

SUO MOTO DISCLOSURE IN RESPECT OF RAJ BHAVAN, IMPHAL, MANIPUR
WITH REFERENCE TO SECTION 4(1) (b) OF THE RIGHT TO INFORMATION
ACT, 2005.

Procedure Disclosure under Section 4(1)(b) (i): Particulars of organization, functions and duties.

Article 154 of the Constitution of India provides that each State of Indian Republic shall have a Governor. The Governor is the Constitutional or formal head of the State.

The historic building of Raj Bhavan, Imphal was originally constructed as the residence (a thatched roof building) for the British resident in 1880 and was first occupied by Major General Sir James Jhonstone, K.C.S. I. During the rebellion of 1891, it was burnt down. The permanent building in its present form was constructed in 1897 and reoccupied in January, 1898. It became the Chief Commissioner's residence in 1949, Rajnivas in 1969 and Raj Bhavan (Governor's residence) in 1972.

The Raj Bhavan comprised of two wings namely :- (1) The Governor's Secretariat and (2) Governor's Household Establishment.

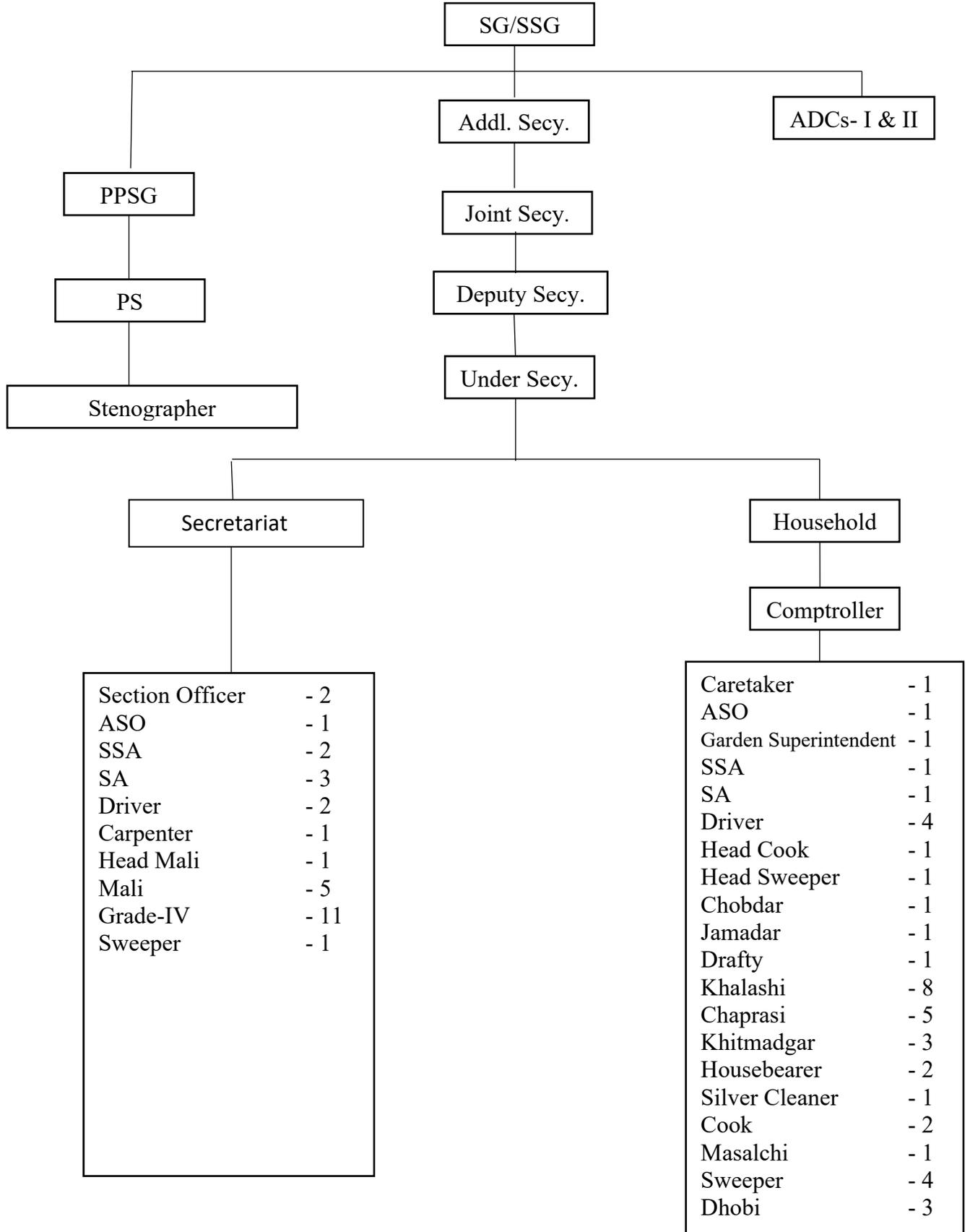
(A)The Governor's Secretariat consists of the following officers and staff given below:-

1.	Secretary to the Governor	1 no.
2.	Additional Secretary to the Governor	1 no.
3.	Joint Secretary to the Governor	1 no.
4.	Deputy Secretary to the Governor	1 no.
5.	Principal Private Secretary to the Governor	1 no.
6.	Private Secretary to the Secretary to the Governor	1 no.
7.	Under Secretary to the Governor	1 no.
8.	Section Officer	2 nos.
9.	Assistant Section Officer	1 no.
10.	Senior Secretariat Assistant	2 nos.
11.	Stenographer Grade-II	1 no.
12.	Stenographer Grade-III	1 no.
13.	Secretariat Assistant	3 nos
14.	Driver	2 nos.
15.	Carpenter	1 no.
16.	Head Mali	1 no.
17.	Mali	5 nos.
18.	Grade-IV	11 nos.
19.	Sweeper	1 no.

(B) The Governor's Household Establishment consists of the following posts created under the Governor's Allowances and Privileges Rules by the President of India :

1.	ADC	2 nos. (1 deputed from Indian Army and another from the Indian Police Service/MT Cadre or Manipur Police Service)
2.	Comptroller	1 no.
3.	Assistant Section Officer	1 no.
4.	Garden Superintendent	1 no.
5.	Caretaker	1 no.
6.	Senior Secretariat Assistant	1 no.
7.	Secretariat Assistant	1 no.
8.	Driver	4 nos.
9.	Head Cook	1 no.
10.	Head Sweeper	1 no.
11.	Chobdar	1 no.
12.	Jamadar	1 no.
13.	Daftry	1 no.
14.	Khalasi	8 nos.
15.	Chaprasi	5 nos.
16.	Khidmatgar	3 nos.
17.	House Bearer	2 nos.
18.	Silver Cleaner	1 no.
19.	Cook	2 nos.
20.	Maslachi	1 no.
21.	Sweeper	4 nos.
22.	Dhobi	3 nos.

ORGANISATIONAL CHART OF RAJ BHAVAN, IMPHAL



Procedure Disclosure under Section 4(1)(b) (ii): Powers and duties of Governor, Officers and staff.

Governor

The Governor of Manipur being the Constitutional or formal head of the State is vested with executive power of the State and exercises such executive power directly or indirectly through offices subordinate in accordance with the Constitution of India.

Further, a series of Rules, Acts and Codes guide the functioning of the Governor, his privileges and security, and the procedures and norms to be followed for efficient and dignified working of the officials of the Raj Bhavan and that of the State Government working in connection with the affairs of the Governor's Secretariat.

Sumant Singh, IAS, Secretary to Governor

The Secretary is the head of Governor's Secretariat and Household Establishment and is answerable to the Governor of their proper conduct and efficiency in all respects. He exercises administrative and financial power of both the establishments of Raj Bhavan. He is also the Controlling Officer in respect of the Discretionary Grant placed at the disposal of the Governor.

The following Officers work under the general administrative control of the Secretary.

- 1) The Additional Secretary to the Governor
- 2) Joint Secretary to the Governor
- 3) The Aides-de-Camp (ADC)
- 4) The Deputy Secretary to the Governor
- 5) Principal Private Secretaries
- 6) The Under Secretary to the Governor
- 7) The Resident Medical Officer
- 8) The 2 I/C, CRPF Raj Bhavan, Imphal
- 9) The AE, PWD (Civil & Electrical), Raj Bhavan, Imphal
- 10) The Comptroller of the Household
- 11) The Garden Superintendent

The Secretary exercises immediate control over the Governor's Secretariat and the Administrative Wing of the Governor's Household Establishment.

The Secretary is responsible for:-

1. Arrangements for the safety of the Governor.
2. The control of the Governor's Household Establishment.
3. Invitation to, and the conduct of, all formal functions of the Raj Bhavan.
4. Invitation to, and the conduct of, all entertainments at Raj Bhavan.

5. Co-ordination of the Governor's daily programme and issue of Daily Engagement Card.
6. Arrangements in connection with the Governor's tour.
7. The care and orderliness of the Raj Bhavan buildings and the Campus.
8. The grant of patronage to public institutions/entertainments.
9. Arrangements connected with the reception and accommodation of the Governor's guests put up in Raj Bhavan and their proper care and comfort.
10. Welfare, amenities and discipline of all grades of staff resident in the Raj Bhavan Campus.
11. Administrative work connected with Governor's duties and Constitutional functions.

Shri S. Pritamkumar Singh, Additional Secretary to the Governor

The Additional Secretary to Governor assists the works of Secretary to the Governor and also exercises the duties and functions of Secretary to the Governor in his absence.

Md. S. Daulat Khan, MCS, Joint Secretary to the Governor

At the dispensation of the Hon'ble Governor of Manipur, the State Government has posted the above officer on utilization basis to assist Secretary to the Governor of Manipur so as to enable Secretary to perform his duties and responsibilities mentioned above more effectively and diligently. The Joint Secretary to Governor has also been assigned to follow up on all important / priority issues indicated by the Governor.

Smt. M. Meena Devi, Deputy Secretary to the Governor

She assists in discharge of the above mentioned duties and functions of Secretary to the Governor. All files both of the Accounts Section and Establishment Section are routed through Deputy Secretary to the Governor.

Smt. M. Chitreswari Devi, Under Secretary to the Governor

Under Secretary is the Head of the Office and Drawing and Disbursing Officer of Raj Bhavan. She also assists Secretary to the Governor in discharge of the above mentioned duties and functions of Secretary to the Governor. And all files both of the Accounts Section and Establishment Section are also routed through Under Secretary to the Governor.

Dr. Sh. Amrita Singh, Resident Medical Officer

The following are the duties and functions of Resident Medical Officer of Raj Bhavan who is on attachment basis.

- (i) The Medical Officer is a whole time medical attendant to the Governor and his family and also the officers and members of the Raj Bhavan staff and their family.
- (ii) He is responsible for all matters of health and sanitation in the Raj Bhavan estate.
- (iii) He will indent, in bulk, medicines that are in common use and will arrange to dispense them through the Raj Bhavan dispensary.
- (iv) The Medical Officer will ensure stock of essential medicines, in the medicine box used in Governor's tours.
- (v) He will scrutinize the bills submitted by Medical Suppliers, with reference to the prescriptions issued by him and will certify on the body of the bill the admissibility of the claim
- (vi) He will liaise with the civil/army hospital for any service that might be necessary from these hospitals.
- (vii) He will undertake inspection of food articles, as and when required, during the stay of VVIPs in the Raj Bhavan.
- (viii) He will undertake vaccination/inoculation of Raj Bhavan employees and their families in consultation with the Health Inspectors of the Municipality.

Shri S. Bhupendra Sharma, Section Officer (Accounts Section)

He is the Section Officer of the Accounts Section and also functions as Cashier of Raj Bhavan. All files relating to Accounts Section are routed through him. Further, he is also assigned with the following matters of Accounts Section:

- (a) Instruction issued by the State Finance Dept. with regards to Government response to Audit Report
- (b) Reconciliation of Receipt & Expenditure under the Major Head 2012- President/VP etc
- (c) Matter relating to Governor's Tour inside/outside the State
- (d) TA/DA & LTC,
- (e) Budget
- (f) Entertainment Expenses of Hon'ble Governor
- (g) Any other subject not given to any of the staff of Accounts Section.

Km. M. Pritibala Devi, Senior Secretariat Assistant (Accounts Section)

She is assigned with the following matters:

- (a) Purchase of POL and maintenance of its record
- (b) Purchase of Gift/Presentation,
- (c) Purchase off Library Books/Newspapers/Magazine,
- (d) Bills for Cable TV
- (e) Printing of Pad/DO Pad/Greeting Cards/Invitation Card etc.

- (f) Purchase of Postal Stamp
- (g) Liveries of Grade-IV & Drivers
- (h) Telephone/Mobile/Internet Bills
- (i) Matter relating to vehicles
- (j) Discretionary Grant of Hon'ble Governor,
- (k) Matter relating to CMIS/MGEL
- (l) Purchase of Photostat Machine/Computer & other Electrical Items.
- (m) Matter relating to Garden, Veterinary and Fishery

Shri A. Birjeet Singh, Senior Secretariat Assistant (Accounts Section)

He is assigned with the following matters:

- (a) Preparation of Pay Bills
- (b) Matter relating to Income Tax
- (c) Preparation of bill for engagement of Casual Malis/Peons
- (d) Purchase of Furniture & Furnishing,
- (e) GPF Withdrawal/Advance/Calculation etc
- (f) Misc. purchase of Governor's Secretariat
- (g) Loan facilities and standing as guarantee
- (h) Cleaning of Septic Tank
- (i) Purchase of various miscellaneous items through Manipur Bhawan-Delhi, Kolkata, Guwahati
- (j) Purchase of stationery items
- (k) Bills for hiring Helicopter
- (l) Purchase of Medicines & Reimbursement etc.
- (m) Issue of LPC

Shri M. Priyoranjan Singh, Section Officer (Establishment Section)

He is the Section Officer of Establishment Section of Governor's Secretariat. All files relating to Establishment Section are routed through him who will in turn submit to the Under Secretary to the Governor of Manipur.

Shri VS Yarngam, Assistant Section Officer (Establishment Section)

He is assigned with the following matters:

- (a) All Establishment matters
- (b) Work programme.

Md. Abdul Aziz, Senior Secretariat Assistant (Establishment Section)

He is assigned with the following matters:

- (a) VIP/VVIP visit
- (b) Assembly
- (c) Governor's Conference

- (d) Telephone file
- (e) Law and Order
- (f) Bullet Proof Vehicles
- (g) Covid 19
- (h) Safe House
- (i) Library
- (j) Government e- Market (GeM) online portal
- (k) Appointment of Judges
- (l) Website of Raj Bhavan
- (m) Computerization of Raj Bhavan
- (n) Appointment of Judges
- (o) Northeast Frontier Jiribam-Tupul (Imphal) New Rail line
- (p) Preparation of list of Invitees/Invitation Cards/Lunch
- (q) Cultural Program at Raj Bhavan
- (r) Red Cross
- (s) International Polo/MHRPA
- (t) North Eastern State Issues
- (u) Institute of Bio-resources & Sustainable Development (IBSD)
- (v) Matter relating to Smart City
- (w) Helicopter
- (x) Air connectivity
- (y) Remission
- (z) Mission for Economic Empowerment of Traditional Artisans/Craftsmen (MEETAC)
- (aa) Conferring Honorary Degree to Hon'ble Governor of Manipur
- (bb) State mourning in connection with the death of President, VP, PM, Governor etc
- (cc) Store.

Smt. Preety Queen Sinam, Secretariat Assistant (Establishment Section)

She is assigned with the following matters:

- (a) University Matters
- (b) Right to Information
- (c) JNMDA
- (d) Autonomous District Council matters
- (e) Higher Education
- (f) Improvement of Raj Bhavan
- (g) Cabinet and Confidential matters
- (h) Press Clarification
- (i) BRTF
- (j) Administration of Hill Areas

- (k) NEC
- (l) State Function
- (m) Manipur Municipality Property Tax Board (MMPTB)
- (n) Lokayukta
- (o) Government Policy/Scheme/Yojnas/ Rules
- (p) Vision and mission of Hon'ble Prime Minister
- (q) Construction of roads in the State –through Foreign Investment
- (r) India and ASEAN countries on culture exchange /cultural corporation and other relations
- (s) MPSC
- (t) Miscellaneous matter relating to President's Secretariat, Rashtrapati Bhavan, New Delhi

Shri Th. Umakanta Singh, Senior Secretariat Assistant (Establishment Section)

He is assigned with the following matters:

- (a) Representation/Memorandum
- (b) District wise matters
- (c) Rajya Sainik Board
- (d) Boys & Scout
- (e) Award/Trophy
- (f) Program at Raj Bhavan
- (g) Constitution of Manipur Human Rights Commission (MHRC)
- (h) Dismissal
- (i) Swachh Bharat Mission
- (j) Eastern Zonal Cultural Centre
- (k) Skill Development
- (l) Rotary International
- (m) Manipur State Commission for Protection of Child Rights
- (n) North East Integration with the mainland
- (o) Border Road Organization (BRO)
- (p) Matter relating to National Anthem of India
- (q) Education-S
- (r) Government of India Act East Policy
- (s) All General Files

GOVERNOR'S HOUSEHOLD ESTABLISHMENT:

Aides-De-Camp (ADC)

- a. Shri H. Johnny Sharma, MPS
- b. Major Aditya Mahalwal, (Indian Army)

The following are the duties and responsibilities of ADC to the Governor:

- (1) Attendance of the Governor, wife of the Governor and guest of Raj Bhavan, and personal security of the Governor.
- (2) Maintenance of Calling Register.
- (3) Issue of invitation to formal tea, luncheons and dinner.
- (4) Maintenance of Raj Bhavan, Library.
- (5) Provision of Pilot/Escort for Governor's tour.
- (6) Liaison with the air force for airlift of the Governor, after finalization of the tour programme.
- (7) Visitor's book maintained for the guests staying at Raj Bhavan.
- (8) Facilities of sports and games at the Raj Bhavan.
- (9) Smart turnout of the Chaprasis and Khalasis attached to the office, and Raj Bhavan Chauffeurs, and recommendation for leave of these categories of staff.
- (10) Ensuring correct setting of clocks time pieces, etc. in the Raj Bhavan.
- (11) Seating arrangement for interview with the Governor in Governor's study or for interview with the wife of the Governor when the number of persons for interview in small.
- (12) Conducting guests/ invitees to interviews, Press Conference, tea etc to the place chosen for the function.
- (13) Intimating the Comptroller, and if necessary the Secretary, of any additions/ alternations in the arrangements for the day, so that the Secretary may have a record of additions/ alternations and the Comptroller may be in a position to order any refreshment that may be necessary.
- (14) Reception and seeing of guest.
- (15) He will be responsible to convey and orders from the Governor to the Officers and members of the staff.
- (16) He is responsible for cleanliness of the Raj Bhavan premises.
- (17) When there are House guests or on official and social function one of both the ADCs will be on duty irrespective of the duty hours.

Shri N. Motilal Meitei, Comptroller

The following are the duties and responsibility of Comptroller of the Household

- (1) Household management including daily provisions and stores account, registers etc.
- (2) Linen, silver, crockery, cutlery, glass-ware kitchen utensils, furniture and electrical items.
- (3) Cleanliness of the House
- (4) Arrangements of the stay of the guests at the Raj Bhavan.

- (5) Messing; smokes and stores
- (6) Household management register.
- (7) Issue of stores
- (8) Proper turnout of Household staff.
- (9) The comfort of all guests staying at the Raj Bhavan must be ensured by the Comptroller.
- (10) ACR of Household staff.
- (11) Arrangement for meeting, Press Conferences, Interviews, etc. outside Governor's study.
- (12) Reimbursement of entertainment expenses.
- (13) Renovation/ alterations/ furnishing registers.
- (14) Casual leave register for household staff.
- (15) Hours of work. The regular hours of work of the Comptroller from 9.30 am to 1.30 pm and from 4 p.m. if necessity arises the Comptroller will be on duty outside these hours as well.

Shri L. Sekherjit Singh, Garden Superintendent

The following are the duties of Garden Superintendent:

- (1) To supervise the works of the malis and maintain discipline among them.
- (2) To allot jobs to the malis and maintain their duty register.
- (3) To assess the daily work with reference to daily allotment as per duty register.
- (4) To impart technical assistance to them.
- (5) To consult various experts regarding manuring, plant protection, introduction of new varieties of ornamental plants, etc.
- (6) To raise timely seedling, cutting, etc and to transplant in the Raj Bhavan Garden
- (7) To look after the vegetable garden, raising vegetables seedlings and advising the malis about their cultural practices.
- (8) To procure additional flowers etc for the flower arrangement during the visits of the VVIPs/ VIPs and for sending the flowers outside Imphal for special occasions.
- (9) To arrange disposal of sweepings for the garden.
- (10) To supervise the collection of flower seeds bulbs etc to label their names, colour and other particulars and to store them carefully for the following seasons.

Procedure Disclosure under Section 4(1)(b) (iii): The procedure followed in the decision making process including channels of supervision and accountability.

All the petitions/ letters/memorandum received by the Governor's Secretariat intended to draw kind attention of the Hon'ble Governor of Manipur on general issues, specific issues or problems are put up to the Governor either in dak stage or in relevant files for kind orders and then forwarded to the State Government for necessary appropriate actions.

Procedure Disclosure under Section 4(1)(b) (iv): The norms set by it for the discharge of its functions.

All correspondences received by the dealing assistance concerned are placed in the relevant file or otherwise open a new file whenever necessary and put up to the immediate superior officer concerned for onward submission to the competent authorities for decision and timely disposal of the matters.

Procedure Disclosure under Section 4(1)(b) (v): The rules, regulations, instructions manuals and records, held by it under its control or used by its employees for discharging its functions.

- (1) The Constitution of India
- (2) Manipur Secretariat Service Rules
- (3) Central Civil Services Conduct Rules
- (4) Fundamental Rules and Supplementary Rules
- (5) Central Civil Services (Classification, Control and Appeal) Rules
- (6) Manipur Civil Services (Pension) Rules & other Pension Rules of State Government
- (7) Delegation of financial Power Rules, 1995
- (8) General Financial Rules
- (9) Rules of Business of State Government
- (10) Governor's Discretionary Grant.
- (11) Governor's Allowances and Privileges
- (12) Raj Bhavan Manual
- (13) All the Standing instructions or memorandums issues by the State Government from time to time on the matters relating to the reservation of ST/SC, procedure for Departmental Promotion and other service matters etc.

Procedure Disclosure under Section 4(1)(b) (vi): A statement of the categories of documents that are held by it or under its control

- (1) All personal files of Officers and staff of Governor's Secretariat and Household Establishment.
- (2) Governor's Secretariat, Raj Bhavan, Imphal has been adopting the Manipur Secretariat Service Rules, 1986, the Manipur Secretariat Subordinate Service Rules, 1982 and the Manipur Secretariat Stenographers Service Rules, 1992 as amended from time to time w.e.f. 23/10/1995.
- (3) Files relating to various instructions issued and adopted by the State Government on the service matters.

Procedure Disclosure under Section 4(1)(b) (vii): The particulars of any arrangements that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or administration thereof.

All the representations/petitions received by the Governor's Secretariat intended to draw kind attention of the Hon'ble Governor of Manipur are forwarded to the State Government for taking further appropriate action as desired by the Governor depending on the merits of the cases.

Procedure Disclosure under Section 4(1)(b) (viii): A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

The Governor's Secretariat, Raj Bhavan, Imphal has constituted the following Committees:

(i) Purchase Committee for identifying the appropriate supplier of goods above Rs 1,00,000/- only to be purchased by the Governor's Secretariat, Raj Bhavan, Imphal. The Committee consists of the following Officers namely (a) Additional Secretary to the Governor of Manipur (b) Under Secretary to the Governor of Manipur and (c) Comptroller of Household Establishment

(ii) Internal Complaints Committee (ICC) under Sexual harassment of women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The list of the Officials constituting the Committee include (a) Smt. M. Meena Devi, Deputy Secretary to the Governor – Presiding Officer (b) Smt. M. Chitreswari Devi, Under Secretary to the Governor - Member (c) Km. M. Pritibala Devi, Sr. Secretariat Assistant-Member and Smt. B. Supriya Devi, Advocate and Panel Lawyer, Manipur State Legal Services Authority-Member

(iii) Committee for identifying works to be taken up for the development of Raj Bhavan, Imphal and oversee all construction works of Raj Bhavan, Imphal. The list of Officers are (a) Secretary to the Governor of Manipur-Chairman (b) Joint Secretary to the Governor of Manipur – Member (c) Under Secretary to the Governor of Manipur - Member (d) Comptroller of the Household Establishment – Member (e) Executive Engineer/Assistant Engineer, PWD (Civil)-Member (f) Executive Engineer/Assistant Engineer, PWD (Electrical) – Member.

(iv) The Departmental Promotion Committee etc constituted from time to time for consideration for direct recruitment and promotion to the difference categories of Raj Bhavan, Imphal.

Procedure Disclosure under Section 4(1)(b) (ix): A directory of its officers and employees.

GOVERNOR'S SECRETARIAT, RAJ BHAVAN, IMPHAL.

Sl. No	Name of Officer	Telephone/Mobile No.
1.	Shri Sumant Singh, IAS, Secretary to Governor	2450009/2442478/7085109223
2.	Shri S. Pritamkumar Singh, Additional Secretary to Governor	2448533/9436891235
3.	Md. S. Daulat Khan, MCS, Joint Secretary to Governor	2441812/9612380388
4.	Smt. M. Meena Devi, Deputy Secretary to Governor	2450263/9436840190
5.	Smt. M. Chitreswari Devi, Under Secretary to the Governor	9856673472
6.	Shri S. Bhupendra Sharma, Section Officer (Accounts)	7005354325
7.	Shri M. Priyoranjan Singh, Section Officer (Establishment)	9612055043
8.	Km. M. Pritibala Devi, Senior Secretariat Assistant	
9.	Shri A. Birjeet Singh, Senior Secretariat Assistant	-
10.	Shri Th. Ramananda Singh, Stenographer Grade-II	-
11.	Km. Preety Queen Sinam, Secretariat Assistant	-
12.	Shri Th. Umakanta Singh, Secretariat Assistant	-
13.	Shri V. Achimson, Driver	-
14.	Shri L. Thambalngou Singh, Grade-IV	-
15.	Shri E. Ranjit Singh, Grade-IV	-

16.	Shri Kamei Bishorjit Rongmei, Grade-IV	-
17.	Shri Golmei Justin, Grade-IV	-
18.	Smt. Priti Rani Dev, Grade-IV	-
19.	Shri N. Muhindro Singh, Sweeper	-
20.	Shri M. Sunjoy Singh, Mali	-
21.	Smt. R.J Danreioi Chiru, Mali	-
22.	Shri Ch. Sanjoy Singh, Mali	-
23.	MM. Imtiyas Khan, Mali Sweeper	-

GOVERNOR'S HOUSEHOLD ESTABLISHMENT, RAJ BHAVAN, IMPHAL.

Sl. No	Name of Officer	Telephone/Mobile No.
1.	Shri H. Johnny Sharma, MPS ADC to Governor	2451444/8787508060
2.	Major Aditya Mahalwal, ADC to Governor	2451444/9049522936
3.	Shri V.S. Yarngam, Assistant Section Officer	-
4.	Shri L. Sekherjit Singh, Garden Superintendent	-
5.	Md. Abdul Aziz, Senior Secretariat Assistant	-
6.	Shri Kh. Naocha Singh, Driver	-
7.	Shri Prem Poudel, Driver	-
8.	Shri G. Mukhesh Sharma, Driver	-

9.	Shri Sh. Nandakumar Singh, Driver	-
10.	Shri Y. Suranjoy Singh, Head Cook	-
11.	Shri Amu Kabui, Head Sweeper	-
12.	Shri Ch. Ibomcha Singh, Khalasi	-
13.	Shri G. Athon, Khalasi	-
14.	Shri Kh. Sanatomba Singh, Khalasi	-
15.	Shri H. Jitendra Singh, Khalasi	-
16.	Shri M. Dorendro Singh, Khalasi	-
17.	Md Abdul Hakim, Khalasi	-
18.	Shri Jagadish Das, Chaprasi	-
19.	Md. Itobabu, Chaprasi	-
20.	Shri. Tontang Moran, Chaprasi	-
21.	Md. Atiqur Rahman, Chaprasi	-
22.	Shri. H. Rameshore Singh, Khidmatgar	-
23.	Shri. T. Bidyachandra Singh, House Bearer	-
24.	Shri. K. Joy Singh, House Bearer	-
25.	Shri Th. Gospal Singh, Silver Cleaner	-
26.	Md. Humayun Kabir, Cook	-
27.	Shri Y. Inao Singh, Masalchi	-
28.	Md. Kamal Hassan, Sweeper	-

29	Smt. Rosy Lalzwami, Sweeper	-
30	Shri M. Sanjit Singh, Sweeper	-
31	Shri Kh. Kenedy Singh, Dhobi	-

CASUAL PEON AND CASUAL MALIS OF RAJ BHAVAN, IMPHAL

Sl. No	Name of Officer	Telephone/Mobile No.
1.	Shri K. Nabakishore Singh, Casual Peon	-
2.	Shri M. Thasana Singh, Casual Mali	-
3.	Md. Amjad Khan, Casual Mali	-
4.	Shri L. Brojen Singh, Casual Mali	-
5.	Shri William Gonmei, Casual Mali	-
6.	Shri K. Premkumar Singh, Casual Mali	-

Procedure Disclosure under Section 4(1)(b) (x): The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

(A) GOVERNOR'S SECRETARIAT

Sl. No.	Name of Officers & Staff	Monthly remuneration	Remarks
1.	Shri Sumant Singh, Secretary	L-14	7th CPC
2.	Shri S. Pritamkumar Singh, ASG	L-14	MS(RP)Rules-2019
3.	Md. S. Daulat Khan, MCS, JSG	L-14	MS(RP)Rules-2019
4.	Smt. M. Meena Devi, DSG	L-13	MS(RP)Rules-2019
5.	Smt. M. Chitreswari Devi, USG	L-12	MS(RP)Rules-2019
6.	Shri S. Bhupendra Sharma, SO (Accounts)	L-9	MS(RP)Rules-2019
7.	Shri M. Priyoranjan Singh, SO (Establishment)	L-9	MS(RP)Rules-2019

8.	Km. M. Pritibala Devi, SrSA	L-6	MS(RP)Rules-2019
9.	Shri A. Birjeet Singh, SrSA	L-6	MS(RP)Rules-2019
10.	Shri Th. Ramananda Singh, Steno-II	L-5	MS(RP)Rules-2019
11.	Km. Preety Queen Sinam, SA	L-5	MS(RP)Rules-2019
12.	Shri Th. Umakanta Singh, SA	L-5	MS(RP)Rules-2019
13.	Shri V. Achimson, Driver	L-5	MS(RP)Rules-2019
14.	Shri M. Sunjoy Singh, Mali	L-1	MS(RP)Rules-2019
15.	Smt. R.J Danreioi Chiru, Mali	L-1	MS(RP)Rules-2019
16.	Shri Ch. Sanjoy Singh, Mali	L-1	MS(RP)Rules-2019
17.	MM. Imtiyas Khan, Mali Sweeper	L-1	MS(RP)Rules-2019
18.	Shri L. Thambalngou Singh, Grade-IV	L-2	MS(RP)Rules-2019
19.	Shri E. Ranjit Singh, Grade-IV	L-2	MS(RP)Rules-2019
20.	Shri Kamei Bishorjit Rongmei, Grade-IV	L-2	MS(RP)Rules-2019
21.	Shri Golmei Justin, Grade-IV	L-2	MS(RP)Rules-2019
22.	Smt. Priti Rani Dev, Grade-IV	L-2	MS(RP)Rules-2019
23.	Shri N. Muhindro Singh, Sweeper	L-2	MS(RP)Rules-2019

(B) GOVERNOR'S HOUSEHOLD

Sl. No.	Name of Officers & Staff	Monthly remuneration	Remarks
1.	Shri H. Johnny Sharma, MPS, AD	L-13	MS(RP)Rules-2019
2.	Maj. Aditya Mahalwal, ADC	L-11	7th CPC (DFP)
3.	Shri N. Motilal Meitei, Comptroller	L-9	MS(RP)Rules-2019
4.	Shri V.S. Yarngam, ASO	L-8	MS(RP)Rules-2019
5.	Shri L. Sekherjit Singh, Garden Superintendent	L-7	MS(RP)Rules-2019
6.	Md. Abdul Aziz, SrSA	L-6	MS(RP)Rules-2019
7.	Shri Kh. Naocha Singh, Driver	L-5	MS(RP)Rules-2019
8.	Shri Prem Poudel, Driver	L-3	MS(RP)Rules-2019
9.	Shri G. Mukhesh Sharma, Driver	L-3	MS(RP)Rules-2019
10.	Shri Sh. Nandakumar Singh, Driver	L-3	MS(RP)Rules-2019
11.	Shri Y. Suranjoy Singh, Head Cook	L-3	MS(RP)Rules-2019
12.	Shri Amu Kabui, Head Sweeper	L-3	MS(RP)Rules-2019
13.	Shri Ch. Ibomcha Singh, Khalasi	L-2	MS(RP)Rules-2019
14.	Shri G. Athon, Khalasi	L-1	MS(RP)Rules-2019
15.	Shri Kh. Sanatomba Singh, Khalasi	L-2	MS(RP)Rules-2019

16.	Shri H. Jitendra Singh, Khalasi	L-1	MS(RP)Rules-2019
17.	Shri M. Dorendro Singh, Khalasi	L-1	MS(RP)Rules-2019
18.	Md Abdul Hakim, Khalasi	L-1	MS(RP)Rules-2019
19.	Shri Jagadish Das, Chaprasi	L-3	MS(RP)Rules-2019
20.	Md. Itobabu, Chaprasi	L-1	MS(RP)Rules-2019
21.	Shri. Tontang Moran, Chaprasi	L-1	MS(RP)Rules-2019
22.	Md. Atiqr Rahman, Chaprasi	L-1	MS(RP)Rules-2019
23.	Shri. H. Rameshore Singh, Khidmatgar	L-1	MS(RP)Rules-2019
24.	Shri T. Bidyachandra Singh, House Bearer	L-2	MS(RP)Rules-2019
25.	Shri. K. Joy Singh, House Bearer	L-1	MS(RP)Rules-2019
26.	Shri Th. Gospal Singh, Silver Cleaner	L-1	MS(RP)Rules-2019
27.	Md. Humayun Kabir, Cook	L-1	MS(RP)Rules-2019
28.	Shri Y. Inao Singh, _Masalchi	L-1	MS(RP)Rules-2019
29.	Md. Kamal Hassan, Sweeper	L-1	MS(RP)Rules-2019
30.	Smt. Rosy Lalzwami , Sweeper	L-1	MS(RP)Rules-2019
31.	Shri M. Sanjit Singh, Sweeper	L-1	MS(RP)Rules-2019
32.	Shri Kh. Kenedy Singh, Dhobi	L-1	MS(RP)Rules-2019

Procedure Disclosure under Section 4(1)(b) (xi): The budget allocation to its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The account statements for the financial year 2025-26 are as given below:

Category of Head	Code	Receipt from State Government (Budget Provision)	
Major Head	2012	President/Vice-President/Governor/Administrator of Union Territories (Charged)	
Sub-Major	03	Governor/Administrator of Union Territories	
Minor	90	Secretariat	
Sub-Head	1	Governor's Secretariat	
Detailed	00		
Object	01	Salaries	174.64
	02	Wages	38.12
	06	Medical Treatment	10.00

	07	Allowances	74.85
	08	Leave Travel Concession	2.00
	11	Domestic Travel Expenses	12.00
	13	Office Expenses	56.07
	16	Printing & Publication	10.00
	24	Fuels & Lubricants	12.00
	26	Advertising & Publicity	1.00
	28	Professional Services	2.00
		TOTAL	392.68
Minor	101	Emoluments and Allowances of the Governor	
Sub-Head	01	Governor	
Detailed	00		
Object	01	Salaries	42.00
		TOTAL	42.00
Minor	102	Discretionary Grants	
Sub-Head	01	Discretionary Grants	
Detailed	00		
Object	49	Other Revenue Expenditure	50.00
		TOTAL	50.00
Minor	103	Household Establishment	
Sub-Head	01	Governor's Household Establishment	
Detailed	00		
Object	01	Salaries	188.96
	06	Medical Treatment	10.00
	07	Allowances	110.98
	08	Leave Travel Concession	2.00
	11	Domestic Travel Expenses	10.00
	13	Office Expenses	5.75
		TOTAL	327.69
Minor	105	Medical Facilities	
Sub-Head	01	Medical Facilities	
Detailed	00		
Object	49	Other Revenue Expenditure	2.00
		TOTAL	2.00
Minor	106	Entertainment Expenses of the Governor	
Sub-Head	01	Governor's Entertainment Expenses	
Detailed	00		
Object	49	Other Revenue Expenditure	3.00
		TOTAL	3.00
Minor	107	Expenditure from Contract Allowances	
Sub-Head	01	Expenditure from Contract Allowances	

Detailed	00		
Object	49	Other Revenue Expenditure	6.00
			TOTAL 6.00
Minor	108	Tour Expenses	
Sub-Head	01	Tour Expenses	
Detailed	00		
Object	11	Domestic Travel Expenses	17.50
			TOTAL 17.50
Minor	800	Other Expenditure	
Sub-Head	01	Renewals and Maintenance	
Detailed	00		
Object	21	Supplies and Materials	1.15
Detailed	01	Maintenance of Garden	
	27	Minor Civil and Electric Works	4.03
Detailed	02	Maintenance and Repairs of Furnishing of Official Residence	
	29	Repair & Maintenance	1.15
			TOTAL 6.33
Major Head	4075	Capital Outlay on Miscellaneous General Services	
Sub-Major	00		
Minor	800	Other Expenses	
Sub-Head	01	Governor's Secretariat	
Object	71	Information, Computer, Telecommunication (ICT) Equipment	10.00
	74	Furnitures and Fixtures	15.00
			TOTAL 25.00
			GRAND TOTAL 872.20

Procedure Disclosure under Section 4(1)(b) (xii): The manner of execution of subsidy programs including the amounts allocated and the details of beneficiaries of such programme.

There is no such subsidy programme of Raj Bhavan, Imphal other than the Governor's Discretionary Grant. A sum of Rs. 50 lakhs (Rupees fifty lakhs) only is provided under Governor's Discretionary Grant.

The expenditure under this Grant is governed by the Rules regulating the expenditure out of the Discretionary Grant at the disposal of the Governor of Manipur.

Procedure Disclosure under Section 4(1)(b) (xiii): Particulars of recipients of concessions, permits or authorization granted by it.

The is no such provision under which concessions, permits or authorization can be granted by the Raj Bhavan. However, under Article 161 of the Constitution of India, the Governor has the power to grant pardons, etc and to suspend, remit or commute sentences in certain cases on the recommendation of the State Government.

Procedure Disclosure under Section 4(1)(b) (xiv): Details in respect of information, available to or held by it, reduced in an electronic form.

The official website of Governor's Secretariat, Raj Bhavan, Imphal was introduced in February, 2016. The address of the website is <http://rajbhavanmanipur.nic.in> and email ID is rajbhavan.imp-mn@gov.in. A brief history of Raj Bhavan, Imphal, past and present Governors of Manipur alongwith photographs, contact nos. of Officers of Raj Bhavan, Imphal are shown in the website. News and events relating to Hon'ble Governor of Manipur visit in the State and functions organized or participated by the Hon'ble Governor of Manipur are uploaded in the website of Raj Bhavan, Imphal. Correspondents including representations/memorandums are also received in the email of Raj Bhavan, Imphal and if necessary reply are sent through this email.

Procedure Disclosure under Section 4(1)(b) (xv): Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.

With a view to provide information to the citizens in respect of Raj Bhavan, Imphal, the Appellate Authority, the State Public Information Officer and Assistant State Public Information officer have been appointed under the Act. Official website of Raj Bhavan, Imphal are also introduced and news and events are updated from time to time in the website. Any citizen could see what is there in the website. They can send correspondence in the email or in hard copy to Raj Bhavan, Imphal. A small library is maintained by Raj Bhavan, Imphal, it is for use by the office only but not opened to the public.

Procedure Disclosure under Section 4(1)(b) (xvi): Names and designation and other particulars of the Public Information Officers.

Sl. No.	Name and designation of the officer.
1.	Shri Sumant Singh, IAS, Secretary to Governor, Appellate Authority
2.	Md. S. Daulat Khan, MCS, Joint Secretary to Governor, State Public Information Officer
3.	Smt. M. Chitreswari Devi, Under Secretary to Governor, Assistant State Public Information Officer.

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

N.A.

Updated on 9/7/2025
