IMPORTANT

PG-1/1/2023-AR-AR
GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(ADMINISTRATIVE REFORMS DIVISION)

Imphal the 8th May, 2025

To

Additional Director, SAT, Manipur.

Subject: Submission of information for monitoring Suo-Motu disclosure by Public Authorities.

Ref: Directions of the Hon'ble Supreme Court of India in connection with WP (C) No. 990 of 2021 (Kishan Chand –vs- Union of India & Ors).

Sir,

I am directed to convey approval of the Government to use the website link of State Academy of Training for Administrative Department i.e. Administrative Reforms Division and to upload the information Annexure I in the website at the earliest.

Yours faithfully,

08/05/2025

(N. Kiranmala Devi)
Under Secretary (AR)
Government of Manipur

Copy to:-

1. Principal Secretary (AR), Government of Manipur.
2. Joint Secretary (AR), Government of Manipur.
3. Guard File.

ANNEXURE-I

1. Administrative Reforms Division functions as per Allocation of Business Rules.

   i. All matters relating to Administrative Reforms.
   ii. All matters relating to Organisation and Method including Work Study.
   iii. All matters relating to Staff Assessment and prescription of staffing pattern of creation of new posts.
   iv. Matters relating to Training.
   v. Matters relating to Civil List.
   vi. All matters relating to simplification of procedures and methods.
   vii. All matters relating to Manual of Office Procedures.
   viii. All matters relating to other general procedural matters.
   ix. All matters relating to review of pending cases, submission of weekly arrear statement to AR.
   x. All matters relating to State Academy of Training.
   xi. "Matter relating to the Right to Information Act, 2005 and co-ordination with the Department in connection with implementation of the Act and Rules framed thereunder".

2. Administrative Reforms Division staffs and officials details:

   i. Rajkumar Dinesh Singh, Principal Secretary (AR), Government of Manipur.
   ii. Anna Arambam, Additional Secretary (AR), Government of Manipur.
   iii. Aribam Shivadas Sharma, Joint Secretary (AR), Government of Manipur.
   iv. Ningthoujam Kiranmala Devi, Under Secretary (AR), Government of Manipur.
   v. Thoudam Amonchandra Singh, Section Officer (AR), Government of Manipur.
   vi. Ningthoujam Nandorani Devi, Sr. Secretariat Assistant.
   vii. Soraisham Indrajit Singh, Sr. Secretariat Assistant.
   viii. Josiah Panmei, Sr. Secretariat Assistant.
   ix. Shangreiwon Keishing, Grade-IV.

3. Act and Rules followed in Administrative Reforms Division:

   i. Right to Information Act, 2005.
   ii. Manipur Lokayukta Act, 2014 and Manipur Lokayukta Regulations, 2022.

4. Scheme in AR : State Accounts Training, Office Procedure, Induction Programme of officials, CPGRAM, iGOT etc.

5. Links to State Academy of Training: www.satmanipur.nic.in
   Manipur Lokayukta: www.manipurlokayukta.mn.gov.in.
   Manipur Information Commission: www.maninfocom.nic.in.

6. First Appellate Authority- Rajkumar Dinesh Singh, Principal Secretary (AR), Government of Manipur.

State Public Officer (SPIO)- Aribam Shivadas Sharma, Joint Secretary (AR), Government of Manipur.

State Assistant Public Officer(SAPIO)-Ningthoujam Kiranmala Devi, Under Secretary (AR), Government of Manipur.