

PROACTIVE DISCLOSURE ON RTI ACT 2005

State Academy of Training, MANIPUR

Proactive Disclosure Section 4(1) (b) (i): The particulars of its organization, functions, and duties

The State Academy of Training, Manipur functions as the Administrative Training Institute (ATI) of the state and stands as the apex institution for training and capacity building of government personnel in Manipur. It was established in 1985, following the recommendations of the Chief Secretaries' Conference held on May 7-8, 1976, under the Chairmanship of the Prime Minister of India.

The Academy is dedicated to enhancing the efficiency, effectiveness, and responsiveness of the public administration system through structured training and development programs. It serves as a central hub for fostering excellence in governance and public service delivery.

Functions and Duties:

- (a) To design and conduct training programs for government employees across all levels - from Group C staff to officers of the Manipur Civil Service (MCS) and Indian Administrative Service (IAS) probationers.
- (b) To provide training to personnel from public sector undertakings, urban and rural local bodies, and representatives of voluntary and non-governmental organizations.
- (c) To facilitate capacity-building initiatives for elected representatives, functionaries, and members of the general public, wherever applicable.
- (d) To develop and promote best practices in governance, public administration, and service delivery through innovative learning modules, seminars, and workshops.
- (e) To collaborate with other training institutes and academic bodies for continuous improvement and knowledge exchange.

The Academy remains committed to nurturing a well-informed, ethical, and service-oriented administrative workforce for the state.

Proactive Disclosure under Section 4(1) (b)(ii): Powers & duties of officers and employees

Sl. No.	Designation	Power and duties
1.	Director General	Head of the institution and Head of Department (HoD) as per DFPR, 1995.
2.	Additional Director	Head of Office (HoO), Drawing & Disbursing Officer (DDO), and overall training co-ordinator.
3.	Deputy Director/SAT	Assists the Additional Director
4.	Administrative Officer.	Supervises the Establishment Section and assist HOO.
5.	Deputy Director (Finance)/Finance Officer	She supervises accounts, budget, and financial matters.
6.	Deputy Director(IT/Trg)	Assists in training-related IT functions

7.	Assistant Research Officer	Assists in research activities.
8.	Faculty (Computer)	Giving lectures in Computer and e-Governance trainings
9.	Superintendent	He assists the Additional Director in matters relating to Establishment and Accounts Section.
10.	Senior Accountant	Perform duties as per assignment and support institutional operations as specified in the RRs of the posts
11.	Research Assistant	- do -
12.	Librarian	- do -
13.	Inspector Statistics	- do -
14.	Sub-Inspector	- do -
15.	Assistant Private Secretary(APS)	- do -
16.	Research Investigator(RI)	- do -
17.	Stenographer Gd-II	- do -
18.	Electrician	- do -
19.	Library Assistant	- do -
20.	UDC	- do -
21.	Driver(Heavy)	- do -
22.	LDC	- do -
23.	Artist(Caligrapher)	- do -
24.	Store Keeper	- do -
25.	Receptionist	- do -
26.	Driver(Light)	- do -
27.	Technical Assistant (Computer)	- do -
28.	Grade IV	- do -
29.	Chowkidar	- do -
30.	Peon	- do -
31.	Sweeper	- do -
32.	Mali	- do -
33.	Floor Washer	- do -
34.	Class Room Attendant	- do -
35.	Gate Keeper	- do -
36.	Cleaner(Vehicle)	- do -
37.	Mess Servant	- do -
38.	Head Cook	- do -
39.	Cook	- do -

Proactive Disclosure under Section 4(1) (b)(iii): The Procedure followed in the decision-making process.

Sl. No.	Type of cases	Level of final disposal	Channel of Submission
1.	Entitlement to furniture and office equipment.	HoO	DA → Superintendent → Additional Director

2.	Official entitlements (accommodation, travel, etc.)	HoD & Administrative Dept.	DA → Superintendent → Additional Director
3.	Medical entitlements	Administrative Dept. & Finance Dept.	DA → Superintendent → Additional Director → DG
4.	Special Casual Leave	HoD	DA → Superintendent → Additional Director → DG
5.	Annual Administrative Report	HoD	DA → Superintendent → Additional Director → DG
6.	Training organization	HoD, Administrative & Finance Depts.	DA → Superintendent → Additional Director → DG

Proactive Disclosure under Section 4(1) (b)(iv): Norms for discharge of functions

The State Academy of Training (SAT), Manipur, functions in accordance with the following norms and guidelines for the discharge of its mandated duties:

1. Training Norms and Standards:
 - Follows national training policies and guidelines issued by DoPT, Government of India, the Manipur State Training Policy, and other relevant training authorities.
 - Adheres to annual training calendars approved by the state government.
 - Uses standard curriculum models such as those of ISTM, LBSNAA, and ATI guidelines for state-level adaptations.
2. Administrative Norms:
 - Discharges its functions as per service rules applicable to Government of Manipur departments.
 - Observes Manipur Secretariat Service Rules, General Financial Rules (GFR), and Civil Service Conduct Rules.
 - Follows norms laid down in the Office Procedure Manual of the State Government.
3. Planning and Execution Norms:
 - Annual Training Needs Assessment (TNA) conducted in consultation with departments.
 - Courses are designed based on emerging administrative, developmental, and governance priorities.
 - Resource persons selected based on subject expertise and government norms.
4. Norms for Delegation and Decision-Making:
 - Delegation of administrative and financial powers in accordance with government instructions.
 - Departmental proceedings and internal meetings follow standing orders and procedures.
 - Files processed in accordance with Office Manual guidelines.
5. Monitoring and Evaluation Norms:
 - Feedback and evaluation norms are followed for every training program.

- Periodic internal audits and performance reviews are conducted.
6. Public Interface Norms:
- Ensures timely response to correspondence and RTI applications.
 - Conducts public training programs as per inclusivity norms and capacity-building mandates.
7. Code of Conduct:
- All faculty and staff are expected to follow the Civil Services Conduct Rules and uphold the institutional integrity.

Proactive Disclosure under Section 4(1) (b)(v): Rules, Regulations, and Records used

Sl. No.	Subject	Location where it is available
1.	State Training Policy	www.satmanipur.nic.in
2.	Scheme of State Accounts Training	Official SAT website
3.	Cash Incentive Scheme UPSC Exams	Official SAT website

Proactive Disclosure under Section 4(1) (b)(vi) : Categories of documents held

Sl. No.	Subject	Types of documents/ files/registers/vouchers
1.	State Training Policy, Schemes	Electronic format

Proactive Disclosure under Section 4(1) (b)(vii) : Public Participation in Policy Formulation

The State Academy of Training (SAT), Manipur, primarily formulates its training policies and programs in consultation with:

- State Government departments
- Administrative Heads
- Domain Experts
- Representatives of relevant training bodies

While direct public participation in policy formulation is limited due to the specialized administrative nature of SAT's mandate, the Academy promotes stakeholder feedback and inclusive representation in the following ways:

- ✓ Departmental Consultations: Line departments provide inputs based on grassroots service delivery issues and capacity-building needs, which often reflect public concerns indirectly.
- ✓ Feedback Mechanisms: Feedback collected from training participants (who are often frontline public service providers) is analyzed and incorporated into future training content and methods.

- ✓ Workshops, Seminars, and Public Lectures: Occasionally, SAT hosts public-facing events where academics, NGOs, and civil society representatives may contribute perspectives relevant to governance and administrative reforms.
- ✓ Inclusive Training Participation: The Academy ensures representation of officers from various social backgrounds, including women, SC/ST, and differently-abled categories, which influences policy orientation.
- ✓ Collaboration with NGOs and Academic Bodies: On thematic areas like disaster management, RTI, gender sensitization, and local governance, SAT partners with non-governmental organizations and academic institutions for content development and policy alignment.
- ✓ E-Governance & Digital Platforms: As part of the Digital India Capacity Building Program and NeGP, SAT explores the use of digital platforms for gathering wider feedback from trainees and institutions.

Going forward, the Academy is exploring structured platforms for stakeholder consultation, such as advisory panels, open calls for suggestions on training priorities, and collaboration with citizen-centric governance forums.

Proactive Disclosure under Section 4(1) (b)(viii) : Boards, Councils, Committees

- (i) **Examination Committee, SAT.**
- (ii) **Local Purchase Committee.**
- (iii) **Lower Tender Committee.**
- (iv) **Cash Incentive Award Screening Committee.**
- (v) **Internal Complaints Committee, SAT.**

Note: Meetings are not open to the public.

Proactive Disclosure under Section 4(1) (b)(ix) : Directory of officers and employees.

Sl. No.	Name	Designation	Mobile
1.	Paulunthang Vaiphei, IAS	Director General	9436021774
2.	Md. S. Daulat Khan, MCS	Additional Director	9612380388
3.	Dr. Md. Imran Khan, MCS	Senior Administrative Officer	8414975615
4.	Pukhrambam Sonika, MFS	Senior Finance Officer	8258967801
5.	N. Priyobrata Singh	Superintendent	7005334225
6.	N. Nimai Singh	Faculty(Computer)/ i/c Deputy Director(IT/Trg)	8415907226
7.	L. Girija Devi	Faculty(Computer)	7005034306

8.	H. Berlin Singh	Faculty(Computer)	8974355719
9.	Ch. Rona Devi	Faculty(Computer)	8259830560
10.	G.Johnson Kabui	Faculty(Computer)	8798786680
11.	Th. Robi Singh	RA	9089991670
12.	P. Surjit Singh	Technical Assistant(Computer)	9856157684
13.	Kh. Roshan	Technical Assistant(Computer)	8014318126
14.	Bishwajit Nandeibam	Technical Assistant(Computer)	8730928473
15.	Kh. Khomdon Singh	UDC/Store Keeper	9862037712
16.	Kimrosiem Pulamte	UDC	8974841195
17.	L. Ranjana Devi	LDC	9612380913
18.	L. Jilasana Singh	LDC	8794134486
19.	Th. Shyamananda Singh	LDC	8132075874
20.	W. Sulochana Devi	LDC	97742 21481
21.	Ng. Ashokstone	LDC	98569 03747
22.	S. Manibabu Singh	LDC	8837242514
23.	W. Kemiya Devi	LDC	8787386260
24.	Ninglen Nganba Hijam	Electrician	93665 11253
25.	L. Devan Singh	Grade IV	9856692709
26.	K. Ibomcha Singh	Gate Keeper	8794699847
27.	Mangsuanniang	Grade IV	9378113237
28.	M. Jenny	Grade IV	9612611219
29.	Pauthang Gangte	Classroom Attendant	8729833998
30.	Thilkupkam Hmar	Grade IV	7628958235
31.	S. Malemnganba Meetei	Grade IV	9862329578
32.	Y. Ibopishak Singh	Sweeper	70859 10030
33.	Ch. James Singh	Chowkidar	70859 38713

Proactive Disclosure under Section 4(1) (b)(x) : Monthly remuneration of officers and employees

The State Academy of Training, Manipur, having adopted the Manipur State Revised Pay (MSROP) Rules, 2019, except for the post of Director General, which is under the All India Services.

The officers/ employees of the State Academy of Training, Manipur, adopted the MSROP 2019 except for the post of Director General, which is under the All India Service, provides the following remuneration to its officers and employees as per their respective pay levels, along with DA as fixed by the State Government from time to time and other applicable allowances.

Sl. No.	Name	Pay Level	Pay
1.	Paulunthang Vaiphei, IAS, Director General	Level 17	2,25,000

2.	Pukhrambam Sonika, MFS, Senior Finance Officer	Level 12	63,300
3.	N. Priyobrata Singh, Superintendent	Level 8	62,400
4.	N. Nimai Singh, Faculty(C)/i/cDeputy Director(IT/Trg)	Level 9	56,500
5.	L. Girija Devi, Faculty(Computer)	Level 9	56,500
6.	H. Berlin Singh, Faculty(Computer)	Level 9	56,500
7.	Ch. Rona Devi, Faculty(Computer)	Level 9	56,500
8.	G. Johnson Kabui, Faculty(Computer)	Level 9	56,500
9.	Th. Robi Singh, RA	Level 7	62,200
10.	P. Surjit Singh, Technical Assistant(Computer)	Level 6	38,100
11.	Kh. Roshan, Technical Assistant(Computer)	Level 6	38,100
12.	Bishwajit Nandeibam, Technical Assistant(Computer)	Level 6	38,100
13.	Kh. Khomdon Singh, UDC/Store Keeper	Level 8	58,800
14.	Kimrosiem Pulamte, UDC	Level 8	58,800
15.	M. Baleswor Singh, Receptionist/LDC	Level 8	60,600
16.	Kim khan Niang, LDC	Level 8	58,800
17.	L. Ranjana Devi, LDC	Level 8	58,800
18.	L. Jilasana Singh, LDC	Level 5	42,200
19.	Th. Shyamananda Singh, LDC	Level 6	51,100
20.	W. Sulochana Devi, LDC	Level 4	28,400
21.	Ng. Ashokstone, LDC	Level 4	39,400
22.	S. Manibabu Singh, LDC	Level 4	23,100
23.	W. Kemiya Devi, LDC	Level 4	23,100
24.	Ninglen Nganba Hijam, Electrician	Level 4	23,100
25.	L. Devan Singh, Grade IV	Level 3	38,300
26.	K. Ibomcha Singh, Gate Keeper	Level 3	38,300
27.	Mangsuanniang, Grade IV	Level 2	35,400
28.	M. Jenny, Grade IV		
29.	Th. Ningthem Singh, Grade IV	Level 1	17,200
30.	Pauthang Gangte, Classroom Attendant	Level 3	38,300
31.	Thilkhupkam Hmar, Grade IV	Level 3	39,400
32.	S. Malemnganba Meetei, Grade IV	Level 1	16,200
33.	Y. Ibopishak Singh, Sweeper	Level 3	37,200
34.	Ch. James Singh, Chowkidar	Level 1	17200
35.	Md Abdul Sajjad, Peon	Level 1	17200

Proactive Disclosure under Section 4(1) (b)(xi) : Budget Allocation and expenditure

Total Budget for FY 2025–26: ₹1113.00 Lakhs

Major Heads Include:

Salaries(01) – 250.00 Lakhs,

Medical Treatment(06) –5.00 Lakhs

Allowances(07) – 150.00 Lakhs,

Domestic Travel Expenses(11) – 3.00+2.00= 5.00 Lakhs

Office Expenses(13) -30.00+15.00=45 Lakhs

Digital Equipment (19) –10.00 Lakhs
Fuels & Lubricants (24) – 10.00 Lakhs
Minor & Civil Works(27) –20.00 Lakhs
Repair & Maintenance(29) –10.00 Lakhs
Other Revenue Expenditure(49) – 8.00 Lakhs
Electric & Water Charges(13) –25.00 Lakhs
Training Expenses(09) –200.00 Lakhs
Professional Service(28) –35.00 Lakhs
Cash Incentive for Successful Candidates of UPSC(49) –90.00 Lakhs
SAT Hostel Materials & Supplies(21) –10.00 Lakhs
CM's Award for Good Governance(05) Rewards–20.00 Lakhs
Motor Vehicles(51) –15.00 Lakhs
Machinery & Equipment (52) –5.00 Lakhs
Information, Computer(71) –50.00 Lakhs
Furniture & Fixture(74) –20.00 Lakhs
Other Fixed Assets(77) –10.00 Lakhs
Building & Structures(72) –10.00 Lakhs
Infrastructural Assets(73) –10.00 Lakhs

Proactive Disclosure under Section 4(1) (b)(xii) : Execution of subsidy programs

Not Applicable

Proactive Disclosure under Section 4(1) (b)(xiii) : Recipients of Concessions, Permits, or Authorization.

Not Applicable

Proactive Disclosure under Section 4(1) (b)(xiv) : Information in an electronic form.

Information is primarily available through the official website, www.satmanipur.nic.in. Various schemes of training, examinations, and Cash Incentive Awards are uploaded on the official website. The process of further digitization is underway.

Proactive Disclosure under Section 4(1) (b)(xv) : Facilities available to citizens for obtaining information.

Sl. No.	Facilities	Remarks
1.	Library	Open during the office hours
2.	Circulars, orders, notifications, and examination results	Available online at www.satmanipur.nic.in

Proactive Disclosure under Section 4(1) (b)(xvi) : Public Information Officer details.

Sl. No.	Public Information Officer	Mobile	Email
1.	Shri P. Vaiphei, IAS, Director General - 1 st Appellate Officer	9436021774	
2.	Md. S. Daulat Khan -SPIO	9612380388	daulat.khan@gov.in / sdk_35@yahoo.co.in
3.	Dr. Imran Khan, Sr. Administrative Officer -ASPIO	8414975615	

Proactive Disclosure under Section 4(1) (b)(xvii) : Other information.

- (i) Annual Administrative Reports are published and updated annually.