



**GOVERNMENT OF MANIPUR**

**UNDER RIGHT TO INFORMATION ACT, 2005  
GOVT. OF INDIA**

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**GOVERNMENT OF MANIPUR**  
**SECRETARIAT: ADULT EDUCATION DEPARTMENT**

**MANUAL**

**1. Particulars of Organisation, functions and duties.**

For promoting transparency and accountability in the working of Adult Education Department, an Information Cell will be established within the complex of Directorate of Adult Education, Babupara, Imphal w.e.f. 1<sup>st</sup> April, 2006 at State level.

The aim and object of establishment of this cell is to provide access to information under the control of this Department to harmonise conflicting interest under democratic ideas and to provide certain information to desirous citizens.

The cell will be headed by State Public Information Officer (SPIO) assisted by 1 State Assistant Public Officer (SAPIO) and ¾ employees at State level. There will be 9 (nine) Assistant Public Information Officers (APIO) and 2 (two) employees under each APIO at district level with location of officer at the present offices of Member Secretaries of District Literacy Societies.

There will be separate establishment for receipt and issue, processing section of information, preparation of monthly, quarterly and annual reports reading facilities in the form of library at the meeting hall of Directorate of Adult Education complex at Babupara, Imphal.

Similarly APIO's offices will be provided to avail such facilities during office hours.

**2. Powers and duties of officers and employees:**

| Sl. No. | Designation of Post                  | Powers             |           |           |        | Duties attached   |
|---------|--------------------------------------|--------------------|-----------|-----------|--------|---|
|         |                                      | Administration     | Financial | Statutory | Others |   |
| 1.      | Addl. Director cum SPIO              | Head of Department |           |           |        | Controlling the Department                                |
| 2.      | Joint Director (TD/JSN) cum SAPIO    |                    | DDO       |           |        | Financial Management                                      |
| 3.      | Project Officer/ Supervisor cum APIO |                    |           |           |        | Implementation of Programme (TLC/PLP/CEP) at the District |
| 4.      | Statistical Asst./employee No.1      |                    |           |           |        | State Plan  |
| 5.      | Computer Operator/ Employee No.2     |                    |           |           |        | Recording, processing, documentation                      |
| 6.      | L.D.C./ Employee No.3                |                    |           |           |        | Receipt & issue   |

**3. Procedure followed in decision making process:**

An application for information requester received by the counter clerk/employees will be brought to the notice of the information analyzer/processor on the same day as far as possible, if not on the second working day. For simple information available within the cell office it can be disposed off within a week time. For information associated with policy programme, field reports etc. it may take 15 days to 30 days with documentation disposal/discharge of the information have to be carried out after approval of the committee/sub-committee meeting in full quorum of 6 (six) members.

**4. Norms set for discharge of functions:**

The time frame for discharge of functions will be the same as in 3 above.  
On exceptional circumstances, if information sought for concerns the life and liberty of a persons the same should be provided within 48 hours.

**5. Rules, regulations, instructions manuals and records for discharging functions:**

| Sl. No. | Name of act, rules, regulation | Brief gist of the contents            | Ref. no. if any | Price in case of printed publication |
|---------|--------------------------------|---------------------------------------|-----------------|--------------------------------------|
| 1.      | Authenticated single page      | Letters/orders                        |                 |                                      |
| 2.      | Scheme copy                    | a. TLC<br>b. PLP<br>c. CEC            |                 |                                      |
| 3.      | Texts                          | Prime – I<br>Prime – II<br>Prime –III |                 |                                      |
| 4.      | Guide Books                    |                                       |                 |                                      |
| 5.      | Post Literacy Text Book        | Prime –IV                             |                 |                                      |
| 6.      | Reference Books                |                                       |                 |                                      |

**6. A statement of the categories of documents that are held by it under its control:  
Listed at 5 above.**

**7. Particulars of nay arrangement that exists for constitution with or representation by the members of the public in relation to the formulation of its policy of implementation.**

| Sl. No. | Name & address of the consultative committee/body | Constitution of the committee/body                                 | Role and Responsibility                         | Frequency of meeting |
|---------|---|--|---|----------------------|
| 1.      | Committee of APIO                                 | SAPIO – Chairman<br>APIO – Member – Valley<br>APIO – Member – Hill | Consultative body                               | Once in a month      |
| 2.      | Information Approval Committee                    | PIO – Chairperson<br>SAPIO – Convenor<br>9 APIOs - Members         | Approval authority for discharge of information | Once in a month      |

Minutes and proceeding for the approval committee is accessible to public.

**8. A statement of boards, council, committees and other bodies constituted. Committee at Sl. No. 1 & 2 of 7 will be effective from 1-04-2006.**

**9. Directory of Officers and employees:**

| Sl. No. | Name & Designation  | Office Phone No. | Remarks                 |
|---------|---|------------------|-------------------------|
| 1.      | <b><u>State Level Staff</u></b><br>Mrs. Matilda Matia, Addl. Director<br>State Public Information Officer | 2452081          | Directorate             |
| 2.      | Shri H. Bhalok Singh, Jt. Director (TD/JDN), State<br>Assistant Public Information Officer                | 2228164          | -do-                    |
| 3.      | Shri AK. Shyamkishwar Singh, SA, Information<br>Analysis  |                  | -do-                    |
| 4.      | Shri Ksh. Manihar Singh<br>Computer Operator, Recording, Documentation etc.                               |                  | -do-                    |
| 5.      | Smt. I. Aruna Devi, LDC<br>Diary in charge  |                  | -do-                    |
| 6.      | <b><u>District Level Staff</u></b><br>L. Nabakumar Singh, PO, APIO – Bishnupur                            |                  | Bishnupur               |
| 6.1.    | H. Toto Singh, Supervisor,<br>Information Analyst   |                  | -do-                    |
| 6.2.    | Kh. Promila Devi, LDC<br>Diary in charge  |                  | -do-                    |
| 7.      | L. Ibocha Singh, Supervisor,<br>APIO – Imphal West  |                  | Imphal West<br>District |
| 7.1.    | T. Nabachandra Singh, Supervisor,<br>Information Analyst  |                  | -do-                    |
| 7.2.    | Th. Ranjit Singh, LDC,<br>Diary in charge   |                  | Imphal West<br>District |

| Sl. No. | Name & Designation                                       | Office Phone No. | Remarks                |
|---------|--|------------------|------------------------|
| 8.      | O. Kala Singh, Supervisor,<br>APIO – Imphal East         |                  | Imphal East District   |
| 8.1.    | M. Ibotombi Singh, Supervisor<br>Information Analyst     |                  | -do-                   |
| 8.2.    | M. Maniram Singh, LDC,<br>Diary in charge                |                  | -do-                   |
| 9.      | H. Sarjubala Devi, Supervisor,<br>APIO – Thoubal         |                  | Thoubal District       |
| 9.1.    | Th. Raghmani Singh, Supervisor,<br>Information Analyst   |                  | -do-                   |
| 9.2.    | AK. Angoubi Devi, LDC,<br>Diary in charge                |                  | -do-                   |
| 10.     | P. Guite, PO,<br>APIO - Churachandpur                    |                  | Churachandpur District |
| 10.1.   | Paolenlal Vaiphee, Supervisor,<br>Information Analyst    |                  | -do-                   |
| 10.2.   | Florence Jessie, Sr. Accountant,<br>Diary in charge      |                  | -do-                   |
| 11.     | O. Mohendro Singh, Supervisor,<br>APIO – Chandel         |                  | Chandel District       |
| 11.1.   | Th. Thomba Singh, Supervisor,<br>Information Analyst     |                  | -do-                   |
| 11.2.   | Ngaizalam Haokip, LDC,<br>Diary in charge                |                  | -do-                   |
| 12.     | H. Stephen, Supervisor,<br>APIO – Ukhrul                 |                  | Ukhrul District        |
| 12.1.   | H. Khanot, Supervisor,<br>Information Analyst            |                  | -do-                   |
| 12.2.   | Mimi Luikham, LDC,<br>Diary in charge                    |                  | -do-                   |
| 13.     | Ph. Ibochouba Singh, Supervisor,<br>APIO – Senapati      |                  | Senapati               |
| 13.1.   | Y. Ibomcha Singh, Supervisor,<br>Information Analyst     |                  | -do-                   |
| 13.2.   | Kh. Shyamananda Singh, UDC,<br>Diary in charge           |                  | -do-                   |
| 14.     | S. Gourakeshore Singh, Supervisor,<br>APIO - Tamenglong  |                  | Tamenglong District    |
| 14.1.   | Y. Dipochandra Singh, Supervisor,<br>Information Analyst |                  | -do-                   |
| 14.2.   | Sanjoy Prasad Dev Choudury, LDC,<br>Diary in -charge     |                  | -do-                   |

**10. Monthly remuneration received by each of the officers and employees including the system of the compensation as provided in the regulations.**

| Sl. No. | Name & Designation   | Pay Scale       | Monthly remuneration | Remarks |
|---------|--|-----------------|----------------------|---------|
| 1.      | Mrs. Matilda Matin<br>State Public Information Officer               | 10000-325-15200 | 18,984/-             |         |
| 2.      | Shri H. Bhalok Singh,<br>State Assistance Public Information Officer | 6500-200-10500  | 13,963/-             |         |
| 3.      | AK. Shyamkishwar Singh<br>Information Analyst                        | 4500-125-7000   | 10,822/-             |         |
| 4.      | Shri Ksh. Manihar Singh<br>Computer Operator                         |                 | 3,000/-              |         |
| 5.      | Smt. I. Aruna Devi,<br>Diary-in-charge                               | 3200-85-4900    | 7,647/-              |         |
| 6.      | L. Nabakumar Singh,<br>APIO-Bishnupur.                               | 6500-200-10500  | 13,963/-             |         |
| 6.2     | Kh. Promila Devi,<br>Diary in-charge                                 | 3200-85-4900    | 7,796/-              |         |
| 7.      | L. Ibocha Singh<br>APIO-Imphal West                                  | 5000-150-8000   | 12,457/-             |         |
| 7.1     | T. Nabachandra singh,<br>Information Analyst                         | 5000-150-8000   | 11,735/-             |         |
| 7.2     | Th. Ranjit Singh,<br>Diary in charge                                 | 3200-85-4900    | 7,796/-              |         |
| 8.      | O.Kala Singh,<br>APIO-Imphal East                                    | 5000-150-8000   | 12,457/-             |         |
| 8.1     | M. Ibotombi Singh,<br>Information Analyst                            | 5000-150-8000   | 11,735/-             |         |
| 8.2     | M. Maniram singh,<br>Diary in charge                                 | 3200-85-4900    | 7,796/-              |         |
| 9.      | H. Sarjubala Devi,<br>APIO-Thoubal                                   | 5000-150-8000   | 12,213/-             |         |
| 9.1     | Th. Raghumani Singh,<br>Information Analyst                          | 5000-150-8000   | 11,735/-             |         |
| 9.2     | AK. Angoubi Devi,<br>Diary in charge                                 | 3200-85-4900    | 7,796/-              |         |
| 10.     | P. Guite<br>APIO-Churachandpur                                       | 6500-200-10500  | 13,963/-             |         |
| 10.1    | Paolenlal Vaiphei,<br>Information Analyst                            | 5000-150-8000   | 12,457/-             |         |
| 10.2    | Florence Jessie,<br>Diary in charge                                  | 4500-125-7000   | 10,585/-             |         |
| 11.     | O. Mohendro Singh,<br>APIO- Chandel                                  | 5000-150-8000   | 11,735/-             |         |
| 11.1    | Th. Thomba Singh<br>Information Analysis                             | 5000-150-8000   | 11,735/-             |         |

|      |  |               |          |  |
|------|--|---------------|----------|--|
| 11.2 | Ngaizalam Haokip,<br>Diary in charge           | 3200-85-4900  | 7,796/-  |  |
| 12   | H. Stephen,<br>APIO – Ukhrul                   | 5000-150-8000 | 12,457/- |  |
| 12.1 | H.Khanot,<br>Information Analyst               | 5000-150-8000 | 11,735/- |  |
| 12.2 | Memi Luikham,<br>Diary in charge               | 3200-85-4900  | 7,647/-  |  |
| 13   | Ph. Ibochouba Singh,<br>APIO – Senapati        | 5000-150-8000 | 11,098/- |  |
| 13.1 | Y. Ibomcha Singh<br>Information Analyst        | 5000-150-8000 | 11,735/- |  |
| 13.2 | Kh. Shyamananda Singh<br>Diary in charge       | 4000-100-6000 | 8,517/-  |  |
| 14   | S. Gourakeshore Singh<br>APIO – Tamenglong     | 5000-150-8000 | 11,336/- |  |
| 14.1 | Y. Dipochandra Singh,<br>Information Analyst   | 5000-150-8000 | 11,735/- |  |
| 14.2 | Sanjoy Prasad dev Chourdury<br>Diary in charge | 3200-85-4900  | 7,796/-  |  |

### **11. The Budget allocated to each category**

#### **Plan Budget**

| Name of Scheme       | Activities to be undertaken  | Date of Commencement | Expected Date of Completion | Amount Sanctioned | Amount Disbursed /spent | Remarks  |
|----------------------|--|----------------------|-----------------------------|-------------------|-------------------------|--|
| Right to Information | 1.Collection of field report   | 01-04 – 06           |                             |                   |                         | Budget for Right to Information may be reflected to the RE Budget for the year 2006-07 |
|                      | 2. Organisation of awareness campaign                                |                      |                             |                   |                         |  |
|                      | 3. Monitoring & Reporting  |                      |                             |                   |                         |  |
|                      | 4. Preparation of report for placing before the Legislative Assembly |                      |                             |                   |                         |  |
|                      | 5. Monthly Board meeting   |                      |                             |                   |                         |  |
|                      | 6. Printing of Annual Report   |                      |                             |                   |                         |  |

**12. The manner of execution of subsidy programme:**

List of Subsidy given - Nil

List of individuals given subsidy - Not a Arise.

**13. Particulars of recipients of concession permits or authorization granted.**

List of beneficiaries: Illiterates, Neo-literates, School drop outs etc.

| Sl. No | Name & Address of the beneficiaries | Nature of concession/ permit / authorization provided | Purpose for which granted | Scheme and Criterion for selection | Past repeation Of concession |
|--------|-------------------------------------|---|---------------------------|------------------------------------|------------------------------|
|        |                                     |   |                           |                                    |                              |

**14. Information available in an electronic form:**

Details of information

Computerized data may be available information can be shared with public

**15. Particulars of facilities available to citizens for obtaining information**

| Sl. No | Facility available  | Nature of information available | Working hours |
|--------|---------------------|---------------------------------|---------------|
| 1      | Information Counter |                                 | Office hour   |
| 2      | Library             |                                 | Office hour   |
| 3      | Notice Board        |                                 | Office hour   |

**15. Name, Designation and other particulars of Public Information Officers**

**List of PIO**

| Sl. No. | Designation of the Officer Designated as PIO | Postal address  | Tele. No. | E-mail address | Demarcation of area/ activity etc. |
|---------|--|---|-----------|----------------|------------------------------------|
| 1       | Addl Director (AE)                           | Directorate of Adult Education, Babupara, Imphal-795001 | 2452081   |                | Whole state                        |
| 1       | Jt. Director (TD/JSN) of Adult Education     | Directorate of Adult                                    | 2228164   |                |                                    |

|    |  |  |  |  |  |
|----|--|--|--|--|--|
|    |  | Education,<br>Babupara,<br>Imphal-<br>795001                     |  |  |  |
| 2  | Supervisor cum<br>Member Secretary,<br>DLS, Imphal East    | DC Office,<br>Imphal East,<br>Porompat                           |  |  |  |
| 3  | Supervisor cum<br>Member Secretary,<br>DLS, Imphal West    | Office of the<br>SAEP Awang<br>Phojing,<br>Imphal West           |  |  |  |
| 4  | Supervisor cum<br>Member Secretary,<br>DLS, Thoubal        | Office of the<br>SAEP,<br>Thoubal (UBI<br>Building)              |  |  |  |
| 5  | Supervisor cum<br>Member Secretary,<br>DLS, Bishnupur      | Office of the<br>Project<br>Officer (AE)<br>,Bishnupur<br>795126 |  |  |  |
| 6  | Supervisor cum<br>Member Secretary,<br>DLS, Ukhrul         | DC Office<br>Ukhrul  |  |  |  |
| 7  | Supervisor cum<br>Member Secretary,<br>DLS, Senapati       | DC Office<br>Senapati  |  |  |  |
| 8  | Supervisor cum<br>Member Secretary,<br>DLS, Tamenglong     | Office of the<br>DLS,<br>Tamenglong,<br>Bazar                    |  |  |  |
| 9  | Project Officer cum<br>Member Secretary,<br>DLS Churhanpur | Office of the<br>DLS,<br>Churhanpur,<br>Ralte Run<br>building    |  |  |  |
| 10 | Supervisor cum<br>Member Secretary,<br>DLS, Chandel        | DC Office<br>Chandel   |  |  |  |

**First Appellate authority within the Department**

| Sl. No | Designation of the Officer designation as 1 <sup>st</sup> appellate authority | Postal address                        | Telephone No | Demarcation of Area/activities etc. |
|--------|---|---------------------------------------|--------------|-------------------------------------|
| 1      | Commissioner (AE)   | Old Secretariat Block Imphal, Manipur | 2450025      | AE Programme within the state       |

Copy to :

1. The Secretary to the Governor of Manipur Raj Bhavan, Manipur, Imphal.
2. The Secretary to the Chief Minister, Manipur.
3. All PSs/ APSs to Minister/Minister of State, Manipur, Imphal.
4. APS to LD. Advocate General, Manipur, Imphal.
5. The Secretary, Government of India, Ministry of Law & Justice, Department of Justice, Jaisalmar House, Mansing Road, New Delhi.
6. The Chief Secretary, Government of Manipur, Imphal
7. The Additional Chief Secretary, Government of Manipur, Imphal
8. The Senior Deputy Accountant General (A &E), Manipur, Imphal
9. All Principal Secretaries/Commissioners/Secretaries/Special Secretaries, Government of Manipur, Imphal.
10. The Resident Commissioner, Government of Manipur, Manipur Bhavan, 2-Sadar Patel Marg, New Delhi.
11. The Secretary, Manipur Legislative Assembly, Manipur, Imphal.
12. The Secretary Manipur Public Service Commission, Imphal
13. The Special Secretary (DP &AR), Government of Manipur, Imphal
14. The Registrar, Gauhati High Court, Imphal Bench
15. All Heads of Department, Manipur, Imphal
16. All Deputy Commissioner, Manipur
17. The Additional Deputy Commissioner, Kangpokpi/Jiribam/Moreh
18. The Additional Director of Adult Education, Manipur Imphal
19. The Deputy Resident Commissioners, Manipur Bhavan, 26-Rowland Road Kolkata/Rajgarh Road Guwahati
20. The Director, Printing & Stationery, Manipur, Imphal for publication in the Extra- Ordinary Gazette
21. All Officers/Officials (concerned), Adult Education Department, Manipur
22. Notice Board
23. Guard File/Order Book