



GOVERNMENT OF MANIPUR

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

**Published by :
State Academy of Training, Takyelpat
Manipur**

Manual 1
Particular of organisation, function and duties.
[Section 1(1) (b)(i)]

Vision:

- (a) To conduct training of various kinds related to Administration
- (b) To bring about well informed employees in terms of their latest knowledge in the field of Administration.

(I.) The State Academy of Training ,Manipur was established in 1985 in pursuance of the recommendations set out in the Chief Secretaries Conference on 7th & 8th may,1976 under the Chairmanship of the Prime minister of India to develop Human

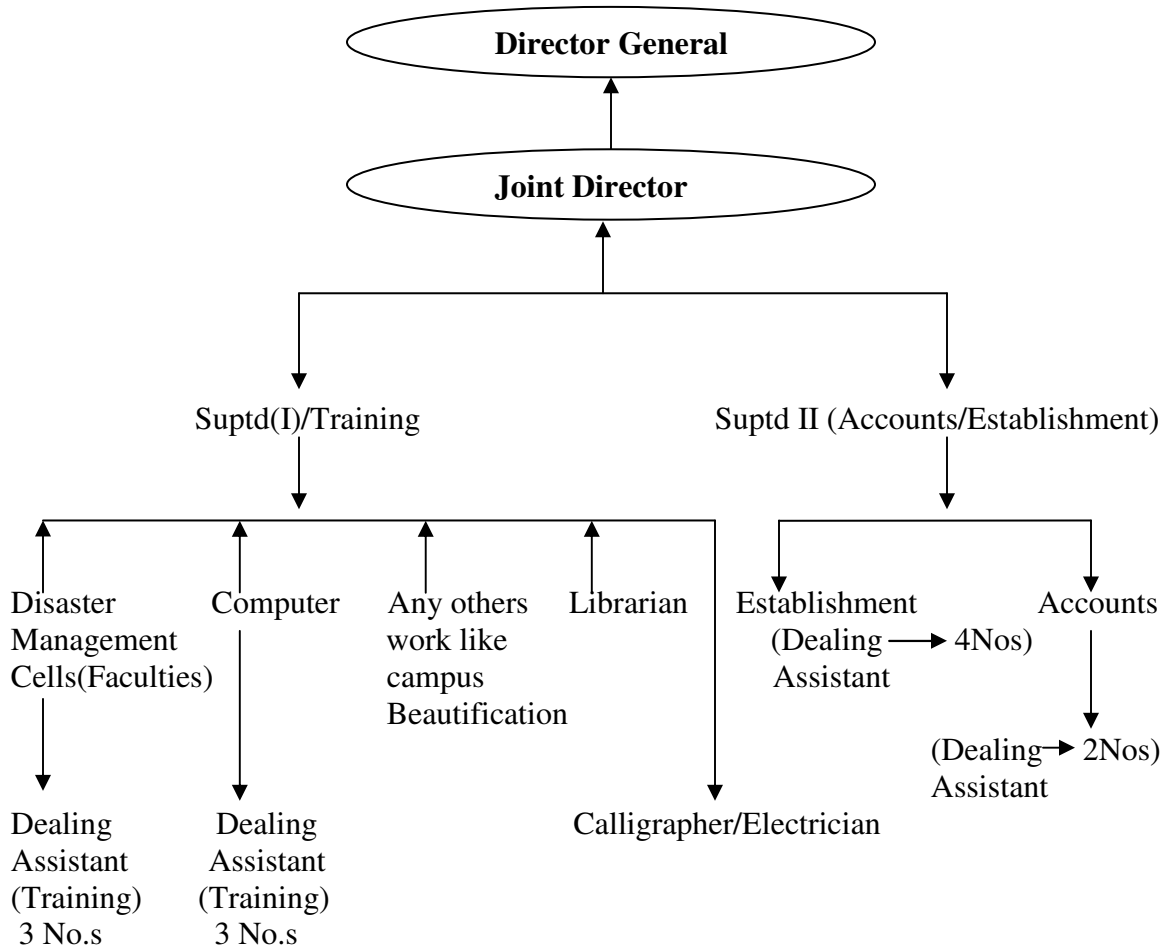
Resources in the administrative and execution personnel at the cutting edge level by imparting training about a fully developed administration as part of national policy.

The Main Training Programmed conducted by State Academy of Training are:

1. Foundation Course of State Service.
2. Appreciation Course of All India services.
3. Professional Course of Various State Services.
4. Refresher course.
5. Computer Course.
6. Financial& Accounts Course.
7. Others etc.

(II) In fact, the State Academy of Training has since been conducting a number of Training Course on the above with faculties from both within the state. However, as the Academy does not have any faculty of its own, there is a serious limitation in conducting the training courses. At present, the regular training courses conducted are the courses of Manipur State Account Training with the duration of six months per courses. For the same, resource persons are being engaged on payment of honorarium at the rate fixed by the Government from time to time.

ORGANISATIONAL CHART



Manual 2

Powers and duties of Officers and employees

[Section 4(1) (b)(ii)]

Power and duties of Officers and Staff.

Sl. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	others	
1	Director General	Heads of Department	HOD	as per existing Rules		Those of HOD
2	Joint Director	Head of Office	DDO	as per the existing Rules		Those of HOO/ DDO

Manual 3

Procedure followed in decision –making process

[Section 4(1) (b)(iii)]

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

The Flow Process Charts can give a comprehensive process as may be seen from the following illustration of preparing a food cards.

Flow Process Chart for issue of Food Card

Sl. No.	Activity	Level of action	Time Frame
1	To received application and put a diary number	Counter Clerk	Same day
2	To mark application to concerned Inspector	Do	Do
3	To visit premises of application and verify the facts	Inspector	2-3 days
4	To prepare report and submit to FSO	Do	Same day
5	To approved /reject application	FSO	1 days
6	To prepared food card if approved and submit to FSO	Counter Clerk	Same day
7	To sign and return card	FSO	Same day
8	To deliver card to applicant	Counter Clerk	Same day

Such Chart may be prepared for major function.

Manual 4

Norms set for the discharge of function

[Section 4(1) (b)(iv)]

Detailed of norms and standard set out can be given in respect of various activities .Some of the norms are indicated below as an illustration:

Sl. No.	Activity	Time frame/Norm	Remarks
1.	Diary of letter.	3 minutes per letter	
2.	Dispatch of letter	5 minutes per letter	Registered dak including entry in message book
3.	Typing job	30 pages per day	
4.	Preparation of food card	50 food cards per day	Including entry in food card register

Manual 5

Rules, regulations, instructions, manuals and records for discharging functions

[Section 4(1) (b) (v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging function available with the public authority for the smooth discharge of its functions.

List of regulations, instructions, manuals and records

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of Priced Publication
1.	As per the State Government norms / Rules etc.	Borrowed for those of GOI's rules/ with certain modification thereof wherever necessary	N.A.	N.A.

Manual 6

A statement of the categories of document that are held by it for under its control

[Section 4(1)(b)(v)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued.

A Statement of the categories of document held

Sl. No.	Nature of Records	Detailed of information available	Unit /Section where available	Retention period, where available
1	Computer ,Office files, Plan and Non Plan Training records	Training Schedule Covering all areas including Accounts/Establishment	Training section ,Account/Establishment Section	As per the normal practice.

Manual 7

Particulars of any arrangement that exists for consultation with or representation by the The member of the public in relation to the formulation of its policy of implementation

[Section 4(1) (b) (vii)]

Details of consultative committees and other bodies with which consultation are held:

Sl. No.	Name and address of the Consultative Committees /bodies	Constitution of the Committee/ body	Rate and responsibility	Frequency of meeting
Not Yet Formed				

Manual 8

A statement of boards, council, committees and other bodies constituted

[Section 4(1)(b)(viii)]

List of boards, councils, committees etc.

Sl.No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution
1	2	3	4	5
1.	Examination Board/SAT	To monitor & successfully conduct of Examinations	JD/SAT,SO/AR Superintendents	From time to time

Date upto which valid	Whether meetings open to public	Whether meetings accessible to public	Frequency of meetings	Remarks
6	7	8	9	10
As & when Examination is conducted	N/A	N/A	N/A	N/A

Please attach copies of detailed notification/orders for their constitutions.

Manual 9
Directory of Officers and employees
[Section 4(1)(b)(ix)]
Directory

Sl.No.	Name and Designation	Office Phone number	E-mail address
1.	. V. Ramnath, IAS/ Director General/SAT	2450682	Clk2006 @ rediffmail.com.
2.	Kh. Raghmani Singh, MCS/ Joint Director/SAT	2450682	Clk2006 @ rediffmail.com.

Manual -10

The monthly remuneration received by each of the Officers and employees including the system of compensation as provided in the regulations.

[Section - 4(I)(b)(x)]

SL.No.	Name and designation	Pay scale /Monthly Remuneration.
1.	V.Ramnath, Director General	Rs.22,400-24500/-
2.	Kh.Raghmani Singh, Jt.Director	Rs.12,750-16,500/-
3.	Ch.Ibopishak Singh,Supdt.	Rs.5000-8000/-
4.	N. Raseswari Devi, Librarian	Rs.5000-8000/-
5.	L.Binodini Devi,Supdt.	Rs.5000-8000/-
6.	Tingkhohling Khongsai ,Steno	Rs, 4125-7000/-
7.	S.Uttamkumar Singh, S.I	Rs. 4125-7000/-
8.	N.Bimoti Devi, Lib.Asstt.	Rs. 4000-6000/-
9.	Th.Renuka Devi,UDC	Rs. 4000-6000/-
10.	Th.Ranjit Singh,Driver{ Heavy }	Rs. 4000-6000/-
11.	H.Gojendro Singh, Electrician	Rs. 4000-6000/-
12.	Ng. Kalachand Singh, Driver	Rs. 4000-6000/-
13.	W.Ibocha Singh,Driver	Rs. 4000-6000/-
14.	N.Nandorani Devi, LDC	Rs. 3200-4900/-
15.	Kh.Tharongangbi Devi, LDC	Rs. 3200-4900/-
16.	Ng.Kunjarani Devi, LDC	Rs. 3200-4900/-
17.	Ng.Priyobrata Singh, LDC	Rs. 3200-4900/-
18.	Ch.Sanaton Singh, LDC	Rs. 3200-4900/-
19.	F.Tunapuilu Rongmei ,LDC	Rs. 3200- 4900/-
20.	L.Mangi Singh, LDC	Rs. 3200-4900/-
21.	R.K.Brojendra Singh, LDC	Rs. 3200-4900/-
22.	M. Baleshwar Singh, LDC	Rs. 3200-4900/-
23.	Kh.Khomdon Singh, LDC	Rs. 3200-4900/-
24.	Kim Rosiem Pulamte, LDC	Rs. 3200-4900/-

25.	Kim Khan Niang ,LDC	Rs. 3200-4900/-
26.	Niangneiching, LDC	Rs. 3200-4900/-
27.	N.Shyamola Devi , LDC	Rs. 3200-4900/-
28.	L.Ranjana Devi, LDC	Rs. 3200-4900/-
29.	Th.Shyamananda Singh,LDC	Rs. 3050-4590/-
30.	N.Prameshwar Singh, C/Artist	Rs. 3050-4590/-
31.	Md.Abdul Salam, Peon	Rs.2550-3200/-
32.	Thilkhupkam Hmar ,Peon	Rs.2550-3200/-
33.	W.Lembi Devi, Sweeper	Rs.2550-3200/-
34.	Ch.Rameshwar Singh, Chowkidar	Rs.2550-3200/-
35.	S.Basanta Singh,Peon	Rs.2550-3200/-
36.	K.Ibomcha Singh,Gate Keeper	-do-
37.	S.Pauthang Gangte,C .R.A.	-do-
38.	Th.Iboyaima Singh,Cleaner(Veh)	-do-
39.	R.V.Chinaoleng ,C. F. W.	-do-
40.	G.Achoubi Sharma ,Cook	-do-
41.	L.Chandramani Singh, Peon	-do-
42.	P. Kumar Singh,Peon	-do-
43.	L.Khamba Singh ,Cook	-do-
44.	Mangsuanniang ,Peon	-do-
45.	Ambition Hongray ,Mess Servant	-do-
46.	Mr. Jagdish , Mali	-do-
47.	H.Nabakumar Singh, Peon	-do-
48.	Md.Abdul Samad , Peon	-do-
49.	L.Jilasana Singh, Chowkidar	-do-
50.	Khupchinthang Simte,Mali	-do-
51.	A.S.Dinah, Mess ,Servant	-do-
52.	S.Dorendro Singh, Mess Servant	-do-
53.	L.Devan Singh,Peon	-do-
54.	N. Ibomcha Singh, Peon	-do-
55.	Ng.Ashok Stone, Peon	-do-

Manual 11

The budget allocated to each category

[Section 4(1)(b)(xi)

Non-plan budget

Major Head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year
2070 – Other Administrative services (Non Plan)	All Trg. Programmes of SAT	Rs.70,44,000	Rs.70,44,000	NIL	Rs. 79,06,716

Plan budget

Name of the plan scheme	Activities to be undertaken	Date of commencement	Expected date of completion	Amount sanctioned	Amount disbursed /spent
Normal Plan	Training, IT and Capital outlay	Except Trg. Other items are yet to be commenced.	December 2006	NIL	NIL

Manual 12

The manner of execution of subsidy programme

[Section 4(1) (b)(xii)]

List of institutions given subsidy.

Sl.No.	Name & Address of Institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of Subsidy	Previous year utilization progress	Previous years achievements
		Does not arise	Does not arise	Does not arise	Does not arise	NIL

List of individuals given subsidy.

Sl.No.	Name & Address of Institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of Subsidy	Previous year utilization progress	Previous years achievements
	Does not arise	Does not arise	Does not arise	Does not arise	Does not arise	NIL

Details of Schemes under which subsidies are granted should be given.

Manual 13

Particulars of recipients of concessions, permits or authorization granted.

[Section 4(1)(b)(xiii)]

List of beneficiaries:

Sl. No.	Name & Address of beneficiary	Nature of Concession/ permit/ authorization provided	Purpose for which granted.	Scheme & Criterion for selection	No. of times similar concession given in past with purpose.
	NA	NA	NA	NA	NA

Note: Creation of database and its hosting on website should be done on priority basis for activities like issues of permits, issue of authorizations, grant of concessions, licenses etc.

Manual 14

Information available in an electronic form.

[Section 4(1)(b)(xiv)]

Sl.No.	Activities for which electronic data available	Nature of Information available.	Can it be shared with public.	Is it available on website or is being used as back end database.
NOT YET MADE AVAILABLE.				

Manual 15

Particulars of facilities available to citizen for obtaining information

[Section 4(1)(b)(xv)]

Facilities available for obtaining information

Sl. No.	Facility available	Nature of Information available	Working hours
1.	Information Counter		9.30 a.m. to 4.30 p.m.
2.	Website		9.30 a.m. to 4.30 p.m.
3.	Library	Mostly of Journals/Magazine/Old reference book	9.30 a.m. to 4.30 p.m.
4.	Notice Board	All important routine works, training schedules	9.30 a.m. to 4.30 p.m.
5.			
6.			

Manual 16

Name designation and other particulars of Public Information Officers

[Section 4(1)(b)(xvi)]

List of Public Information Officers

Sl. No.	Designation of the officer designated as PIO	Postal Address	Telephone No.	e-mail address	Demarcation of Area/Activities, if more than one PIO is there
1.	Joint Director	State Academy of Training, Takyelpat	2450682	clk2006@rediffmail.com.	N/A

List of Assistant Public Information Officers

Sl. No.	Designation of the officer designated as Assistant PIO	Postal Address	Telephone No.	e-mail address
1.	Superintendent (I)	State Academy of Training, Takyelpat	2450682	clk2006 @ rediffmail.com.
2.	Superintendent (II)			

First appellate authority with in the department

Sl. No.	Designation of the officer designated as first appellate authority	Postal Address	Telephone No.	e-mail address	Demarcation of Area/Activities, if more than one appellate authority is there
1.	Director General	State Academy of Training, Takyelpat	2450682	clk2006 @ rediffmail.com.	N/A

Manual 17

Other information as may be prescribed

[Section 4(1)(b)(xvii)]

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.