, Tamenglong		DIO	
	DIO, Kangpokpi		DIO	
	DIO, Senapati		DIO	
	DIO, Ukhrul		DIO	
	R.H. & F.W. Training		Principal	
	F.H.W Training Centre Lamphel		Principal	

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
(i)	(ii)	(iii)	(iv)	(v)
20.	<u>Finance Department</u> Treasuries & Accounts Small Saving Lotteries Taxation Excise Local Audit Institutional Finance	Director (Treasury) Director (SS) Director (Lotteries) Commissioner (Taxation) Commissioner (Excise) Director (LFA) Director (IF)	-	Commissioner / Secretary
21.	<u>Forest Department</u>	APCCF, Med. Plants & Biod CCF/Ter-I CCF/Ter-II CCF/Ter-III CCF (Bio & Clm. Change) CCF (Env't./Eco-Tsm/FCA) & Nodal Officer, FCA CF/Wildlife CF/WP. Re., Trg CF/Extension CF/Admn & Plg DFO, Tamenglong DFO, Kangpokpi DFO, Jiribam DFO, Senapati DFO, Ukhrul DFO, Bishnupur DFO, Central DFO, Chandel DFO, CCpur DFO, Thoubal ACF O/o Addl. PCCF/Con & FDA	- ACF ACF ACF ACF ACF ACF ACF ACF ACF DCF/Adm & Plg RO/HQ - RO/HQ RO/HQ RO/HQ - RO/HQ - RO/HQ RO/HQ Range Officer	PCCF APCCF, Cons & FDA Addl. PCCF/WP/Res & Silv APCCF, FCA & LM Addl. PCCF/Wildlife & Chief Wildlife Warden APCCF, FCA & LM Addl. PCCF/Wildlife & Chief Wildlife Warden Addl. PCCF/WP/Res & Silv CCF/Dev. CCF (Adm & Plg) CF/Western CF/Northern CF/Western CF/Northern CF/Eastern CF/Southern CF/Central CF/Eastern CF/Southern CF/Central Addl. PCCF/Con & FDA
22.	<u>General Administration</u> <u>Department :</u> Manipur Bhawan, New Delhi Manipur Bhawan, Kolkata Manipur Bhawan, Guwahati Manipur Bhawan, Shillong	Senior Most DRCS A.O. DRCS SO	-	-

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
(i)	(ii)	(iii)	(iv)	(v)
23.	<u>Higher Education Department</u> Directorate of University & Higher Education Controller of Technical Education Office	Addl. Director, University & Higher Education, Manipur Controller of Technical Education, Manipur	O.S.D (Planning Dy. Controller of Technical Education	-
24.	<u>Hills Department</u> ADC, Chandel ADC, CCpur ADC, Sadar Hills, Kangpokpi ADC, Senapati ADC, Tamenglong ADC, Ukhul	C.E.O C.E.O C.E.O C.E.O C.E.O C.E.O	-	-
25.	Horticulture & Soil Conservation	Director	-	-
26.	IFC Department	Chief Engineer	Superintending Engineer, Thoubal Circle-I Superintending Engineer, Khuga Project Circle Superintending Engineer, Irrigation Circle-II Superintending Survey of Works Executive Engineer, FCD-I Executive Engineer, FCD-II Executive Engineer, FCD-III Executive Engineer, FCD-IV	Commissioner / Secretary
27.	Information & Public Relation	Director	-	-
28.	<u>Labour & Employment</u> Labour Employment Exchanges	Dy. Labour Commissioner Addl. Director Employment	Senior Most Rural Labour Inspection (Bishnupur / Thoubal / Ukhul / Churachandpur / Chandel / Imphal East / Imphal West / Tamenglong Districts) District Employment Officers (Bishnupur / Thoubal / Ukhul / Churachandpur / Chandel / Imphal East / Imphal West / Tamenglong Districts)	Principal Secretary

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
(i)	(ii)	(iii)	(iv)	(v)
	Craftsmen Training	Joint Director, Training	Principal, ITI, Bishnupur Principal, ITI, Chandel Principal, ITI, Tamenglong Principal, ITI, Imphal West Principal, ITI, Imphal East Principal, ITI, Thoubal Supdt. ITI, Senapati Supdt. ITI, CCpur Supdt. Supervisor, ITI, Ukhrul Principal Women, ITI, Takyel, Imphal	-
23.	<u>Law & Lagislative</u> Spl. Court (NDPS) Family Court Directorate of Prosecution Office of P.P. Cum Govt. Advocate (HC) MHRC Manipur Stae Legal Service Authority State Election Commis sion District & Sessions Judge, M.E District & Session Judge, M.W.	The Judge The Judge The Judge P.P. Cum Cum Govt. Adv (HC) Dy. Secretary (MHRC) Member Secretary Secretary District & Session Judge, Manipur East District & Session Judge, Manipur West	-	-
30.	MAHUD	Joint Director (MAHUD)	-	Commissioner
31.	<u>Manipur Development Society</u> Engineering Works Engineering Works General & Other Establishment matters Agricultural Schemes Handloom Schemes	K. Ibotombi Singh, Executive Engineer (Civil) S. Supkumar Singh, Surveyor of Works/EE S. Ranjit Singh, Asstt. Administrative officer N. Shyamkishore Singh, Agricutlure Officer N. Rajmani Singh, Asstt. Director (Handloom)	-	Y. Ningthem Singh, Project Director cum Chief Engineer

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
(i)	(ii)	(iii)	(iv)	(v)
32.	Minor Irrigation	Chief Engineer		-
33.	P.H.E. Department	Chief Engineer	Executive Engineer, IW Division Executive Engineer, IE Division Executive Engineer, Thoubal Division Executive Engineer, CCpur Division Executive Engineer, Bishnupur Division Executive Engineer, Senapati Division Executive Engineer, Ukhrul Division Executive Engineer, Tamenglong Division Executive Engineer, Chandel Division	-
34.	Planning	Director	-	-
35.	Power	Chief Engineer	Superintending Engineer, Electrical Circle No. I	
36.	Public Works Deptt.	S.E. (HQ)	E.E., Imphal West Divn E.E., Imphal East Divn E.E., Highway South Divn E.E., Thoubal Divn E.E., Bishnupur Divn E.E., CCpur Divn E.E., Chandel Divn E.E., Tamenglong Divn E.E., Ukhrul Divn E.E., Senapati Divn E.E., NH-I Divn E.E., NH-II Divn E.E., NH-III Divn	-
37.	Revenue Office of the D.C., Imphal West	D.C, Imphal West	S.D.O, Lamphel (C), SDO, Lamshang, SDO, Patsoi SDO, Wangoi	Commissioner / Secretary

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
(i)	(ii)	(iii)	(iv)	(v)
	Office of the D.C., Imphal East	D.C, Imphal East	S.D.O, Porompat SDO, Keirao Bitra SDO, Swaombung	
	Office of the D.C., Bishnupur	D.C., Bishnupur	SDO, Bishnupur SDO, Moirang SDO, Nambol	
	Office of the D.C., Thoubal	D.C., Thoubal	SDO, Thoubal SDO, Kakching SDO, Lilong	
	Office of the D.C., Churachandpur	D.C., CCpur	SDO, CCpur SDO, Henglep SDO, Thanlon SDO, Shinghat SDO, Parbung	
	Office of the D.C., Chandel	D.C., Chandel	SDO, Chandel SDO, Chakpikarong SDO, Machi	
	Office of the D.C., Senapati	D.C., Senapati	SDO, Tadubi SDO, Paomata SDO, Purul SDO, Saitu Gamphajol SDO, Saikul	
	Office of the D.C., Tamenglong	D.C., Tamenglong	SDO, Tamenglong SDO, Nungba SDO, Tamei SDO, Tousem	
	Office of the D.C., Ukhrul	D.C., Ukhrul	SDO, Ukhrul SDO, Chingai SDO, Kamjong SDO, Kasom Khullen SDO, Phungyar	
	Office of the A.D.C., Jiribam	A.D.C., Jiribam	SDC, Jiribam	
	Office of the A.D.C., Kangpokpi	A.D.C., Kangpokpi	SDC, Kangpokpi	
	Office of the A.D.C., Moreh	A.D.C., Moreh	SDC, Moreh	
	Office of the D.S. & L.R.	Director, DS & LR	Deputy Settlement Officer (HQ), Lamphelpat	
	Office of the Sub-Registrar (HQ)	DC / District Registrar, Imphal West	Sub-Registrar (HQ), Lamphelpat	
	Office of the Sub-Registrar, Thoubal	DC/District Registrar, Thoubal	Sub-Registrar, Thoubal	
	Office of the Sub-Registrar, Bishnupur	DC/District Registrar, Bishnupur	Sub-Registrar, Bishnupur	

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
(i)	(ii)	(iii)	(iv)	(v)
38.	SCERT	Director	-	-
39.	State Academy of Trainings (SAT)	Joint Director	-	Director General, SAT
40.	State Level Nodal Agency (Integrated Watershed Management Programme Planing Department)	Shri A.K. Bowjit Singh, Technical Expert (Agri. Engineer)	-	-
41.	Tourism	Director	-	-
42.	Transport	Director	-	-
43.	Youth Affairs & Sports	Direrctor	-	-

D. MANIPUR PUBLIC SERVICE COMMISSION

Sl. No.	Name of Department	Name and Designation of PIO	Name and Designation of APIO	Name and Designation of FAA
(i)	(ii)	(iii)	(iv)	(v)
1.	Manipur Public Service Commission	Joint Secretary	-	-

MANIPUR



GAZETTE

EXTRAORDINARY

PUBLISHED BY AUTHORITY

No. 219 Imphal, Saturday September 16, 2006 (Bhadra 25, 1928)

**GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(ADMINISTRATIVE REFORMS DIVISION)**

NOTIFICATION

Imphal, the 12th September, 2006

No. 11/7/2005-AR.—In exercise of the powers conferred by sub-section (1) of section 15 of the Right to Information Act, 2005 (No. 22 of 2005), the Governor of Manipur hereby constitutes the Manipur Information Commission to exercise the powers conferred on and to perform the functions assigned to it under the Right to Information Act, 2005.

2. Further, in exercise of the powers conferred sub-section (3) of section 15 of the Right to Information Act, 2005, the Governor of Manipur hereby appoints Shri R.K. Angousana Singh, IAS (Retired) as the State Chief Information Commissioner. The term of office and conditions of service of Shri R.K. Angousana Singh, IAS (Retired) as the State Chief Information Commissioner shall be as provided under Section 16 of the Right to information Act, 2005.

S. SUNDERLAL SINGH,
Special Secretary (DP & AR),
Government of Manipur.

Printed at the Directorate of Ptg. & Sty., Govt. of Manipur/350-C/16-9-2006.

**MANIPUR INFORMATION COMMISSION
IMPHAL**

NoMIC/Esst-1/2008

Imphal, the 9th June 2009

To

The Chief Secretary,
Government of Manipur, Imphal.

Subject-Basic needs for the functioning of the office of
Manipur Information Commission, Imphal and minimum requirement. Staff thereof.

Sir,

I have the honour to state that the Manipur Information Commission has been functioning since 12.9.2006 with only the State Chief Information Commissioner, and the State Information Commissioner (from 19.12.2008), and no other officer has been provided till date. After examining the staffing pattern of other State Commissions of other States, particularly neighbouring states, the Commission has prepared a list of minimum staff which are required for the effective and efficient functioning of the Commission. The requirement of the staff is enclosed as annexure 1.

In this connection, you are requested to kindly make available these staff for the proper functioning of the Commission at an early date. Under section 16 (6) of the RTI Act, 2005, the State Government have to provide the Commission with such officers and employees as may be necessary for the efficient performance of their functions under this Act.

Yours Faithfully


R.K. Angousana Singh
State Chief Information Commissioner,
Manipur

Copy to

1. The Secretary to His Excellency, the Governor of Manipur
- ✓ 2. The State Information Commissioner, Manipur.

**MINIMUM STAFF REQUIRED FOR SMOOTH FUNCTIONING OF THE
MANIPUR INFORMATION COMMISSION**
(As on the 31st May, 2009)

Sl.no.	Designation	No. of Posts	Desired Grade	Remarks
1	2	3	4	5
1.	Secretary	One	IAS (Sr. Scale)	<i>To assist the Commission in Proper implementation of the RTI Act, 2005 and to supervise the smooth functioning of the Commission.</i>
2.	Legal Advisor	One	Practicing Advocate having at least minimum 10 years experience in the High Court. On consolidated pay provided to AGA (High Court)	<i>To aid and advise the Commission in legal matters. To represent the Commission in High Court and other Higher Courts etc.</i>
3.	Registrar	One	MCS-I or Jr. MCS(Sel.Grade)	<i>To assist the Commissioners in the implementation of the RTI Act, 2005 and to supervise the administrative set up of the Commission.</i>
4.	Deputy Registrar	One	MCS-II or Jr. MCS (Sr.Grade)	<i>To assist the Registrar in the day to day administration of the Commission.</i>
5.	Accounts Officer	One	MFS-II	<i>To look after the account matters of the Commission.</i>
6.	Private Secretary	Two	Scale prescribed by State Government	<i>To assist the Commissioners in their discharge of duties.</i>
7.	Stenographer	Two	Scale prescribed by State Government	<i>To assist the Secretary and Registrar respectively.</i>
8.	UD Assistant	Two	Scale prescribed by State Government	<i>To assist the Registrar and Dy Registrar in the</i>

(Signature)

				<i>disposal of the Cases and in the administrative functions.</i>
9.	Bench Clerk	Two	Scale prescribed by State Government	<i>To assist the Commissioners in disposing judicial matter.</i>
10.	LD Assistant	Four	Scale prescribed by State Government	<i>To assist the UD Assistant in their normal administrative duties.</i>
11.	Computer Assistant	Two	Scale prescribed by State Government	<i>To assist the Registrar and his subordinates in the normal administrative functions.</i>
12.	Peon	Nine	Scale prescribed by State Government	<i>One each for the existing two Commissioners and two for the Administrative sections. One each for Secretary, Legal Officer, Registrar, Deputy Registrar and Account Officer.</i>
13.	Process server	Two	Scale prescribed by State Government	<i>To assist the Registrar in the issue of processes/summons.</i>
14.	Dak Runner	One	Scale prescribed by State Government	<i>For distribution of daks/correspondences</i>
15.	Daftry	One	Scale prescribed by State Government	<i>For administrative section</i>
16.	Driver	Four	Scale prescribed by State Government	<i>One each for the Commissioners, Secretary, and Registrar.</i>
17.	Chowkidar cum Sweeper	One	Scale prescribed by State Government	<i>For maintaining Office</i>
Total		Thirty-seven		

Handwritten signature/initials

