

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

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

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

The historic building of Lok Bhavan, Imphal, was originally constructed in 1880 as a thatched-roof residence for the British Resident and was first occupied by Major General Sir James Johnstone, K.C.S.I. During the rebellion of 1891, the structure was burnt down. The present permanent building was constructed in 1897 and reoccupied in January 1898. It subsequently served as the residence of the Chief Commissioner in 1949, was renamed Raj Niwas in 1969, Raj Bhavan (Governor's residence) in 1972, and Lok Bhavan (Governor's residence) in 2025.

(a) The Lok Bhavan, Imphal comprised of two wings namely:

(i) The Governor's Secretariat.

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

1.	Secretary to the Governor	1 no.
2.	Joint Secretary to the Governor	1 no.
3.	Deputy Secretary to the Governor	2 nos.
4.	Under Secretary to the Governor	1 no.
5.	Section Officer	2 nos.
6.	Private Secretary to the Secretary to the Governor	1 no.
7.	Senior Secretariat Assistant	2 nos.
8.	Stenographer Grade-II	1 no.
9.	Stenographer Grade-III	1 no.
10.	Secretariat Assistant	3 nos.
11.	Mechanical Supervisor	1 no.
12.	Grade-IV	5 nos.
13.	Sweeper	1 no.
14.	Mali	3 nos.

o/c
20/7/2026.
BSHEP

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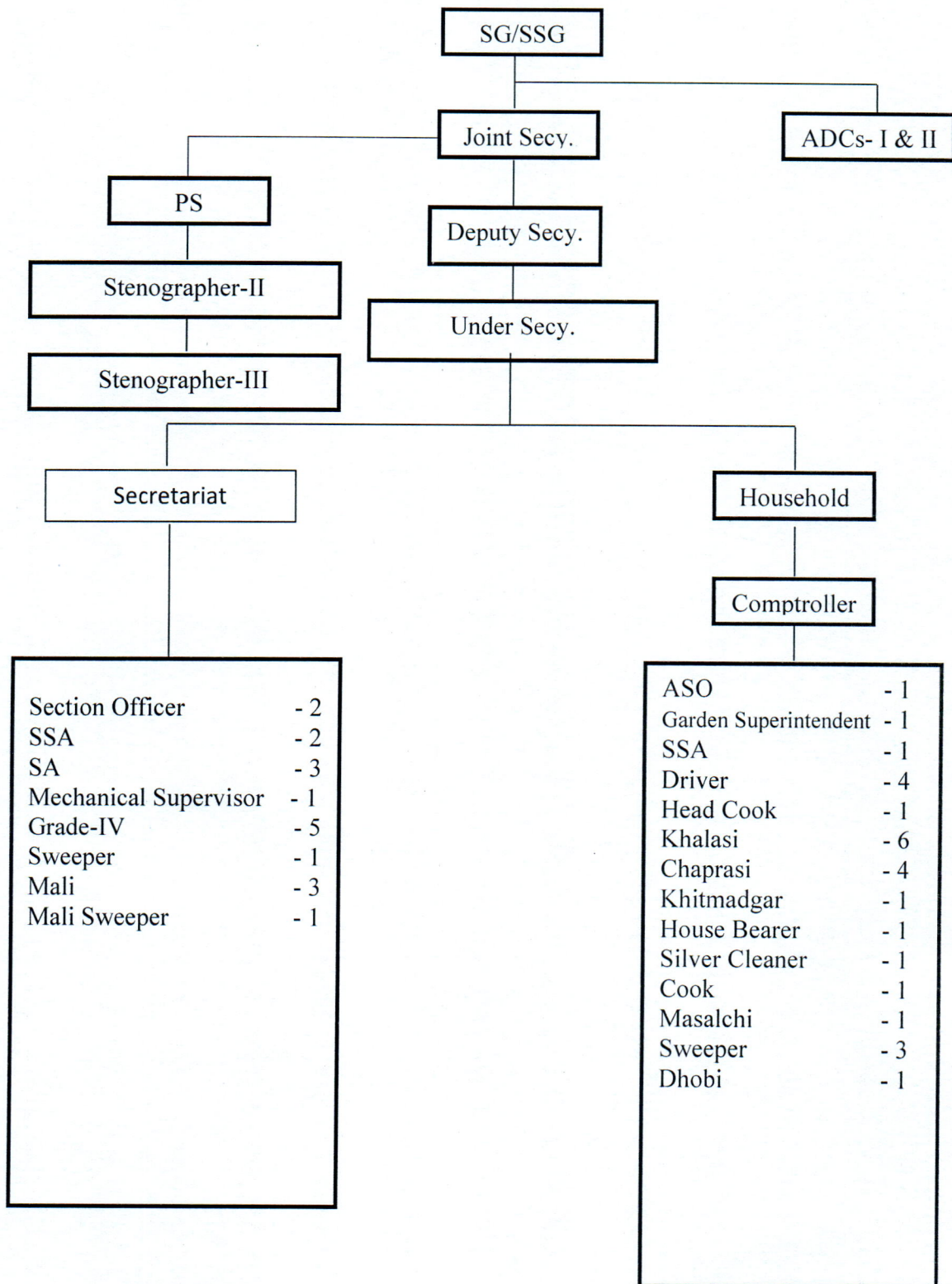
15.	Mali Sweeper	1 no.
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(ii) Governor's Household Establishment.

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.	Aides-de-Camp	2 nos. (1 deputed from Indian Army and another from the Indian Police Service/MT Cadre or Manipur Police Service)
2.	Comptroller of Household	1 no.
3.	Assistant Section Officer	1 no.
4.	Garden Superintendent	1 no.
5.	Senior Secretariat Assistant	1 no.
6.	Driver	4 nos.
7.	Head Cook	1 no.
8.	Khalasi	6 nos.
9.	Chaprasi	4 nos.
10.	Khidmatgar	1 no.
11.	House Bearer	1 no.
12.	Silver Cleaner	1 no.
13.	Cook	1 no.
14.	Masalchi	1 no.
15.	Sweeper	3 nos.
16.	Dhobi	1 no.

ORGANISATIONAL CHART OF LOK BHAVAN, IMPHAL



2. Procedure Disclosure under Section 4(1) (b) (ii):

- Powers and duties of Governor, officers and staff of Governor's Secretariat.

(a) 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 Lok Bhavan, Imphal and that of the State Government working in connection with the affairs of the Governor's Secretariat.

(b) 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 immediate control over the Governor's Secretariat and the Administrative Wing of the Governor's Household Establishment. He is also the Controlling Officer in respect of the Discretionary Grant placed at the disposal of the Governor.

• The Secretary is responsible for:

- i. Arrangements for the safety of the Governor.
- ii. The control of the Governor's Household Establishment.
- iii. Invitation to, and the conduct of, all formal functions of the Lok Bhavan, Imphal.
- iv. Invitation to, and the conduct of, all entertainments at Lok Bhavan, Imphal.
- v. Co-ordination of the Governor's daily programme and issue of Daily Engagement Card.
- vi. Arrangements in connection with the Governor's tour.
- vii. The care and orderliness of the Lok Bhavan, Imphal buildings and the Campus.
- viii. The grant of patronage to public institutions/entertainments.
- ix. Arrangements connected with the reception and accommodation of the Governor's guests put up in Lok Bhavan, Imphal and their proper care and comfort.

- x. Welfare, amenities and discipline of all grades of staff resident in the Lok Bhavan, Imphal Campus.
- xi. Administrative work connected with Governor's duties and Constitutional functions.
- The following officers work under the general administrative control of the Secretary:
 - i. The Joint Secretary to the Governor.
 - ii. The Aides-de-Camp (ADC).
 - iii. The Deputy Secretary to the Governor.
 - iv. The Under Secretary to the Governor.
 - vi. The Senior Resident Medical Officer.
 - vii. The 2 I/C (Ops), CRPF Lok Bhavan, Imphal.
 - viii. The AE, PWD (Civil & Electrical), Lok Bhavan, Imphal.
 - ix. The Comptroller of the Household.
 - x. The Garden Superintendent.

(c) 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.

(d) Deputy Secretaries to the Governor:

The Deputy Secretaries 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 the Deputy Secretaries to the Governor.

(e) Under Secretary to the Governor:

Under Secretary is the Head of the Office and Drawing and Disbursing Officer of Lok Bhavan, Imphal. The Under Secretary 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

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are also routed through Under Secretary to the Governor before submitting to Deputy Secretary to the Governor.

(f) Senior Resident Medical Officer:

The following are the duties and functions of Senior Resident Medical Officer of Lok Bhavan, Imphal 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 Lok Bhavan, Imphal's staff and their family.
- ii. He is responsible for all matters of health and sanitation in the Lok Bhavan estate.
- iii. He will indent, in bulk, medicines that are in common use and will arrange to dispense them through the Lok Bhavan, Imphal's 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 Lok Bhavan, Imphal.
- viii. He will undertake vaccination/inoculation of Lok Bhavan, Imphal's employees and their families in consultation with the Health Inspectors of the Municipality.

(g) Section Officer (Accounts Section):

The Section Officer of the Accounts Section also functions as Cashier of Lok Bhavan, Imphal. All files relating to Accounts Section are routed through him.

(h) Senior Secretariat Assistants (Accounts Section):

The two Senior Secretariat Assistants posted in the Accounts Section deal with all matters pertaining to the accounts of Lok Bhavan, Imphal and work under the supervision of the Section Officer (Accounts).

(i) Section Officer (Establishment Section):

All files relating to Establishment Section are routed through the Section Officer (Establishment Section).

(j) Assistant Section Officer (Establishment Section):

The Assistant Section Officer functions under the Section Officer (Establishment Section) and is responsible for assisting in the coordination and supervision of the section's activities.

(k) Senior Secretariat Assistant and Secretariat Assistants (Establishment Section):

The Senior Secretariat Assistant and the Secretariat Assistants deal with all establishment-related matters and work under the supervision of the Section Officer and the Assistant Section Officer.

(l) Private Secretary to the Secretary to the Governor:

The Private Secretary assists the Joint Secretary to the Governor and ADCs in handling official correspondence, scheduling meetings, maintaining records, and other secretarial duties assigned from time to time.

(m) Stenographer Grade-II and Grade-III:

The Stenographers provide stenographic and secretarial assistance, prepare drafts, maintain records, attend official meetings, and perform such duties as assigned by superior officers.

(n) Mechanical Supervisor:

The Mechanical Supervisor is responsible for the maintenance and supervision of mechanical equipment, machinery, vehicles, and related infrastructure of Lok Bhavan, Imphal.

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- Powers and duties officers and staff of Governor's Household Establishment.

(a) Aides-De-Camp (ADC):

There are two ADCs (one deputed from the Indian Army and the other from the Indian Police Service/MT Cadre or Manipur Police Service). They assist the Governor, the Governor's spouse, and guests at Lok Bhavan, Imphal, while ensuring the Governor's personal security. Their responsibilities include managing official hospitality, engagements, tours, and travel arrangements; coordinating meetings and functions; supervising staff discipline and upkeep of Lok Bhavan; maintaining records; conveying the Governor's orders; and remaining on duty as required during official functions and visits.

(b) Comptroller:

The Comptroller of the Household is responsible for managing and maintaining the household at Lok Bhavan, Imphal, including supervision of provisions, stores, household assets, accounts, and cleanliness. The role includes overseeing guest accommodation and hospitality, supervising household staff and their records, managing logistical arrangements for meetings and official events outside the Governor's study, processing entertainment reimbursements, maintaining renovation and furnishing records, and ensuring smooth household operations. The Comptroller remains on duty beyond regular working hours whenever required.

(c) Garden Superintendent:

The Garden Superintendent is responsible for supervising and managing the gardens at Lok Bhavan, Imphal including overseeing the work, discipline, and records of the malis. The role includes assigning duties, providing technical guidance on plant care, supervising the raising and transplantation of plants, managing the vegetable garden, arranging flowers for official functions, and ensuring the proper disposal of garden waste and storage of seeds, bulbs, and other planting materials.

(d) Assistant Section Officer (Household Establishment):

The Assistant Section Officer assists in administrative, establishment, and record management work of the Household Establishment and performs duties assigned by superior officers.

3. 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.

4. Procedure Disclosure under Section 4(1) (b) (iv): Norms for the discharge of 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.

5. 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.

- (a) The Constitution of India.
- (b) Manipur Secretariat Service Rules.
- (c) Central Civil Services Conduct Rules.
- (d) Fundamental Rules and Supplementary Rules.
- (e) Central Civil Services (Classification, Control and Appeal) Rules.
- (f) Manipur Civil Services (Pension) Rules & other Pension Rules of State Government.
- (g) Delegation of financial Power Rules, 1995.
- (h) General Financial Rules.
- (i) Rules of Business of State Government.

- (j) Governor's Discretionary Grant.
- (k) Governor's Allowances and Privileges.
- (l) Lok Bhavan Manual
- (m) 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.

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

- (a) All personal files of Officers and staff of Governor's Secretariat and Household Establishment.
- (b) Governor's Secretariat, Lok 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.
- (c) Files relating to various instructions issued and adopted by the State Government on the service matters.

7. 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.

The Governor's Secretariat, Lok Bhavan, Imphal primarily functions as the administrative and secretarial office assisting the Hon'ble Governor in the discharge of constitutional, statutory, ceremonial, and administrative responsibilities. It is not a policy-making department and, therefore, does not ordinarily formulate public policies requiring public consultation.

8. Procedure Disclosure under Section 4(1) (b) (viii): Boards, councils, committees and other bodies constituted by the Governor's Secretariat.

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

- (a) **Purchase Committee** for identifying the appropriate supplier of goods above Rs. 50,000/- upto Rs 5,00,000/- only to be purchased by the Governor's Secretariat, Lok Bhavan, Imphal. The Committee consists of the following Officers namely (a) Joint Secretary to the Governor of Manipur (b) Under Secretary to the Governor of Manipur and (c) Comptroller of Household Establishment.
- (b) **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) Deputy Secretary to the Governor – Presiding Officer (b) Under Secretary to the Governor - Member (c) Sr. Secretariat Assistant- Member and Smt. B. Supriya Devi, Advocate and Panel Lawyer, Manipur State Legal Services Authority-Member.
- (c) **Committee for identifying works to be taken up for the development of Lok Bhavan, Imphal and oversee all construction works of Lok 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.
- (d) **The Departmental Promotion Committee:** It is constituted from time to time for consideration for direct recruitment and promotion to the difference categories of Lok Bhavan, Imphal.
- (e) **Die-in-Harness Committee** for examination of proposals under the Die-in-Harness Scheme in respect of Governor's Secretariat, Lok Bhavan, Imphal. The Committee consists of the following Officers namely (a) Secretary to the Governor of Manipur (b) Under Secretary to the Governor of Manipur and (c) Government nominee, Deputy Secretary or Under Secretary (DP).

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

(a) Governor's Secretariat, Lok Bhavan, Imphal:

Sl. No.	Name	Designation	Division/Section	Office Address	Telephone No.	Official ID	Email
1.	Shri Sumant Singh, IAS	Secretary to the Governor	Governor's Secretariat	Lok Bhavan, Imphal – 795001	2450009 / 2442478		lokbhavan.imp-mn@gov.in
2.	Md. S. Daulat Khan, MCS	Joint Secretary to the Governor	Governor's Secretariat	Lok Bhavan, Imphal – 795001	2441812 / 9612380388		lokbhavan.imp-mn@gov.in
3.	Smt. M. Meena Devi	Deputy Secretary to the Governor	Governor's Secretariat	Lok Bhavan, Imphal – 795001	2450263 / 9436840190		lokbhavan.imp-mn@gov.in
4.	Shri Sorokhaibam Imoshana Meitei, MCS	Deputy Secretary to the Governor	Governor's Secretariat	Lok Bhavan, Imphal – 795001	9774901959		lokbhavan.imp-mn@gov.in
5.	Shri Rishikanta Loitongbam, MCS	Under Secretary to the Governor	Governor's Secretariat	Lok Bhavan, Imphal – 795001	2448533 / 9744387060		lokbhavan.imp-mn@gov.in
6.	Shri S. Bhupendra Sharma	Section Officer (Accounts)	Governor's Secretariat	Lok Bhavan, Imphal – 795001	9856152589		-
7.	Shri M. Priyoranjan Singh	Section Officer (General Section)	Governor's Secretariat	Lok Bhavan, Imphal – 795001	9366424182		-
8.	Shri A. Chandramani Singh	PS to the Secretary	Governor's Secretariat	Lok Bhavan, Imphal – 795001	7005090896		-
9.	Miss M. Pritibala Devi	Sr. Secretariat Assistant	Governor's Secretariat	Lok Bhavan, Imphal – 795001	-		-
10.	Shri A. Birjeet Singh	Sr. Secretariat Assistant	Governor's Secretariat	Lok Bhavan, Imphal –	-		-

				795001		
11.	Shri Th. Ramananda Singh	Stenographer-II	Governor's Secretariat	Lok Bhavan, Imphal - 795001	-	-
12.	Smt. Preety Queen Sinam	Secretariat Assistant	Governor's Secretariat	Lok Bhavan, Imphal - 795001	-	-
13.	Shri Th. Umakanta Singh	Secretariat Assistant	Governor's Secretariat	Lok Bhavan, Imphal - 795001	-	-
14.	Shri T. Bidyachandra Singh	Secretariat Assistant	Governor's Secretariat	Lok Bhavan, Imphal - 795001	-	-
15.	Shri Y. Keny Meitei	Stenographer-III	Governor's Secretariat	Lok Bhavan, Imphal - 795001	-	-
16.	Shri V. Achimson	Mechanical Supervisor	Governor's Secretariat	Lok Bhavan, Imphal - 795001	-	-
17.	Shri L. Thambalngou Singh,	Grade-IV	Governor's Secretariat	Lok Bhavan, Imphal - 795001	-	-
18	Shri E. Ranjit Singh.	Grade-IV	Governor's Secretariat	Lok Bhavan, Imphal - 795001	-	-
19	Shri Kamei Bishorjit Rongmei	Grade-IV	Governor's Secretariat	Lok Bhavan, Imphal - 795001	-	-
20	Shri Golmei Justin	Grade-IV	Governor's Secretariat	Lok Bhavan, Imphal - 795001	-	-
21	Smt. Priti Rani Dev	Grade-IV	Governor's Secretariat	Lok Bhavan, Imphal - 795001	-	-
22	Shri N.	Sweeper	Governor's	Lok	-	-

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	Muhindro Singh		Secretariat	Bhavan, Imphal – 795001		
23	Shri M. Sunjoy Singh	Mali	Governor's Secretariat	Lok Bhavan, Imphal – 795001	-	-
24	Smt. R.J. Danreioi Chiru	Mali	Governor's Secretariat	Lok Bhavan, Imphal – 795001	-	-
25	Shri Ch. Sanjoy Singh	Mali	Governor's Secretariat	Lok Bhavan, Imphal – 795001	-	-
26	MM. Imtiyas Khan	Mali Sweeper	Governor's Secretariat	Lok Bhavan, Imphal – 795001	-	-

(2) Governor's Household Establishment, Lok Bhavan, Imphal:

Sl. No.	Name	Designation	Division/Section	Office Address	Telephone No.	Official Email ID
1.	Shri H. Johnny Sharma, MPS	Aide-de-Camp (Police)	Household Establishment	Lok Bhavan, Imphal – 795001	2451444 / 9049522936	lok bhavan.imp-mn@gov.in
2.	Maj. Aditya Mahalwal	Aide-de-Camp (Army)	Household Establishment	Lok Bhavan, Imphal – 795001	2451444 / 8787508060	lok bhavan.imp-mn@gov.in
3.	Dr. S. Amrita Singh	Senior Resident Medical Officer	Household Establishment	Lok Bhavan, Imphal – 795001	9774430221	-
4.	Shri N. Motilal Meetei	Comptroller of Household	Household Establishment	Lok Bhavan, Imphal – 795001	7005657720	-
5.	Shri V.S. Yarngam	Assistant Section Officer	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
6.	Shri L. Sekherjit	Garden Superintendent	Household Establishment	Lok Bhavan,	-	-

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	Singh			Imphal – 795001		
7.	Md. Abdul Aziz	Senior Secretariat Assistant	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
8.	ShriKh. Naocha Singh	Driver	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
9.	Shri Prem Poudel	Driver	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
10.	Shri G. Mukhesh Sharma	Driver	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
11.	Shri Sh. Nandakumar Singh	Driver	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
12.	Shri Y. Suranjoy Singh	Head Cook	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
13.	Shri Ch. Ibomcha Singh	Khalasi	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
14.	Shri G. Athon	Khalasi	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
15.	Shri Kh. Sanatomba Singh	Khalasi	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
16.	Shri H. Jitendra Singh	Khalasi	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
17.	Shri M. Dorendro Singh	Khalasi	Household Establishment	Lok Bhavan, Imphal – 795001	-	-

18.	Md Abdul Hakim	Khalasi	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
19.	Shri Jagadish Das	Chaprasi	Household Establishment	Lok Bhavan, Imphal – 795001	-	--
20.	Md. Itobabu	Chaprasi	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
21.	Shri. Tontang Moran	Chaprasi	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
22.	Md. Atiqur Rahman	Chaprasi	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
23.	Shri. H. Rameshore Singh	Khidmatgar	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
24.	Shri. K. Joy Singh	House Bearer	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
25.	Shri Th. Gopal Singh	Silver Cleaner	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
26.	Md. Humayun Kabir	Cook	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
27.	Shri Y. Inao Singh	Masalchi	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
28.	Md. Kamal Hassan	Sweeper	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
29.	Smt. Rosy Lalzwami	Sweeper	Household Establishment	Lok Bhavan,	-	-

				Imphal – 795001		
30.	Shri M. Sanjit Singh	Sweeper	Household Establishment	Lok Bhavan, Imphal – 795001	-	-
31.	ShriKh. Kenedy Singh	Dhobi	Household Establishment	Lok Bhavan, Imphal – 795001	-	-

(c) Casual Peon and Casual Malis of Lok Bhavan, Imphal:

Sl. No.	Name	Designation	Office Address	Telephone No.
1.	Shri K. Nabakishore Singh	Casual Peon	Lok Bhavan, Imphal – 795001	-
2.	Shri M. Thasana Singh	Casual Mali	Lok Bhavan, Imphal – 795001	-
3.	Md. Amjad Khan	Casual Mali	Lok Bhavan, Imphal – 795001	-
4.	Shri L. Brojen Singh	Casual Mali	Lok Bhavan, Imphal – 795001	-
5.	Shri William Gonmei	Casual Mali	Lok Bhavan, Imphal – 795001	-
6.	Shri K. Premkumar Singh	Casual Mali	Lok Bhavan, Imphal – 795001	-

(d) Other Officers Attached to Lok Bhavan:-

Sl. No.	Name	Designation	Office Address	Telephone No.
1.	Md. Mahmood Khan	PRO (i/c)	Lok Bhavan, Imphal – 795001	2448038/ 9402271229
2.	Shri Kakhulan Pamei	Assistant Engineer (PWD)	Lok Bhavan, Imphal – 795001	9862093847
3.	Shri Sunil Singh	Assistant Engineer (PWD Electrical)	Lok Bhavan, Imphal – 795001	8974777177

10. 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, IAS, Secretary to the Governor	Level-14	7th CPC
2.	Md. S. Daulat Khan, MCS, Joint Secretary to the Governor	Level-14	MS(RP)Rules-2019
3.	Smt. M. Meena Devi, Deputy Secretary to the Governor	Level-13	MS(RP)Rules-2019
4.	Shri Sorokhaibam Imoshana Meitei, MCS, Deputy Secretary to the Governor	Level-13	MS(RP)Rules-2019
5.	Shri Rishikanta Loitongbam, MCS, Under Secretary to the Governor	Level-12	MS(RP)Rules-2019
6.	Shri S. Bhupendra Sharma, Section Officer (Accounts)	Level-9	MS(RP)Rules-2019
7.	Shri M. Priyoranjan Singh, Section Officer (General Section)	Level-9	MS(RP)Rules-2019
8.	Shri A. Chandramani Singh, Private Secretary to the Secretary	Level-9	MS(RP)Rules-2019
9.	Miss M. Pritibala Devi, Senior Secretariat Assistant	Level-6	MS(RP)Rules-2019
10.	Shri A. Birjeet Singh, Senior Secretariat Assistant	Level-6	MS(RP)Rules-2019
11.	Shri Th. Ramananda Singh, Stenograher-II	Level-5	MS(RP)Rules-2019
12.	Smt. Preety Queen Sinam, Secretariat Assistant	Level-5	MS(RP)Rules-2019
13.	Shri Th. Umakanta Singh, Secretariat	Level-5	MS(RP)Rules-2019

	Assistant		
14.	Shri T. Bidyachandra, Secretariat Assistant Singh	Level-5	MS(RP)Rules-2019
15.	Shri Y. Keny Meitei, Stenographer-III	Level-4	MS(RP)Rules-2019
16.	Shri V. Achimson, Mechanical Supervisor	Level-6	MS(RP)Rules-2019
17.	Shri L. Thambalngou Singh, Grade-IV	Level-1	MS(RP)Rules-2019
18.	Shri E. Ranjit Singh, Grade-IV	Level-1	MS(RP)Rules-2019
19.	Shri Kamei Bishorjit Rongmei, Grade-IV	Level-1	MS(RP)Rules-2019
20.	Shri Golmei Justin, Grade-IV	Level-1	MS(RP)Rules-2019
21.	Smt. Priti Rani Dev, Grade-IV	Level-1	MS(RP)Rules-2019
22.	Shri N. Muhindro Singh, Sweeper	Level-1	MS(RP)Rules-2019
23.	Shri M. Sunjoy Singh, Mali	Level-1	MS(RP)Rules-2019
24.	Smt. R.J Danreioi Chiru, Mali	Level-1	MS(RP)Rules-2019
25.	Shri Ch. Sanjoy Singh, Mali	Level-1	MS(RP)Rules-2019
26.	MM. Imtiyas Khan, Mali Sweeper	Level-1	MS(RP)Rules-2019

(2) Governor's Household:

Sl. No.	Name of Officers & Staff	Monthly remuneration	Remarks
1.	Shri H. Johnny Sharma, MPS, ADC	Level-14	MS(RP)Rules-2019
2.	Maj. Aditya Mahalwal, ADC	Level-11	7th CPC (DFP)
3.	Dr. S. Amrita Singh, Senior Medical Officer	Level-13	MS(RP)Rules-2019
4.	Shri N. Motilal Meetei, Comptroller	Level-9	MS(RP)Rules-2019
5.	Shri V.S. Yarngam, Assistant Section Officer	Level-8	MS(RP)Rules-2019
6.	Shri L. Sekherjit Singh, Garden Superintendent	Level-7	MS(RP)Rules-2019
7.	Md. Abdul Aziz, Senior Secretariat Assistant	Level-6	MS(RP)Rules-2019
8.	Shri Kh. Naocha Singh, Driver	Level-5	MS(RP)Rules-2019
9.	Shri Prem Poudel, Driver	Level-3	MS(RP)Rules-2019
10.	Shri G. Mukhesh Sharma, Driver	Level-3	MS(RP)Rules-2019
11.	Shri Sh. Nandakumar Singh, Driver	Level-3	MS(RP)Rules-2019

12.	Shri Y. Suranjoy Singh, Head Cook	Level-3	MS(RP)Rules-2019
13.	Shri Ch. Ibomcha Singh, Khalasi	Level-1	MS(RP)Rules-2019
14.	Shri G. Athon, Khalasi	Level-1	MS(RP)Rules-2019
15.	Shri Kh. Sanatomba Singh, Khalasi	Level-1	MS(RP)Rules-2019
16.	Shri H. Jitendra Singh, Khalasi	Level-1	MS(RP)Rules-2019
17.	Shri M. Dorendro Singh, Khalasi	Level-1	MS(RP)Rules-2019
18.	Md Abdul Hakim, Khalasi	Level-1	MS(RP)Rules-2019
19.	Shri Jagadish Das, Chaprasi	Level-1	MS(RP)Rules-2019
20.	Md. Itobabu, Chaprasi	Level-1	MS(RP)Rules-2019
21.	Shri. Tontang Moran, Chaprasi	Level-1	MS(RP)Rules-2019
22.	Md. Atiqur Rahman, Chaprasi	Level-1	MS(RP)Rules-2019
23.	Shri. H. Rameshore Singh, Khidmatgar	Level-1	MS(RP)Rules-2019
24.	Shri. K. Joy Singh, House Bearer	Level-1	MS(RP)Rules-2019
25.	Shri Th. Gospal Singh, Silver Cleaner	Level-1	MS(RP)Rules-2019
26.	Md. Humayun Kabir, Cook	Level-1	MS(RP)Rules-2019
27.	Shri Y. Inao Singh, Masalchi	Level-1	MS(RP)Rules-2019
28.	Md. Kamal Hassan, Sweeper	Level-1	MS(RP)Rules-2019
29.	Smt. Rosy Lalzwami, Sweeper	Level-1	MS(RP)Rules-2019
30.	Shri M. Sanjit Singh, Sweeper	Level-1	MS(RP)Rules-2019
31.	Shri Kh. Kenedy Singh, Dhobi	Level-1	MS(RP)Rules-2019

11. 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 2026-2027 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	01	Governor's Secretariat	
Detailed	00		
Object	01	Salaries	174.64
	02	Wages	28.52
	06	Medical Treatment	10.00
	07	Allowances	74.85
	08	Leave Travel Concession	2.00
	11	Domestic Travel Expenses	12.00
	13	Office Expenses	60.00
	16	Printing & Publication	3.00
	24	Fuels & Lubricants	15.00
	26	Advertising & Publicity	1.00
	28	Professional Services	4.26
		TOTAL	385.27
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 by Governor	
Detailed	00		
Object	49	Other Revenue Expenditure	50.00
		TOTAL	50.00
Minor	103	Household Establishment	
Sub-Head	01	Governor's Household Establishment	

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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	
Sub-Head	01	Governor's Entertainment Expenses	
Detailed	00		
Object	49	Other Revenue Expenditure	3.00
		TOTAL	3.00
Minor	107	Expenditure from Contract Allowance	
Sub-Head	01	Expenditure from Contract Allowance	
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	Materials and Supplies	1.15
Detailed	01	Maintenance of Garden	
Object	27	Minor Civil and Electric Works	4.03
Detailed	02	Maintenance and Repairs of Furnishing of Official Residence	
Object	29	Repair & Maintenance	1.15
		TOTAL	6.33
Major	4075	Capital Outlay on Miscellaneous General Services	

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Head			
Sub-Major	00		
Minor	800	Other Expenditure	
Sub-Head	01	Governor's Secretariat	
Detailed	00		
Object	71	Information, Computer, Telecommunications (ICT) Equipment	10.00
	74	Furniture and Fixtures	15.00
		TOTAL	25.00
		GRAND TOTAL	864.79

12. 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 Lok 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.

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

There is no such provision under which concessions, permits or authorization can be granted by the Lok Bhavan, Imphal. 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.

14. 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 the Governor's Secretariat, Lok Bhavan, Imphal was launched in February 2016. The website, accessible at

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<https://lokbhavanmanipur.nic.in>, along with the official email ID lokbhavan.imp-mn@gov.in, serves as an important platform for dissemination of information.

The website provides a brief history of Lok Bhavan, Imphal, and features details of past and present Governors of Manipur along with their photographs. It also includes contact information of the officers of Lok Bhavan, Imphal. Updates on news and events, particularly those relating to the visits of the Hon'ble Governor within the State, as well as functions organized or attended by the Hon'ble Governor, are regularly uploaded.

Further, correspondence from the public, including representations and memorandums, is received through the official email of Lok Bhavan, Imphal. Replies are furnished through the same medium, wherever necessary.

15. 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 facilitating access to information for citizens regarding Lok Bhavan, Imphal, the Appellate Authority, State Public Information Officer, Assistant State Public Information Officer, and Nodal Officer have been duly appointed under the Act. An official website of Lok Bhavan, Imphal has also been established, where news and events are updated regularly. Citizens may access the website at any time to obtain relevant information. Additionally, they may submit correspondence either via email or in hard copy to Lok Bhavan, Imphal. A small library is maintained within the office for internal use; however, it is not open to the public.

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

Sl. No	Names and designation of the Officer
1.	Shri Sumant Singh, IAS, Secretary to Governor and Appellate Authority.
2.	Md. S. Daulat Khan, MCS, Joint Secretary to Governor, State Public Information Officer and Nodal Officer.

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3.	Shri Rishikanta Loitongbam, MCS, Under Secretary to Governor and Assistant State Public Information Officer.

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

N.A.
