

**Suo Motu Disclosure under Section 4(1)(b) of RTI Act, 2005
for
Directorate of Minority Affairs, Manipur
under
Department of Minority Affairs, Government of Manipur**

Section 4(1)(b)(i): Particulars of the Organization, functions, and duties.

The Department for the Welfare of Minorities and Other Backward Classes (MOBC), Government of Manipur was established in 1998 by the State Government to protect the interest of Minorities and OBC communities in the State. Matters related to Scheduled Castes have been transferred to MOBC Department from the Tribal Affairs & Hills Department (TAH), Manipur during 2015-16 and the department was redesignated as Department of MOBC & SC, Government of Manipur.

The Department of MOBC & SC, Government of Manipur was, further, bifurcated into the following departments vide Government Order No. 36/3/2016-CON dated 18th May, 2018:

- 1. Directorate of Minority Affairs** under the **Department of Minority Affairs, &**
- 2. Directorate for Welfare of Other Backward Classes and SC** under the **Department of Other Backward Classes and SC.**

The communities notified as Minority Communities under Section 2 (c) of the National Commission for Minorities Act, 1992 would be taken as Minority Communities. At present, 6 (six) communities namely; Muslims, Sikhs, Christians, Buddhists, Zoroastrians (Parsis), and Jains have been notified as Minority Communities under Section 2 (c) of the National Commission for Minorities Act, 1992.

The main objective for the establishment of **Department of Minority Affairs, Government of Manipur** is to take up measures to protect the interests of the Minority Communities, and, also, to take up Welfare programmes/schemes for Minorities in the State. The Vision of the Directorate is to improve the socio-economic conditions of the minority communities through affirmative action and inclusive development so that every citizen has equal opportunity to participate actively in building a vibrant nation. The Directorate will facilitate an equitable share for minority communities in education, employment, economic activities, and to ensure their upliftment.

MINORITIES

- Social, Educational, and Economics Development Works for Minorities;
- Works related to policies of Government of India for Minorities and implementation of its policies and programmes;
- All works related to National Commission for Minorities;(transferred from Tribal Development).
- All works related to National Minorities Development & Finance Corporation;(transferred from Tribal Development / Manipur Tribal Development Corporation).
- Works related to Voluntary Organizations for Minorities;(transferred from Tribal Development).
- Implementation of P.M.'s 15 Points Programme;(transferred from Tribal Development).
- All Works related to State Waqf Board and Central Wakf Council;(transferred from Law Department).
- All works related to Haj; (transferred from Home Department).
- All works related to Linguistic Minorities and implementations of recommendation of Commissioner Linguistic Minorities, Government of India.
- Any other related matters for Welfare of Minorities.

Section 4(1)(b)(ii): Power and duties of its official and employees.

The various schemes and policies of the Department are executed through Directorate of Minority Affairs, Manipur headed by the Director, and under the Administrative Control of the Minister-in-Charge of the Department.

The roles, and duties of the officers at Department, and Directorate levels are divided as under:

Office(s)	Headed by	Section	Assisting Official (in hierarchical order)	Activities/Function
Department of Minority Affairs, Govt. of Manipur	Administrative Secretary	Overall	Joint Secretary, Deputy Secretary, Under Secretary, Section Officer, & Secretariat Assistants at Department's level	Takes Administrative as well as Financial Decisions with the approval of competent Government Authorities
Directorate of Minority Affairs, Manipur	Director	Administrative	Joint Director, Deputy Director, Head Clerk, Field Inspector, Office Assistant	Executes Administrative related works such as implementation of both State and Central Sponsored Schemes, Establishment Matter, Grievance Redressal, Website, etc. at the Directorate's level with the approval of the Government
		Financial	Finance Officer, DDO/HoO, Accounts Officer, Senior Accountant, Field Inspector, Surveyor, Office Assistant	Executes Financial related works such as Salary, Tender, GeM procurement, GST (TDS), Income Tax, etc. at the Directorate's level with the approval of the Government

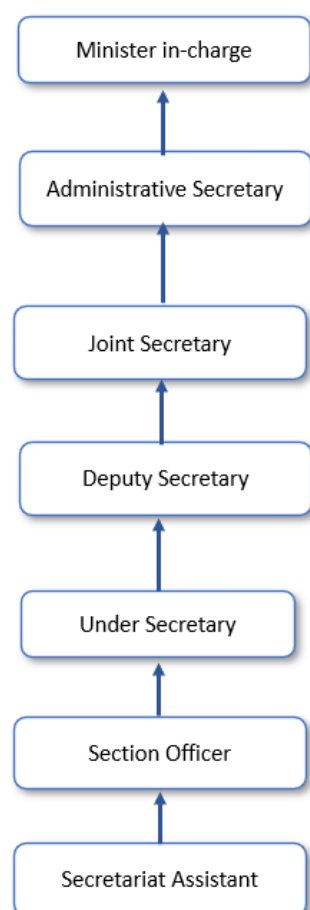
Director (Minority Affairs), Manipur has been issuing Work Allocation Orders for the officials of Minority Affairs from time to time and progress of the works/schemes/programmes executed are being reviewed through staff meeting held on every first working day of each month.

Section 4(1)(b)(iii): Procedure followed in decision making process.

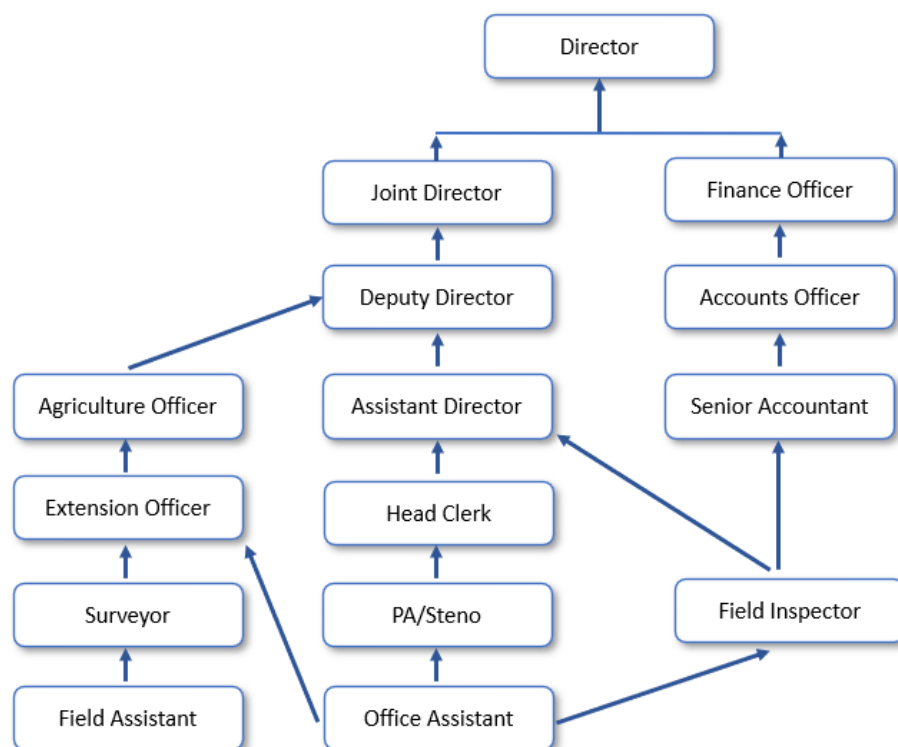
At Department's level, the works/files are initiated at the Section Level and channeled through Under/Deputy Secretary, Joint Secretary, Administrative Secretary and finally Minister-in-Charge for according Administrative Approval. Works/files that required Financial Approval are, also, routed through Finance Department, Government of Manipur for according Financial Approval of the Government.

Whereas, at the Directorate's level, the works/files are initiated at the concerned Section i.e., either from Administrative or Financial section as per the nature of works. The work allocation information given above under Section 4(1)(b)(ii) indicating distribution of work among the Sections covers the accountability part in the provision.

Work-Flow at Department's Level Minority Affairs



Work-Flow at Directorate's Level Minority Affairs



Section 4(1)(b)(iv): **Norms for discharge of functions.**

The norms set by the State Government of Manipur and Government of India are followed.

Section 4(1)(b)(v): **Rules, regulations, instructions manual, and records for discharging functions.**

The Rules, regulations, instructions, manuals, etc. issued by the State Government of Manipur and Government of India from time to time are followed for discharging its function.

Section 4(1)(b)(vi): **Categories of documents held by the authority under its control.**

Documents submitted by the applicant or beneficiaries for various State and Central sponsored Schemes implemented by this Directorate are kept and recorded for the purpose of Auditing by the competent Government Authority.

Whereas, Scholarship Schemes under the sponsorship of Ministry of Minority Affairs, Government of India were implemented online on National Scholarship Portal (NSP) i.e., www.scholarships.gov.in and so the soft copies of the documents uploaded by the students are stored on the Portal. NSP is developed and maintained by Ministry of Electronics & Information Technology, Government of India.

Section 4(1)(b)(vii): Particulars of any arrangement that exists for consultation with, or representation by the Members of the public in relation to the formulation of policy or implementation thereof.

The Department, generally, does not directly deal with the members of public in relation to the formulation of its policy or implementation thereof.

However, under Section 4 of the sexual Harassment of Women at Work Place (**Prevention, Prohibition, and Redressal) Act, 2013**, Secretariat: Minority Affairs Department, Government of Manipur vide Order No. MICC-1/9/2023-MA-MA dated 30th October, 2024 have constituted "**Internal Complaints Committee (ICC)**" with one of its members from the public, i.e., Secretary, Environment & Economic Management Association (EEMA), Manipur for the workplaces under the Department of Minority Affairs, Government of Manipur.

Section 4(1)(b)(viii): Boards, Councils, Committees, and other Bodies constituted as part of Public Authority.

- i. Department of Minority Affairs, Government of Manipur had constituted **Work Advisory Board (WAB)** with its members consisting of concerned local MLAs and top-ranking Officers of the State with Minister-in-Charge as Chairman to discuss and approve the schemes proposed by the Department from time to time. The WAB, also, reviews the progress of implementation of earlier approved schemes of the Department. The Board aims to provide maximum benefits of the schemes to the needy and deserving individuals belonging to Minority Communities of the State.
- ii. The Department had, also, constituted **State Level Committee (SLC)** for implementation of Pradhan Mantri Jan Vikas Karyakram (PMJVK) headed by the Chief Secretary, Manipur. The key members of the committee are Secretary of the Department of Finance/Planning, the Member Secretary of the Mission or Deputy Commissioner of the District concerned etc.

The main objective of the SLC is to review the implementation of Prime Minister's New 15 Point Programme and PMJVK scheme. The SLC also considered the project proposals under PMJVK schemes for 3 (three) years Perspective Plan 2023-24, 2024-25 and 2025-26 and Annual Plan for the year 2023-24 received from the District Level Committees (DLCs) and other Departments. It also reviews the progress of work under the programme and sends report to the Ministry of Minority Affairs, Government of India.

iii. Grants-in-Aids Bodies:

a. WAQF Board, Manipur.

Registration of Madrassas; modernization of Madrassas; etc. are carried out by WAQF Board, Manipur.

b. Manipur State Haj Committee, Manipur.

Haj Pilgrimage and related matters are being looked after by the State Haj Committee, Manipur.

c. Manipur State Minorities Commission, Manipur.

Manipur State Minorities Commission looks after issues related to protection of Minorities' rights, creation of awareness of Minority Welfare Programmes, etc.

Section 4(1)(b)(ix): Directory of officers, and employees.

Link to "Who's Who" page of the official website of the Directorate i.e., www.manipurminority.gov.in.

Section 4(1)(b)(x): Monthly Renumeration received by officers & employees including system of compensation.

Officers and employees of the Department of Minority Affairs, Government of Manipur and Directorate of Minority Affairs, Manipur are being paid monthly remuneration in their respective Pay Band/Level after revision of pay scales by 7th Central Pay Commission, Manipur Services (Revised Pay) Rules, 2019, and other allowance as applicable. Information with regard to the same is as follows:

Sl. No.	Designation	Pay Level	Pay Band
Department of Minority Affairs, Government of Manipur			
1	Administrative Secretary		
2	Joint Secretary	Level 14	78800 - 209200
3	Deputy Secretary	Level 13	67700 - 208700
4	Under Secretary	Level 12	53100 - 167800
5	Section Officer	Level 9	43300 - 137100
6	Secretariat Assistant	Level 6	29200 - 92300
7	Driver	Level 3	19900 - 63200
8	Grade IV	Level 1	15700 - 50000
Directorate of Minority Affairs, Manipur			
1	Director	Level 15	123100 - 215900
2	Finance Officer	Level 14	78800 - 209200
3	Joint Director	Level 13	67700 - 208700
4	Deputy Director	Level 12	53100 - 167800
5	Agriculture Officer	Level 9	43300 - 137100
6	Accounts Officer	Level 8	38800 - 123100
7	Assistant Director	Level 8	38800 - 123100
8	Extension Officer	Level 7	35400 - 112400
9	Senior Accountant	Level 7	35400 - 112400
10	Head Clerk	Level 7	35400 - 112400
11	Field Inspector	Level 5	25500 - 81100
12	Surveyor	Level 5	25500 - 81100
13	PA/Steno	Level 5	25500 - 81100
14	Office Assistant	Level 4	21700 - 69100
15	Field Assistant	Level 3	19900 - 63200
16	Driver	Level 3	19900 - 63200
17	Grade IV	Level 1	15700 - 50000
18	Chowkidar-cum-Sweeper	Level 1	15700 - 50000

Section 4(1)(b)(xi): Budget allocated to each agency, indicating the particulars of all plans, proposed expenditures, and reports on disbursements made.

A total of Rs. 32,351.96 lakhs have been allocated for FY 2023-24 as detailed below:

(Rs. in lakhs)

Sl. No.	Head of Development		Sub- Allocation	Purpose/Remarks
			Minority Affairs	
1	Direction and Administration		180.09	Salary/OE/OC/POL/Electricity Water/TA/DA/IT, etc.
2	Planning, Monitoring and Evaluation		1.44	Survey & monitoring of welfare schemes etc.
3	Economic and Skill Development Programme (ESDP)		118.00	Training & distribution of stipend/tools/kits for Minority families
4	Civil Works in areas covered by Minority Community		300.00	Infra-structure development in areas covered by Minority Community
5	CM's Lairik Heiminnashi		60.00	
6	Minority Affairs		1.44	
7	State Share of CSS			
	(i)	PMJVK (MsDP)	200.00	
8	Central Share of CSS			
	(i)	Merit cum Means based Scholarship for Minorities	3.98	
	(ii)	Pre-Matric Scholarship for Minorities	3.00	
	(iii)	PMJVK	30000.00	
9	GIA Bodies			
	(i)	Wakf Board	1278.00	
	(ii)	State Minority Commission	100.01	
	(iii)	Haj Committee	106.00	
TOTAL			32,351.96	

Section 4(1)(b)(xii): Manner of execution of subsidy programmes.

1. Economic and Skill Development Programme (ESDP) – State Sponsor Scheme

Work Advisory Board (WAB) Meeting of the Department of Minority Affairs, Government of Manipur has redesigned the scheme now called "Economic and Skill Development Programmes (ESDP)" by merging/combining the Economic Development Programme (EDP) and Skill Development Programme (SDP) to form a scheme where each sub-scheme shall have an assistance part in kind/seed money and, also, a skill training part.

For the financial year 2022-23 implemented in 2023-24, the programme is being conducted at relief camps across the State to support Internally Displaced Persons (IDPs) with an allocated fund of Rs. 116.68 lakh for 753 beneficiaries for the Minority category. The training encompasses various trades such as plumbing, barbering, electrical work, masonry, fishery and mushroom cultivation where skill training and tool kits are being provided under the Economic and Skill Development Programme (ESDP).

The following sub-schemes were implemented under Economic and Skill Development Programmes (ESDP) 2022-23:

Sl. No.	Sub - Scheme	Assistance Type	Brief Description of Training	Minority	
				No. of beneficiaries	Total (Rs. in lakh)
1	Discretionary Fund under EDP (~5%of total Budget)				3.81
2	Plumbing	Tool Kit	1- Month Training	140	20.91
3	Barbering	Barbering tool kit	1- Month Training	140	21.53
4	Electrical works	Electrical Tool Kit	1- Month Training	140	29.85
5	Masonry	Tool Kit	1- Month Training	140	20.23
6	Fishery Training	Fish fingerlings	1- Week Training	100	12.00
7	Mushroom Cultivation	Mushroom Cultivation Kit	1- Week Training	93	8.35
Total				753	116.68

2. CM's Lairik Heiminnashi (Coaching Programmes) – State Sponsor Scheme

It is a unique intervention program with the objective of providing hand-holding support in the form of free remedial coaching for English, Mathematics, and Science, for Educationally Backward Students of Manipur belonging to Minorities.

Sl. No.	Classes to be covered	Target	Subjects to be covered	No. of tutor	Duration
1	VIII-X	2400 std.	English, Mathematics, Physics, Chemistry & Biology	1 tutor each for each subject in each coaching centre	6 months comprising of 3 periods for 45 minutes each
2	XI-XII	640 std.	English, Mathematics, Physics, Chemistry, Botany, & Zoology		

Implementation: Government-run schools, recognized private schools or reputed registered Private Coaching Centres will be empanelled as Coaching Centres (CC), based on the availability of logistics and manpower for running the coaching classes.

Target Groups: Minimum 40 students in each for classes VIII to X and 50 students in each for Classes XI & XII will be enrolled. If number of applications is more than the seat capacity, selection will be done on the basis of their income level or extra tutor may be provided by the local authority without demanding any remuneration from the implementing agency.

During 2023-24, an amount of Rs. 60.00 lakhs were allocated for the scheme.

CM's Lairik Heiminnashi Programme provides free remedial coaching in 28 centres across Manipur for Minority, OBC, and SC students.

- 20 centres for Pre - Matric (VIII - X) in the subjects of English, Mathematics & Science and
- 8 centres for Post - Matric (XI - XII) in the subjects of English, Mathematics, Physics, Chemistry & Biology.

Currently, 30 coaching centres have been empaneled. However, no students turned up for 2 centres. So, coaching is being carried out at 28 centres.

Section 4(1)(b)(xiii): Particulars of recipients of concessions, permits or authorizations granted by the Public Authority.

Nil

Section 4(1)(b)(xiv): Information available in electronic form.

- i. Beneficiaries lists of Minority Scholarship Schemes implemented under the sponsorship of Ministry of Minority Affairs, Government of India and various State sponsored schemes are uploaded and made available on the official website of the Directorate i.e., www.manipurminority.gov.in,
- ii. Information of all the schemes implemented by this Directorate is, also, updated on the above official website, &
- iii. Other relevant information such as details of office bearer, office location, contact details, etc. are also made available on the above official website.

Section 4(1)(b)(xv): Particulars of facilities available to citizens for obtaining information.

No such specify facility are opened by the Directorate. However, almost all relevant information concerning the Directorate is made available on the official website, i.e., www.manipurminority.gov.in.

Additional information, if any, require by the individual may be obtained from Directorate's office located at 1st Floor, South Block, Secured Office Complex, A.T. Lines, Imphal during office hour.

Section 4(1)(b)(xvi): Names, designation and other particulars of PIOs.

- i. Bantee Singh Konthoujam, Director (Minority Affairs), Manipur is appointed as the State Public Information Officer (SPIO), &
- ii. Md. Salaudin Khan, Joint Director (Minority Affairs), Manipur is appointed as the Assistant State Public Information Officer (ASPIO) for effective application of the RTI Act 2005.

Section 4(1)(b)(xvii): Such other information as may be prescribed.

Annual Administrative Report for the Department are published annually and circulated to Manipur Legislative Assembly and other State Government Departments such as Planning Department, Economic & Statistic Department, etc.

Department of Minority Affairs, Government of Manipur, besides redressing numerous grievances receive at the office, has also been redressing the grievances received through online platforms such as CPGRAMS and CM DA HAISI portals.

*****Miscellaneous*****

Section 4(1)(c): Are important policies or decisions which affect public, informed to them?

Notifications pertaining to various welfare schemes/programmes of the Department are issued to General public and stakeholder from time to time by publishing it on leading state newspaper through DIPR, Manipur and official website of the Directorate.

Section 4(1)(d): Are reasons for administrative or quasi-judicial decision taken, communicated to affected persons?

Department of Minority Affairs, Government of Manipur provides reasons for its administrative or quasi-judicial decisions to affected persons by issuing Notification as mentioned above.

Section 4(3): Dissemination of information widely and in such form and manner which is easily accessible to the public?

The main objective of the Right to Information Act (RTI) is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in real sense.

As such, maximum effort has been made to maintain information of this office in Directorate's website i.e., www.manipurminority.gov.in which are of public importance to enable them to access the information easily with minimum efforts.

Section 4(4): Whether information Manual Hand Book available free of cost or not?

The Department has been circulating Pamphlets, high lighting important information pertaining to various welfare schemes/programmes of the Department, during Government's campaigns such as Meeyamgi Numit, Go To Village, Go To Hills, Shirui Lily Festival, etc., and scholarship workshops jointly organized by Department of Minority Affairs, and Department for OBC & SC, Government of Manipur.

*****Additional Category of Information to be disclosed under Guidelines – Sou Motu disclosure of more items under Section 4*****

1. Information related to procurement.

Department of Minority Affairs, Government of Manipur follows the Tender Rules set by Finance Department, Government of Manipur for procurement of official requirement and assistance (tool kits) provided to the beneficiaries under various welfare schemes of the Department.

Tender Notice(s) are published on national and local newspapers through Directorate of Information & Public Relation (DIPR), Manipur. The same are, also, uploaded on this Directorate's official website i.e., www.manipurminority.gov.in and State Government website i.e., www.manipur.gov.in.

2. Public Private Partnership.

Not Applicable.

3. Transfer Policy and Transfer Order.

The Transfer norms set by the State Government of Manipur are followed.

4. RTI Applications.

RTI applications received at Department as well as Directorate levels are timely redressed and disposed of.

5. CAG & PAC paras.

The Department has been replying CAG & PAC paras on time.

6. Citizen's Charter.

Not Applicable.

7. Discretionary & Non-discretionary Grants.

The Department has been implementing various Centrally Sponsored Schemes such as Pradhan Mantri Jan Vikas Karyakram (PMJVK), Pradhan Mantri Virasat Ka Samvardhan (PM VIKAS) etc. and State Sponsored Schemes such as Economic and Skill Development Programme (ESDP), CM's Lairik Heiminnashi (Free Remedial Coaching Programme).

8. Foreign/Domestic Tour of Ministries/officials.

Official tours of Head of Department and officials of the Directorate are done with the approval of competent Authority from time to time and records of such tours are maintained at the Directorate's office.

*****Form of Disclosure*****

1. Form of accessibility of Information Manual/Handbook [Section 4(4)].

Both – Electronic and printed medium.

2. Language in which Information Manual/Handbook available.

English.

3. When was the information Manual/Handbook last updated?

Annually, during the month of July/August.